The information in this Guidebook is updated and accurate at the time of publication. Students are strongly encouraged to visit the School of Graduate Studies (GS) webpage (https://www.ln.edu.hk/sgs) and other relevant webpages mentioned in this Guidebook on postgraduate programmes for the most updated information. In addition, letters/notices will be issued at different stages of studies by the GS to relevant students providing them with necessary information and/or requiring them to submit necessary reports in accordance with the latest academic regulations or approved procedures.

School of Graduate Studies

November 2019
Vision, Mission and Core Values of the University

In 2015, the University revised its vision, mission and core values statements and confirmed its commitment to liberal arts education, with a view to better reflecting all the major functions of the University’s activities including teaching, learning, research and community engagement.

At Lingnan, liberal arts education is achieved through the University’s broad-based curriculum, close staff-student relationship, rich residential campus life and extra-curricular activities, active community service and multi-faceted workplace experience, strong alumni and community support, and global learning opportunities.

Vision
To excel as a leading Asian liberal arts university with international recognition, distinguished by outstanding teaching, learning, scholarship and community engagement.

Mission
Lingnan University is committed to
• providing quality whole-person education by combining the best of the Chinese and Western liberal arts traditions;
• nurturing students to achieve all-round excellence and imbuing them with its core values; and
• encouraging faculty and students to contribute to society through original research and knowledge transfer.

Motto
Education for service

Core Values
A collegial community of learning and discovery for students and scholar-teachers
Lingnan aims to build a community of learning and discovery with collegial students and scholar-teachers who respect each other, keep an open mind, embrace diversity, appreciate different views, uphold academic freedom and freedom of expression, and accept responsibility for their words and deeds.

Whole-person cultivation and all-round development
Lingnan endeavours to cultivate students’ whole-person and all-round growth. It encourages students to pursue independent and critical thinking, creativity and
innovation, excellent communication skills including a high level of literacy, social responsibility, personal virtue, cultural accomplishment and a passion for lifelong learning.

**Community engagement and social responsibility**
Lingnan encourages its members to care for others, to be responsible for their own actions, to serve the local community and beyond, and to make a positive impact for the betterment of humanity.

**The Lingnan spirit**
The Lingnan spirit, which has flourished since Lingnan’s founding in Canton (Guangzhou) in 1888 as Christian College in China, has served over the years to bond all Lingnanians together, and continues to inspire the University today. The Lingnan spirit is marked by passion, loyalty, perseverance, openness to different ideas and cultures, and a readiness to serve.
Graduate Attributes for Research Postgraduate Programmes

“Distinguished by Outstanding Teaching and the Highest Standards of Scholarship”

With a prestigious history dating back to its original establishment in 1888 in Guangzhou, China, Lingnan University is the only liberal arts university in Hong Kong emphasising both the merits and close interrelationship of teaching and research. Like many American liberal arts colleges and the colleges of Oxford and Cambridge in the UK, we believe that the ethos of liberal arts education requires limited student numbers and an intimate campus setting.

For postgraduates, student-centred learning, one of the key values of liberal arts education, ensures close and supportive thesis supervision, while at the same time encouraging candidates to exercise intellectual creativity in their research endeavours.

Lingnan University has earned a strong reputation through encouraging and requiring staff research, on the premise that far from depleting energies to be spent on teaching, research actually nourishes and inspires outstanding teaching. Lingnan University’s research strengths stretch across its three academic areas, i.e. humanities, social sciences and business studies. Staff publications include articles in premier journals and books published by prestigious academic presses, so that in the global academic scene, Lingnan University enjoys a growing reputation in research excellence at home and internationally.

For research postgraduate programmes, Lingnan graduates are expected to possess the following attributes in terms of knowledge, skills and attitude:

**Knowledge:**
- systematic understanding of a field or fields of scholarship
- original contributions to the field

**Skills:**
- competence in research and analysis
- ability to critically assess intellectual claims, theories and arguments
- capacity to produce a thesis that contributes to the knowledge and understanding of the field of learning within which the subject of the thesis falls* [*the MPhil thesis shall represent a worthwhile contribution while the PhD thesis shall represent a substantial original contribution]
Attitude:

· commitment to applying the knowledge acquired in the chosen field and conducting further research in an ethical and socially responsible manner
# TABLE OF CONTENTS

## Part I

### Basic Information about and Requirements for Master of Philosophy/Doctor of Philosophy Programmes

| A. Basic Information and Requirements | 1-1 |
| 1. Registration and Tuition Payment | 1-1 |
| 2. Modes of Study | 1-1 |
| 3. Period of Study and Award Requirements | 1-1 |
| 4. Termination of Candidature | 1-1 |
| 5. Appeal against the Termination of Candidature | 1-1 |
| 6. Student Supervision | 1-2 |
| 7. Development Workshop and Training for Full-time Postgraduate Students | 1-2 |
| 8. Learning and Teaching Development Programme (LTDP) | 1-2 |
| 9. Provisional Registration | 1-3 |
| 11. Course Taking | 1-4 |
| 12. Graduate Seminar Training | 1-5 |
| 13. Residence Requirements | 1-5 |
| 14. Research Conduct and Ethical Review Requirements | 1-5 |
| 15. Academic Honesty | 1-6 |
| 16. Intellectual Property Rights | 1-6 |
| 17. Annual Reporting (to be submitted by May normally) | 1-6 |
| 18. Seminar on Research Findings | 1-7 |
| 19. Submission of Thesis | 1-7 |
| 20. Examination | 1-8 |
| 21. Second Examination | 1-9 |
| 22. Re-examination | 1-9 |
| 23. Academic Awards | 1-9 |
| 24. Appeal against the Recommendation on Thesis Examination | 1-9 |
| 25. Graduate Report | 1-9 |
| 26. Other/Additional Requirements | 1-9 |
| 27. Summary | 1-9 |

| B. Application for: | I-12 |
| 1. Transfer of Candidature | I-12 |
| 2. Change of Study Mode | I-12 |
| 3. Leave of Absence | I-12 |
| 4. Leave for Academic Activities/Study | I-12 |
| 5. Extension of Study Period | I-13 |
| 6. Official Withdrawal | I-13 |
8. Transcript/Testimonial/Certifying Letter I-13
9. Access to Personal Data I-13

Annexes
1 – Workflow of Using Turnitin to Submit MPhil/PhD Theses I-14
2 – Additional Requirements for PhD Programme in Business I-15

Part II
Format of Theses
Format of Theses II-1

Part III
Financial Assistance for Research Postgraduate Students
A. Financial Assistance Specifically for Research Postgraduate Students III-1
   1. Postgraduate Studentships and Hong Kong PhD Fellowships III-1
   2. Research Postgraduate Student Conference/Field Trip Sponsorships III-1
   3. Research Postgraduate Scholarships for Overseas Research Visits III-2

B. Other Scholarship(s) Available for Research Postgraduate Students III-2
   1. Sir Edward Youde Memorial Fellowships III-2
   2. Sino-British Fellowship Trust Fund III-2
   4. Fulbright-RGC Hong Kong Research Scholar Award Program III-3

Part IV
Fees
1. Tuition Fees IV-1
2. Refund of Tuition Fees IV-1
3. Over-due Tuition Payment IV-2
4. Hostel Fees IV-2
5. Over-due Hostel Payment IV-2
6. Examination Fee IV-2
7. Transcript Fee IV-2

Part V
Support for MPhil/PhD Students
A. Academic and Learning Support V-1
   1. School of Graduate Studies (GS) V-1
   2. Registry V-1
   3. Information Technology Services Centre (ITSC) V-1
4. Library V-1
5. Teaching and Learning Centre (TLC) V-3
6. Office of Global Education and Interdisciplinary Studies (OGEIS) V-3

B. Campus Life and Student Services V-3
1. Student Services Centre (SSC) V-3
2. Research Postgraduate Students’ Circle V-4

C. Other Facilities/Services that Support Learning V-4
1. Study Areas V-4
2. Air-conditioning and Cleaning Services V-4

D. Communication Channel(s) V-5

E. Contacts of University Units/Campus Facilities V-5

F. Postgraduate Studies Research and Learning Hub (Research Postgraduates) V-6

Part VI
Useful Information for Non-local MPhil/PhD Students VI-1
1. Visa Renewal VI-1
2. Health and Insurance VI-1
3. Hong Kong Identity Card and Student Octopus Card Application VI-2
4. Bank Account, Credit Cards and Automated Teller Machines VI-2
5. Monthly Budget VI-3
6. Support for Research Postgraduate Students with Family Members Coming Along VI-3
7. Useful Telephone Numbers in Hong Kong VI-4

Part VII
Other Useful Information VII-1
1. Thesis Binding VII-1
2. The Network of the Research Postgraduate Alumni VII-1
3. Campus Map VII-2

Part VIII
Regulations and Guidelines related to Research Postgraduate Students VIII-1
Regulations Governing Research Postgraduate Studies VIII-1
Regulations Governing the Format of Theses VIII-1
List of Appendices

Part I
Appendix A - Progress/Assessment Report for Non-final Year MPhil/PhD Students in the Arts Programmes
Appendix B - Progress/Assessment Report for Non-final Year MPhil/PhD Students in the Business Programmes
Appendix C - Progress/Assessment Report for Non-final Year MPhil/PhD Students in the Social Sciences Programmes
Appendix D - Guidance for Lingnan Research Postgraduate Students on Course Taking
Attachment 1 - Application for Taking Course(s) offered by Lingnan University by Research Postgraduate Students of Lingnan
Attachment 2 - Application for Cross-institutional Course/Subject Enrolment for Research Postgraduate Students
Appendix E - Information on Human Ethics Approval for Research Conducted by Research Postgraduate Students
Attachment - Application for Ethical Review of a Research Project Involving Human Participants by an MPhil/PhD Student
Appendix F - Progress/Assessment Report for Final Year MPhil/PhD Students
Appendix G - Submission and Examination of MPhil/PhD Theses
Appendix H - Notice of Intention of MPhil/PhD Thesis Submission
Appendix I - Report on Performance of MPhil/PhD Candidate
Appendix J - Chairman’s Report on MPhil/PhD Thesis Examination
Appendix K(i) - Thesis Assessment Report (For Arts & SocSc students)
Appendix K(ii) - Thesis Assessment Report (For Business students)
Appendix L(i) - Graduate Report Form (For HKPFS Awardees)
Appendix L(ii) - Graduate Report Form (For Non-HKPFS Awardees)
Appendix M - Details on Criteria, Procedures and Timeframe for Transfer of Candidature from MPhil to PhD
Appendix N - Application for Transfer of MPhil/PhD Candidature
Appendix O - Application for Extension of MPhil/PhD Period of Study
Appendix P - Application for Official Withdrawal/Making-up of Official Withdrawal

Part II
Appendix 1 - A Sample Front Cover
Appendix 2 - A Sample Title Page
Appendix 3 - A Sample Abstract
Appendix 4 - A Sample Declaration of Originality Page
Appendix 5 - A Sample Approval Sheet
Appendix 6 - A Sample Table of Contents
Appendix 7 - A Sample Front Cover - Spine

Part V
Appendix i - Memorandum of the Lingnan University Research Postgraduate Students’ Circle
Appendix ii - Structure of the RPS Circle Representation
Appendix iii - Postgraduate Studies Research and Learning Hub (Research Postgraduates)
PART I
Basic Information about and Requirements for Master of Philosophy/Doctor of Philosophy Programmes

A. Basic Information and Requirements

The Postgraduate Studies Committee (PSC) of the Senate is responsible for governing and overseeing postgraduate studies at the University. For each of the 3 Faculties, viz. Arts, Business and Social Sciences, there is a Research and Postgraduate Studies Committee (RPSC) looking after research postgraduate studies matters at faculty level. The PSC and the RPSC concerned may set additional requirements as necessary.

Major requirements for pursuing a Master of Philosophy (MPhil)/Doctor of Philosophy (PhD) programme in the University are specified in the Regulations Governing Research Postgraduate Studies, and highlighted below:

1. Registration and Tuition Payment
   An admittee/student is required to register with the School of Graduate Studies (GS) by a specified date following specified procedures and make payment of tuition fee for each of Term 1 and Term 2.

2. Modes of Study
   A student is registered for the degree of MPhil/PhD as either a full-time or a part-time student.

3. Period of Study and Award Requirements
   A research postgraduate student is expected to complete his/her research programme under the guidance of his/her Supervisor(s), present a written thesis and defend his/her thesis during the normal period of study. The normal period of study is 2 years for full-time and 3 years for part-time MPhil students; 3 years for full-time and 5 years for part-time PhD students with a relevant master's degree; and 4 years for full-time and 6 years for part-time PhD students without a relevant master’s degree.

