



# CODE OF PRACTICE RESEARCH POSTGRADUATE STUDENTS

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# **1. Basic Information on MPhil/PhD Programmes**

## **1.1 Title of the Programmes**

Master of Philosophy in Chinese	Doctor of Philosophy in Chinese
Master of Philosophy in Economics	Doctor of Philosophy in Economics
Master of Philosophy in English	Doctor of Philosophy in English
Master of Philosophy in History	Doctor of Philosophy in History
Master of Philosophy in Psychology	Doctor of Philosophy in Psychology
Master of Philosophy in Sociology	Doctor of Philosophy in Sociology

## **1.2 Title of Award**

Master of Philosophy/ Doctor of Philosophy

## **1.3 Aims of the MPhil/PhD Programme**

The MPhil/ PhD Programme is designed to train scholars or researchers who are solidly grounded in theoretical perspectives, highly original and specialized in their chosen fields, yet knowledgeable in a broader interdisciplinary network of knowledges. The MPhil/PhD aims to equip scholars or researchers with advanced knowledge and skills in a specialist field, enabling them to undertake roles requiring specialist expertise relating to the pursuit and application of knowledge, and to make a significant impact in their chosen area of expertise.

## **1.4 Main Features of the Programme**

The MPhil/PhD Programme is a university-wide programme. All students will be required to enrol in a number of core courses (credit-bearing) and attend graduate seminars (non-credit bearing) as well as courses offered by individual departments. The University expects MPhil/PhD students to be motivated primarily by a desire to push back the frontiers of knowledge in their discipline. While following a mixed-mode research postgraduate programme that combines coursework and a research thesis, students are required to do a lot of reading, which will enable them to come up with research issues that they find genuinely interesting and engaging instead of focusing only on the issues that bear directly on their theses. It is the University's objective to cultivate MPhil/PhD graduates who demonstrate a strong level of intellectual curiosity, boldness in critical thinking, a deep commitment to their discipline, particularly in the context of the discipline's development in Hong Kong and China, and an ambition to excel in their field.

A unique feature of this programme is its interdisciplinary approach. All students will be required to enrol in a course focused on interdisciplinary approaches to the creation of new knowledge. Students will explore possible intersections between different disciplines. While it is not compulsory that their thesis must be interdisciplinary in nature, all PhD students have to write and deliver a paper that adopts an interdisciplinary approach in one of the two required workshops. The rationale for introducing the interdisciplinary approach is to attune the

programme to the network culture of the 21st century; and to produce graduates who are not only highly knowledgeable in their area of expertise but also capable of making connections with other related fields.

## **1.5 Programme Intended Learning Outcomes (PILOs)**

### **I. Programme Intended Learning Outcomes of MPhil Programme**

Upon completion of the Programme, students should be able to:

1. demonstrate advanced knowledge of a defined field and an understanding of the inter-relationships between it and associated fields/ disciplines;
2. apply the findings of their research to real world problems;
3. critically assess and evaluate information/data in the context of specific problems or complex issues;
4. synthesize new and complex information from diverse sources;
5. use IT and digital technology effectively to support and enhance the research and teaching process;
6. design, develop and apply an appropriate research approach and apply a range of appropriate methods and techniques with confidence;
7. identify and provide expert commentary on the future directions of the discipline/ research field; and
8. communicate ideas effectively in written and oral form to a range of audiences including peers, senior colleague and specialists.

### **II. Programme Intended Learning Outcomes of PhD Programme**

Upon completion of the Programme, students should be able to:

1. demonstrate a deep and holistic understanding of their own field and at the interface between it and associated fields/ disciplines;
2. create new knowledge at the frontiers of their specialist field;
3. create new models and hypotheses, research design and techniques of data collection and analysis;
4. manage bibliometrics and citations to support their work with a high level of proficiency;
5. utilize high level academic literacy and numeracy across a range of contexts and communication media;
6. develop creative and original responses to specific problems or complex issues across disciplines/ fields;
7. stimulate creative and critical thinking at discipline/ field and policy levels;
8. lead a research agenda by making major contributions to the discipline/ field;
9. produce publishable papers that provide outstanding breakthrough thinking for the discipline/ field.

## 1.6 Graduate Attributes

### I. Graduate attributes of MPhil Programme

In line with the University's mission we have defined the attributes of HKSYU MPhil graduates in the following terms:

Upon successful completion of MPhil study, we aim to produce graduates who are:

1. Articulate, open-minded critical thinkers with appropriate life-long self-learning skills;
2. Committed to appropriate ethical behaviour, based on a strong sense of social responsibility;
3. Knowledgeable in major areas of an academic discipline while maintaining a broad understanding of related fields;
4. Capable of conducting independent research and of producing original, innovative research output;
5. Ready to apply their global outlook and in-depth knowledge in their chosen fields to support the development of Hong Kong and China in the 21st century.

### II. Graduate attributes of PhD Programme

In line with the University's mission we have defined the attributes of HKSYU PhD graduates in the following terms:

Upon successful completion of PhD study, we aim to produce graduates who are:

1. Articulate, open-minded critical thinkers with proficiency in techniques of knowledge dissemination;
2. Committed to appropriate ethical behaviour, based on a strong sense of social responsibility;
3. Highly knowledgeable in major areas of an academic discipline and capable of making connections with other related fields;
4. Capable of formulating original and innovative research projects and producing research output to advance scholarship in their chosen fields;
5. Ready to apply their global outlook and in-depth knowledge in their chosen fields to support the development of Hong Kong and China in the 21st century.

## 1.7 Modes of Study

The study mode of a research postgraduate student may be full-time or part-time. Unless otherwise specified, classes of research postgraduate students are scheduled during day time. **Part-time students have to make arrangements to attend day-time classes.**

A student registered for a full-time mode of study shall not take up any full-time employment, paid or unpaid, during term time within the normative period of study.

Recipients of a Postgraduate Studentship shall not take up full-time or part-time employment except with permission of the Graduate School. A student in breach of this regulation shall lose his/her Postgraduate Studentship or be required to discontinue studies at the University.

