Faculty of Arts
THE UNIVERSITY OF HONG KONG
香 港 大 學 文 學 院

Handbook for Research Postgraduate Students 2018/19

This Handbook should be read in conjunction with the [Graduate School's Handbook for MPhil & PhD Programmes 2018/19](#) that provides a compilation of regulations and advice for research postgraduate students and supervisors.

Table of Contents

1. Message from the Associate Dean

On behalf of all faculty members and staff it is my great pleasure to welcome all new and returning Research Postgraduate Students in the Faculty of Arts. As Associate Dean for Research, it is my role to oversee all matters concerning PhD and MPhil students. I hope that you will enjoy your stay as a postgraduate student and benefit from both the teaching and social life in your Department, School, Faculty, as well as the University in general.

Our Faculty is one of the major hubs for teaching and research in all areas of Arts and Humanities. I am sure that during your time at HKU you will take full advantage of the expertise, academic events and ideas that you can find in the Faculty. We hope that this will be as exciting a time for you as your arrival is for us.

This handbook describes our research postgraduate programmes, and is designed as a guide to your studies within the Faculty and as an introduction to administrative and academic procedures. You may be given additional information by the Chair of your Departmental Research Postgraduate Committee and your Supervisor. Note that during your period of registration there may be some changes in procedures or otherwise which will supersede what is in this handbook. You will be informed of these changes should they occur and the handbook will be updated. Please do let us know if you have any questions or suggestions for inclusion of additional information in the handbook.

I look forward to working with you and I wish you every success in your academic studies.

Professor Adam Jaworski
Associate Dean (Research)
Faculty of Arts

2. Research in the Faculty

The Faculty of Arts is one of the flagship faculties of the University of Hong Kong and one of the finest humanities faculties in the region and internationally. It was founded in 1912, when the University opened, and it has been a focus of academic life on campus ever since, building on its tradition to meet successive educational and intellectual challenges.

The Faculty attracts and nurtures outstanding scholars and students from around the world through excellence and innovation in teaching, research and knowledge exchange. It provides a comprehensive, humanities and liberal arts research environment, and its strengths include world-class expertise in China-West studies, highly diverse and international academic staff, and a strong culture- and language-based curriculum.

Teachers in the Faculty are committed to excellence in research, which feeds into the broad, liberal education they provide to students and the community. Arts graduates emerge with analytic, linguistic, critical and creative skills, and a deep engagement with culture and global awareness, all of which create the foundation for effective leadership and success in a wide range of professional and life endeavours. Over the past century, the Faculty's graduates have made significant contributions in government, the arts, business and other fields in Hong Kong, the region and internationally.

The Faculty strives to extend the significance of its research and teaching into the wider community. It aims to provide lifelong learning opportunities and to reinforce the artistic, social and educational values of the arts and humanities. In turn, it has received significant support for its work from public and private sources.

HKU ranks 1st in Asia and 3rd in the world in the World's Most International Universities ranked by the Times Higher Education (THE) in 2018. HKU Arts and Humanities ranks 18th and 28th respectively in the Quacquarelli Symonds (QS) and THE World University Subject Rankings in 2018. The Faculty also made the global top 30 in three subjects in the QS World University Rankings: Linguistics (11th), Modern Languages (16th), and English Language & Literature (22th). In the Research Assessment Exercise 2014 conducted by the University Grants Council, five disciplines – Area Studies, English, Fine Arts, History and Linguistics – were ranked no. 1 of all institutions in Hong Kong.

3. Administration for Research Postgraduate Matters

A. Higher Arts Degrees Committee

The Higher Arts Degrees Committee (HADC) deals with all matters relating to research postgraduate education including supervisory arrangements, progress monitoring, confirmation of candidature, transfer of candidature, and thesis submission, and, where applicable, is responsible for advice to the Faculty Board in Master of Philosophy (MPhil), Doctor of Philosophy (PhD) and joint PhD matters, like appointment of examiners and admission of students. Its terms of reference are available here and its members include:

Chairperson
Dr. Wai Ting Siok, Associate Dean (Postgraduate)
[Tel: 3917 2771; Email: siok@hku.hk]

Vice-Chairperson
Professor Adam Jaworski, Associate Dean (Research)
[Tel: 3917 7274; Email: jaworski@hku.hk]

Members
Dr. W.M. Chan, School of Chinese [Tel: 3917 4806; Email: wmchan83@hku.hk]
Dr. D. Noël, School of English [Tel: 3917 1922; Email: dnoel@hku.hk]
Dr. Peter Cunich, School of Humanities [Tel: 3917 7049; Email: cunich@hku.hk]
Dr. Roland Vogt, School of Modern Languages and Cultures [Tel: 3917 8046; Email: crvogt@hku.hk]

Secretary

Miss Yuki Chan, Faculty Office [Tel: 3917 8287; Email: yuki.chan@hku.hk]

B. Departmental Research Postgraduate Committee

Departmental Research Postgraduate Committee (DRPC) deals with research postgraduate education matters at departmental level. Its terms of reference and its membership are available here.

C. Faculty Office

Miss Yuki Chan supervises the administration of postgraduate programmes in the Faculty.
[Tel: 3917 8287; Email: yuki.chan@hku.hk]

Miss Lily Lam supports research postgraduate student matters in Centre for Applied English Studies, Centre of Buddhist Studies, Centre for the Humanities and Medicine, and School of Humanities.
[Tel: 3917 4198; Email: mlilylam@hku.hk]

Miss Janet Au supports research postgraduate student matters in School of Chinese, School of English and School of Modern Languages and Cultures.
[Tel: 3917 4634; Email: janetau@hku.hk]

Address: Room 4.05, 4/F, Run Shaw Tower, Centennial Campus
Office Hours: 09:00 – 13:00 and 14:00 – 17:45 (Monday – Thursday)
                      09:00 – 13:00 and 14:00 – 18:00 (Friday)
Website: http://arts.hku.hk/

4. Programme of Studies

A. Introduction

The Faculty of Arts offers admission to MPhil, PhD and joint PhD programmes. Full-time and part-time modes are available for MPhil and PhD programmes. The joint PhD programme between the University and King's College London (KCL) is offered in full-time mode only. Students without a research Master's degree shall be considered for admission to the MPhil or 4-year PhD programme with the coursework component, while those with a research Master's degree shall be considered for admission to the 3-year PhD programme without the coursework component, except the Research Ethics course offered by the Graduate School (GS).

B. Period of Study

Students pursuing MPhil or PhD studies are first registered provisionally for the degree and the registration is subject to a probationary period specified below. At the end of the probationary period, students are required to demonstrate capability in research, submit a detailed scheme of research, a Data Management Plan (if applicable) and relevant ethical approval (if applicable), and complete all the GS courses and at least 50% of departmental courses. The candidature shall be confirmed, extended or terminated on the recommendation of the DRPC to the HADC.

Curriculum	Full-time		Part-time	
	Normative Study Period	Probationary Period	Normative Study Period	Probationary Period
MPhil	24 months	12 months	36 months	18 months
3-year PhD	36 months	12 months	54 months	18 months
4-year PhD	48 months	18 months	72 months	27 months

For joint PhD students

A joint PhD student is required to spend 50% of the study period at each university. The percentage time could be reduced to a minimum of 40% of the study period at one of the parties but approval must be sought from the Joint Academic Committee. Students needing to revise their plan of study should submit their request to do so, with justification, to the HADC via the DRPC as early as possible so as to allow sufficient time for both institutions' consideration. Requests submitted retrospectively will not be considered.