4. Termination of Candidature
   The Senate may, on the recommendation of the PSC, terminate a candidature at any time on the grounds of the student’s unsatisfactory performance or failure to comply with the Regulations Governing Research Postgraduate Studies. A student with his/her candidature terminated on academic ground is normally not allowed to be admitted to any programme of the University.

5. Appeal against the Termination of Candidature
   A student whose studies have been discontinued may appeal in writing against the decision within 10 days of being informed of the decision, enclosing all the necessary supporting documents. The Discontinuation Appeals Panel will consider the case. It is empowered by the Senate to decide on the case. The decision of the Panel will be final.
6. **Student Supervision**

Upon admission, each MPhil student will be assigned a Supervisor (may be with 1 or more Co-supervisor(s) where appropriate), while a PhD student will be assigned a Chief Supervisor and at least 1 Co-supervisor. Supervisors will closely guide their students in the early phases of their research. Apart from discussing with them their research and coursework plans, Supervisors shall make clear to students the standard expected and how student progress will be assessed. Thereafter students should take initiatives and do the research independently.

Supervisors shall keep the PSC aware of the progress made by their students, and of any significant modifications to the programmes, and shall make recommendations relating to the studies of their students. Under normal circumstances, if there is more than 1 Supervisors for a student, these actions will be undertaken by the Chief Supervisor, in consultation with the Co-supervisor(s).

Students should keep regular contacts with their Supervisors and make sure that the research progress is satisfactory. There shall be at least 1 to 2 face-to-face meetings per month between the Supervisors and students. There shall also be other means of contacts, such as telephone conversation and email correspondence.

There may be circumstances which call for the change of Supervisors. If it is deemed necessary to change Supervisor, the Head of Department shall submit a proposal for consideration of the RPSC concerned, which shall submit its decision to the PSC for noting/approval.

7. **Development Workshop and Training for Full-time Postgraduate Students**

Full-time students who are recipients of Hong Kong PhD Fellowships/Postgraduate Studentships are required to attend a development workshop organised by the Teaching and Learning Centre (TLC), the Student Services Centre (SSC), and the Library. This mandatory workshop aims to help students to get better prepared psychologically for pursuing postgraduate studies and acquire the knowledge and skills necessary for performing the role of a teaching assistant.

It is also mandatory for a student who is assigned as a teaching assistant and has to lead tutorials to attend all the lectures of the relevant courses, except that exemption is granted by the Department.

A set of *Guidelines on Marking by Research Postgraduate Students Serving as Teaching Assistants* is available on the Intranet ([https://www.ln.edu.hk/sgs/docs/students/gmrpssta.pdf](https://www.ln.edu.hk/sgs/docs/students/gmrpssta.pdf)) for students’ reference.

8. **Learning and Teaching Development Programme (LTDP)**

a) LTDP offered by TLC is mandatory for all PhD students who need to engage in teaching activity at Lingnan. Those students are expected to take the full programme once.

b) The programme is also mandatory for all MPhil students, if those students are expected to serve as tutors responsible for running tutorials on their own.
c) A PhD or an MPhil candidate who can demonstrate prior teaching experience, has taken or wishes to take another compatible course, can seek exemption from (a) or (b) above. The Head of Department has the authority to grant such an exemption, on the recommendation of the (Chief) Supervisor, with any exemptions granted being reported to the relevant Dean.

d) Any MPhil student without tutorial duties who wishes to enrol in the Programme can apply directly to the TLC – if numbers allow, he or she will be welcome to join the Programme.

e) Students who run tutorials or teach a class on their own should either have taken the LTDP or be taking it at the time of teaching. For other students, they are expected to complete the programme before the submission of theses.

f) Programme participants have to attend at least 4 out of 7 workshops and submit a satisfactory teaching e-portfolio in order to be awarded a completion certificate.

9. Provisional Registration
During the initial 6 to 10 months for full-time students (or 9 to 15 months for part-time students), their candidatures are regarded as provisional.

Students are required to prepare an outline paper for presentation at the topic-defence seminar during the initial period and submit a progress report by the end of the period.

The seminar will be arranged by the student’s Department. Department members as well as PSC members will be invited to attend the seminar to provide their advice/feedback.

To cater for the specific needs of students in the 3 Faculties, i.e. Arts, Business and Social Sciences, 3 versions of Progress/Assessment Report are designed respectively for Arts (Appendix A), Business (Appendix B) and Social Sciences (Appendix C). The student shall complete the progress report part and submit the report to his/her (Chief) Supervisor for completion of Section I. The report will then be forwarded to the Head of Department concerned who will complete Section II and distribute the endorsed report to the student concerned for possible feedback in Section III. The endorsed report will then be considered by the RPSC concerned before presentation for consideration of the PSC for decision on confirmation of candidature.

PhD students may, in addition, be required to pass a qualifying/comprehensive examination for confirmation of candidature. The RPSCs concerned shall determine whether such examination is necessary and the relevant details and logistics.

[Note: Non-final year students of the Social Sciences Faculty are required to submit an additional interim report in December each year. More details will be made known to students concerned in due course.]

10. Report on Research Topic and Coursework
The student and his/her Supervisor(s) should from the outset of the MPhil/PhD study discuss and agree on a provisional thesis topic and the coursework to be taken if
necessary (please refer to the following section on Course Taking for details). It is expected that students will enrol in courses according to the study plan as far as practicable.

11. Course Taking

In order to strengthen the academic background of postgraduate students for pursuing their research studies, individual RPSCs and Supervisors concerned have the authority to require students to take some courses. 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.

Courses can be chosen from taught courses offered under Lingnan’s master’s and postgraduate diploma programmes and our undergraduate programmes. Besides, students may take courses of direct relevance to their studies offered by sister universities through a collaboration scheme, viz. Cross-Institutional Course Enrolment Scheme.

Concerning 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, students in consultation with the Supervisor(s)/Head of Department concerned can take the language courses as required or audit courses.

New students admitted from the 2016 intake are required to complete the “RWTS510 Academic Writing and Research Methodology across Disciplines” course (formerly known as “RWTS510 Academic Writing and Social Statistics Workshops”) offered by the GS. Students admitted in 2015-16 and before may take the course as an elective course. In addition, new students of the Business and Social Sciences Faculties are required to complete respectively the mandatory “RBUS510 Research Methods in Business” and “RSSC510 Postgraduate Seminar” courses specifically designed for them. Existing students may be invited to attend the courses.

Courses on research methodology are important to research postgraduate students. Apart from the “RMEH510 Postgraduate Studies Seminar Series on Research Methodological Issues” course offered by the GS, students can take research methodology courses in their relevant disciplines offered by sister universities through the collaboration scheme. The Supervisor(s) shall seriously consider the necessity and the benefits for his/her student to take a research methodology course and ask the student to take the course if necessary.

To meet students’ demand in learning advanced social statistics, a new elective course entitled “RWTS610 Advanced Statistics and Data Analytics” will be offered to students in every Term 2 from the 2019-20 academic year. Students who have studied “RWTS510 Academic Writing and Research Methodology across Disciplines” course or have basic knowledge in statistical analysis can take the course.
For students in the Arts and the Social Sciences Faculties, the University has set the guideline that the maximum load is 3 courses per term including the mandatory “RWTS510 Academic Writing and Research Methodology across Disciplines” course for all new students and “RSSC510 Postgraduate Seminar” course for Social Sciences students mentioned above. The maximum load is relaxed for Business students, as they may be required to take a greater number of courses in a term.

Detailed guidance for students on course taking is shown in Appendix D.

12. Graduate Seminar Training
Students are required to attend graduate seminar training as required by the RPSCs concerned. For the Arts Faculty, students attend the 2 mandatory presentation seminars, viz. a topic-defence for confirmation of candidature and a presentation of research findings prior to the submission of the thesis. Students of the other 2 Faculties have additional requirements in addition to the 2 mandatory presentation seminars. For the Business Faculty, students should normally attend all seminars of the Hong Kong Institute of Business Studies (HKIBS) and the seminars presented by research postgraduate students. In addition, PhD students in Business are required to give a seminar on topics other than their thesis study areas during their periods of studies. For new students of the Social Sciences Faculty, a specifically designed course “RSSC510 Postgraduate Seminar” is offered.

13. Residence Requirements
The University deems it important for each student to interact with his/her Supervisor(s) and with peer students. A student, full-time or part-time, is required to participate in seminars and other academic activities of the University. Supervisors shall encourage and advise students to participate in seminars and other academic activities relevant to their studies and report students’ participation to the PSC via the assessment reports. Full-time students are expected to be on campus during the academic year except for approved field trips/study conducted outside Hong Kong and approved leave of absence. Part-time students are required to participate in seminars or other academic activities of the University on campus at least once every 6 months after commencement of studies.

[“The PSC encourages academic units at departmental and/or faculty level to enhance postgraduate learning beyond the immediate needs of students’ research by organising activities such as reading groups, workshops, and (not-narrowly research-based) directed readings as they deemed appropriate.”]

14. Research Conduct and Ethical Review Requirements
Students are expected to observe the highest standards of professional conduct. The Policy on Research and Consultancies states the University’s policy and principles on professional ethics and the handling of research fraud.

Students whose research involves human subjects are required to obtain human ethics approval from their (Chief) Supervisors. This requirement applies to standard questionnaire surveys or in-depth interviews as well as any study or experiment
involving direct contact with humans.

Please refer to the information shown in Appendix E on the relevant procedures and criteria used to determine ethical acceptability.

15. Academic Honesty
To alert students to the importance of academic honesty, the following measures have been adopted:
   a) students are required to sign an undertaking to comply with relevant regulations and rules upon first registration;
   b) students are required by the Regulations Governing the Format of Theses to declare the originality of their work in the final theses; and
   c) students taking taught courses are required to observe academic honesty as stipulated in the Regulations Governing University Examinations.

In order to enhance students’ knowledge and understanding of plagiarism, the following measures have been introduced:
   a) all new research postgraduate students from the 2017 intake are required to complete an online mini-course entitled “Online Tutorial on Plagiarism Awareness” by the end of the first term of their first-year studies at Lingnan. Other students can take the mini-course on a voluntary basis.
   b) Turnitin has been instituted as a mandatory platform for students to submit writing assignments for all courses, including but not limited to the submission of final theses for examination purpose*.

[* A workflow of using Turnitin to submit MPhil/PhD theses is given in Annex 1.]

16. Intellectual Property Rights
The Regulations Governing Research Postgraduate Studies stipulate that “the copyright of the thesis is vested in the candidate.”

The Policy on Research and Consultancies contains further information on the University’s policy and principles pertaining to intellectual property rights.

17. Annual Reporting (to be submitted by May normally)
All students including final year students are required to submit via their (Chief) Supervisors a progress report on an annual basis (unless a progress report for confirmation of candidature has been submitted within the last 3 months)*. The (Chief) Supervisors shall submit to the PSC via the respective Heads of Department and RPSCs an assessment report on their students, with the progress report from the students attached, at appropriate time. For every non-final year student, the (Chief) Supervisor shall make a recommendation as to whether the student is permitted to proceed and, where appropriate, requested to transfer from PhD to MPhil (applicable to a PhD student only). Non-final year students and their (Chief) Supervisors shall complete the reports respectively for their programmes, i.e. Arts (Appendix A), Business (Appendix B) and Social Sciences (Appendix C). A simpler report form (Appendix F) is for the completion of final year students and their (Chief)
Supervisors.

Recipients of Hong Kong PhD Fellowship/other funding will additionally be required to submit an annual report to the Research Grants Council/the funding body. Details will be conveyed to them via the GS.

[^ Full-time Year 1 students and their (Chief) Supervisors usually submit the Progress/Assessment Reports in April/May for procedures of confirmation of candidatures and therefore do not need to submit the annual reports again at the end of Year 1.]

18. Seminar on Research Findings
Students are requested to present their research findings in a seminar a few months prior to the date of oral examination. The essence is to allow students to receive valuable feedback from faculty and to have enough time to revise their theses taking into account feedback received. Additional presentation seminars may be arranged in between the 2 mandatory ones, i.e. the topic-defence seminar during the initial period and the seminar on research findings before the oral examination.

19. Submission of Thesis
A candidate who wishes to be examined for the degree of MPhil/PhD shall, by agreement with the Supervisor(s), give notice to the PSC of his/her intention to submit a thesis at least 3 months in advance of the intended date of thesis submission. He/She may present a thesis only after the expiry of the minimum period of research, which is 18 months for full-time and 30 months for part-time MPhil students; and 30 months for full-time and 42 months for part-time PhD students. Points to note to facilitate early scheduling of submission and examination of MPhil/PhD theses are given in Appendix G.