## 1.8 Study Period

Master of Philosophy (Full-time):	Twenty-four to Sixty Months
Master of Philosophy (Part-time):	Forty-eight to Sixty Months
Doctor of Philosophy PhD (entering with an MPhil or taught master degree) (Full-time):	Thirty-six to Ninety-six months
Doctor of Philosophy PhD (entering with an MPhil or taught master degree) (Part-time):	Forty-eight to Ninety-six months
Doctor of Philosophy PhD (entering without an MPhil or taught master degree) (Full-time):	Sixty to Ninety-six months

## 1.9 Financial Assistance

### I. Studentship

Postgraduate Studentships of the amount HK\$15,000 per month will be awarded to students who are enrolling in full-time mode and within their normative study periods.

The job duties of studentship recipients may include teaching and research assistant. The maximum working hours will be 12 hours per week.

### II. Student Financial Assistance and Scholarships

Students can apply for financial assistance in the form of a government tuition fee loan, under the “Extended Non-means-tested Loan Scheme (ENLS)” administered by the Working Family and Student Financial Assistance Agency. The guidance notes, application form and relevant documents can be obtained from

<http://www.wfsfaa.gov.hk/sfo/eng/schemes/nlss.htm>.

### III. Special Subsidy

All MPhil and PhD students are eligible to apply for the TML scholarship. Student can receive HKD5,000 per month (totaling HKD60,000 per year) for the first year, and HKD2,500 per month (totaling HKD30,000 per year). Maximum 4 years for PhD students and 2 years for MPhil students.

## **2. Admissions**

### **2.1 Admission Requirements**

#### **I. MPhil Programme**

For the MPhil programme, the applicant shall have:

1. graduated from a recognized university and obtained a Bachelor's degree, normally with honours no lower than Second Class; or
2. graduated from an honours programme of a recognized university with a Bachelor's degree, normally achieving an average grade of not lower than "B; and
3. IELTS (academic) results not lower than 6.5. Exemptions from this requirement may be granted to local university graduates with a degree in English or university graduates from an English-speaking country.

#### **II. PhD Programme**

For the PhD programme, the applicant shall have:

1. obtained an MPhil or a taught master's degree; or
2. graduated from a recognized university and obtained a Bachelor's degree, normally with First Class honours; or
3. enrolled in an MPhil programme in the University and requested transfer to PhD programme; and
4. IELTS (academic) results not lower than 6.5. Exemptions from this requirement may be granted to local university graduates with a degree in English or university graduates from an English-speaking country.

Applicants with a taught master's degree shall also have graduated from a recognized university with excellent grades and good recommendations from the University. It is also highly preferable that their taught master's degrees should be related to their chosen field of study in the proposed programme.

Applicants must satisfy other programme-specific entrance requirements, if any, stipulated by individual departments.

### **2.2 Admission Process**

Postgraduate admission is coordinated by the Graduate School, which invites applications in December to February annually. Successful applicants are normally admitted to the Fall term (beginning in September) of the following academic year. Applications for deferred admission to the next Spring term (beginning in January) or the next academic year will only be considered if students are prevented by illness or other unavoidable cause from taking up the study. The maximum period for deferred admission is one year. Application should be made to the Department concerned before the start of the academic year.



As the University is small, the nature of the student's research interests or the proposed research will affect the chances of being admitted to the programme. Applicants are required to express their research interests in their applications, and once admitted, they are strongly advised to approach and discuss their research interests with their potential supervisor prior to their registration at the University. This measure ensures that students' research interests are closely matched with the areas of specialization of potential supervisors, and they will be able to obtain appropriate support in conducting their research and writing their thesis.

### **2.3 Additional Admission Requirements**

MPhil applicants should submit a research proposal as well as a sample of writing (preferably a research paper; undergraduate term paper will also be accepted). PhD applicants should submit a copy of their Master's thesis or a representative research paper and a research proposal. In addition, shortlisted applicants are required to attend an interview.

### **2.4 Registration**

An applicant who has been offered admission to an approved course of study at the University shall pay the fees and register at the University by the respective deadlines. Anyone who fails to pay fees and register after the deadline shall be considered to have declined the offer. An applicant who has been offered admission but wishes to defer registration should submit an application on a prescribed form before the start of the academic year to the Director of Graduate School for approval.

### **2.5 Concurrent Registration**

A student shall not be registered concurrently for another course of study leading to the award of a degree, diploma or certificate at this University, or at any other tertiary institution. A student in breach of this regulation shall be required to discontinue studies at this University.

### **2.6 Student Status**

Each registered student in the MPhil/PhD Programme will at any one time be classified into one of the following three categories:

- (a) MPhil student;
- (b) PhD student (pre-candidacy); or
- (c) PhD student (post-candidacy), or PhD candidate for short.

Students will be offered admission as either an MPhil student or a PhD student (pre-candidacy).

## 2.7 Change of Study Mode and Conversion Tables

- (a) Applications for change of study mode would be allowed only within the normative period of study. Continuing students are not allowed to change their study mode.
- (b) Applications must be made not later than course registration of an academic year, or, in any subsequent semester, before the close of the add/drop period for the semester. Late applications would not be accepted or would have to take effect from the next semester. Students will pay the fees of the new study mode. However, if the change takes effect after the commencement of a semester (for which exceptional approval is required), students will pay the tuition fee of the new status in the following. Tuition fee would not be calculated on a pro-rata basis.

