

Guidance for Lingnan Research Postgraduate Students on Course Taking

1. In order to strengthen the academic background of postgraduate students for pursuing their research studies, individual Research and Postgraduate Studies Panels (RPSP) and supervisors concerned have the authority to require students to take some courses(s). Students have to complete all the coursework and take all the prescribed tests and examinations. The courses taken shall be regarded as “required courses” and the results will be shown in the transcripts.
2. Effective from 2007-08, for taking Lingnan language courses for enhancement of language proficiency and for students’ own interest/benefits, normally these courses shall be taken as audit courses. Such audited courses should not be included in students’ transcripts. Nonetheless, as regards language courses, students in consultation with the Supervisor/RPSP concerned can take the courses as required or audit courses.
3. For each new RPg student, there should be an explicit agreed programme of study. The student and his/her supervisor should from the outset of the MPhil/PhD study agree on a provisional thesis topic and the coursework to be taken if necessary. It is expected that students will enroll in courses according to the study plan as far as practicable.

Courses for Enrollment

4. New Business and SocSc students are required to complete the “Research Methods in Business” and “Postgraduate Seminar” courses specifically designed for them. Existing students may be invited to attend the courses.
5. Courses can be chosen from taught courses offered under Lingnan’s master’s and postgraduate diploma programmes and our undergraduate programmes. With endorsement of their Supervisors and approval of the Head of Department concerned, Lingnan students can take any Lingnan courses offered in respective terms.
6. To enhance the opportunities for research postgraduate students to have access to courses and expertise at sister institutions, the seven universities that are offering research postgraduate programmes entered into an agreement to set up mechanisms enabling research postgraduate students to enroll in courses offered by other sister institutions from 2003-04. The courses available for choice of MPhil/PhD students of the seven universities and associated details will be announced before the commencement of each term at <http://www.ln.edu.hk/reg/collaboration.php>. **Students shall only take courses of direct relevance to their studies under the collaboration scheme** and are required to participate fully in an enrolled course, including class attendance, completion of coursework and examinations.
7. Courses on research methodology are important to research postgraduate students. Students can take the research methodology courses in their relevant disciplines offered by sister institutions through the collaboration scheme, noting that it is mandatory for new Business and SocSc students to take “Research Methods in Business” and “Postgraduate Seminar” respectively. The Supervisor(s) of a research postgraduate student shall seriously consider the necessity and benefits for his/her student to take a research methodology course and ask the student to take the course if necessary.
8. The University has set the guideline that the maximum load for course taking by a research postgraduate student is three courses per term, including the mandatory courses

mentioned in paragraph 4 above.

Application Procedures

9. Lingnan students who wish to take and/or audit Lingnan courses (either undergraduate or postgraduate courses) shall submit an application form (after endorsement by both his/her Supervisor and then the Head of Department concerned*) to the Registry before the stipulated deadline.

[For the two mandatory courses for new Business and SocSc students respectively, i.e. “Research Methods in Business” and “Postgraduate Seminar”, application for enrollment is not necessary. Respective programmes will arrange enrollment for students concerned.]

10. To enrol in a course offered by sister institutions, a student has to fill in **another** application form for the collaboration scheme for endorsement by the Supervisor and Head of Department concerned*. The approved application form shall be forwarded to the Registry of Lingnan at least **three working days before the deadline for taking that course stipulated by the host institution**. The Registry will pass the form to relevant officer of the host institution concerned after necessary processing.

*(Note: In case it is difficult/inconvenient to get the signature(s) on the form, email(s) indicating their endorsement can be attached to the application form.)

11. The application form shall be submitted to the Supervisor as early as possible, at least about 1 to 2 weeks before the specified deadline. It is the responsibility of the applicant to ensure that the completed application form, with endorsement of the Supervisor and Head of Department concerned, could reach the Registry at least **three working days before the stipulated deadline**. Adherence to deadline is especially important for taking courses of sister institutions since the deadline is stipulated by the host institution, the Registry is hardly able to accommodate any late applications. The Registry will issue an acknowledgement upon receipt of an application. Applicants should contact the Registry if they do not receive the acknowledgement one day after lodging of an application.

Application Result

12. The Graduate School/Registry of the course offering institution will inform students directly of their application results and further details.

Assessment and Grading of Enrolled Courses (not including audited courses)

13. Students enrolled in courses offered by Lingnan/sister institutions are assessed following the grading system of the courses concerned.
14. For students admitted from 2006-07 onwards, the actual letter grades of courses taken shall be shown in the transcripts. They have to obtain Grade B- or above for passing an undergraduate course in Lingnan. However, for language courses taken as required courses, the usual passing grade for undergraduate courses, i.e. Grade D, is adopted.
15. For students admitted in 2005-06 or before, courses shall be given pass/fail grades only in their Lingnan transcripts (actual letter grades, if any, are shown in the transcripts/academic reports issued by relevant institutions).