A completed Notice of Intention of MPhil/PhD Thesis Submission form (Appendix H) shall be accompanied by an abstract of 200-500 words on its content for an MPhil thesis or not more than 500 English words or 800 Chinese characters for a PhD thesis and a receipt of the examination fee payment.

By the intended date to submit a thesis, the candidate shall present to the Dean of GS through his/her (Chief) Supervisor 4 copies of the thesis in temporary binding (embodying the results of the research undertaken, meeting the expectations on its originality, format, word limit*, etc. as stipulated in Section 15.4 of the Regulations Governing Research Postgraduate Studies, and the Regulations Governing the Format of Theses), and an electronic copy of the Turnitin originality report of that thesis to be generated by the (Chief) Supervisor.

The (Chief) Supervisor is also required to provide a completed thesis submission form and a report on the performance of the candidate during his/her research studies (Appendix I). The thesis and the performance report will then be forwarded to the examiners.
The text of an MPhil thesis shall usually not exceed 40,000 English words or 60,000 Chinese characters while the text of a PhD thesis shall usually not exceed 100,000 English words or 150,000 Chinese characters (excluding tabulated data, diagrams and appendices). Any major deviation from this guideline will require the approval of the PSC based on the recommendation from the student’s (Chief) Supervisor.

20. Examination

After receiving a notice of thesis presentation, a Panel of Examiners shall be appointed. The Dean concerned in consultation with the Head of the candidate’s Department, with input from the Supervisor(s) of the candidate, shall make a recommendation to the PSC for the appointment of the Panel of Examiners.

Nearer the date of thesis submission, the GS will arrange with the Panel of Examiners a date for examination (normally in the form of oral defence). The examination shall take place between 5 weeks and within 3 months after receipt of the thesis.

A person who wishes to attend the Presentation and the Q & A sessions as observers (i.e. cannot speak or ask questions) shall inform the GS at least 3 working days before the examination. The Panel Chairman and the candidate will be informed of the presence of observer(s), if any, before the examination.

At the end of the examination, the Panel of Examiners shall formulate opinions on the thesis and the oral examination, make recommendation on the result and specify the deficiencies or the conditions to be met and the revisions to be made, where appropriate. A summary of the key points and the major comments of other examiners on the thesis should be covered in the Panel Chairman’s report (Appendix J). Comments of individual examiners should be detailed in the individually completed Thesis Assessment Report, as shown in Appendix K(i) and Appendix K(ii). All these reports should be sent to the GS for presentation to the PSC.

The Panel of Examiners is not required to recommend a grade to the thesis but has the option to indicate whether it is an outstanding thesis.

Where the candidate is requested to make minor/significant/major amendments to the thesis, he/she should revise the thesis accordingly by the deadline and the (Chief) Supervisor is responsible for confirming that the amendments required by the Panel have been made. The revised thesis shall then be forwarded to the GS for transmission to the Chairman (and members, where appropriate) of the Panel of Examiners.

Where a candidate whose thesis is subject to major amendments, or significant amendments and is required to defend the revised thesis, he/she is required to settle an examination fee for the second examination. In addition, a candidate who is required to make major amendments to the thesis shall register and pay a fee as a student on extension after being notified of the decision of the PSC on the examination result. The period for payment shall start from the day following the date on which he/she is informed of the recommendation of the PSC by the GS or the date on which his/her normal study period expires, whichever is later.
21. Second Examination
Generally, the second examination shall be arranged the same as the first examination. During the examination, the Panel of Examiners shall focus on the amendments made in the revised thesis and the extent to which the candidate responded to the Panel’s previous comments/requirements.

22. Re-examination
Where the decision was that the candidate not be awarded the degree but permitted to present a revised thesis and present himself/herself for examination again, he/she shall be permitted to present one resubmission only within 12 months of the date of the first recommendation of the Panel of Examiners. The arrangements and the rules for the re-examination shall be as if the candidate were being examined for the first time. The candidate shall be required to register and pay tuition fees for the term concerned. He/She shall give notice of presentation of a revised thesis, submit the thesis and present himself/herself for re-examination.

23. Academic Awards
When the revisions to the thesis are considered satisfactory and it is decided that the degree be awarded, the candidate will be informed of the decision and requested to forward to the GS 2 hard copies in perfect binding and 1 electronic copy of the approved thesis. Where the Senate approved to award a degree of MPhil/PhD to the candidate, the award will be conferred at the annual Congregation.

[Note: The Graduation Certificate will be available for collection from the Registry within 1 year from the day of the Congregation and it will not be reissued.]

24. Appeal against the Recommendation on Thesis Examination
Appeal against the recommendation of the PSC on thesis examination shall be made in writing to the Senate within 10 days of the announcement of the recommendation concerned. The Senate will be the final stage of appeal within the University.

25. Graduate Report
Each student is required to complete a Graduate Report (Appendix L(i) for HKPFS awardees and Appendix L(ii) for Non-HKPFS awardees) within a month from the date of being informed of the academic award.

26. Other/Additional Requirements
Candidates may be required to satisfy other requirements as stipulated by the relevant University authorities.

Additional requirements such as passing a candidacy examination and meeting course work requirements have been specified for the PhD in Business programme. For more details, please refer to Annex 2.

27. Summary
Indicative timeframe for some general requirements for MPhil/PhD students is presented in the following table to facilitate planning. There are other requirements to be fulfilled such as course taking, graduate seminar training, residence requirements and completion of the LTDP.
<table>
<thead>
<tr>
<th>Requirements</th>
<th>Required Dates</th>
<th>Indicative schedule for normal Full-time students</th>
<th>Indicative schedule for normal Part-time students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student and Supervisor(s) discuss and agree on thesis topic and courses to be taken</td>
<td>from the outset of MPhil/PhD study and within the first few months after commencement of study</td>
<td>dates to be agreed between the student and the Supervisor(s)</td>
<td></td>
</tr>
<tr>
<td>2. Full-time student attends the development workshop organised by the Teaching and Learning Centre, the Student Services Centre, and the Library</td>
<td>the workshop will be held at the commencement of an academic year</td>
<td>September of Year 1</td>
<td>Not applicable</td>
</tr>
<tr>
<td>3. Student admitted from the 2017 intake completes the online mini-course entitled “Online Tutorial on Plagiarism Awareness”</td>
<td>by the end of Term 1 of first year of study</td>
<td>usually by January of Year 1</td>
<td></td>
</tr>
<tr>
<td>4. Student prepares an outline paper and defends research topic in a seminar</td>
<td>by the end of provisional registration period</td>
<td>usually by April of Year 1</td>
<td>usually by September of Year 2</td>
</tr>
<tr>
<td>5. Student and (Chief) Supervisor submit a Progress/Assessment Report for confirmation of candidature (Individual RPSC may require a PhD student to pass a qualifying examination)</td>
<td>by the end of provisional registration period</td>
<td>usually by April/May of Year 1</td>
<td>usually by October of Year 2</td>
</tr>
<tr>
<td>6. Student and (Chief) Supervisor submit a Progress/Assessment Report for annual reporting. The Supervisor gives recommendation as to whether the student shall be permitted to proceed to next year of study</td>
<td>for RPSC and PSC consideration in May/June of non-final year of study</td>
<td>by May of non-final year of study</td>
<td></td>
</tr>
<tr>
<td>7. Student gives notice of intention to submit an MPhil/PhD thesis</td>
<td>at least 3 months in advance of the intended date of submission</td>
<td>December to March of Final Year</td>
<td></td>
</tr>
<tr>
<td>Requirements</td>
<td>Required Dates</td>
<td>Indicative schedule for normal Full-time students</td>
<td>Indicative schedule for normal Part-time students</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>8. Student presents research findings in a seminar</td>
<td>a few months prior to the date of oral examination</td>
<td>January to early April of Final Year (Please allow ample time to revise the thesis taking into account feedback received from the research findings seminar before submitting the thesis to the GS)</td>
<td></td>
</tr>
<tr>
<td>9. Student submits via his/her (Chief) Supervisor 4 copies of the thesis in temporary binding and an electronic copy of the Turnitin originality report of that thesis to be generated by the (Chief) Supervisor. The (Chief) Supervisor is also required to provide a completed thesis submission form and a performance report of the student</td>
<td>• after minimum period of research and before the expiry of the normal study period; • by the intended date of submission and at least 5 weeks prior to the intended date of examination</td>
<td>March to May of Final Year</td>
<td></td>
</tr>
<tr>
<td>10. Student defends his/her thesis in the presence of examiners</td>
<td>• date to be decided by the Panel of Examiners; • at least 5 weeks after submission of thesis; • normally within 3 months from receipt of thesis</td>
<td>April to early July of Final Year</td>
<td></td>
</tr>
<tr>
<td>11. Student submits revised thesis where necessary</td>
<td>• by a date specified by the Panel of examiners; • normally 2 months (for full-time students) and 3 months (for part-time students) after examination for minor amendments; • normally 4 months (for full-time students) and 6 months (for part-time students) after examination for significant amendments; • normally 6 months (for full-time students) and 9 months (for part-time students) after examination for major amendments</td>
<td>April to late August of Final Year (if wishes to be conferred the award at the annual Congregation)</td>
<td></td>
</tr>
<tr>
<td>12. Student submits approved thesis in perfect binding</td>
<td></td>
<td>May to September/October of Final Year</td>
<td></td>
</tr>
</tbody>
</table>
B. Application for:

1. Transfer of Candidature
   A student may transfer from MPhil to PhD candidature or *vice versa* only if his/her application for such transfer has been approved. Before submission of an application, a student is advised to have thorough discussions with the Supervisor(s) and shall observe regulations stipulated in Section 7 of *Regulations Governing Research Postgraduate Studies*.

   For transfer of candidature from MPhil to PhD, please refer to the details shown in *Appendix M* on the relevant criteria, procedures and timeframe. To apply for transfer, a student has to complete an application form as shown in *Appendix N*. For an MPhil student, the MPhil degree is the terminal degree unless an application of the transfer of candidature from MPhil to PhD is approved.

2. Change of Study Mode
   A student who wishes to change from full-time to part-time or *vice versa* may apply in writing providing justifications. Such application should be endorsed by his/her (Chief) Supervisor, recommended by the RPSC concerned and approved by the PSC. If approved, the period of study of the student will be shortened or extended on a *pro rata* basis.

3. Leave of Absence
   A student who wishes to be absent from his/her studies for 3 weeks or more must apply in writing to the PSC through his/her (Chief) Supervisor for leave of absence, if possible, 1 month before the intended commencement date of leave.

   Leave of absence may be granted for a maximum period of 12 months. Any periods of leave of absence taken shall not be included as part of the period of study. Postgraduate Studentships/Hong Kong PhD Fellowships will normally be suspended during the leave period.

   [Note: Hong Kong PhD Fellowship Scheme (HKPFS) awardees have to observe additionally the relevant stipulations given in the *Terms and Conditions of Hong Kong PhD Fellowship Scheme*.]

4. Leave for Academic Activities/Study
   Full-time students are expected to be on campus during the academic year except for approved field trips/study conducted outside Hong Kong. The field trips and studies conducted outside Hong Kong shall normally be for a short period of not longer than 3 months. Approval from the Head of Department and the Supervisor(s) concerned shall be obtained before a student leaves for the field trip/study. For a period longer than 3 months, approval by the PSC Chairman shall be sought additionally.

   [Note: Hong Kong PhD Fellowship Scheme (HKPFS) awardees have to observe additionally the relevant stipulations given in the *Terms and Conditions of Hong Kong PhD Fellowship Scheme*.]
5. Extension of Study Period
Applications for extension of period of study can be made using the form shown in Appendix O.

6. Official Withdrawal
A student who wishes to leave the University before graduation must seek official withdrawal from the University. The student is encouraged to consult his/her Head of Department and his/her Supervisor(s) before completing and submitting an application form shown in Appendix P.

7. Engagement in Part-time Employment
The University regulations stipulate that a full-time student should not take up any full-time employment and is expected to be on campus during the academic year. Furthermore, in accordance with the Terms and Conditions of Postgraduate Studentships, a postgraduate studentship recipient should not engage in any employment except approval has been sought from the RPSC concerned in advance for engaging in part-time employment. For non-local students, notwithstanding the No Objection Letter (NOL) from the Immigration Department on their taking up part-time on-campus employment for not more than 20 hours per week throughout the year, exceptional approval for taking up part-time employment from the RPSC is still needed.

[Note: HKPFS awardees who wish to engage in a part-time job should seek additional approval from the Research Grants Council via the University after obtaining the approval from the RPSC concerned.]