Programme	Normative Period of Study		Maximum Period of Study		Period Completed as FT Student	Full-time Equivalence to Part-time	Remaining Period of Study	
	FT	PT	FT	PT			Normative	Maximum
<b>Doctoral:</b>  <b>(i) For students with a research Master's degree</b>	36 mths.	48 mths.	96 mths.	96 mths.	6 mths.	8 mths.	40 mths.	88 mths.
					12 mths.	16 mths.	32 mths.	80 mths.
					18 mths.	24 mths.	24 mths.	72 mths.
					24 mths.	32 mths.	16 mths.	64 mths.
					30 mths.	40 mths.	8 mths.	56 mths.
<b>(ii) For students without a research Master's degree</b>	48 mths.	60 mths.	96 mths.	96 mths.	6 mths.	8 mths.	52 mths.	88 mths.
					12 mths.	16 mths.	44 mths.	80 mths.
					18 mths.	24 mths.	36 mths.	72 mths.
					24 mths.	32 mths.	28 mths.	64 mths.
					30 mths.	40 mths.	20 mths.	56 mths.
					36 mths.	48 mths.	12 mths.	48 mths.
<b>M.Phil.</b>	24 mths	36 mths	48 mths	48 mths	6 mths	8 mths	28 mths	40 mths
					12 mths	16 mths	20 mths	32 mths
					18 mths	24 mths	12 mths	24 mths

## 2.8 Tuition Fee

The tuition cost of the MPhil/PhD programme is HK\$69,000 per annum for FT students and HK\$46,000 per annum for PT students. The tuition for any year is to be paid in two instalments prior to the beginning of each semester.

<b>Entry Points</b>	<b>Minimum and Maximum duration</b>	<b>Tuition Payable During Minimum Duration</b>	<b>Tuition Payable Post Minimum Duration</b>
Master of Philosophy (Full-time):	Twenty-four to Sixty Months	HK\$69,000 per annum	HK\$4,000 per 3-month period
Master of Philosophy (Part-time):	Forty-eight to Sixty Months	HK\$46,000 per annum	HK\$4,000 per 3-month period
Doctor of Philosophy PhD (entering with MPhil or taught master's degree) (Full-time):	Thirty-six to Ninety-six months	HK\$69,000 per annum	HK\$4,000 per 3-month period
Doctor of Philosophy PhD (entering with MPhil or taught master's degree) (Part-time):	Forty-eight to Ninety-six months	HK\$46,000 per annum	HK\$4,000 per 3-month period
Doctor of Philosophy PhD (entering without MPhil or taught master's degree) (Full-time):	Sixty to Ninety-six months	HK\$69,000 per annum	HK\$4,000 per 3-month period

## 2.9 Student Visa

All non-local students must first obtain a student visa or other forms of permission by the Immigration Department of the Government of the HKSAR for studying in Hong Kong. Under the refinement measures implemented in March 2014 in relation to Hong Kong's Development as a Regional Education Hub, the length of stay for non-local students studying full-time locally-accredited post-secondary local programmes will be aligned with the normal duration of programmes, subject to a maximum of six years. As their stay in Hong Kong is governed by law, all non-local students must comply with conditions and requirements attached to their student visa.

The following are some highlights of recent immigration arrangements which are applicable to non-local Research Postgraduate students:

- (a) Full-time students may take up study-related internships as arranged or endorsed by institutions, as well as part-time on-campus jobs for up to 20 hours per week. All students are required to comply with the University policy on taking up of part-time jobs and internship which is applicable to both local and non-local students.
- (b) Non-local fresh graduates who wish to apply to stay and work in Hong Kong after graduation are not required to secure an offer of employment upon application. They may be granted a 12 months' stay without other conditions of stay provided that normal immigration requirements are met, and during which they are free to take up or change employment in Hong Kong.

Relevant information on student visa can be found on the Immigration Department website at <http://www.immd.gov.hk/>.

## **2.10 Residence Requirements**

Residence requirements as defined below are applicable to all full-time and part-time Research Postgraduate students.

- (a) A student is classified as being in residence if s/he is attending courses as prescribed by his/her programme and receiving supervision on a regular basis.
- (b) A student who is in Hong Kong except for absences not exceeding three consecutive weeks and not exceeding one month on aggregate in an academic year is deemed to be receiving regular supervision, and is regarded as in residence provided that s/he is also attending courses, if required.
- (c) A student who is not in Hong Kong is normally deemed to be not receiving supervision, and is not regarded as being in residence. In cases where the student would nevertheless receive adequate supervision on a regular basis while away from Hong Kong, or where the absence from Hong Kong is related to an academic purpose, an application should be made beforehand via the Supervisor and the Head of Graduate Division for approval by the Director of the Graduate School in order to regard the student as being in residence during that period of absence.
- (d) A student may also be regarded as being in residence while being away from Hong Kong if the programme of studies approved by the Graduate School so provide.

Except for periods of approved leave, and except as provided in (b) and (c) above, all students are required to be in residence during their period of study. Residence requirements may be waived for part-time students for up to six months in any academic year, upon the written approval of the Supervisor and the Director of Graduate School.

## **2.11 Leave of Absence**

In case of illness necessitating absence exceeding three weeks, a student should submit an application together with a medical certificate signed by a registered medical practitioner(s) to obtain endorsement from the Programme concerned and permission from the Director of the Graduate School.

On the other hand, applications for leave of absence for non-medical reasons are handled as follows:

<b>Leave of Absence</b>	<b>Approval Procedures</b>
Annual Leave (i.e. 14 working days with pay per academic year)	Supervisor to approve
Academic Leave  In-residence leave (for conference and other academic purposes) <ul style="list-style-type: none"> <li>• Within 20% of the normative study period</li> <li>• Exceeding 20% of the normative study period</li> </ul>	1. Supervisor and Head of Department to approve  1. Supervisor and Head of Department to endorse 2. Director of the Graduate School to approve
Non-Academic Leave  No-pay leave (i.e. leave with studentship suspended) <ul style="list-style-type: none"> <li>• Up to one year cumulatively</li> <li>• Exceed one year cumulatively</li> <li>• Exceed two years cumulatively</li> </ul>	1. Supervisor and Head of Department to endorse  1. Supervisor and Head of Department to endorse 2. Director of the Graduate School to approve  1. Supervisor and Head of Department to endorse 2. Graduate Studies Committees to approve

A student who has been absent without approved leave of absence or who is in breach of the residence requirements for a continuous period exceeding one month will be considered as having withdrawn from studies.