Joint PhD students are required to spend the last six months before submission of their thesis at their home university.

C. Completion

Students shall complete their studies within the above-specified period of study. The results of the research must be presented in the form of a thesis, which can be submitted at any time after confirmation of candidature provided that the requirement for the minimum study period is met and that a 3-month prior notice of intent to submit a thesis is given. The thesis will be examined by both internal and external examiners and an oral examination will be held. Other examinations may be prescribed if necessary. The thesis will be assessed on the grounds of: (i) originality, significance and methodology of the research; (ii) accuracy and quality of results; and (iii) clarity and lucidity of presentation and adequacy of references (if applicable). A successful MPhil thesis should represent the result of the student's independent research demonstrating some originality, a sound understanding of the field of study and application of appropriate research methods. A successful PhD thesis should represent the result of the student's independent research, offer an original contribution to knowledge and be worthy of publication.

5. Timeline and Procedures from Registration to Thesis Examination

Key dates of candidature are available at

MPhil
http://www.gradsch.hku.hk/gradsch/current-students/key-dates-progress-report/key-dates/master-of-philosophy

3-year PhD
http://www.gradsch.hku.hk/gradsch/current-students/key-dates-progress-report/key-dates/doctor-of-philosophy-3-year

4-year PhD
http://www.gradsch.hku.hk/gradsch/current-students/key-dates-progress-report/key-dates/doctor-of-philosophy-4-year

A. Registration and Course Enrolment

Once the student is admitted, the HADC will appoint a supervisor and a co-supervisor/mentor for the student.

The student is required to complete registration procedures in person at the Faculty Office within 7 working days of the date of registration.

MPhil and PhD students are required to complete the taught research component. It is advisable to consult your supervisor/DRPC Chairperson prior to course enrolment. (3-year PhD students are required to take GS Research Ethics course.) If students have not followed departmental coursework requirements, supervisors/DRPC Chairpersons may disapprove the course enrolment and request the students to revise their course choices in the add/drop period. Course enrolment takes place via the Student Information System (SIS) and a user guide is available here.

B. Confirmation of Candidature

One month before the expiry of the probationary period, the supervisor and the student shall be required to submit to the DRPC a "Supervision Report" and a "Candidate's Progress Report", respectively. The latter must include a detailed scheme of research and ethical approval, if applicable. Faculty's requirements on the scheme of research are available here.

By the end of the probationary period the student shall be required to have satisfactorily completed all GS courses and at least 50% of departmental coursework. In addition, a student has to submit a Data Management Plan (DMP) if data is to be collected or generated as part of the research. Details of submission of DMP are available on the website of the University Libraries.

The DRPC shall consider the reports and the DMP, where applicable, together with the student's coursework results, and shall submit the reports and a recommendation on the confirmation or termination of the candidature, or an extension of the probationary period, to the HADC for a decision.

Individual departments may have additional requirements for confirmation of candidature.

C. Transfer of Candidature

MPhil students, who have obtained a Bachelor's degree at first class honours or equivalent, may apply for transfer to the PhD programme after confirmation of candidature and after completion of all coursework requirements.

An application in writing, together with a revised scheme of research and evidence of written work (e.g. one or two thesis chapters and/or a draft of a conference paper) shall be submitted to the Chairperson of the DRPC at least 6 months before the expiry of the MPhil candidature.

The student is required to conduct an oral presentation in relation to the revised scheme of research before the DRPC, or an advisory panel set up by the DRPC that considers the application, at least 5 months before the expiry of the MPhil candidature.

The DRPC shall submit its recommendation together with the application to the HADC. Such transfer, if approved, shall be effected at least 3 months before the expiry of the MPhil candidature.

The criteria involved in the transfer decision include:
- the student has demonstrated that they are capable of work at an appropriate level for a PhD award;
- the scale, depth and conception of the research provide a realistic base for a PhD thesis submission;
- the student has acquired the necessary training in order to complete his/her proposed research; and
- the student has demonstrated adequate knowledge of background material.

PhD students may apply for transfer to the MPhil programme within the first 12 months (3-year PhD) or 18 months (4-year PhD) of candidature, in the case of full-time students; or within the first 18 months (3-year PhD) or 27 months (4-year PhD), in the case of part-time students.

At any stage of his/her studies, the student may be permitted to transfer from full-time to part-time candidature (or vice versa) for the same degree, provided that the requisite coursework requirements can be completed before submission of the thesis. An application in writing with the supervisor's endorsement shall be submitted to the HADC via the DRPC.

D. Progress Report

Both students and their supervisors are required to submit bi-annual progress reports on the students' work via the online reporting system. One month before the end of the probationary period, students and their supervisors should submit reports to the HADC via the DRPC, for confirmation of candidature, transfer of candidature, termination of candidature or an extension of the probationary period.

The GS will send automatic email reminders to students and their supervisors one month before the report due date. Details are available here.

E. Thesis Submission

The student, with confirmed candidature and completion of all coursework requirements, shall submit a thesis on or before the expiry of the candidature. At least 3 months before the intended thesis submission, the student shall complete and submit to the HADC via the DRPC a "Notice of Intent to Submit a Thesis" form with the supervisor's proposed appointment of the Thesis Examining Committee.

Before submission, the student should pass a copy of the thesis to the supervisor(s) in sufficient time for them to read and comment on. The thesis should be free of grammatical/typographical errors and consistently follow one of the well-established referencing styles. The student cannot expect from the supervisor(s) detailed correction of his/her writing. If necessary, help from professional editing service should be sought.

The student is required to conduct a self-check on the originality of the thesis via the "Turnitin" system and amend it, if necessary, in consultation with the supervisor(s).

Supervisor(s) are required to complete and sign the "Thesis Submission Form by Supervisor of MPhil/PhD Thesis" for confirming that the thesis is ready for submission for examination, and/or, only under special circumstances, for disassociation from the content of the thesis.

The student shall submit the followings to the Faculty Office in order to initiate the examination process:

- four (MPhil student)/ five (PhD student) temporarily bound copies of the thesis (preferably in heat-sealed, perfect binding);
- one signed additional, unbound copy of the thesis abstract of 200–500 words, with a word count of the abstract;
- a dataset of his/her research, where applicable, and
- a "Thesis Submission Form by Supervisor of MPhil/PhD Thesis" signed by the supervisor. Where applicable, each co-supervisor should complete the form individually.

Free editing of theses abstracts is available. Students interested in the service should send a soft copy of the abstract as an email attachment in MS Word to Ms. Vicki Geall (vgeall@hkucc.hku.hk), Technical Writer of Research Services. Please include in the covering email full name, name of Faculty and Department, and type of degree (MPhil, PhD or Joint PhD). Details are available here.

Students are strongly advised to refer to the section "Preparation, Submission and Examination of Theses" in the GS Handbook and the booklet "Preparing and Submitting Your Theses". A list of the relevant regulations, forms and reference materials is also available at the GS website at http://www.gradsch.hku.hk/gradsch/current-students/thesis-submission and https://www.gradsch.hku.hk/gradsch/downloadable-forms/current-students#3.

F. Thesis Examination

The thesis must represent the student's own work. The student shall not submit work that has been previously included in a thesis, dissertation or report submitted to this or any other institution for a degree, diploma, or other qualifications. Original work of the student related to the thesis may be published prior to submission of the thesis and may be included in the thesis.

Each student shall be examined by two examiners for the MPhil degree or three examiners for the PhD degree. Should the student be a member of staff at the Faculty/University, one internal and two external examiners will be appointed. An oral examination shall be required for all students.