8. Transcript/Testimonial/Certifying Letter
A student who wishes to apply for a copy of transcript or testimonial can submit an application. Details can be found in the Registry webpage (http://www.ln.edu.hk/sgs/docs/registry-services/forms.php). If a student wishes to receive a certifying letter from the University for a particular purpose, e.g. visa renewal or proof of completion of MPhil/PhD studies, the student can send an email request to the GS.

9. Access to Personal Data
Under the Personal Data (Privacy) Ordinance, students have the right to request access to and correction of the personal data kept by the University. Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University. Emails will be sent to students around the time of student registration in December and July to remind them to review accuracy of their personal data kept in the University portal and to inform the GS of any necessary changes.

[Note: The student’s name (both English and Chinese, if applicable) printed on the Student Identity Card will be used for publishing the programme booklet of Congregation and printing the Graduation Certificate. Should a student wish to make any changes to his/her name, he/she is required to notify and provide the GS with supporting documents by a specified date. Changes made after the stipulated date may not be incorporated into the above-mentioned documents.]
Workflow of Using Turnitin to Submit MPhil/PhD Theses

1 Supervisors OPEN a Turnitin account

Notes to Supervisors
- Open a Turnitin account for individual students (with the help of individual departments if necessary) at least 6 months prior to the expiry of the end of their study period or upon receipt of the Notice of Intention of MPhil/PhD Thesis Submission, whichever the earlier.
- Click the following link for creating assignments with Turnitin.

2 Supervisors INFORM students

Note to Supervisors
- Inform relevant students after creating the account.

3 RPg Students CONDUCT plagiarism check

Notes to Students
- Submit the draft thesis to the Turnitin as many times as the student wants, but at least once before formal submission.
- View the originality report(s) and consult supervisor(s), if necessary, for refinement of the draft thesis.

Note to Supervisors
- Give advice to the student on the refinement of thesis, where appropriate.

4 RPg Students SUBMIT final thesis

Note to Students
- Present to the Dean of GS through his/her (Chief) Supervisor 4 hard copies of a thesis for examination purpose and an electronic copy of the Turnitin originality report of that thesis to be generated by the (Chief) Supervisor.

Note to Supervisors
- View the originality report of the final thesis submitted by the student before completing the thesis submission form and the Report on Performance of MPhil/PhD Candidate.

September 2019
I. Course Work, Examination Requirement and All But Dissertation (ABD)

1. Complete a total of **not less than 12** credit hours of graduate level courses before thesis submission. These courses are distributed as follows:

   a. General Research Requirement in Managerial and Organizational Contexts (3 credit hours)
      Pass the “Research Methods in Business” course (RBUS510)

   b. Quantitative Requirement (3 credit hours)
      This should normally be a graduate level course in Econometrics or Behavioral Statistics, required by individual Departments.

   c. Major Requirement (12 credit hours)
      4 other graduate level courses required by individual Departments.

In relation to the fulfillment of the above requirements,

i. credit transfer is allowed for requirement (a) if a student has taken RBUS510 Research Methods in Business or an equivalent course in his/her MPhil Study. If credit transfer is granted, the student has to fulfill a total of 15 credit hours for graduation.

ii. 3 credit hours can be exempted for requirement (b). A student granted an exemption will have to take an alternative course to fulfill the 3 credit hours.

iii. only 1-course credit transfer (3 credit hours) is allowed for requirement (c). If credit transfer is granted, the student has to fulfill 9 credit hours in this category for graduation.

iv. recommendation for credit transfer and/or exemption should be submitted by the Supervisor concerned and approved by the Research and Postgraduate Studies Committee in Business.

2. Supplementary Courses

For students who do not have a business degree or who have deficiencies in business education with respect to the major or supporting field, additional make-up courses will be required as prescribed by the respective major Department. These courses may be offered at the graduate or undergraduate level. For students with only a bachelor business degree, additional research methodology or graduate seminar courses will normally be required.
3. Qualifying/Candidacy Examination(s)
   a. Pass a written candidacy examination administered by the individual Departments to become an ABD. The examination should normally be taken within the first 18 months of the program for full-time students.
   b. The written examination should be graded on a pass/fail basis. If a student fails any part of the examination, he/she could retake once within 6 months.
   c. Content of the written examination should be determined and managed by individual Departments.
   d. A copy of examination paper and answer should be copied to RPSC.

II. Teaching Requirements

1. Students who have completed a minimum of 12 credits of coursework will qualify for ABD status on successful completion of the written examination administered by the major Department. Qualified ABD students will be considered “scholarly academic” (SA) for a period of 3 years from the time of attaining ABD status. They will therefore be eligible for teaching assignments as an academically qualified teacher.

2. Each student should assist the teaching of at least 2 different courses any time during the period of study.

3. Each student should teach at least 1 course any time during the period of study, but must be after being SA.

Revised in March 2017
**Section I: Supervisor’s Assessment Report (to be completed by the Chief Supervisor in consultation with the Co-Supervisor(s), if any)**

**Name of Student:** __________________________  **Mode of Study:** Full-time / Part-time*  
* delete as appropriate  

1. Please give the total number of meetings you and the Co-supervisor(s) met with the student during the report period.  
   - No. of formal meetings (i.e. pre-scheduled meetings): ___________  
   - Total hours of meetings: ___________  
   - No. of informal meetings (e.g. lunch appointments or short meetings for discussion of research/thesis, etc.): ___________ (estimated)  
   - Other forms of supervision: (please specify) ____________________________  

2. Has the student enrolled in any courses during the report period?  
   - Yes [ ]  No [ ]  
   - Please confirm whether the student has satisfied the course taking requirement for the reporting period.  
     - Yes [ ]  No [ ]  Not Applicable [ ]  

3. Residence Requirements and/or Graduate Seminar Training  
   To meet the residence requirements, a student, either full-time or part-time, is required to participate in seminars and other academic activities. Has the student met the residence requirements during the report period?  
   - Yes [ ]  No [ ]  
   - Individual Research and Postgraduate Studies Committees (RPSCs) have specified requirements for graduate seminar training (e.g. topic-defence seminar) for students. Has the student met the relevant requirements during the report period?  
     - Yes [ ]  No [ ]  Not Applicable [ ]  

4. Has the student submitted an application of ethics approval during the reporting period?  
   - Yes [ ]  No [ ]  
   - If yes, what is the result/how is it handled?  
     - [ ] I have approved the application.  
     - [ ] I have not approved the application.  
     - [ ] I have referred the application to the RPSC concerned and, if necessary, further to the Research Ethics Sub-Committee for consideration.
5. Are you satisfied with the student’s progress?

Very satisfied         Satisfied                Dissatisfied       Very dissatisfied

[Please give explanations, especially if you are dissatisfied/very dissatisfied with the student’s progress: [Please attach additional sheet(s) where necessary.]]

6. Please indicate any problems encountered in advising the student on his/her research work during the report period. Is there anything else you would like to bring to the attention of the Postgraduate Studies Committee? [Please attach additional sheet(s) where necessary.]

---

**Recommendation of Supervisor (to be completed by the Chief Supervisor in consultation with the Co-Supervisor(s), if any)**

Having considered all aspects of the student's progress, I/we wish to recommend for consideration of the Postgraduate Studies Committee that:

(a) [ ] the candidature be confirmed.

(b) [ ] the candidate shall remain on provisional candidature for an extended period of _____ months.

(c) [ ] the candidate shall continue his/her study as an MPhil/PhD student.

(d) [ ] the candidate shall transfer from PhD to MPhil candidature (applicable to PhD student only).

(e) [ ] the candidature be terminated.  

[Note: Only the options which are appropriate for a particular case will be given in real situation.]

---

* In case (b) is recommended, the Supervisor shall recommend the end date of the extended period giving explanations on the determination of the end date, and specify conditions that the candidate has to meet in order to have his/her candidature confirmed by the end of the extended period. Please specify these in separate sheets.

In addition, the candidate must complete the procedures for confirmation of candidature within the extended period, i.e. prepare an outline paper for presentation at a topic-defence seminar and submit a report on research progress to the Supervisor for reassessment of candidature. The end date of the extended period shall be within 14 months from the date of commencement of studies of a full-time MPhil and 16 months for a full-time PhD candidate (21 months and 26 months for a part-time MPhil and PhD candidate respectively).
Comments/remarks (if any):

Signature of Supervisor: __________________________ Name: __________________________
Department: __________________________ Date: __________________________

Section II:  Comments/Endorsement of Head of Department

I endorse/do not endorse* the recommendation of Supervisor as stated in Section I above.#

Comments/remarks (if any):

Signature of Head of Department: __________________________ Name: __________________________
Department: __________________________ Date: __________________________

* Please delete as appropriate

# In case (b) is recommended by the Supervisor in Section I, the Head of Department concerned shall give his/her comments on the case apart from indicating his/her endorsement or otherwise of the recommendation.

(Please attach additional sheet(s) where necessary.)

Section III:  Students’ Feedback on Evaluation

Do you have any feedback on the evaluation above? Please indicate ‘NIL’ if you have no further comments.

Signature of student: __________________________ Date: __________________________
** Student’s Progress Report **

MPhil/PhD* Programme: __________________ Report Period: From ________ to ________
Name of Student: ____________________ Mode of Study: Full-time / Part-time*
Area of Research#: __________________

* delete as appropriate
# Please indicate your area of research more specifically, not on broad terms like Social Policy, Marketing

1. Tentative thesis title as agreed with your Supervisor(s) (in English, and in Chinese if applicable):

2. In an abstract of 250 words or less, describe your research plans, indicating (1) not only the topic, but the thesis to be developed; (2) the research methodology proposed; and (3) the significance of the prospective research findings.

3. List the major books or data bases that will be critical to your research (a selected bibliography should be no more than ten items).

** Notes on completion of the form:

A non-final year MPhil/PhD student is requested to report on his/her research progress by completing this form and submit this set of report to his/her (Chief) Supervisor who will assess the progress made by the student, and to make recommendation relating to his/her studies in Section I. The report will then be forwarded to the Head of Department concerned who will complete Section II and distribute the endorsed report to the student concerned for possible feedback in Section III. The endorsed report will then be considered by the Research and Postgraduate Studies Committee (RPSC) concerned before presentation for consideration of the Postgraduate Studies Committee (PSC) for decision on confirmation of candidature/continuation of study.
4. Briefly describe the problems that you anticipate in your research and the remedies you are developing to overcome these problems:

5. What interesting/significant discoveries have you made (if any)?

6. Have you submitted an application for ethics approval during the reporting period?
   - [ ] Yes, the application was approved (record retained in Supervisor’s file).
   - [ ] No, my research will not involve human subjects/an application has been submitted in an earlier period.

7. List the publications or the conference presentations that have been produced by your research:

8. List any courses you have taken relevant to your research and the results, if available:

9. Give details of your topic-defence and, if any, other presentation seminars during the report period (incl. the event date, title and country where the event took place), and indicate to what extent that experience was helpful to you.
   - (a) Topic-defence seminar
   - (b) Other presentation seminars
10. Please give details of other seminars and academic activities that you have attended or participated in (incl. the event date, title and country where the event took place).

11. (For Year 1 students only) Did you complete the online mini-course entitled “Online Tutorial on Plagiarism Awareness” via the Lingnan Portal or by clicking the hyperlink (pla.ln.edu.hk)?

☐ Yes ☐ No

If ‘No’, please specify reason(s): _____________________________________________

12. Please give your additional comments, if any.

Signature of student: ___________________________ Date: ___________________________

Personal Information Collection Statement:
1. Personal data provided on this form/report will be treated confidentially and will be used for processing this application/matter only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable, and will not be disclosed to other parties without your consent or unless required by law.
3. Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
4. Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the School of Graduate Studies (sgs@LN.edu.hk).

Ver. Sep 2019
Section I: Supervisor’s Assessment Report (to be completed by the Chief Supervisor in consultation with the Co-supervisor(s), if any)

Name of Student: _______________________________ Mode of Study: Full-time / Part-time*
* delete as appropriate

1. Please give the total number of meetings you and the Co-supervisor(s) met with the student during the report period.
   No. of formal meetings (i.e. pre-scheduled meetings): _____________________ Total hours of meetings: __________
   No. of informal meetings (e.g. lunch appointments or short meetings for discussion of research/thesis, etc.): _____________________ (estimated)
   Other forms of supervision: (please specify) ________________________________

2. Has the student enrolled in any courses during the report period? Yes ☐ No ☐
   Please confirm whether the student has satisfied the course taking requirement for the reporting period.
   Yes ☐ No ☐ Not Applicable ☐

3. Residence Requirements and/or Graduate Seminar Training
   To meet the residence requirements, a student, either full-time or part-time, is required to participate in seminars and other academic activities. Has the student met the residence requirements during the report period?
   Yes ☐ No ☐
   Individual Research and Postgraduate Studies Committees (RPSCs) have specified requirements for graduate seminar training (e.g. topic-defence seminar, attending all seminars of the Hong Kong Institute of Business Studies (HKIBS) and seminars presented by research postgraduate students in the Business programme, etc.) for students. Has the student met the relevant requirements during the report period?
   Yes ☐ No ☐ Not Applicable ☐

4. Has the student submitted an application of ethics approval during the reporting period?
   Yes ☐ No ☐
   If yes, what is the result/how is it handled?
   ☐ I have approved the application.
   ☐ I have not approved the application.
   ☐ I have referred the application to the RPSC concerned and, if necessary, further to the Research Ethics Sub-Committee for consideration.
5. Are you satisfied with the student’s progress?