### 3. Progression of Study

#### 3.1 Progression of Study

##### I. MPhil Programme

For MPhil students, there is a probationary period of 12 months. Students are required to submit a detailed thesis proposal and pass the defence of the proposal in a seminar before the end of the probationary period. Students who fail to do so will be required to discontinue their study.

		Year 1		Year 2		Year 3		Year 4	
		1st Semester	2nd Semester	1st Semester	2nd Semester	1st Semester	2nd Semester	1st Semester	2nd Semester
MPhil (2 years)	Courses	Advanced Research Methodology (3 credits)							
			Interdisciplinary Approach (3 credits)						
		Departmental Course(s) (minimum 3 credits)							
		Graduate Seminars (non-credit bearing)							
				MPhil Thesis					
	Status	Probation (12 months)							
			Defence of Proposal						

##### II. PhD Programme

For PhD students, there is a probationary period of 18 months. Students are required to submit a detailed thesis proposal and pass the defence of the proposal in a seminar before the end of the probationary period. Students who fail to do so will be required to discontinue their study. Students entering with an MPhil would normally enrol in a three-year PhD programme, whereas those entering from taught masters programmes would enrol in a four-year PhD programme.

		Year 1		Year 2		Year 3		Year 4	
		1st Semester	2nd Semester	1st Semester	2nd Semester	1st Semester	2nd Semester	1st Semester	2nd Semester
PhD (3 years)	Courses	Advanced Research Methodology (3 credits)							
			Interdisciplinary Approach (3 credits)						

	Year 1		Year 2		Year 3		Year 4		
	1st Semester	2nd Semester	1st Semester	2nd Semester	1st Semester	2nd Semester	1st Semester	2nd Semester	
	Departmental Course(s) (minimum 3 credits)								
	Graduate Seminars (non-credit bearing)								
			2 Workshops						
			1 Seminar (Held after passing the two Workshops)						
			PhD Thesis						
	Status	Probation (18 months)			PhD (pre-candidacy) (~2 years)	PhD (post-candidacy)			
				Defence of Proposal					
PhD (4 years)	Courses	Advanced Research Methodology (3 credits)							
			Interdisciplinary Approach (3 credits)						
		Departmental Course(s) (minimum 3 credits)							
		Graduate Seminars (non-credit bearing)							
				2 Workshops					
						1 Seminar (Held after passing the two Workshops)			
				PhD Thesis					
	Status	Probation (18 months)			PhD (pre-candidacy) (~3 years)			PhD (post-candidacy)	
				Defence of Proposal					

### 3.2 Transfer of Candidature

Students may be eligible to transfer from the MPhil stream into the PhD stream in the same discipline if they have fulfilled the following requirements:

- Hold a Bachelor's degree, normally with an Honours not lower than Second-Class Upper Division; and
- Have completed a minimum of one year of study in the MPhil programme and have completed not fewer than 6 credits of required courses; and
- Have demonstrated clear evidence of research ability or potential.

Transfer from the MPhil to the PhD (pre-candidacy) stream normally takes place after completion of the first year of full-time study. Students who are unsure of whether they wish to pursue doctoral qualifications or are not confident as to

whether they possess the intellectual acumen for doctoral studies are advised to begin their academic pursuits in the MPhil programme. The above-stated policy of transfer then permits them to gauge their interests and capabilities in pursuing doctoral studies after a year's time, and make a more considered decision.

Transfer between MPhil and PhD (pre-candidacy) is permitted subject to approval by the Graduate School upon the recommendation of the supervising department. MPhil students who have completed all course work and successfully passed the Defense of Proposal can apply for transfer to PhD (pre-candidacy). Students would be required to complete the relevant application form and submit it to their supervisors and the Department for consideration. Upon endorsement, the Department would seek approval from the Graduate School for the transfer. Transfer from the PhD (post-candidacy) stage to MPhil status would normally not be permitted; unless otherwise approved by the Graduate Studies Committee.

MPhil → PhD (4 years)	Courses	Year 1		Year 2		Year 3		Year 4	
		1st Semester	2nd Semester	1st Semester	2nd Semester	1st Semester	2nd Semester	1st Semester	2nd Semester
		Advanced Research Methodology (3 credits)							
			Interdisciplinary Approach (3 credits)						
		Departmental Course(s) (minimum 3 credits)							
		Graduate Seminars (non-credit bearing)							
				2 Workshops					
						1 Colloquium (Held after passing the two Workshops)			
						PhD Thesis			
		Probation (12 months)						PhD (post-candidacy)	
Status			Defence of Proposal						
			Application for Transfer to PhD (pre-candidacy) by the end of Year 1						

### 3.3 Progression to Candidacy

No student will be admitted directly as a PhD candidate; such a status can only be gained by a PhD student (pre-candidacy) upon satisfying all the candidacy requirements. Only a PhD candidate can submit a thesis and be examined.



### 3.4 Candidacy Requirements

The candidacy requirements shall include at least the following components:

- (a) course requirements,
- (b) workshops and colloquium, and
- (c) thesis proposal and defence of proposal.

Students must fulfil the candidacy requirements within the maximum period allowed as specified in the table below. Departments may ask students to fulfil additional requirements.

No PhD student (pre-candidacy) shall proceed to the post-candidacy stage until s/he has fulfilled all components of the requirement.

Degree	Probation (months)	Candidacy (months)	Normative Period (months)	Maximum Period (months)
PhD (entering with an MPhil or taught master degree) (FT)	18	24	36	96
PhD (entering with an MPhil or taught master degree) (PT)	18	32	48	96
PhD (entering without an MPhil or taught master degree) (FT)	18	36	48	96
PhD (entering without an MPhil or taught master degree) (PT)	18	48	60	96
PhD (transferred from MPhil) (FT)	N/A	36	48	96
PhD (transferred from MPhil) (PT)	N/A	48	60	96

## **4. Course Requirements**

### **4.1 Course Requirements**

Coursework provides systematic basic training for research postgraduate students with the purpose of cultivating the necessary mindset and nurturing the key basic habits of an academic writer.