A Thesis Examining Committee (TEC) will be established to conduct thesis examination and subsequently to consider the opinions of the examiners and determine the examination result for recommendation to the Faculty's Board of Examiners for Higher Degrees by Research (BoE). A TEC shall consist of a chairperson, the examiners and the primary supervisor and/or co-supervisor. All examiners are voting members while the chairperson and the primary supervisor/co-supervisor are ex-officio non-voting members.

The examiners for joint PhD students shall be approved by the Joint Academic Committee, with one examiner each from HKU and KCL, and the third from other universities. None of the examiners from HKU and KCL shall be the student's joint supervisors.

Examiners are given six weeks from the date of receipt of the thesis to complete and return the examiner's reports to the Faculty Office.

Oral examination will be normally held within one month of the receipt of all the examiner's reports. The student will be given at least one week's notice of the date of the oral examination.

At the oral examination, before the TEC addresses questions to the student, it is acceptable for the student to give a short presentation of approximately five minutes.

After the oral examination, the TEC shall make a recommendation on the examination result. The student will be informed of the result when it has been approved by the Faculty's BoE and the Board of Graduate Studies (BoGS).

Should the thesis be deemed in need of corrections and revision, the student shall be informed of such as soon as possible after the oral examination. The period for completing all the revisions is up to twelve months from the date the student has received the approved examination result. The revisions must be carried out to the satisfaction of the person appointed to oversee the corrections (normally the primary supervisor).

If the student is required to revise and re-submit the thesis for a new examination, the re-submitted thesis will be examined by the original examiners who shall advise whether a new oral examination is required. The revision period shall be no more than twelve months. No student shall be permitted more than two submissions of the thesis or more than two oral examinations.

After satisfactory completion of the revision, the student is required to submit the followings within one month of the end date of the revision period to fulfil all degree requirements:
- three to four hard copies of the finalized bound thesis (printed on BOTH sides of the paper);
- an e-thesis submitted online via the "Thesis Submission E-Form: MPhil & PhD";
- a signed "MPhil and PhD Thesis Submission Form for Libraries"
- a MPhil/PhD Studies Questionnaire; and
- a non-HKU contact form.

Details of the prescribed format and the aforementioned forms are available here.

G. Extension of Candidature

The student may, after confirmation of candidature, apply for an extension beyond the specified period of study. Detailed justifications for the extension with supporting evidence, a study plan for the requested period of extension, and recommendation of the supervisor(s) shall be submitted by completing an application form. All such applications for extension must be made to the DRPC no later than three months before the period of study is due to expire. The HADC shall then forward the recommendation of the DRPC, in light of the comments from the supervisor(s), to the BoGS. Any extension beyond the specified period of study will be granted only upon the demonstration of sound justification accepted by the BoGS. Students are reminded that the extension of candidature is not an entitlement but an

arrangement to be granted exceptionally by the BoGS in extenuating circumstances, e.g. illness and family problems.

6. Coursework Requirements

In addition to the traditional one-to-one mode of supervision, the incorporation of coursework into the MPhil and 4-year PhD programmes serves to provide a form of structural supervision. The GS courses aim to provide students from all faculties general knowledge on thesis writing and research skills and methods. Departmental courses offer discipline-specific training. Students are required to take four compulsory GS courses and up to four departmental courses as follows.

A. Graduate School Coursework Requirements

Four compulsory courses (Only those courses applicable to Arts students are listed here.)

(a) Introduction to Thesis Writing
- GRSC6020 Introduction to Thesis Writing (The Humanities & Related Disciplines)

(b) Research Ethics for Graduate Students
- GRSC6030   Research Ethics for Graduate Students (Faculties of Arts and Architecture)

(c) Transferable Skills
- GRSC6008 Transferable Skills; or
- GRSC6038 HKU Transferable Research Skills Course

(d) Research Methods
- GRSC6034   Introduction to Quantitative Research Methods (The Humanities & Related Disciplines); or
- GRSC6036   Introduction to Qualitative Research Methods (The Humanities & Related Disciplines); or
- GRSC6007 Applied Quantitative Research Methods (Prerequisite: Students who are able to provide documentary evidence that they possess basic knowledge in measurement and statistical concepts)

Some departments offer courses in lieu of the above GS compulsory courses to their "home" students and/or to other students in the Faculty. Please refer to the table below:

GS Courses	Schools/Departments Courses in lieu of the GS Courses		Applicable ONLY to students of the course-offering Faculties/ Departments/Schools specified
	Course	Course Name	
GRSC6020	CHIN6004	Introduction to Thesis Writing in Chinese	School of Chinese
	ENGL6070	Introduction to Thesis Writing in English Studies	School of English
	HIST6011	Introduction to History Thesis Writing	Faculty of Arts

	SMLC7004	Thesis Writing (The Humanities and Area Studies)	
	HUMA7001	Introduction to Thesis Writing (Critical Humanities)	
GRSC6008	SMLC7005	Transferable Skills (The Humanities and Area Studies)	Faculty of Arts
GRSC6034 /GRSC6036	CHIN6001	Research Methods in Chinese Studies	School of Chinese
	ENGL7011	Research Methods	School of English
	FINE6002	Research Methods in Art History	School of Humanities (Fine Arts)
	HIST6002	Historical Documents	School of Humanities (History)
	LING6001	Research Methods in Linguistics	School of Humanities (Linguistics)
	MAAL6028	Introduction to Research Methods	Centre for Applied English Studies
	MUSI7001	Research Methods in Music	School of Humanities (Music)
	PHIL6820	Graduate Seminar in Research Methods	School of Humanities (Philosophy)
	SMLC7003	Research Methods (The Humanities and Area Studies)	Faculty of Arts
GRSC6036	HIST7007	Postgraduate History Archival Research Orientation Seminar (PHAROS)	Faculty of Arts

Further details are available here.

B. Departmental Coursework Requirements

School/Department/Centre	Compulsory Course(s)	Elective Course(s)
Centre for Applied English Studies	1	2
Centre for the Humanities and Medicine	0	3
Centre of Buddhist Studies	1	2
School of Chinese	2	0
School of English	3	1
School of Humanities		
- Comparative Literature	0	3
- Fine Arts	1	0
- History	4	0
- Linguistics	3	1

- Music	1	0
- Philosophy	2	0
School of Modern Languages and Cultures	2	0

(a) Centre for Applied English Studies

Requirement - 1 compulsory course and 2 elective courses from the list below.

Course Code	Course Title	Compulsory (C)/ Elective (E)
MAAL6028	Introduction to Research Methods	C
MAAL6002	Second Language Curricula	E
MAAL6027	Discourse Analysis	E
MAAL6029	Second Language Acquisition	E
MAAL6030	Understanding Language Through Grammar	E
	Or other applicable courses offered in the MA in Applied Linguistics programme.	E

Note:
MAAL6028 can be taken in lieu of the compulsory GS Course "GRSC6034 Introduction to Quantitative Research Methods (The Humanities & Related Disciplines)" or "GRSC6036 Introduction to Qualitative Research Methods (The Humanities & Related Disciplines)".

(b) Centre for the Humanities and Medicine

Requirement - 3 elective courses from the list below.

Course Code	Course Title	Compulsory (C)/ Elective (E)
	3 courses from the MPhil/4-year PhD curriculum of the Faculty of Arts which coincide with the student's research areas (subject to the approval of the Schools and the Departments)	E

(c) Centre of Buddhist Studies

Requirement - 1 compulsory course and any 2 elective courses from the list below. Selection of courses should be decided in consultation with students' supervisors and with their prior approval.