<table>
<thead>
<tr>
<th>Very satisfied</th>
<th>Satisfied</th>
<th>Dissatisfied</th>
<th>Very dissatisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please give explanations, especially if you are dissatisfied/very dissatisfied with the student’s progress: [Please attach additional sheet(s) where necessary.]

6. Please indicate any problems encountered in advising the student on his/her research work during the report period. Is there anything else you would like to bring to the attention of the Postgraduate Studies Committee? [Please attach additional sheet(s) where necessary.]

**Recommendation of Supervisor (to be completed by the Chief Supervisor in consultation with the Co-Supervisor(s), if any)**

Having considered all aspects of the student's progress, I/we wish to recommend for consideration of the Postgraduate Studies Committee that:

(a) [ ] the candidature be confirmed.

(b) [ ] the candidate shall remain on provisional candidature for an extended period of ____ months. *

(c) [ ] the candidate shall continue his/her study as an MPhil/PhD student.

(d) [ ] the candidate shall transfer from PhD to MPhil candidature (applicable to PhD student only).

(e) [ ] the candidature be terminated.

[Note: Only the options which are appropriate for a particular case will be given in real situation.]

* In case (b) is recommended, the Supervisor shall recommend the end date of the extended period giving explanations on the determination of the end date, and specify conditions that the candidate has to meet in order to have his/her candidature confirmed by the end of the extended period. Please specify these in separate sheets.

In addition, the candidate must complete the procedures for confirmation of candidature within the extended period, i.e. prepare an outline paper for presentation at a topic-defence seminar and submit a report on research progress to the Supervisor for reassessment of candidature. The end date of the extended period shall be within 14 months from the date of commencement of studies of a full-time MPhil and 16 months for a full-time PhD candidate (21 months and 26 months for a part-time MPhil and PhD candidate respectively).
Comments/remarks (if any):

Signature of Supervisor: ____________________ Name: ____________________

Department: ____________________ Date: ____________________

Section II: Comments/Endorsement of Head of Department

I endorse/do not endorse* the recommendation of Supervisor as stated in Section I above. 

Comments/remarks (if any):

Signature of Head of Department: ____________________ Name: ____________________

Department: ____________________ Date: ____________________

* Please delete as appropriate

# In case (b) is recommended by the Supervisor in Section I, the Head of Department concerned shall give his/her comments on the case apart from indicating his/her endorsement or otherwise of the recommendation.

(Please attach additional sheet(s) where necessary.)

Section III: Students’ Feedback on Evaluation

Do you have any feedback on the evaluation above? Please indicate ‘NIL’ if you have no further comments.

Signature of student: ____________________ Date: ____________________
**Student’s Progress Report**

MPhil/PhD* Programme: _______________  Report Period: From _________ to ___________
Name of Student: ___________________________  Mode of Study: Full-time / Part-time*
Area of Research#: ___________________________
* delete as appropriate
* Please indicate your area of research more specifically, not on broad terms like Social Policy, Marketing

**A. Report on Research Progress**

1. Tentative thesis title as agreed with your Supervisor(s) (in English, and in Chinese if applicable):

2. Please give a brief research plan/schedule and outline of contents of your thesis.

3. Please report on library search/literature review undertaken focusing on the major sources of information, insight into the approach/method of your research study.

**Notes on completion of the form:**

A non-final year MPhil/PhD student is requested to report on his/her research progress by completing this form and submit this set of report to his/her (Chief) Supervisor who will assess the progress made by the student, and to make recommendation relating to his/her studies in Section I. The report will then be forwarded to the Head of Department concerned who will complete Section II and distribute the endorsed report to the student concerned for possible feedback in Section III. The endorsed report will then be considered by the Research and Postgraduate Studies Committee (RPSC) concerned before presentation for consideration of the Postgraduate Studies Committee (PSC) for decision on confirmation of candidature/continuation of study.
4. To what extent do you find relevant materials available at Lingnan, including physical and electronic resources in the University Library/Departmental Library, software, etc., adequate?  
   Very little  
   □  
   □  
   □  
   □  
   □  
   Very much

5. Please report on survey, interviews, fieldwork planned/completed. A brief account of questionnaires/instruments designed/used.

6. Have you submitted an application for ethics approval during the reporting period?  
   □ Yes, the application was approved (record retained in Supervisor’s file).  
   □ No, my research will not involve human subjects/an application has been submitted in an earlier period.

7. Are there any published/to be published conference papers/journal articles based on your research study?  
   Yes □  
   No □  

   If ‘Yes’, please provide full details such as conference titles, date, venue, or journal names, publisher of journals, page no. etc.

8. Have there been/will there be any substantial changes to the original research programme?  
   Yes □  
   No □  

   If ‘Yes’, please elaborate.
9. (For Year 1 students only) Did you complete the online mini-course entitled “Online Tutorial on Plagiarism Awareness” via the Lingnan Portal or by clicking the hyperlink (pla.ln.edu.hk)?

   Yes ☐       No ☐

   If ‘No’, please specify reason(s): ________________________________

10. Are there any problems/difficulties encountered or anticipated, in particular those which may affect the completion of your research programme within the normal period of study. How were they/will they be solved/overcome?

11. Do you anticipate the need for an extension of study?

   Yes ☐       No ☐

   If ‘Yes’, for how long? _________________________

B. Course Taking

1. Have you enrolled in any courses during the report period?  Yes ☐       No ☐

   If ‘Yes’, what are they?

   Course Code & Title | Offering Institution | Grade if available | Useful to research? Yes/No

2. What courses do you plan to take?

   Course Code & Title
   (if available; otherwise, just give subject area) | Offering Institution
   (if available) | Term & Year
C. Seminar Attendance

1. Please provide details about the presentation seminars (e.g. the mandatory topic-defence seminar for confirmation of candidature, the seminar on topics other than your thesis study areas (for PhD Business students), etc.) held during the report period.

(a) Topic-defence seminar

<table>
<thead>
<tr>
<th>Date</th>
<th>Title/Theme</th>
<th>Country</th>
</tr>
</thead>
</table>

(b) Other presentation seminars

<table>
<thead>
<tr>
<th>Date</th>
<th>Title/Theme</th>
<th>Country</th>
</tr>
</thead>
</table>

2. Are the views/suggestions received at the seminars useful in helping you define your scope of study, adopt the appropriate methodology or enhance your research programme?

3. Please list other seminars and academic activities you have attended or participated in.

<table>
<thead>
<tr>
<th>Date</th>
<th>Organiser</th>
<th>Title/Theme</th>
<th>Country</th>
<th>Your Role in the Seminar</th>
</tr>
</thead>
</table>

Signature of student: ____________________________ Date: ________________

Personal Information Collection Statement:

1. Personal data provided on this form/report will be treated confidentially and will be used for processing this application/matter only.

2. Information provided may be transferred to other units within the University for necessary actions, where applicable, and will not be disclosed to other parties without your consent or unless required by law.

3. Without your consent, the University will not use your personal information provided to us to conduct direct marketing.

4. Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the School of Graduate Studies (sgs@LN.edu.hk).
SECTION I: SUPERVISOR’S ASSESSMENT REPORT (TO BE COMPLETED BY THE CHIEF SUPERVISOR IN CONSULTATION WITH THE CO-SUPERVISOR(S), IF ANY)

NAME OF STUDENT: ______________________ MODE OF STUDY: FULL-TIME / PART-TIME*

* DELETE AS APPROPRIATE

1. Please state the total number of times you and the Co-supervisor(s) met with the student during the reporting period to discuss issues centrally related to his/her research.

2. Has the student satisfied the course taking requirement for the reporting period?
   Yes ☐ No ☐ Not Applicable ☐

3. To meet the residence requirements, a student, either full-time or part-time, is required to participate in academic activities (seminars, conferences, etc.). Has the student met the residence requirements during the report period?
   Yes ☐ No ☐

4. Has the student met the graduate seminar training requirement (e.g. topic-defence seminar, Postgraduate Seminar, etc.)?
   Yes ☐ No ☐ Not Applicable ☐

5. Has the student submitted an application of ethics approval during the reporting period?
   Yes ☐ No ☐

   If yes, what is the result/how is it handled?
   ☐ I have approved the application.
   ☐ I have not approved the application.
   ☐ I have referred the application to the Research and Postgraduate Studies Committee (RPSC) concerned and, if necessary, further to the Research Ethics Sub-Committee for consideration.

6. Are you satisfied with the student’s progress?
   Very satisfied ☐ Satisfied ☐ Dissatisfied ☐ Very dissatisfied ☐
Recommendation of Supervisor (to be completed by the Chief Supervisor in consultation with the Co-Supervisor(s), if any)

Having considered all aspects of the student’s progress, I/we wish to recommend for consideration of the Postgraduate Studies Committee that:

(a) ☐ the candidature be confirmed.

(b) ☐ the candidate shall remain on provisional candidature for an extended period of ____ months. #

(c) ☐ the candidate shall continue his/her study as an MPhil/PhD student.

(d) ☐ the candidate shall transfer from PhD to MPhil candidature (applicable to PhD student only).

(e) ☐ the candidature be terminated. [Note: Only the options which are appropriate for a particular case will be given in real situation.]

# In case (b) is recommended, the Supervisor shall recommend the end date of the extended period giving explanations on the determination of the end date, and specify conditions that the candidate has to meet in order to have his/her candidature confirmed by the end of the extended period. Please specify these in separate sheets.

In addition, the candidate must complete the procedures for confirmation of candidature within the extended period, i.e. prepare an outline paper for presentation at a topic-defence seminar and submit a report on research progress to the Supervisor for reassessment of candidature.

The end date of the extended period shall be within 14 months from the date of commencement of studies of a full-time MPhil and 16 months for a full-time PhD candidate (21 months and 26 months for a part-time MPhil and PhD candidate respectively).

Comments/remarks (if any): 

Signature of Supervisor: ___________________________ Name: ___________________________

Department: ___________________________ Date: ___________________________

Section II: Comments/Endorsement of Head of Department

I endorse/do not endorse* the recommendation of Supervisor as stated in Section I above. #

Comments/remarks (if any):

Signature of Head of Department: ___________________________ Name: ___________________________

Department: ___________________________ Date: ___________________________

* Please delete as appropriate

# In case (b) is recommended by the Supervisor in Section I, the Head of Department concerned shall give his/her comments on the case apart from indicating his/her endorsement or otherwise of the recommendation.

(Please attach additional sheet(s) where necessary.)
Section III: Students’ Feedback on Evaluation

Do you have any feedback on the evaluation above? Please indicate ‘NIL’ if you have no further comments.

Signature of student: ______________________  Date: ______________________
Student’s Progress Report**

MPhil/PhD* Programme: ___________________ Report Period: From __________ to __________
Name of Student: __________________________________________ Mode of Study: Full-time / Part-time*
Area of Research#: ________________________________

* delete as appropriate
# Please indicate your area of research more specifically, not on broad terms like Social Policy, Marketing

1. Provisional thesis title, if decided (in English, and in Chinese if applicable):

2. Please give a brief research plan/schedule and outline of contents of your thesis. (maximum of 250 words)

3. Please report on library search/literature review undertaken focusing on the major sources of information, insight into the approach/method of your research study.

** Notes on completion of the form:

A non-final year MPhil/PhD student is requested to report on his/her research progress by completing this form and submit this set of report to his/her (Chief) Supervisor who will assess the progress made by the student, and to make recommendation relating to his/her studies in Section I. The report will then be forwarded to the Head of Department concerned who will complete Section II and distribute the endorsed report to the student concerned for possible feedback in Section III. The endorsed report will then be considered by the Research and Postgraduate Studies Committee (RPSC) concerned before presentation for consideration of the Postgraduate Studies Committee (PSC) for decision on confirmation of candidature/continuation of study.
4. Briefly describe the problems that you anticipate in your research and the remedies you are developing to overcome these problems:

5. Have you submitted an application for ethics approval during the reporting period?

- [ ] Yes, the application was approved (record retained in Supervisor’s file).
- [ ] No, my research will not involve human subjects/an application has been submitted in an earlier period.