#### **I. Lecture Courses**

The requirements for lecture courses or equivalent are:

- (a) not less than 9 credits for MPhil students;
- (b) not less than 9 credits for PhD students in the pre-candidacy stage, completion of which will be part of the candidacy requirements

#### **II. Graduate Seminars**

Graduate seminars are non-credit bearing. They help students identify and acquire broad and transferrable skills. Both MPhil and PhD students are required to attend at least 50% of the seminars offered by the University in a given semester.

### **4.2 Workshops and Colloquium**

PhD students are required to write two papers of 7,000 – 10,000 words on different topics and present them at separate workshops. One of the papers must adopt an interdisciplinary approach and the other paper should focus on a topic that will not form part of, but could be related to, the final thesis. The papers are to be delivered in two separate workshops open to all. The Graduate Examinations Committee will grade the workshops as Pass or Fail according to the quality of the written work and the student's performance in presenting the paper at the workshops.

Students are only allowed to hold the Colloquium after passing the two Workshops. The Colloquium will be the presentation of a representative chapter of their dissertation. The Graduate Examinations Committee will grade the Colloquium as Pass or Fail according to the quality of the written work and the student's performance in the Colloquium. Upon passing the Colloquium, students will be granted the status of PhD candidates.

### **4.3 Thesis Progress Reports**

Students are required to submit a Thesis Progress Report to the Graduate School every term starting from the second year of their study to the submission of thesis. The first report is due by the end of the first term of the second year of their study. Both students and their supervisor have to complete sections of this report that detail progress, quality of work, and schedule for thesis and degree completion.

## 4.4 Course Offerings

### I. Common Core Courses

Students are required to complete two common core courses. Common core courses will be offered through the Graduate School and will be designed under the following categories:

**GRS 101 Advanced Research Methodology (3 credits)** which is made up of a common module and three elective modules. Students must complete the Common Module and choose one of Modules 1-3 in accordance with their research interests and proposed methodological approaches.

The topics of the Common Module include:

- Nature of research enquiry
- Introduction to qualitative research methods
- Introduction to quantitative research methods
- Critical review of research
- Literature review
- Research design and project management

The topics of the three elective modules include:

<b>Module 1 Literature-Based Research Methods</b>	<b>Module 2 Qualitative Research Methods</b>	<b>Module 3 Quantitative Research Methods</b>
<ul style="list-style-type: none"><li>• What Are Research Methods for Literary and Cultural Studies?</li><li>• Literature Review</li><li>• Textual Analysis</li><li>• Discourse Analysis</li><li>• Documentation Science and Information Science</li><li>• Oral History: Interviewing</li></ul>	<ul style="list-style-type: none"><li>• <b>What is Qualitative Research?</b></li><li>• <b>Documentary Research and Content Analysis</b></li><li>• Making Sense of Ethnographic Investigation</li><li>• Performing Participant Observation</li><li>• Doing Face-to-Face Interview</li><li>• Writing Qualitative Research Results</li></ul>	<ul style="list-style-type: none"><li>• <b>Ground Work in Quantitative Research Method</b></li><li>• Probability and Sampling</li><li>• Confidence Interval and Hypothesis Testing</li><li>• Experimental Design</li><li>• Questionnaire Survey</li><li>• Presenting Statistical Results</li></ul>

### **GRS 102 Interdisciplinary Approach (3 credits)**

Possible topics include:

- East-West comparative literature
- Contemporary Chinese society and globalization
- Neuroscience and technoscience culture
- Neuroscience and language acquisition
- Society and Language

- Social Entrepreneurship
- Green Marketing
- Sustainable Economy

## II. Graduate Seminars

Students are required to attend at least 50% of Graduate seminars offered by the University each semester.

Three domains of Graduate Seminars:

1. Scholarly Expertise
  - Good practices in productive writing
  - Effective conference presentation skills
  - Getting published in academic journals
  - Grant proposal writing
2. Thesis Writing
  - Effective thesis writing workshop
  - Research ethics
  - Effective note-taking styles
  - Proof-reading and polishing your writing
3. Personal Development
  - Time management
  - How to fight off procrastination and depression
  - Life/work balance
  - Effective curricular vitae writing Workshop
  - Effective interview skills

## III. Departmental Courses (minimum 3 credits)

Those departments which currently offer taught postgraduate programmes may consider assigning some current taught master's courses as required courses for MPhil/PhD students with more individual workload such as extra readings and tutorials and writing term papers (MPhil papers around 5000 words and PhD around 8000), etc. Apart from these modified courses, other departmental courses will be designed under the following categories:

- Independent Studies in Special Topics
- Graduate Reading Course

These departmental courses will be customised for individual students according to their research field and are expected to provide a sound foundation in critical theories in the field.

## 4.5 Course and Unit Exemptions

General Principles of Exemption:

- (1) It is up to students to initiate applications. Recommendations should be

made by the Department to which the student belongs, to the Director of Graduate School for his approval.

- (2) Exemption may be recommended if the outcomes of the student's training in another postgraduate degree programme at QF level 6 or above are considered to be sufficiently comparable to the outcomes of the related HKSYU course to warrant exemption.
- (3) There is no exemption from the thesis. A thesis completed in another postgraduate degree programme, irrespective of whether a degree was awarded or not, would not be accepted for exemption.
- (4) In making its evaluation, the Department will also take into account the status of the institution where the qualification was gained, the level and content of the course(s) under scrutiny, the grade achieved and how long ago the course was taken. The Department concerned may set a competency test if appropriate.
- (5) The Department concerned will decide whether the student, if exempted from a course, is also exempted from completing the corresponding credits in his/her SYU programme of studies, or will have to take another course to make up the credit requirement. The student cannot take a course for which exemption has been granted.