Course Code	Course Title	Compulsory (C)/ Elective (E)
BSTC6070	Research methodology in Buddhist Studies	C
	Courses from the Master of Buddhist Studies (MBuddhStud) programme*	E

	Courses from the Master of Buddhist Counselling (MBC) programme	E
	Courses from another department's MPhil/4-year PhD curriculum relevant to the candidate's research	E

* Full-year elective course will be counted as a single course only.

(d) School of Chinese

Requirement[iv] - 2 compulsory courses, CHIN6002 and CHIN6003, from the list below.

Course Code	Course Title	Compulsory (C)/ Elective (E)
CHIN6001	Research Methods in Chinese Studies	E, see (i) & (iii)
CHIN6002	Special Topics in Chinese Studies	C
CHIN6003	Seminar	C
CHIN6004	Introduction to Thesis Writing in Chinese	E, see (ii) & (iii)
CHIN7801	Lecture Series: New Perspectives in Research on Chinese Literature and Chinese History	E

Notes:
(i) CHIN6001 can be taken in lieu of the compulsory GS Course "GRSC6034 Introduction to Quantitative Research Methods (The Humanities & Related Disciplines)" or "GRSC6036 Introduction to Qualitative Research Methods (The Humanities & Related Disciplines)" but is not counted towards fulfilling the department coursework requirement of 2 compulsory courses. Chinese RPg students are strongly advised to take CHIN6001.
(ii) CHIN6004 can be taken in lieu of the compulsory GS Course "Introduction to Thesis Writing" (GRSC6001/GRSC6020) but is not counted towards fulfilling the department coursework requirement of 2 compulsory courses. Chinese RPg students are strongly advised to take CHIN6004.
(iii)If CHIN6001 and CHIN6004 are to be taken in lieu of the GS courses, they have to be completed by the end of the probationary period.
(iv)Students registered before September 1, 2013 are required to take 3 compulsory courses, namely, CHIN6001, CHIN6002 and CHIN6003.

(e) School of English

Requirement - ENGL6001, ENGL6070 (see note i), ENGL7011 (see note ii) and 1 elective course from the list below.

Course Code	Course Title	Compulsory (C)/ Elective (E)
ENGL6001	Research seminar	C
ENGL6003	Guided Reading Course	E
ENGL6053	Special Topics in English Studies	E
ENGL6056	Cultural Semiotics	E

Course Code	Course Title	Compulsory (C)/ Elective (E)
ENGL6068	Foundations of Euro-American Critical Theory	E
ENGL6070	Introduction to Thesis Writing in English Studies	C
ENGL6071	Foundations in Language and Human Communication	E
ENGL6073	Introduction to Cross-cultural Theory	E
ENGL6075	The Politics of English	E
ENGL6079	World Modernism	E
ENGL6080	Travel Writing and Culture	E
ENGL6081	Global Fictions	E
ENGL6083	Post-Colonial Representations	E
ENGL7011	Research Methods	C

Notes:
(i) Students have the option of taking the GS equivalent "Introduction to Thesis Writing" (GRSC6001/GRSC6020) in lieu of ENGL6070.
(ii) Students have the option of taking the GS equivalent "GRSC6034 Introduction to Quantitative Research Methods (The Humanities & Related Disciplines)" or "GRSC6036 Introduction to Qualitative Research Methods (The Humanities & Related Disciplines)" in lieu of ENGL7011.

(f) School of Humanities

Comparative Literature

Requirement - 3 elective courses from the list below.

Course Code	Course Title	Compulsory (C)/ Elective (E)
CLIT6011	Special Topics in Literary and Cultural Studies I	E
CLIT6012	Special Topics in Literary and Cultural Studies II	E
CLIT6015	Guided Reading I	E
CLIT6016	Guided Reading II	E
HUMA7001	Introduction to Thesis Writing (Critical Humanities)	E

Note:
HUMA7001 is not counted towards fulfilling the departmental coursework requirement of 3 elective courses, but may be taken in lieu of the compulsory GS Course "Introduction to Thesis Writing" (GRSC6001/GRSC6020).

Fine Arts

Requirement - 1 compulsory course

Course Code	Course Title	Compulsory (C)/ Elective (E)

Course Code	Course Title	Compulsory (C)/ Elective (E)
FINE6002	Research Methods in Art History	C
HUMA7001	Introduction to Thesis Writing (Critical Humanities)	E

Notes:
(i) FINE6002 can be taken in lieu of the compulsory GS Course "GRSC6034 Introduction to Quantitative Research Methods (The Humanities & Related Disciplines)" or "GRSC6036 Introduction to Qualitative Research Methods (The Humanities & Related Disciplines)".
(ii) HUMA7001 is not counted towards fulfilling the department coursework requirement of 1 compulsory course, but may be taken in lieu of the compulsory GS Course "Introduction to Thesis Writing" (GRSC6001/GRSC6020).

History

Requirement – 4 compulsory courses from the list below.

Course Code	Course Title	Compulsory (C)/ Elective (E)
HIST6001	Philosophy of History	C
HIST6002	Historical Documents	C
HIST6003	Historical Research Seminar	C
HIST6004	Advanced Readings in History	C
HIST6011	Introduction to History Thesis Writing	E
HIST7007	Postgraduate History Archival Research Orientation Seminar (PHAROS)	E
HUMA7001	Introduction to Thesis Writing (Critical Humanities)	E

Notes:
(i) Depending on the individual student's needs, the supervisor may recommend that a student replace one of the above courses with a course either in a cognate discipline or one offered by the GS, on the condition that the choice of courses should be confined to those available within the MPhil and 4-year PhD curricula.
(ii) Either HIST6011 or HUMA7001 may be taken in lieu of the compulsory GS Course "Introduction to Thesis Writing" (GRSC6001/GRSC6020). Neither course is counted towards fulfilling the departmental coursework requirement of 4 compulsory courses. History RPg students are strongly advised to take HIST6011.
(iii) HIST6002 can be taken in lieu of the compulsory GS Course "GRSC6034 Introduction to Quantitative Research Methods (The Humanities & Related Disciplines)" or "GRSC6036 Introduction to Qualitative Research Methods (The Humanities & Related Disciplines)".
(iv) HIST7007 can be taken in lieu of the compulsory GS Course "GRSC6036 Introduction to Qualitative Research Methods (The Humanities & Related Disciplines)".

Linguistics

Requirement - 3 compulsory courses and 1 elective course from the list below.

Course Code	Course Title	Compulsory (C)/ Elective (E)

LING6001	Research Methods in Linguistics	C
LING7501	Research Seminars in Linguistics I	C
LING7502	Research Seminars in Linguistics II	C
LING6010	Readings in Linguistics	E
LING6012	Special Topics in Linguistics	E
HUMA7001	Introduction to Thesis Writing (Critical Humanities)	E
	A course from another department's MPhil/4-year PhD curriculum	E

Notes:
(i) LING6001 can be taken in lieu of the compulsory GS Course "GRSC6034 Introduction to Quantitative Research Methods (The Humanities & Related Disciplines)" or "GRSC6036 Introduction to Qualitative Research Methods (The Humanities & Related Disciplines)".
(ii) HUMA7001 is not counted towards fulfilling the department coursework requirement of 1 elective course, but may be taken in lieu of the compulsory GS Course "Introduction to Thesis Writing" (GRSC6001/GRSC6020).

Music

Requirement - 1 compulsory course.