6. Courses enrolled during the report period:
   
<table>
<thead>
<tr>
<th>Course Code &amp; Title</th>
<th>Offering Institution</th>
<th>Grade, if available</th>
</tr>
</thead>
</table>

7. Possible course(s) that you may take later, if known:

<table>
<thead>
<tr>
<th>Course Code &amp; Title</th>
<th>Offering Institution</th>
<th>Term &amp; Year</th>
</tr>
</thead>
</table>

8. Give details of your topic-defence and, if any, other presentation seminars during the report period (incl. the event date, title and country where the event took place), and indicate to what extent that experience was helpful to you.

   (a) Topic-defence seminar

   (b) Other presentation seminars
9. (For Year 1 students only) Did you complete the online mini-course entitled “Online Tutorial on Plagiarism Awareness” via the Lingnan Portal or by clicking the hyperlink (pla.ln.edu.hk)?

☐ Yes  ☐ No

If ‘No’, please specify reason(s): ______________________________________________

10. Additional comments (including note on teaching assistance undertaken), if any.

Signature of student: ___________________________    Date: ________________

Personal Information Collection Statement:
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2. Information provided may be transferred to other units within the University for necessary actions, where applicable, and will not be disclosed to other parties without your consent or unless required by law.
3. Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
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Ver. Sep 2019
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 Committees (RPSCs) and Supervisors concerned have the authority to require students to take some courses. 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. Concerning 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, students in consultation with their Supervisors/Heads of Departments concerned can take the language courses as required or audit courses.

3. The student and his/her Supervisor(s) should from the outset of the MPhil/PhD study discuss and agree on a provisional thesis topic and the coursework to be taken if necessary. It is expected that students will enrol in courses according to the study plan as far as practicable.

Courses for Enrolment

4. New students of the Business and Social Sciences Faculties are required to complete respectively the “RBUS510 Research Methods in Business” and “RSSC510 Postgraduate Seminar” courses specifically designed for them. Starting from 2016-17, all new students are required to complete the course, “RWTS510 Academic Writing and Research Methodology across Disciplines” (formerly known as “RWTS510 Academic Writing and Social Statistics Workshops”). Students admitted in 2015-16 and before may take the course as an elective course.

5. To meet students’ demand in learning advanced social statistics, a new elective course entitled “RWTS610 Advanced Statistics and Data Analytics” will be offered to students every Term 2 from the 2019-20 academic year. Students who have studied “RWTS510 Academic Writing and Research Methodology across Disciplines” or have basic knowledge in statistical analysis can take the course.

6. 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 (Chief) Supervisors and approval of the Heads of Departments concerned, Lingnan students can take any Lingnan courses offered in respective terms.

7. To enhance the opportunities for research postgraduate students to have access to courses and expertise at sister universities, the eight universities that are offering research postgraduate programmes entered into an agreement to set up mechanisms enabling research postgraduate students to enrol in courses offered by other sister universities. The courses available for MPhil/PhD students of the eight universities and associated details will be announced before the commencement of each term at http://www.ln.edu.hk/sgs/docs/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.

8. Courses on research methodology are important to research postgraduate students. Students can take the research methodology courses in their relevant disciplines offered by sister universities through the collaboration scheme, noting that it is mandatory for new students of the Business and Social Sciences Faculties to take “RBUS510 Research Methods in Business” and “RSSC510 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.

9. For research postgraduate students in the Arts and Social Sciences Faculties, the University has set the guideline that the maximum load is three courses per term, including the mandatory “RSSC510 Postgraduate Seminar” course for Social Sciences students mentioned above. The maximum load is relaxed for Business students, as they may be required to take a greater number of courses in a term.

Application Procedures
10. Lingnan students who wish to take and/or audit Lingnan courses (either undergraduate or postgraduate courses) shall submit an application form (Attachment 1) (after endorsement by both his/her (Chief) Supervisor and then the Head of Department concerned*) to the School of Graduate Studies (GS) before the stipulated deadline.

[For the 2 mandatory courses respectively for new students of the Business and Social Sciences Faculties, i.e. “RBUS510 Research Methods in Business” and “RSSC510 Postgraduate Seminar”, application for enrolment is not necessary. Respective programmes will arrange enrolment for students concerned.]

(# Hong Kong PhD Fellowship and Postgraduate Studentship recipients may be assigned as Teaching Assistants and have to lead tutorials of assigned courses. They have to attend all the lectures of the relevant courses, except that exemption is granted by the Department. Course enrolment for assigned courses is not necessary.)

11. To enrol in a course offered by sister universities, a student has to fill in another application form (Attachment 2) for the collaboration scheme for endorsement by the (Chief) Supervisor and the Head of Department concerned*. The approved application form shall be forwarded to the GS of Lingnan at least 3 working days before the deadline for taking that course stipulated by the host university. The GS will pass the form to relevant officer of the host university concerned after necessary processing.

[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.]

12. The application form shall be submitted to the (Chief) 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 (Chief) Supervisor and the Head of Department concerned, could reach the GS at least 3 working days before the stipulated deadline. Adherence to deadline is especially important for taking courses of sister universities since the deadline is stipulated by the host university, the GS is hardly able to accommodate any late applications. The GS will issue an acknowledgement upon receipt of an application. Applicants should contact the GS if they do not receive the acknowledgement 1 working day after lodging an application.

Application Result
13. The Graduate School/Registry of the course offering university will inform students directly of their application results and further details.

Assessment and Grading of Enrolled Courses (not including audited courses)
14. Students enrolled in courses offered by Lingnan/sister universities are assessed following the grading system of the courses concerned.

15. The actual letter grades of courses taken shall be shown in the transcripts. Students 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.
Application for Taking Course(s) offered by Lingnan University
by Research Postgraduate Students of Lingnan

1. Research postgraduate students of Lingnan University who wish to take courses (as either enroled or audit courses) offered by Lingnan University should complete this form. (Lingnan students who wish to enrol in courses offered by other sister institutions and students of other institutions who wish to enrol in Lingnan courses should complete the prescribed form for cross-institutional course enrolment.)

2. Lingnan students should read carefully the “Guidance for Lingnan Research Postgraduate Students on Course Taking”.

I. Personal Particulars

Name in English : _______________________ Name in Chinese (if any): ____________________
Student No.: ___________________________ Study Programme: PhD/MPhil* in ______________
Year of Study: ________________________ Mode of Study: Full-time/Part-time*
(e.g. First Year)
Area of Study: _________________________
*Please delete as appropriate

II. Courses Applied For

Academic Year: ___________________________ Term: ___________________________

a) Course(s) to Enrol

Note: For a research postgraduate student in Arts and Social Sciences Faculties, the maximum load for course taking is 3 courses per term including course(s) offered by Lingnan and those offered by sister institutions. The required course “RWTS510 Academic Writing and Research Methodology across Disciplines” for all new students and the mandatory course “RSSC510 Postgraduate Seminar” specifically designed for students of the Social Sciences Faculty are also counted in the maximum load.

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<th>No.</th>
<th>Course Code</th>
<th>Course Title</th>
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</tbody>
</table>

[Please provide appropriate document to support the application if the above courses have prerequisite requirements.]

Please list out for information purpose courses applied for taking at other institutions in the same term.

<table>
<thead>
<tr>
<th>No.</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Offering Institution</th>
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<tbody>
<tr>
<td>1</td>
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<td></td>
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<tr>
<td>2</td>
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</tbody>
</table>

b) Course(s) to Audit

<table>
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<tr>
<th>No.</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
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<td>1</td>
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<td>2</td>
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<td>3</td>
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</tbody>
</table>

Student’s signature: ____________________ (Chief) Supervisor’s signature: ____________________
Date: ____________________ Date: ____________________
### III. Approval of the Head of Department

The application(s) is (are) approved / not approved* by the Head of Department (HoD).

<table>
<thead>
<tr>
<th>HoD’s Signature:</th>
<th>Name:</th>
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<tr>
<td>Date:</td>
<td></td>
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<tr>
<td>Remarks (if any):</td>
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</table>

*Please delete as appropriate

### IV. Approval of Course Offering Unit(s)

[To be completed by Programme Director or Head of Department offering the course.]

<table>
<thead>
<tr>
<th>1. Course title/code:</th>
<th>This application is:</th>
<th>Remarks (if any):</th>
<th>Name and Signature:</th>
<th>Department/Programme:</th>
<th>Date:</th>
<th>Moodle Account Required:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>☐ approved ☐ not approved, reasons:</td>
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<td>Yes ☐ No</td>
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<tr>
<th>2. Course title/code:</th>
<th>This application is:</th>
<th>Remarks (if any):</th>
<th>Name and Signature:</th>
<th>Department/Programme:</th>
<th>Date:</th>
<th>Moodle Account Required:</th>
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<tr>
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<td>☐ approved ☐ not approved, reasons:</td>
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<td>Yes ☐ No</td>
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<tr>
<th>3. Course title/code:</th>
<th>This application is:</th>
<th>Remarks (if any):</th>
<th>Name and Signature:</th>
<th>Department/Programme:</th>
<th>Date:</th>
<th>Moodle Account Required:</th>
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</tbody>
</table>

(Note: Upon the student's request, the University shall provide a copy of the information given on this form to the student in compliance with the Personal Data (Privacy) Ordinance when all necessary processing of this form is completed.)

**Personal Information Collection Statement:**

1. Personal data provided on this form/report will be treated confidentially and will be used for processing this application/matter only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable, and will not be disclosed to other parties without your consent or unless required by law.
3. Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
4. Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the School of Graduate Studies (sgs@LN.edu.hk).

S:\ Course Taking\Forms\Application form for LU courses.doc

Please forward the completed form to the School of Graduate Studies (GS) before ________________

*(deadline to be provided by GS)*
# Application for Cross-institutional Course/Subject Enrolment for Research Postgraduate Students

**Notes to applicants:**
1. Please refer to the webpage of the course/subject offering institution for the respective notes.
2. Please submit the completed form to the Graduate School/Registry/Research Office of your home institution for endorsement.

## I. Personal Particulars

<table>
<thead>
<tr>
<th>Name in English (in block letters; please use the name as stated in your HKID card)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
</tr>
<tr>
<td>Given Names:</td>
</tr>
<tr>
<td>Name in Chinese:</td>
</tr>
<tr>
<td>C.C. Code in HKID:</td>
</tr>
<tr>
<td>Date of Birth: (dd / mm / yyyy)</td>
</tr>
<tr>
<td>HKID No.:</td>
</tr>
<tr>
<td>Sex: Male/Female *</td>
</tr>
<tr>
<td>Title: Dr./Mr./Miss./Mrs./Ms. *</td>
</tr>
<tr>
<td>Place of Birth:</td>
</tr>
<tr>
<td>Place of Legal Nationality *:</td>
</tr>
<tr>
<td>Place of Legal Right of Permanent Residence *:</td>
</tr>
<tr>
<td>Correspondence Address:</td>
</tr>
<tr>
<td>Tel. No.:</td>
</tr>
<tr>
<td>Fax No.:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>Emergency Contact Person:</td>
</tr>
<tr>
<td>Tel. No.:</td>
</tr>
<tr>
<td>Home Institution:</td>
</tr>
<tr>
<td>Department:</td>
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<tr>
<td>Field of Study:</td>
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<tr>
<td>Supervisor(s):</td>
</tr>
<tr>
<td>Student No.:</td>
</tr>
<tr>
<td>Degree Programme Currently Enrolled in: PhD/MPhil *</td>
</tr>
<tr>
<td>Year of Study:</td>
</tr>
<tr>
<td>Mode of Study:</td>
</tr>
<tr>
<td>Full-time/Part-time *</td>
</tr>
</tbody>
</table>

* Please delete as appropriate.

* The item should only be completed if you would like to enrol in course(s)/subject(s) offered by the University of Hong Kong.

## II. Courses/Subjects Applied For

<table>
<thead>
<tr>
<th>Academic Year:</th>
<th>Semester/Term:</th>
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<tr>
<th>Ref No.</th>
<th>Course/Subject Offering Institution</th>
<th>Course/Subject Code</th>
<th>Course/Subject Title</th>
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<td>1</td>
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</table>

[Please provide appropriate document(s) to support the application if the above subjects have pre- or co-requisite requirements.]