## **4.6 Thesis**

The thesis is the central part of the requirements for an MPhil or PhD. The lecture courses in the MPhil/PhD programme provide training in research skills and methodology, foundation knowledge in the discipline/ field and exposure in the connectedness of related disciplines/ fields, and contribute to the writing of the thesis.

### **I. Preparing for Thesis Writing**

At the time of application, students are required to submit a research proposal for the sake of matching their research interests with those of the designated MPhil/PhD supervisors. This is to ensure that students receive the best possible support in their thesis writing. Once admitted into the programme but prior to formal registration, students are asked to seek out their potential supervisors to make certain that proper supervision for thesis writing would be made available to them.

MPhil students are asked to submit a finalized proposal and defend it before the end of their 12-month probationary period; whereas PhD students are asked to do so before the end of their 18-month probationary period. After these respective periods, thesis writing can officially commence.

For PhD students, the successful presentation of a representative chapter of their theses in a colloquium defines the passage from pre-candidacy to candidacy status.

The intensity and frequency of thesis supervision, and the periodic submission of progress reports by both students/candidates and supervisors

are described in detail in the Research Manual.

#### **4.7 Maintenance of Supervision Portfolio**

Each student should have a supervision portfolio which acts as a depository of all paperwork associated with thesis supervision including: confirmation of candidature; record of supervision with all supervisors; notes on supervision; change of supervisors (if applicable); assessment of quality of supervision by both students and supervisors; periodic progress reports; and other relevant documents.

## **5. Assessment of Academic Performance**

There are two components in the MPhil/PhD programme, course work and thesis. In general, assessment of courses must be explicitly related to the learning outcomes (CILOs) of the courses and assessment of thesis to the specified benchmarks of an acceptable MPhil or PhD thesis. Nonetheless, in a postgraduate degree by research programme, the importance of assessment by research far exceeds that of assessment by course work.

### **5.1 Assessment of Course Work**

The guidelines for assessment of course work are as follows:

- (i) A student shall be assessed in every course for which s/he has registered on the basis of his/her performance in the course.
- (ii) Assessment of course work is based on the course intended learning outcomes of the courses and rubrics of assessment tasks.
- (iii) All courses are assessed as “Pass” or “Fail”.
- (iv) A student who has gained “Pass” in a course shall earn the credits of that course. The credits of courses repeated/retaken shall count only once in the total credits gained by the student.
- (v) A student who has failed in a course shall be allowed to retake the course only once.
- (vi) A student may retake a maximum of one course in the study programme.
- (vii) A student shall take examinations in the form of written, practical or oral assessment, or continuous assessment, or any combination thereof, as prescribed by regulation.
- (viii) A student who fails to attend a test or examination without good reason will not be given marks for that test or examination and no supplementary assessment will be given.
- (ix) A student who is unable to sit for an examination because of medical or other compelling reasons acceptable to the Graduate School, may apply in writing with documentary evidence to the Graduate School for a supplementary assessment. The application should be made at the earliest possible moment and no later than three days after the examination concerned was held. For students who have been approved supplementary assessment, the final grade shall be Pass or Fail.

### **5.2 Assessment Appeal Process of Course Work**

#### **(i) Stage 1: Request for Review of Results**

A student may submit a request through the Graduate School for reassessment of his/her course results on the following grounds:

- (a) the assessment was not conducted in accordance with the assessment scheme or marking rubrics prescribed for the course;
- (b) an administrative, or other material irregularity has occurred;

Any application for a review of the results must first be made in writing to the Graduate School within ten (10) days after the Grade Report is

released. A fee of HK\$200 is required. The fee is refundable in full if an error is found or if the Appeal is upheld.

Upon receipt of the request, the Graduate School will instigate the rechecking procedure by requesting a clerical check on the grades submitted to the Graduate School.

Outcomes:

- (a) Where a clerical error is confirmed, the Director of Graduate School may adjust the grade approved by the Graduate Studies Committee;
- (b) The Director of Graduate School will return the result of the reassessment to the Graduate School office, who will inform the student of the outcome as soon as possible.

(ii) Stage 2: Appeal against decisions of the Graduate Studies Committee

If, having completed Stage 1 above, the student is not satisfied with the decision of the reassessment, she may appeal in writing to the Director of Graduate School within 10 days of receipt of the notification of the outcome of the Stage 1 process, giving full reasons in support of the appeal.

The valid grounds for appeal are listed in 5.2 (i) (a), (b) above. No appeal will be allowed on the grounds that, although the decision of the Graduate Studies Committee was properly made, the student believes that the Board of Examiners has erred in its academic judgement of the standard the student has achieved.

Students considering making an Appeal under Section 5.2 (ii) are strongly advised to consult the Director of Graduate School in advance of making a formal submission. The Director of Graduate School will review the case and advise whether there are grounds for re-consideration. A student's right to appeal is not affected by the Director of Graduate School's advice.

Formal submission of an appeal must be made, in writing, to the Director of Graduate School, and be accompanied by a fee of HK\$500. The Director of Graduate School will reconsider the case in consultation with the course instructor concerned and the Graduate Studies Committee in the first instance. If deemed appropriate, the Director of Graduate School may convene an Appeals Panel to review the case and to make a final decision.

An Appeals Panel convened by the Director of Graduate School is composed of four members as follows:

- The Academic Vice President (AVP) or her nominee in the Chair;
- Associate Academic Vice President (Teaching and Learning Development);
- Two senior academics, who are not members of the Graduate



Studies Committee, nominated by the AVP.

The student seeking the review and the Chair of the Graduate Studies Committee must be invited to the meeting of the Appeals Panel to present their evidence. Students have the right to be accompanied at the meeting by a member of the University of their own choosing. (Subject to the individual's agreement this may be a fellow student, a representative of the Student Union, a member of staff of the OSA, or a member of academic staff who did not participate in the Graduate Studies Committee that made the decision that is the subject of the appeal). After submitting their evidence and answering questions from the Panel, the student and the representative will be asked to withdraw while the Panel deliberates on the case.

If the Appeals Panel accepts that there are grounds for a review, it may require the Graduate Studies Committee to review its decision. The review must take place promptly and may include blind double marking of the original script by another senior member in the same academic discipline.

