

# LINGNAN UNIVERSITY

## Terms and Conditions of Postgraduate Studentships (PGSs)

### 1. Purpose of the Award

- 1.1 Postgraduate awards in the form of studentships are allocated to full-time postgraduate students of the University to provide them with financial assistance for their daily subsistence, tuition fees and other expenses that may incur during the course of their studies. The studentship award is provided to ensure that students need not concern themselves with looking for other sources of income to support themselves. Full-time students should devote full efforts to their studies.
- 1.2 Awards are based on academic merit and the suitability of the proposed programme of study, as is the selection of applicants for admission to postgraduate studies.

### 2. Eligibility

Only full-time postgraduate students of the University are eligible to apply for PGSs. Applicants may simultaneously be recipients of government loans and grants, and these applicants will be treated like all others in the selection process. Holders of other scholarship awards may receive PGS provided that this does not violate the terms and conditions of the other awards.

### 3. Administration of PGSs

PGSs are awarded by the Postgraduate Studies Committee, upon the recommendation of the Research and Postgraduate Studies Panel of the programme concerned in which the student is registered or intending to register. The Postgraduate Studies Committee will decide on the amount and duration of the studentship award.

### 4. Duration and Amount of Awards

- 4.1 PGSs are normally offered on an annual basis, but further awards may be granted to postgraduate students during their studies at the University, subject to good performance and the availability of funds. The award normally will not exceed the prescribed period of study, i.e. two academic years for MPhil students, three academic years for PhD students with a relevant master's degree and four academic years for PhD students without a relevant master's degree.
- 4.2 A PGS award normally commences on the day the academic year concerned begins. The award should not normally extend beyond the day the academic year concerned ends. Awards for subsequent years will be reviewed and

offered before the beginning of the following academic year.

- 4.3 If a PGS recipient commences studies at a later date, the award will be calculated from the month the student commences studies, and the normal studentship period will be shortened accordingly.
- 4.4 The annual value of the studentship will be determined by the University from time to time. Payments to studentship recipients will be made monthly in arrears. University fees will not be remitted.
- 4.5 The amount of the award in 2011-2012 is HK\$13,800\* per month for a full studentship. A partial studentship which is a fraction of the amount for a full studentship may be awarded.

\* The amount will be raised to HK\$14,000 in 2012-13.

## 5. Other Conditions of PGS

- 5.1 As part of his/her training for postgraduate degree studies, a PGS recipient who is not in the final year of studies will be required to perform, under supervision, teaching and/or research support duties of up to 12 hours per week on average for a full studentship. For a PGS recipient who is in his/her final year of studies, the maximum duty hours is 6 hours per week on average. The required duty hours will be pro-rated for a partial studentship recipient. For teaching duties, both classroom hours and preparation time are counted in the duty hours. Duties other than invigilation service will be assigned by the Research and Postgraduate Studies Panel of the programme in consultation with the Head of the Department/Supervisor concerned. All PGS recipients are required to provide invigilation service for examinations as assigned by the Registry.
- 5.2 As the provision of studentship award is to ensure that subsistence living of recipients are basically covered, students should devote full-time efforts to their studies. PGS recipients should not, therefore, engage in employment, full-time or part-time, with the University or any other employer, with the exception specified under the following section.
- 5.3 A PGS recipient who wishes to engage in part-time employment may submit an application for exemption from this restriction. The application will be considered by the Research and Postgraduate Studies Panel concerned on a case-by-case basis. The student may be allowed to engage in academic work, but the hours for both mandatory teaching/research assistance required for the PGS award (which is up to 12 hours per week on average as stipulated in section 5.1 above) and the optional academic work should be subject to a limit to be determined by the Research and Postgraduate Studies Panel concerned. The Supervisor and Head of Department of the student will be responsible for monitoring that the limit is not exceeded and that the student is not overburdened with the academic work so that he/she can complete his/her MPhil/PhD programme of study within time limit.

- 5.4 PGS recipients not performing satisfactorily in their programmes of study, including their assigned duties, may lose their award, but with at least one month's notice. The University may also terminate the PGS award or suspend the award for a period of time on grounds deemed legitimate as determined by the Postgraduate Studies Committee and approved by the President.
- 5.5 The award of a PGS will automatically cease immediately when the recipient has completed his/her programme of study at the University, or has ceased to be a full-time student, or has his/her studies terminated by the University.
- 5.6 PGS recipients are full-time students and are not staff of the University. However, the recipient may have a maximum of 14 working days of annual leave in an academic year. Those who arrive late will have their annual leave pro-rated. The recipient has to obtain the approval of both his/her Supervisor and the Head of the Department concerned before taking leave. Approval can be granted only if there is no interference with the teaching duties of the recipient. Therefore, it is desirable for the leave be taken during the summer months. The Department concerned shall keep the leave record of the recipient. All annual leave taken will be counted towards the period of study. In addition, a PGS recipient may apply for leave of absence in writing in accordance with the Academic Regulations Governing Research Postgraduate Studies.
- 5.7 A PGS recipient may relinquish the studentship with one month's notice or one month stipend in lieu.
- 5.8 PGS recipients are required to sign an undertaking to abide by these Terms and Conditions.

- N.B.
1. The terms and conditions described above may be changed from time to time by University authorities. In the event that changes have been made, the updated terms and conditions shall supersede earlier versions.
  2. PGS awards are not income and are therefore not taxable.

Note to Hong Kong PhD Fellowship Scheme Awardees:

Students concerned should observe the <Terms and Conditions of the Fellowship> issued by the Research Grants Council. Though HKPFS awardees are not awarded Postgraduate Studentships as other research postgraduate students, the terms and conditions stipulated herein are generally applicable to them, inter alia, the teaching and/or research support duties, employment restriction and annual leave.

Revised in February 2012