Course Code	Course Title	Compulsory (C)/ Elective (E)
MUSI7001	Research Methods in Music	C
HUMA7001	Introduction to Thesis Writing (Critical Humanities)	E

Notes:
(i) MUSI7001 can be taken in lieu of the compulsory GS Course "GRSC6034 Introduction to Quantitative Research Methods (The Humanities & Related Disciplines)" or "GRSC6036 Introduction to Qualitative Research Methods (The Humanities & Related Disciplines)".
(ii) HUMA7001 is not counted towards fulfilling the departmental coursework requirement of compulsory courses, but may be taken in lieu of the compulsory GS Course "Introduction to Thesis Writing" (GRSC6001/GRSC6020).

Philosophy

Requirement - 2 compulsory courses.

Course Code	Course Title	Compulsory (C)/ Elective (E)
PHIL6820	Graduate Seminar in Research Methods	C
PHIL6830	Special Topics in Philosophy (Exceptionally, a course from the MPhil/PhD syllabus of another department may be selected in place of the above.)	C

Course Code	Course Title	C/E
HUMA7001	Introduction to Thesis Writing (Critical Humanities)	E

Notes:

(i) PHIL6820 can be taken in lieu of the compulsory GS Course "GRSC6034 Introduction to Quantitative Research Methods (The Humanities & Related Disciplines)" or "GRSC6036 Introduction to Qualitative Research Methods (The Humanities & Related Disciplines)".

(ii) HUMA7001 is not counted towards fulfilling the departmental coursework requirement of 1 elective course, but may be taken in lieu of the compulsory GS Course "Introduction to Thesis Writing" (GRSC6001/GRSC6020).

(g) School of Modern Languages and Cultures

Requirement - 2 compulsory courses.
(Students may also take up two further courses from another School, if given permission by their supervisor and the Chairperson of the DRPC. However, passing such additional courses does not form part of the coursework requirement of the School.)

Course Code	Course Title	Compulsory (C)/ Elective (E)
SMLC7002	Research Colloquium I	C
SMLC7003	Research Methods (The Humanities and Area Studies)	E
SMLC7004	Thesis Writing (The Humanities and Area Studies)	E
SMLC7005	Transferable Skills (The Humanities and Area Studies)	E
SMLC7021	Research Colloquium II	C
	A course from another School's MPhil/4-year PhD curriculum	E

Notes:

(i) SMLC7003 can be taken in lieu of the compulsory GS Course "GRSC6034 Introduction to Quantitative Research Methods (The Humanities & Related Disciplines)" or "GRSC6036 Introduction to Qualitative Research Methods (The Humanities & Related Disciplines)". SMLC RPg students are strongly advised to take SMLC7003.

(ii) SMLC7004 can be taken in lieu of the compulsory GS Course "Introduction to Thesis Writing" (GRSC6001/GRSC6020). SMLC RPg students are strongly advised to take SMLC7004.

(iii) SMLC7005 can be taken in lieu of the compulsory GS Course "GRSC6008 Transferable Skills". SMLC RPg students are strongly advised to take SMLC7005.

(iv) If SMLC7003, SMLC7004 and SMLC7005 are to be taken in lieu of the GS courses, they have to be completed by the end of the probationary period.

All coursework is assessed holistically on a pass or fail basis.

7. Supervision

The DRPC recommends the appointment of a primary supervisor and a co-supervisor/mentor upon admission. The supervisors and the DRPC will offer support to students throughout the candidature. The dialogue that evolves in the regular supervision meetings between supervisors and students is one of the most important parts of the research postgraduate training process.

The BoGS has devised a detailed set of Good Practices for Supervisors and Research Postgraduate Students respectively. They should be used by supervisors and students on a regular basis as a reminder of their respective responsibilities in the supervisory relationship.

It is recommended that students and supervisors keep a summary of each supervisory meeting. This will help avoid any possible misunderstandings and set the agenda for a next meeting. The record will also be useful for completing bi-annual supervision/progress reports. The summary may include the following items:

- Date of meeting;
- List of materials submitted to the supervisor since last supervision meeting;
- Work undertaken since last supervision meeting;
- The main issues or topics discussed in the meeting;
- Summary of action points with suggested timetable for completion; and
- Possible date of the next meeting.

A blank "Supervision Log" can be downloaded here.

For details, please click Good Practices for Research Postgraduate Students and Good Practices for Supervisors.

8. Seminars and Conferences

Seminars and conferences are another important component in research training. The Faculty encourages all research postgraduate students to present papers at departmental research seminars, local and international conferences. For funding opportunities, please see page 26.

The Faculty has a comprehensive visitor programme. Many visiting scholars from overseas and the Mainland deliver guest lectures and seminars, take part in collaborative projects, and are happy to meet with staff and students for individual consultations. Research students are encouraged to make the most of these opportunities.

9. Plagiarism

Plagiarism is a serious academic misconduct. The Faculty upholds the principle that plagiarism in any form is unacceptable and any student found plagiarizing is liable to disciplinary action in addition to failing the examination concerned. Regulation 6 of the Regulations Governing Students' Academic Conduct Concerning Assessment stipulates that

> "A candidate shall not engage in plagiarism nor employ nor seek to employ any other unfair means at an examination or in any other form of assessment. Plagiarism is defined as direct copying of textual material or wilful use of other people's data and ideas, and presenting them as one's own without acknowledgement, whether or not such materials, data and ideas have been published."

As a general rule, all researchers (staff and students) are duty-bound to acknowledge the source of ideas or data used in their research. Students should take greatest care in acknowledging the work of others, whether through the use of scare quotes for citations or

through proper acknowledgement of sources. Three booklets available from the GS can help you with this issue. "Preparing and Submitting Your Theses" (HKU Portal login required) provides general advice and deals with the related area of copyright. "What is Plagiarism?" and "Plagiarism: A Guide for Research Postgraduate Students" (HKU Portal login required) offer further advice and simple exercises on how to acknowledge and present the ideas of others in one's own writing.

The student who is alleged in any form to have infringed Regulation 6 of the Regulations Governing Students' Academic Conduct Concerning Assessment may be subject to disciplinary action before the Disciplinary Committee under "an offence in connection with degree, diploma, or certificate examinations, including violation of any of the regulations of the Senate governing conduct at examinations or otherwise". For the student who is found to be guilty of an alleged offence under the said Regulations by the Disciplinary Committee, the consequences are severe. The range of penalties which may be imposed by the Disciplinary Committee include:
- a formal reprimand;
- a fine;
- withdrawal of any academic or other University privileges or rights;
- suspension; or
- expulsion from the University.

The student may also be subject to such other actions as may be considered appropriate by the examiners under the relevant examination regulations. Full details of what constitutes disciplinary action and the possible consequences of such action can be found in statute XXXI of the Statutes of the University, which is available in the University's Calendar.

10. Research Ethics and Ethical Clearance

All members of the University, including research postgraduate students, are under an obligation to observe the highest standards of professional conduct. Failure to do so, not only defeats the object of scholarly enquiry, but also brings both the researcher and the University into disrepute. The need for researchers to comply with strict ethical guidelines is especially important where the pressure to complete theses promptly or produce other publications, e.g. journal articles, may generate a temptation to neglect or relax normal practices.

The nature and scope of one's ethical duty as a researcher rests on two fundamental assumptions that ought to be self-evident. The first is that of honesty in the conduct of research, the reporting of findings, and the proper attribution of ideas and their source. The second is that positions of seniority or responsibility should never be abused so as to put pressure on research postgraduate students to forego their right to proper acknowledgement of their contribution to the research or publication in question. The Policy on Research Integrity approved by the Council clearly lays down the fundamental principles of what constitutes responsible behaviour and expected standards in research.