If the Appeal is successful, the HK\$500 fee and the Stage 1 fee of HK\$200 will be returned to the student.

### **5.3 Thesis Submission**

Students have to declare their intention to submit the thesis four months before actual submission, by completing and returning the Declaration Form on Intention to Submit Thesis to the Department concerned. Upon approval of the thesis title and the proposed date for submission, the Department will proceed to nominate members of the Thesis Assessment Committee (refer to Para. 4.2.3) to evaluate the student's thesis for award of the degree sought and provide the student with an opportunity to defend the thesis.

In submitting his/her thesis, students must observe the following requirements:

(i) Number of Copies

- A student has to submit the copy for the External Examiner to the Graduate School and other copies for the members of the Thesis Assessment Committee to the department (the number of copies to be submitted depends on the number of members of the Thesis Assessment Committee).
- Students should submit a hardcopy of their theses (bound in a temporary form) together with a signed "Declaration Statement" downloaded from VeriGuide to the Thesis Assessment Committee Chairperson, the Supervisors and the Graduate School according to the proposed schedule, unless permission to defer has been obtained.

(ii) Length of Thesis

- For a MPhil thesis, the normal length of the thesis is up to 40,000 characters in Chinese or 20,000 words in English.

- For a PhD thesis, the normal length of the thesis is up to 150,000 characters in Chinese or 100,000 words in English.

## 5.4 Assessment of Thesis

The following dimensions are of particular importance in the assessment of thesis: research integrity, academic excellence, and internal and external sources of benchmarking.

### I. Integrity of Research

#### i. *Ethical Conduct of Research Involving Human Participants*

The University strives to promote the highest level of ethical conduct among both students and faculty, with regard to human research. To that end, the University has a Human Research Ethics Committee (HREC) responsible for reviewing and approving all research proposals which involve human participants by staff members and research postgraduates.

Guidelines for the Ethical Conduct of Research Involving Human Participants published by the HREC are available from the University website:

[http://www.hksyu.edu/Info/university\\_committees.html#hrec](http://www.hksyu.edu/Info/university_committees.html#hrec)

All research proposals involving human subjects must be approved by the Human Research Ethics Committee prior to starting the research.

#### ii. *Plagiarism and Academic Misconduct Policy*

The University puts great emphasis on academic honesty. The object of the Plagiarism and Academic Misconduct Policy is to promote an educational environment where academic honesty and fairness are valued as promoting personal integrity and maintaining the academic standards of the University. The Plagiarism and Academic Misconduct Policy can be found at Postgraduate Handbook section 2.3.

To ensure academic integrity, students have to submit their theses through VeriGuide.

### II. Thesis Assessment Committee

The composition of the Committee is as follows:

- (a) Chairperson – the Head of Department or his/her representative (The Principal Supervisor should NOT serve as the Chairperson of the Thesis Assessment Committee.
- (b) the student's Principal Supervisor
- (c) a third Internal Examiner from within or without the Department, i.e. "Other" Internal Examiner (The Internal Examiners must be academic staff of the University, except that within three months after his/her

retirement/resignation, a teacher may continue to serve as Supervisor/Internal Examiner of the student.)

(d) External Examiner

### III. The Viva Voce Examination

After dispatch of the thesis to the Thesis Assessment committee, a viva voce examination will be arranged. Normally, it will be held within two months after the submission of the thesis for both doctoral and master's students.

The viva voce examination is open to the public. It will normally last for ninety minutes. Students will be given not more than thirty minutes to present the thesis. The remaining time will be open to questions from the Thesis Assessment Committee.

The assessment for the thesis and the follow-up actions on different final grades are shown in the following table:

Grade	Status	Follow-up Action
<b>I</b>	Pass	(a) If revision is not required, the student will be recommended for award of degree. (b) If revision is required, the revised thesis should be inspected by supervisor(s) before the student is recommended for award of degree.
<b>II</b>	This submission NOT passed. Re-submission allowed and re-examination required.	Students should: <ul style="list-style-type: none"><li>• revise and re-submit thesis to the Thesis Assessment Committee (repeat submission process mentioned in earlier sections).</li><li>• pay re-submission fee and extension fee (if applicable).</li></ul>
<b>III</b>	Failure - no re-submission Allowed.	Graduate School will follow up with the student to discontinue studies.

### IV. Re-submission

A student whose thesis is not passed but re-submission is allowed and re-examination is required must re-write and re-submit the thesis to the satisfaction of the Thesis Assessment Committee before being recommended for the award of degree. Such re-submission must be made within 12 months from the date of the official notification of the result of the first examination and within the student's prescribed maximum period of study.

A student who is requested to re-submit his/her thesis will continue to receive supervision from the Supervisors. He/She will have to complete and submit

the Progress Report until he/she has re-submitted the thesis.

A student who fails to submit the final version of thesis within one year from the date as specified by the Thesis Assessment Committee will be requested to discontinue studies.

Apart from ruling in regard to thesis re-submission, the Thesis Assessment Committee may decide whether or not the student should be re-assessed by oral examination. Only one re-submission of thesis is allowed.

## **5.5 Thesis Assessment Appeal**

### **I. Grounds for Appeal**

Candidates may appeal on one or more of the following grounds:

- (a) That a candidate's performance at the oral examination was affected by mitigating circumstances such as illness of which the examiners were not aware when their decision was taken and that this produced an unfair result.
- (b) That there is evidence of prejudice, bias or inadequate assessment on the part of the examiners such that the result of the examination should not stand.
- (c) That there were procedural irregularities in the conduct of the examination (including any instance of administrative error) of such a nature as to cause reasonable doubt as to whether the result of the examination would be the same if they had not occurred.

### **II. Procedure for Making An Appeal**

An appeal must be submitted in writing by the candidate with supporting evidence (including medical certification for **para. 2.10** above) within one month of the date of notification of the result of the examination by the Graduate School.