## III. Student's Declaration

I declare that the information given in support of this application is accurate and complete. I understand that upon successful application, my data will become part of the student record and may be used for all purposes as prescribed under relevant rules and regulations of the course/subject offering institution. I am entitled to request access to and correction of my personal data. If my application is unsuccessful, the form and all the supporting papers will be destroyed.

I understand that a record of my course/subject result(s) will be sent to my home institution and hereby authorize the course/subject offering institution to release my course/subject result(s) to my home institution.

Student's Signature: __________________________ Date: __________________________

---

1. Please refer to the webpage of the course/subject offering institution for the respective notes.
2. Please submit the completed form to the Graduate School/Registry/Research Office of your home institution for endorsement.
IV. Endorsement of Applicant's Home Institution

☐ Endorse *
☐ Do not endorse *

Remarks (if any):

__________________________________________________________

__________________________________________________________

__________________________________________________________

Signature: ____________________________________________

Name: _______________________________________________

Office: _______________________________________________

Date: _________________________________________________

* Please tick as appropriate.

V. Approval of the Course/Subject Offering Institution

Ref 1. Subject Code: ______________________________

☐ Approve * ☐ Do not approve * [Please provide reasons below.]

Remarks (if any):

__________________________________________________________

__________________________________________________________

__________________________________________________________

Signature: ____________________________________________

Name: _______________________________________________

Office: _______________________________________________

Date: _________________________________________________

Ref 2. Subject Code: ______________________________

☐ Approve * ☐ Do not approve * [Please provide reasons below.]

Remarks (if any):

__________________________________________________________

__________________________________________________________

__________________________________________________________

Signature: ____________________________________________

Name: _______________________________________________

Office: _______________________________________________

Date: _________________________________________________

* Please tick as appropriate.
Information on Human Ethics Approval for Research Conducted by Research Postgraduate Students

I. Preamble

1. The University deems it important that researchers (both staff and students) adopt means to ensure and demonstrate ethical conduct of research. The Research Grants Council (RGC) specifies that all research involving human subjects must obtain human ethics approval even though the investigator believes participants will not be exposed to any risk of danger or physical harm, psychological discomfort, stress and the like. As confirmed by the RGC, this requirement applies to standard questionnaire surveys or in-depth interviews as well as any study or experiment involving direct contact with humans.

2. The above requirement of obtaining approval is applicable to MPhil/PhD students.

II. Application Procedures

3. The School of Graduate Studies (GS) will remind MPhil/PhD students at the beginning of each academic year to submit ethics applications if their research involve human subjects.

4. A student should fill in the application form (as shown in the Attachment) and submit the completed form to his/her (Chief) Supervisor before conducting research involving human subject.

5. Unless the (Chief) Supervisor deems it necessary, the ethics application submitted by the student will be approved by the (Chief) Supervisor concerned without referral to the Research Ethics Sub-Committee. The criteria in determining the application are set out in Section III below. The Co-supervisor(s), if any, should normally be consulted in the process.

6. When in doubt, the Supervisor(s) may refer the case to the Research and Postgraduate Studies Committee (RPSC) concerned for consideration and, if necessary, further to the Research Ethics Sub-Committee. In case the Supervisor(s) wish(es) to refer the application to the RPSC concerned, please forward the application together with a copy of the research proposal to the RPSC Secretary concerned for action.

7. The student and the (Chief) Supervisor should respectively report on the application, if any, in the progress/assessment report for confirmation of candidature/annual progress and keep a copy in their files.

III. Criteria Used to Determine Ethical Acceptability

8. In determining whether ethics clearance should be given, the Supervisor(s)/the Research Ethics Sub-Committee should consider the following questions:
   - Does the research involve any vulnerable groups (categories of people who are not legally able to provide informed consent due to age or incompetence, or who are in an unequal relationship with the researcher)?
   - Does the research involve sensitive topics (sensitive aspects of the subject’s own behaviour such as illegal activities, racial biases and sexual behaviour)?
   - Does the research involve invasive procedures, physical or psychological...
stress/distress or discomfort?

- Does the research involve deception or withholding of information from participants?
- Does the research involve access to data by persons or organisations other than the researcher?
- Does the research involve conflict of interest issues or ethical dilemmas?
- Will the information be disposed of safely after the research is completed?
Section A: to be completed by the student

I. Title of Research Project

II. Details of Procedures to be Used in the Research

III. Participant(s) Involved in the Research
   [Approximate number, age group, how obtained, and information on whether the researcher is in a position of power vis-à-vis the participants e.g. teacher-student, employer-employee.]
IV. Do your procedures expose your participants to any risk of:

[Please check in box(es) as appropriate]

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</tbody>
</table>

If you have checked "Yes" to any of the above questions:

(a) Estimate the degree of risk involved

(b) Describe the steps you will take to minimize the risk and to protect your participants from it

(c) How will you explain the risk to your participants?
(d) How will you obtain their consent to take part in the research (please attach consent forms to be used)?

(e) Will there be any payment to the participants?

(f) Describe how the participants will be debriefed after the study

V. Will you collect names, addresses, or any other details which would make it possible to identify your participants?

☐ Yes ☐ No

If you have checked "Yes" to the previous question:

(a) Describe the identifying data you will collect
(b) How will you use these data?

(c) How will you dispose of these data?

(d) What procedures will you follow to make sure that your participants cannot be identified?

VI. Declaration
I undertake to exercise reasonable care to ensure that the proposed research is conducted in a manner that is consistent with international standards of ethical practice.

________________________________________  ________________
Signature of Student                                           Date

________________________________________
Name of Student                                             Study Programme

Personal Information Collection Statement:
1. Personal data provided on this form/report will be treated confidentially and will be used for processing this application/matter only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable, and will not be disclosed to other parties without your consent or unless required by law.
3. Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
4. Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the School of Graduate Studies (sgs@LN.edu.hk).
Section B: to be completed by the (Chief) Supervisor of MPhil/PhD Student in consultation with the Co-Supervisor(s), if any

Having considered the information provided above, I:

☐ approve this application.
☐ do not approve this application.
☐ wish to refer this application to the Research and Postgraduate Studies Committee (RPSC) concerned and, if necessary, further to the Research Ethics Sub-Committee for consideration.

_____________________________  ____________________________
Signature of Supervisor          Date

_____________________________
Name of Supervisor

(Note: Upon the student's request, the University shall provide a copy of the information given on this form to the student in compliance with the Personal Data (Privacy) Ordinance when all necessary processing of this form is completed.)
Appendix F

LINGNAN UNIVERSITY

Progress/Assessment Report for Final Year MPhil/PhD Students

Section I: Supervisor’s Assessment Report (to be completed by the Chief Supervisor in consultation with the Co-supervisor(s), if any)

Name of Student: ______________________________ Mode of Study: Full-time / Part-time*

1. Please give the total number of meetings you and the Co-supervisor(s) met with the student during the report period.

   No. of formal meetings (i.e. pre-scheduled meetings): __________________ Total hours of meetings: ____________

   No. of informal meetings (e.g. lunch appointments or short meetings for discussion of research/thesis, etc.): _______________ (estimated)

   Other forms of supervision: (please specify) ________________________________

2. Has the student enrolled in any courses during the report period?  Yes ☐ No ☐

   Please confirm whether the student has satisfied the course taking requirement for the reporting period.

   Yes ☐ No ☐ Not Applicable ☐

3. Residence Requirements and/or Graduate Seminar Training
   To meet the residence requirements, a student, either full-time or part-time, is required to participate in seminars and other academic activities. Has the student met the residence requirements during the report period? Yes ☐ No ☐

   Individual Research and Postgraduate Studies Committees (RPSCs) have specified requirements for graduate seminar training (e.g. research findings seminar). Has the student met the relevant requirements during the report period?

   Yes ☐ No ☐ Not Applicable ☐

4. Has the student submitted an application of ethics approval during the reporting period?

   Yes ☐ No ☐

   If yes, what is the result/how is it handled?

   ☐ I have approved the application.
   ☐ I have not approved the application.
   ☐ I have referred the application to the RPSC concerned and, if necessary, further to the Research Ethics Sub-Committee for consideration.

Signature of Supervisor: ______________________________ Name: ______________________________

Department: ______________________________ Date: ______________________________
Section II: Comments/Endorsement of Head of Department

I endorse/do not endorse* the report of Supervisor as given in Section I above. (*Please delete as appropriate)

Comments/remarks (if any):

Signature of
Head of Department: ____________________________  Name: ____________________________

Department: ____________________________  Date: ____________________________

(Please attach additional sheet(s) where necessary.)

Section III: Students’ Feedback on Evaluation

Do you have any feedback on the evaluation above? Please indicate ‘NIL’ if you have no further comments.

Signature of student: ____________________________  Date: ____________________________
**Student’s Progress Report**

MPhil/PhD*Programme: ____________________ Report Period: From __________ to __________

Name of Student: ___________________________ Mode of Study: Full-time / Part-time*

Area of Research#: ______________________________

* delete as appropriate

# Please indicate your area of research more specifically, not on broad terms like Social Policy, Marketing

1. Have you enrolled in any courses during the report period?  Yes ☐ No ☐

   If yes, what are they?

<table>
<thead>
<tr>
<th>Course Code &amp; Title</th>
<th>Offering</th>
<th>Grade</th>
<th>Useful to research?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Institution</td>
<td></td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

2. Have you submitted an application for ethics approval during the reporting period?

   ☐ Yes, the application was approved (record retained in Supervisor’s file).
   ☐ No, my research will not involve human subjects/an application has been submitted in an earlier period.

3. Please provide details about the presentation seminars (e.g. the seminar on research findings, etc.) held during the report period?

   (a) Research finding seminar

      Date   Title/Theme   Country

   (b) Other presentation seminars

      Date   Title/Theme   Country

** Notes on completion of the form:

A final year MPhil/PhD student is requested to provide information on course taking and seminar attendance by completing this form and submit the report to his/her (Chief) Supervisor who will indicate his/her decision on whether the student satisfied the course taking, residence and/or graduate seminar training requirements in Section I. The report will then be forwarded to the Head of Department concerned who will complete Section II and distribute the endorsed report to the student for possible feedback in Section III. The endorsed report will then be considered by the respective Research and Postgraduate Studies Committees (RPSCs) before presentation for consideration of the Postgraduate Studies Committee (PSC).
4. Are the views/suggestions received at the seminars useful in helping you define your scope of study, adopt the appropriate methodology or enhance your research programme?

5. Please list other seminars and academic activities you have attended or participated in.

<table>
<thead>
<tr>
<th>Date</th>
<th>Organiser</th>
<th>Title/Theme</th>
<th>Country</th>
<th>Your Role in the Seminar</th>
</tr>
</thead>
</table>

Signature of student: ____________________________ Date: __________________

Personal Information Collection Statement:
1. Personal data provided on this form/report will be treated confidentially and will be used for processing this application/matter only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable, and will not be disclosed to other parties without your consent or unless required by law.
3. Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
4. Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the School of Graduate Studies (sgs@LN.edu.hk).
Submission and Examination of MPhil/PhD Theses

Points to Note

1. MPhil/PhD students and their Supervisors will be given a schedule for examination in their final year of study. The schedule aims to facilitate their planning and is not meant to be followed rigidly.

2. The schedule will be prepared adhering to the relevant research postgraduate studies regulations and the approved procedures. Besides, some practical considerations are taken into account.

3. The schedule indicates that the MPhil/PhD thesis should be submitted by late May and the MPhil/PhD examination be held by early July at the latest. Although MPhil/PhD students are allowed to submit their MPhil/PhD theses by the end of their normal period of studies (normally 31 August of the academic year concerned), it is always advisable for students to submit their theses as early as possible in order to allow some time for the students to make amendments to the theses after the examinations and the Panels of Examiners to confirm whether the amendments made are satisfactory. These all have to be completed at least a few weeks before the University Congregation to be held in October/November of the year.

Nonetheless, the time needed for making amendments to theses varies in different cases. By following the schedule, it does not guarantee that the award of MPhil/PhD degree can be conferred in time at the Congregation of the year concerned. Besides, there may be difficulties in arranging MPhil/PhD examinations during the summer vacation period. Some examinations have to be held when all the examiners are back from vacation.

4. As academic staff members will normally be on vacation during the summer period, i.e. June to August, it is advisable that MPhil/PhD candidates consult and agree with their Supervisors in advance the dates for submission of the draft theses to the effect that there would be sufficient time for finalising the theses for examination purpose.