Research postgraduate students should apply to the Human Research Ethics Committee (HREC) for ethical clearance for research involving human participants. It is the responsibility of the student to make sure that such ethical approval has been obtained prior to any data collection/analysis taking place. Supervisors are also responsible for ensuring that their students have obtained such ethical approval before starting data collection. Failure to

obtain necessary ethical approval may require recollection of data and possible disciplinary action. For details, please refer to the website of the [Research Services](#).

Research postgraduate students will be required to submit documentary evidence to show that relevant ethical approval, if applicable, has been obtained for research work on their theses when they submit their detailed scheme of research and the progress report, for purposes of confirmation of candidatures.

Students enrolled in the joint PhD Programmes have to observe the requirements on ethical approval of both the home and partner universities. Please click [here](#) for more information and consult your supervisors at home and partner universities if you have questions about the approval procedures.

11. Postgraduate Scholarship and Part-time Employment

The purpose of Postgraduate Scholarships (PGS) is to provide selected students who have attained good academic qualifications as determined by the BoGS with financial assistance to study full-time for the degree of MPhil or PhD.

The basic level of scholarship is HK$16,660 per month (w.e.f. September 1, 2018). The PGS holder whose PhD probation has been confirmed will receive a higher PGS rate ($17,120) with effect from the following calendar month after his/her probation is fully confirmed. Scholarships are tenable on an annual basis and are renewable upon satisfactory academic progress having been made and the availability of funding.

In accordance with the Regulations Governing Postgraduate Scholarships, each academic year, the PGS holder may be required to undertake, under supervision, educationally or academically beneficial services. The amount of such work shall not exceed 100 hours in a 12-month period, and it will be arranged by the Head of the student's home School, Centre or Department.

The services, which are intended to constitute part of the student's training will normally include: a) assistance with research; b) assistance with tutorials; c) assistance with preparation of materials for scheduled classes; d) assistance with coursework marking; and e) assistance with invigilation of University degree examinations.

If academic progress is unsatisfactory or the holder does not perform the training to the satisfaction of the department, a written warning will be issued by the DRPC indicating the need for improvement within a specified period. If progress/performance continues to be unsatisfactory, the whole PGS will be suspended for initially up to two months or a deduction of $4,000 per month from the PGS value will be imposed for a specified period of no more than two months.

PGS holders should refer to the [Regulations Governing Postgraduate Scholarships](#) (HKU Portal login required) for more details. The regulations are also applicable to the Hong Kong PhD Fellowship holders.

Any work required by the supervisor/Department/Faculty above the maximum 100 hours per annum of services or scope expected from the PGS holder shall be treated as part-time

employment between the party concerned and the PGS holder in accordance with the University's human resources policy and practices, subject to the approval of the HADC.

Part-time employment (regardless of whether it is undertaken within or outside the University) within the cap of 150 extra hours per annum shall be approved by the HADC. The HADC, in approving PGS holders' part-time employment, will ensure that it does not exceed the cap of 150 extra hours per annum and is in compliance with the relevant immigration policies/guidelines where appropriate.

In order to seek approval for a part-time employment, research postgraduate students or their supervisors are required to submit an application in writing to the HADC via the DRPC including the following details: a) title of post; b) name of employer; c) period of employment; d) total number of working hours; e) remuneration; f) benefits to the students from taking up the employment; and g) if the employment is outside the University, a written confirmation from the prospective employer on the proposed terms of employment.

Research postgraduate students without PGS are also reminded that according to Regulation MPH4(b)(ii) and PHD4(b)(ii) of the Regulations for the Degree of MPhil/PhD, a student may register as a full-time candidate when he or she holds part-time employment (whether inside or outside the University), provided that the employment entails not more than 150 hours of work per annum. Students are required to apply to the BoGS via the HADC for approval for taking up a part-time employment of more than 150 hours per annum, following the procedures mentioned above.

12. Overseas Training, Fellowship and Exchange

Research postgraduate students are highly encouraged to make use of the following opportunities to enhance their research and personal development:

Summer Session of the School of Criticism and Theory at Cornell University
A six-week summer school which covers conceptual issues and current debates across the humanities and social sciences.

Doris Zimmern HKU-Cambridge Hughes Hall Scholarship
For students who have been admitted to the 4-year PhD programme to pursue Master's studies for one year at Hughes Hall leading to a Cambridge MPhil degree.

Eurasia-Pacific Uninet/Ernst Mach Scholarship
For PhD students interested to do research at an Austrian university.

Fulbright-RGC Hong Kong Research Scholar Award Programme
For advanced postgraduate students in doctoral programmes in Hong Kong Universities to do research in the United States toward their PhD theses.

Glasgow/HKU Early Career Mobility Funds (HKU Portal login required)
For PhD students to spend part of their research time in the University of Glasgow for one to two months.

Li Foundation Fellowship of New York - Needham Research Institute

Visiting Fellowship tenable at the Needham Research Institute in Cambridge, UK.

Universitas 21
An international network of universities of which HKU is a member with student exchange opportunities. Application via IAO.

13. Scholarships

The University administers a number of scholarships and prizes which are awarded to research postgraduate students on the basis of academic merit. Here are some examples:

Award for Outstanding Research Postgraduate Student
Award on the quality of the thesis and other aspects of performance pertinent to the relevant discipline to which the nominated student belongs.

Hong Kong Association of University Women Annual Scholarships
For female postgraduate students who have achieved the most outstanding academic results.

Dr John D. Young Memorial Scholarship
For research postgraduate students whose field of study is in Hong Kong history.

Erik Kvan Postgraduate Scholarship
For research postgraduate students in the School of Humanities (Philosophy) whose field of study is in the philosophy of mind or related areas in philosophy. Applicants should be residents in Hong Kong for at least five years prior to admission to read for the MPhil or PhD degree.

Jardine Ho Tung Scholarship
For full-time MPhil students recommended by the Head of School of Chinese.

Li Ka Shing Prizes
Award on the basis of academic excellence of the theses of research postgraduate students.

Li Po Chun Charitable Trust Fund Postgraduate Scholarship
For full-time research postgraduate students who are permanent residents of Hong Kong.

Resona Bank Scholarships for Japanese Studies
For full-time research postgraduate students whose field of study is in Japanese Studies.

Sir Edward Youde Memorial Fellowships for Postgraduate Research Students
For full-time research postgraduate students who have the right of abode or the right to land in Hong Kong or are permitted to stay in Hong Kong without restriction, and have resided in Hong Kong for at least three years.

Swire Scholarships
Free accommodation and breakfast to full-time research postgraduate students at Robert Black College.

Wang Gungwu Prizes for Undergraduate and Postgraduate Students in History

Award to a research postgraduate student with the best thesis.

For further information, please refer to the University's [scholarship website](). A number of academic awards will also be publicized on the [HKU Portal]().

14. Research Funding, Conference and Travel Grants

[Conference Support for Research Postgraduate Students]() (HKU Portal login required)
For full-times students to attend academic conferences overseas.

[Travel Support for Research Postgraduate Students for International Academic Training/Research Activities]() (HKU Portal login required)
For full-times students to engage in international academic training/research activities.

[Conference/Travel Support for Hong Kong PhD Fellowship (HKPF) Holders]() (HKU Portal login required)
For HKPF holders to attend academic conferences and international academic training/research activities.