Appeals must be submitted to the Director of Graduate School.

There is no set format for an appeal submission, but candidates should note the following:

- (a) The burden is on the candidate to prove their case, i.e. to satisfy the Graduate Studies Committee on the balance of probabilities that the complaint should be upheld. The Graduate Studies Committee also needs to be satisfied that the error or defect is such that the examiners' decision should not be allowed to stand. 'On the balance of probabilities' means that it is more likely than not that the candidate's account of events is true or correct.
- (b) The grounds of the appeal must be set out. These must relate to the grounds in **5.2** of this procedure.

- (c) Each ground must be supported by evidence. For the purpose of this procedure, ‘evidence’ means the facts on which the candidate wishes to rely to support the ground in 5.2. It may take the form of statements by the candidate of what was said, of documents, or of statements or comments by others. This supporting evidence must be sufficiently clear and precise so that, if its truth or accuracy is accepted by the Graduate Studies Committee, it would offer a reasonable prospect of the appeal being allowed.

An appeal application that does not set out the grounds of the appeal or does not provide supporting evidence as described above will not be allowed to proceed to a hearing and will be dismissed.

The Graduate Studies Committee will provide its decision to the student in writing normally within 10 days upon receiving the appeal application with all supported documents.

## **5.6 Deferment of Submission of Thesis**

To delay submission of thesis/portfolio beyond the originally proposed date, application endorsed by the supervisors has to be made to the Director of Graduate School for approval then to the Graduate School for record. Deferment must NOT exceed the maximum study period. Please also note that the deferment of the thesis/portfolio submission may result in a delay of the graduation.

## **5.7 Copyright of MPhil/PhD Thesis**

Students hold the copyright ownership of their theses. However, to provide a wider accessibility of theses for scholarly and academic purposes, students are requested to sign an agreement to grant the University a worldwide irrevocable, non-exclusive right in respect of the copyright to the theses for the purpose of making copies, abstracts, reproducing or otherwise dealing with the theses by whatever means, including but not limited to, digitizing, storing, reproducing, and distributing the theses in any media and in any format, provided that any and all such acts are only for scholarly and academic purposes and with proper acknowledgment of authorship.

## **5.8 Unsatisfactory Performance and Discontinuation of Studies**

A student shall be put on academic probation upon receiving a fail grade in any course. He/she may be barred from performing teaching or other duties carried out under the terms of their studentship as recommended by the Department concerned. The Department may also recommend suspending the student’s studentship. A student on academic probation shall be reviewed by the Department at the end of the term in which s/he is put on probation, at which time if s/he has attained satisfactory progress, probation shall be lifted, otherwise probation shall continue to apply in his/her next term of attendance.

Unless the Department decides otherwise, a student shall be requested to discontinue studies at the University if:

- (a) the student fails in more than one course, or
- (b) the student fails to have probation lifted after being put on academic probation for two consecutive terms of attendance, or
- (c) additional requirements laid down for the programme by the Department concerned are not satisfied.

If at any time the Supervisors are of the opinion that a student is not making satisfactory progress or is unlikely to attain the standard required for the degree, and the assessment is endorsed by the Head of the Department concerned and by the Graduate School, the student shall be requested to discontinue studies at the University or, in the case of research doctoral students, may be advised to transfer to a course of study for a research Master's degree.

A student whose thesis is not passed but re-submission is allowed and re-examination is required must re-write and re-submit the thesis to the satisfaction of the Thesis Assessment Committee before being recommended for the award of degree.

A student who is required to re-submit the thesis must do so within twelve months from the date of the official notification of the result of the first examination and within his/her prescribed maximum period of study. Only one re-submission of thesis is allowed. However, under special circumstances, the Graduate School may on the recommendation of the Department concerned allow extension of re-submission deadline and/or further re-submission.

A student who fails to submit the final version of thesis within one year from the date as specified by the Thesis Assessment Committee shall be requested to discontinue studies, unless special approval is granted by the Graduate School.

A student who receives a fail grade with no permission for re-submission of thesis shall be requested to discontinue studies at the University.

## **6. Resources and Financial Assistance**

### **6.1 Postgraduate Studentship**

Students in the MPhil/PhD programmes are eligible to be considered for the award of a postgraduate studentship provided they are:

- (a) full-time students;
- (b) within their normative study periods.

The job duties of studentship recipients may include teaching and research assistant. The maximum working hours will be 12 hours per week. The amount of studentship will be HK\$15,000 per month. The table below details the duration students are eligible for the postgraduate studentship.

<b>Degree</b>	<b>Duration eligible for postgraduate studentship (months)</b>
MPhil	24
PhD (entering with an MPhil degree)	36
PhD (entering without an MPhil or taught master degree)	48

### **6.2 Teaching Assistant Training Workshop Series**

This workshop series helps students who will be assigned teaching assistant jobs prepare for their position as TA. This training is required for postgraduate students who have been awarded a postgraduate studentship. Workshop topics include: responsibilities and roles of teaching assistant, classroom management, technology in teaching, conducting tutorials, and giving feedbacks to students' assessment tasks. Failure to attend these workshops may result in a cessation of the Postgraduate Studentship.

### **6.3 Postgraduate Student Office**

Office space for postgraduate students is available in the new Research Complex that is coming into use in January 2016. There will be two research postgraduate offices in the High Block of the Research Complex, having a total area of 250m<sup>2</sup> with seating capacity for 30 students, and equipped with work-stations, printers, telephones and Wifi network. To cater for the physical space required for future development, nine sizable rooms have been reserved on LG3 of the Research Complex. There are also plenty of shared meeting rooms, tutorial rooms and activities rooms available for booking by both UG/PG students and staff.

### **6.4 Postgraduate Hostel**

Fifty-one fully furnished single rooms with ensuite bathrooms on three floors (21/F to 23/F) of the Residential and Amenities Complex are available for full-time postgraduate students. In addition, the 7/F of the new Research Complex is also reserved as a Postgraduate Hall providing 30 rooms for full-time postgraduate students.