[Arts Faculty Grants for Joint PhD Programmes]()
To subsidise joint PhD students' travel expenses and living expenses during their studies in the partner institution overseas.

[Dr Lo Kwee Seong Education Foundation Travel and Conference Grants]()
For students to conduct research or attend academic conferences overseas.

[HKSAR Government Scholarship Fund - Reaching Out Award]()
For full-time students to attend academic training, conferences, and field trip.

[Louis Cha Postgraduate Research Fellowship]()
For students in Chinese Studies or East/West Studies to conduct research activities overseas.

[Research Grants Council (RGC) Postgraduate Students Conference / Seminar Grants]() (HKU Portal login required)
To facilitate the organization of locally held inter-institutional conferences/seminars targeted at postgraduate students by providing funding support for the travel and accommodation costs of inviting visiting scholars to attend and speak at such conferences/seminars.

15. Support Services Offered by the Graduate School

The GS, in collaboration with other units in the University, provides a range of courses and services to research students.

A. Statistical Advice Centre for Students (STACS)
The Social Sciences Research Centre, in collaboration with the GS, offers training courses in statistics and provides consulting service to research postgraduate students. Each student is entitled to 4 hours of free service while further consultation hours are on a paid basis. Application form and guidelines are available [here]().

B. Graduate Student Writing Support Service

This service aims to assist individual research postgraduate students who need help with their academic writing in English. Students are advised to take advantage of this service as early in their postgraduate studies as possible. Each student is entitled to 4 hours of free consultation and further consultation hours are charged on a paid basis. However, it is important to realise that this is not an editing or proofreading service. Application form and guidelines are available here.

C. Cantonese Course

This course, consists of thirty 50-minute classes, is specifically offered to English-speaking research postgraduate students. Upon completion of the course, students will be able to communicate in basic Cantonese, understand the basic characteristics of the Cantonese dialect, learn the phonetic structure of Cantonese and have a better understanding of Chinese culture and people. A similar course is available for non-Cantonese speaking Chinese research postgraduate students. Application form and details are available here.

D. Certificate of Teaching and Learning in Higher Education

This course organised by the Centre for the Enhancement of Teaching and Learning (CETL) is compulsory for all new research postgraduate students who are required to undertake teaching or assessment duties for their departments. It aims to provide the participants with an introduction to the principles of learning, teaching, assessment and feedback in a university context and to model ways how teaching can be improved. Details are available here.

The GS offers a range of workshops for research postgraduate students throughout the academic year. Students interested in joining the workshops should fill in the application form and submit it to the GS preferably no later than two weeks prior to the start of the workshop. The GS will also issue bulk emails to students from time to time announcing workshop details and inviting applications. Details are available here.

16. Libraries

The Libraries offer orientations, workshops, research consultation service and short courses year-round covering specific resources to help users hone their information skills. Details are available here. In addition to a large range of electronic resources, all students will also be given free use of Endnote, a bibliographic referencing system.

17. Student Services

A. Centre of Development and Resources for Students

The Centre of Development and Resources for Students (CEDARS) is committed to fostering an intellectually stimulating and culturally diverse campus to enrich students' total learning experience at the University. CEDARS is divided into four sections and their key services are summarized below for reference:

Campus Life Tel: 3917 2305 Email: cedars@hku.hk	Catering, Non-local Student Support and Integration, Outgoing Student Support, Student Amenities, Student Finance, Student Housing,

Address: 3/F, Meng Wah Complex	Student Welfare and Emergency, Support for Student Societies and Activities, and Visa Matters
Careers and Placement Tel: 3917 2317 Email: careers@hku.hk Address: 3/F, Meng Wah Complex	Career Advising, Recruitment Talks and Career Fairs, Job Posting and Application Platform, Selection Exercise and Career Preparation Training, Industry Collaboration, Internships, Entrepreneurship Education and Support, and Graduation Employment Survey
Counselling and Person Enrichment Tel: 3917 8388 Email: cedars-cope@hku.hk Address: Room 301-323, 3/F, Main Building	Counselling Service, Person Enrichment Programmes, Psychometer and Tips on University Success, Support for Students with Disabilities or Special Educational Needs (SEN), and Peer Support Networks
Student Development Tel: 3917 8387 Email: cedars-programmes@hku.hk Address: 3/F, Meng Wah Complex	Leadership Programme, Community Engagement Programme, and Global Citizenship Programme
General Education Tel: 3917 5044 Email: gened@hku.hk Address: 2/F, Pao Siu Loong Building	Non-credit bearing programmes, F:A:C:E: Subsidy (Fascinating Arts and Culture Experiences), Gatherland (venue spaces), Rooftop Farming Project, and GEST (GE's Student Team)

B. Equal Opportunity Unit

The University is committed to creating, promoting and maintaining an environment for staff and students which provides equality of opportunity, which is free of any discrimination and harassment.

The Policy on Equal Opportunity and the procedures for handling related complaints are available at the website. A list of Equal Opportunity Advisor is available here.

Contact:
Tel: 3917 5115
Email: eounit@hku.hk
Address: Room 107, 1/F, Main Building
Website: http://www.eounit.hku.hk/

C. Finance and Enterprises Office

The Student Unit of the Finance and Enterprises Office (FEO) is available to offer assistance to students in relation to financial matters such as fees, University charges, and payment of scholarship, bursary, and loan awards, etc. Details of fees and charges are available to individual students for viewing through the SIS. Payment must be made by the due date. A student who has not paid his/her fees within 30 days after the due date shall be de-registered and prohibited from using University facilities and services. In addition, if the de-registered student is a full-time research postgraduate student and receiving the monthly PGS or HKPF, the monthly PGS/HKPF payment to the student will also be suspended.

Payment of scholarships, bursaries and loans and any refunds to the student is normally made directly to the student's bank account, accompanied by a notification email to the student's University email account. Students are therefore required to open a savings or current account with a bank of their choice in Hong Kong and enter their bank account details during the online registration process. They can amend or update their bank account details through SIS at any time during their study.

Contact:
Tel: 2859 2337
Email: feo_student@hku.hk
Address: 1/F, Knowles Building
Website: http://www.hku.hk/finance

D. Information Technology Services

Information Technology Services (ITS) provides comprehensive IT support, 7x24 computer and network services, and high performance computing (HPC) and Grid/Cloud Computing to facilitate research activities of the University. Apart from the extensive WiFi coverage on campus (SSID: HKU), students can also enjoy WiFi access off-campus at PCCW and Y5Zone WiFi hotspots in town. They can easily access all the University's web services through HKU Portal.

Contact:
Tel: 3917 0123
Email: ithelp@hku.hk
Website: http://www.its.hku.hk/services/students

E. University Health Service

All registered students may use the University Health Service (UHS). Please refer to their website for comprehensive information on health services and health education. Students' family members are not entitled to any services.

All non-local students are advised to purchase medical insurance to cover the cost of specialist consultation and hospitalization.

18. Administration Matters

A. Experiencing Difficulties/Complaints

Students who are experiencing any difficulties, or who are dissatisfied with any aspect of the programme, including supervision, should contact their department at the earliest opportunity. Students may choose to speak directly to either their primary supervisor or co-supervisor/mentor, the Postgraduate Co-ordinator or the DRPC Chairperson.

If the issue cannot be resolved informally at local level, students can proceed to the formal complaint procedure. Procedures for the Resolution of the Grievances of Students are available here.

B. Electronic Communication

The University will disseminate important information and notices to students on the HKU Portal and communicate with students using the @connect.hku.hk account. The GS will send automatic reminders to students regarding key events during their candidature, including the submission of bi-annual progress monitoring reports and the probationary report, submission of the notice of intent to submit thesis and the expiry of candidature. The Faculty will contact students via email in matters relating to their candidature, and will send e-circulars, notices and announcements. Students are therefore reminded of the responsibility to regularly visit HKU Portal and check their emails in the @connect.hku.hk accounts.

C. Leave of Absence

The student who wishes to be absent from Hong Kong and/or the approved course of study or research shall be required to submit a written application for leave of absence. Study leave may be granted for the purposes of study or research outside Hong Kong and non-study leave may be granted when the student is best advised for personal, health, or other reasons to have time completely away from his/her academic responsibilities. Any period of study leave granted shall be counted towards the period of study and any period of non-study leave granted shall result in the extension of the period of study by the period of absence.

Leave provisions as follow:

Vacation Leave (For full-time students only)
Up to 14 days (excluding Saturday afternoons, Sundays and public holidays) in each 12-month period during the normative study period (Note 1)

Study Leave
Minimum leave period: Nil
Maximum leave period: A cumulative period of 12 months for study leave for the entire period of study

Non-study Leave
Minimum leave period: 7 calendar days
Maximum leave period: A cumulative period of 12 months for non-study leave for the entire period of study

Sick Leave
- An MPhil/PhD student who needs to be away from his/her study because of illness shall take sick leave.
- The student shall inform his/her supervisor and Department immediately of his/her sick leave.
- For sick leave of 3 days or above, the student shall submit an application for sick leave with a certificate signed by a registered medical practitioner as far as possible.
- For sick leave over 7 days, the student shall submit an application for sick leave and it must be accompanied by a certificate signed by a registered medical practitioner.
- If the student needs to be away from his/her study because of illness for a longer period of time where his/her study progress may be affected, he/she should take non-study leave instead of sick leave.

Maternity Leave
- A pregnant student is provided flexibilities to decide *either* to continue to take the existing category of non-study leave *or* opt for the new category of maternity leave, based on her own needs.
- Maternity leave is 10 continuous weeks. It should start on or before the actual date of birth of the child. Calendar days are counted, including any intervening Sundays and public holidays.
- PGS will be paid during maternity leave. The PGS provided during maternity leave is <u>not</u> extra financial support, and will be counted towards the total amount of PGS available to cover a student's normative study period.
- A student on maternity leave will not have her study period interrupted, i.e. her normative study period will not be automatically extended by the period of maternity leave. Nonetheless, if the student needs a longer period to finish her thesis at the end of her study period, she can apply for an extension of candidature.
- The differences between non-study leave and maternity leave are summarized as follows:

Options of leave	PGS during leave	Liable to University fees during leave	Automatic extension of study period
Non-study Leave	No	No*	Yes
Maternity Leave	Yes	Yes	No

Students whose study period is suspended are not liable to University fees. However, University fees shall be paid in advance. Credit(s) arising from the taking of non-study leave will be carried forward to offset composition fee in the ensuing instalment.

- A medical certificate signed by a registered medical practitioner certifying the pregnancy and specifying the expected date of confinement has to be submitted together with the maternity leave application.

Paternity Leave
- A student may apply for up to 5 days of paternity leave for each confinement of his spouse/partner, and he may take all 5 days of paternity leave in one go or on separate days. Paternity leave can be taken any time during the period from 4 weeks before the expected date of delivery of the child to 10 weeks beginning on the actual date of delivery of the child.
- Any period of paternity leave granted will be counted towards the period of study. PGS will be paid during paternity leave, and the student is required to pay the normal fees.
- Supporting documents required:
  (a) A medical certificate signed by a registered medical practitioner specifying the expected/actual date of delivery of the child; and
  (b) marriage certificate of the student and the child's mother*.
  If a marriage certificate is not available, please submit a written statement signed by the student stating the name of the child's mother, the expected/actual date of delivery of the child; and that the student is the child's father.

Notes:
1. Leave on a weekday is counted as a whole day, i.e. no half-day leave. If students would like to take more than 14 days of vacation leave in one year, they may be allowed to advance the following year's vacation leave, subject to approval from the supervisor and the Departmental Research Postgraduate Committee (DRPC). The maximum number of days of vacation leave that can be advanced is 5 days. If students would like to advance

more than 5 days, they are advised to take non-study leave on top of the vacation leave instead.

2. In addition to the above regulations, HKPF holders have to observe the terms and conditions as stipulated by the Research Grants Council regarding leave of absence.

3. Students enrolled in joint PhD programmes are expected to spend half of their study period at the partner institution, and are allowed to take study leave of up to half of their period of study.

4. A blanket approval has been granted by the BoGS to allow students of joint programmes to take study leave exceeding half of their study period, provided that the relevant committees overseeing the joint programme have approved the individual student's study plan in accordance with the requirement that they can spend a maximum of 60% of their study period at the partner institution, where applicable.

5. Students must discuss with their supervisor and obtain his/her endorsement for any application for leave of absence well before commencement of the leave period, and should report on study progress regularly, at least on a monthly basis, to the supervisors concerned if the period of leave is more than one month.

For details please refer to the Regulations and Procedures for the Degree of MPhil/PhD. The application form for leave of absence is downloadable here.

D. Insurance

The University has arranged a general insurance coverage for medical expenses incurred by students up to the limit of $5,000 within Hong Kong and $25,000 outside Hong Kong under the Group Personal Accident Insurance Policy and $400,000 under the Corporate Business Travel Insurance Policy. For reimbursement of medical expenses incurred, claimable amounts shall subject to insurance policy terms, and students must provide to the FEO the original receipted medical bills (endorsed by a certified medical doctor with diagnosis indicated), together with a certification from the Head of Department concerned that the student was undergoing official activities arranged by the University at that time. Details are available here (HKU Portal login required) or through email at feo_insurance@hku.hk.

HKU Global Assistance Programme
The University has partnered with International SOS (Intl. SOS) to provide general assistance, local information such as nearby clinic/pharmacy, police station, translation service, etc. or travel advice to all HKU students. Students are required to use their HKU Portal ID to register for the service with CEDARS before departure. Intl. SOS is not an insurance policy. Details are available here.

E. Visa and Immigration Formalities

Generally speaking, all non-local full-time students need to obtain a student visa to study in Hong Kong. It is the responsibility of individual students to maintain a valid and legitimate visa status throughout their studies at the University. Pursuing study without a valid visa is a breach of law. CEDARS is the University's contact office with the Immigration Department

for student visa issues concerning research postgraduate students. All requests and enquiries to and from Immigration Department in this regard should be made through CEDARS. Given that different sets of immigration policy and procedures will be applicable to different non-local students in accordance to their nationality, non-local students are recommended to consult CEDARS with any enquiries and problems about visa applications or extensions. Details are available here.

F. Dates of Semesters

There are two semesters in each academic year. Please click here for the dates of the semesters in 2018/19 for undergraduates and taught postgraduates, as reference for research postgraduate students. Summer semester, reading / field trip week, revision period and assessment period may not be applicable to research postgraduate students. Should there be any doubt, please contact the DRPC.

G. Arrangements during Bad Weather

Please click here for arrangements of classes and examinations during bad weather.

H. Composition Fees

Details are available at Academic Support and Examinations Section, Registry website and GS website.

I. Official Testimonial and Certification

Application for documents should be made to the Academic Support and Examinations Section, Registry following the instructions here.