5. Although students are advised to schedule their examinations before the summer period, individual departments can make adjustment to the examination date depending on the actual situation of different students, e.g. the progress of the student in submitting the final thesis and the availability of the proposed Panel of Examiners, etc.
Notice of Intention of MPhil/PhD Thesis Submission

Notes: 1. Duly completed form must be returned to the School of Graduate Studies (GS) at least 3 months in advance of the intended date of submission.
2. Please submit an abstract of 200 to 500 words on its content for an MPhil thesis or not more than 500 English words or 800 Chinese characters for a PhD thesis, with word-count in brackets at the end of texts.
3. This notice shall be accompanied by the examination fee payment receipt.
4. Having given this notice, the candidate shall subsequently submit 4 copies of the thesis in temporary binding and an electronic copy of the Turnitin originality report of that thesis to the GS via his/her (Chief) Supervisor by the intended date of submission of the thesis.
5. The (Chief) Supervisor will be required to send a report on the performance of the candidate during his/her research studies for the consideration of the Panel of Examiners in conjunction with the thesis.

Section A: Student Particulars

Name of Student: ___________________________ Student No.: ______________

Study Programme: MPhil/PhD* in: ______________ Mode of Study: Full-time/Part-time*

Term and Year of First Registration: ________________________________________

Title of Thesis: ____________________________________________________________

Language of Thesis: Chinese/English *

Intended Date of Research Findings Seminar: ________________________________
(at least a few months prior to the date of oral examination)

Intended Date of Submission of Thesis: _________________________________________

Intended Date of Examination: ____________________________________________
(The date shall be at least 5 weeks after submission of thesis.)

Signature of Student: ___________________________ Date: ______________

Personal Information Collection Statement:
1. Personal data provided on this form/report will be treated confidentially and will be used for processing this application/matter only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable, and will not be disclosed to other parties without your consent or unless required by law.
3. Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
4. Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the School of Graduate Studies (sgs@LN.edu.hk).

Section B: Endorsement of Supervisor (to be completed by the Chief Supervisor in consultation with the Co-Supervisor(s), if any)

The student has my agreement to give this notice of intention.

Signature of Supervisor: __________________________________ Date: ______________

(Paragraph 4. Exception: Upon the student's request, the University shall provide a copy of the information given on this form to the student in compliance with the Personal Data (Privacy) Ordinance when all necessary processing of this form is completed.)

* Please delete as appropriate
Report on Performance of MPhil/PhD Candidate
(to be completed by the Chief Supervisor in consultation with the Co-supervisor(s), if any)

Name of student: __________________________ MPhil/PhD in ________________

A. Please give a report on the performance of the candidate during his/her research studies.
B. Please report on the candidate’s performance in the research findings seminar held prior to the oral examination.

Date held: _______________________

Thesis title: _____________________________________________________________

Comments/remarks (if any):

________________________________________________________________________

________________________________________________________________________

C. Recommendations, if any, for consideration of the Panel of Examiners.

Signature of Supervisor ________________________ Name in block letter ____________

Date _______________________

(Note: Upon the student's request, the University shall provide a copy of the information given on this form to the student in compliance with the Personal Data (Privacy) Ordinance when all necessary processing of this form is completed.)
Chairman’s Report on MPhil/PhD Thesis Examination

[Please complete this report form after receiving a copy of individual assessment reports from all examiners and return it to the School of Graduate Studies (GS) after completion.]

Name of Student: ____________________________________________
Title of Thesis: _______________________________________________

Section A: Comments of the Panel of Examiners
Please give a summary of the key points and major comments of the Panel of Examiners on the thesis. (Please use separate sheet(s) where necessary.)

Section B: Recommendation of the Panel of Examiners

1. The Panel of Examiners agrees on making the following recommendation (please tick the appropriate box):

☐ a) that the degree of MPhil/PhD be awarded.

☐ b) that the degree of MPhil/PhD be awarded subject to the candidate making minor amendments to the thesis to the satisfaction of the Chairman on behalf of the Panel, normally within 2 months* (if a different period is recommended, please specify ___________).

☐ c) that the conferment of the MPhil/PhD degree shall be subject to the candidate making significant amendments to the thesis to the satisfaction of the Panel, normally within 4 months* (if a different period is recommended, please specify ___________), and that
☐ the candidate is requested to defend the revised thesis.#
☐ the candidate is not requested to defend the revised thesis.#

# The candidate is requested to defend the revised thesis, if such is deemed appropriate by any of the examiners.

☐ d) that the conferment of the MPhil/PhD degree shall be subject to the candidate making major amendments to the thesis to the satisfaction of the Panel, normally within 6 months* (if a different period is recommended, please specify ___________), and that the candidate is requested to defend the revised thesis.

*Note: The normal periods of 2, 4 and 6 months shown in options above are for full-time students. For part-time students, they are allowed 3, 6 and 9 months respectively for minor, significant and major amendments.

[Note: Only the options which are appropriate for a particular case will be given in real situation.]
e) that the degree of MPhil/PhD not be awarded but that the candidate be permitted to present a revised thesis and to present himself/herself for examination again within 12 months.

f) for PhD examination only, that the degree of MPhil be awarded subject to the candidate making minor amendments to the thesis to the satisfaction of the Chairman of the Panel, as the thesis is below the standard expected of a PhD thesis but is considered to have fulfilled the standard required for an MPhil degree.

g) that the degree of MPhil/PhD not be awarded and the candidature be terminated.

2. The Panel of Examiners would like to indicate that the thesis is an outstanding one. (please tick the box if deemed appropriate)

3. For recommendations (b) to (g) above, please provide details concerning the specific deficiencies and where appropriate specify the conditions that must be met before a resubmission could be made. (Please use separate sheet(s) where necessary.)

4. Please provide a detailed account of the discussions in case there is no consensus among examiners (where examiners cannot agree on one overall recommendation, or examiners can compromise on one overall recommendation but in their own reports made different recommendations), including reasons for certain decisions and any significant minority position. (Please use separate sheet(s) where necessary.)

Panel Chairman’s Signature: 

Name: _______________________________ Date: ____________________________

(Note: Upon the student's request, the University shall provide a copy of the information given on this form to the student in compliance with the Personal Data (Privacy) Ordinance when all necessary processing of this form is completed.)
Thesis Assessment Report

[Individual examiners (except the Panel Chairman) please complete this report form within one week after the oral examination and return it to the School of Graduate Studies (GS) after completion.]

Section A: Student Particulars (to be completed by the GS)

Name of Student: 

Title of Thesis: 

Section B: Comments of Examiner

1. Please give comments on the thesis regarding the following: originality, significance and methodology of the research; accuracy and quality of results; clarity and quality of presentation and adequacy of references; and on the performance of the candidate in the examination. (Please use separate sheet(s) where necessary)
2. Other comments and, if any, requirements for revision. (Please use separate sheet(s) where necessary)

Section C: Recommendation of Examiner

1. I recommend the following (please tick the appropriate box):

   □ a) that the degree of MPhil/PhD be awarded.

   □ b) that the degree of MPhil/PhD be awarded subject to the candidate making minor amendments to the thesis to the satisfaction of the Chairman on behalf of the Panel, normally within 2 months* (if a different period is recommended, please specify ______________).

   □ c) that the conferment of the MPhil/PhD degree shall be subject to the candidate making significant amendments to the thesis to the satisfaction of the Panel, normally within 4 months* (if a different period is recommended, please specify ______________), and that
   - the candidate is requested to defend the revised thesis. #
   - the candidate is not requested to defend the revised thesis. #

   # The candidate is requested to defend the revised thesis, if such is deemed appropriate by any of the examiners.

   □ d) that the conferment of the MPhil/PhD degree shall be subject to the candidate making major amendments to the thesis to the satisfaction of the Panel, normally within 6 months* (if a different period is recommended, please specify ______________), and that the candidate is requested to defend the revised thesis.

   *Note: The normal periods of 2, 4 and 6 months shown in options above are for full-time students. For part-time students, they are allowed 3, 6 and 9 months respectively for minor, significant and major amendments.

   □ e) that the degree of MPhil/PhD not be awarded but that the candidate be permitted to present a revised thesis and to present himself/herself for examination again within 12 months.

   □ f) for PhD examination only, that the degree of MPhil be awarded subject to the candidate making minor amendments to the thesis to the satisfaction of the Chairman of the Panel, as the thesis is below the standard expected of a PhD thesis but is considered to have fulfilled the standard required for an MPhil degree.

   □ g) that the degree of MPhil/PhD not be awarded and that the candidature be terminated.

2. □ I would like to indicate that the thesis is an outstanding one.
   (please tick the box if deemed appropriate)

Examiner’s Signature: __________________________

Name: ___________________________ Date: ___________________________

(Note: Upon the student's request, the University shall provide a copy of the information given on this form to the student in compliance with the Personal Data (Privacy) Ordinance when all necessary processing of this form is completed.)
Thesis Assessment Report Form for the MPhil/PhD Programme in Business

[Individual examiners (except the Panel Chairman) please complete this report form within one week after the oral examination and return it to the School of Graduate Studies (GS) after completion.]

Note: This form is intended to structure the final assessment of the student according to the programme-level learning objectives of the MPhil/PhD programme in Business, as evidenced by the performance of the student in the written thesis and oral examination.

Section A Student Particulars (to be completed by the GS)

Name of Student: 
Title of Thesis: 

Section B Comments of Examiner

Please rate the following items by ticking the appropriate boxes, and add comments where appropriate.

(a) The extent to which the student has demonstrated an ability to review critically the research literature in the chosen field of knowledge.

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<th>Not demonstrated</th>
<th>Demonstrated to a small extent</th>
<th>Demonstrated to a moderate extent</th>
<th>Demonstrated to a large extent</th>
<th>Fully demonstrated</th>
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Comments:
(b) The extent to which the student has demonstrated an ability to formulate ideas, develop problem statements or frame hypotheses and design appropriate research strategies to address them.

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<tr>
<th>Not demonstrated</th>
<th>Demonstrated to a small extent</th>
<th>Demonstrated to a moderate extent</th>
<th>Demonstrated to a large extent</th>
<th>Fully demonstrated</th>
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</table>

Comments:

(c) The extent to which the student has demonstrated the ability to articulate a credible rationale for their research methods.

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<tr>
<th>Not demonstrated</th>
<th>Demonstrated to a small extent</th>
<th>Demonstrated to a moderate extent</th>
<th>Demonstrated to a large extent</th>
<th>Fully demonstrated</th>
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Comments:
(d) The extent to which the student has demonstrated an ability to explain the research findings and the relationship between these and the expected outcomes.

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<th>Not demonstrated</th>
<th>Demonstrated to a small extent</th>
<th>Demonstrated to a moderate extent</th>
<th>Demonstrated to a large extent</th>
<th>Fully demonstrated</th>
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Comments:

(e) The extent to which the student has demonstrated an ability to produce a convincing case for the scholarly and practical implications of their research in the field of business.

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<th>Not demonstrated</th>
<th>Demonstrated to a small extent</th>
<th>Demonstrated to a moderate extent</th>
<th>Demonstrated to a large extent</th>
<th>Fully demonstrated</th>
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Comments:
(f) (for PhD programme in Business) The extent to which the student has demonstrated a personal integration of a field of specialized knowledge.

<table>
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<tr>
<th>Not demonstrated</th>
<th>Demonstrated to a small extent</th>
<th>Demonstrated to a moderate extent</th>
<th>Demonstrated to a large extent</th>
<th>Fully demonstrated</th>
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Comments:

(g) (for PhD programme in Business) The extent to which the student has demonstrated an ability to indicate where they have made an original contribution to research in the chosen area of scholarship.

<table>
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<tr>
<th>Not demonstrated</th>
<th>Demonstrated to a small extent</th>
<th>Demonstrated to a moderate extent</th>
<th>Demonstrated to a large extent</th>
<th>Fully demonstrated</th>
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Comments:
(h) Other comments and, if any, recommendations for revision. (Please use separate sheets if necessary.)
Section C  Recommendation of Examiner

1. I recommend the following (please tick the appropriate box):

□ that the degree of MPhil/PhD be awarded.

□ that the degree of MPhil/PhD be awarded subject to the candidate making minor amendments to the thesis to the satisfaction of the Chairman on behalf of the Panel, normally within 2 months* (if a different period is recommended, please specify ___________).

□ that the conferment of the MPhil/PhD degree shall be subject to the candidate making significant amendments to the thesis to the satisfaction of the Panel, normally within 4 months* (if a different period is recommended, please specify ___________), and that

□ the candidate is requested to defend the revised thesis.#

□ the candidate is not requested to defend the revised thesis.#

# The candidate is requested to defend the revised thesis, if such is deemed appropriate by any of the examiners.

□ that the conferment of the MPhil/PhD degree shall be subject to the candidate making major amendments to the thesis to the satisfaction of the Panel, normally within 6 months* (if a different period is recommended, please specify ___________), and that the candidate is requested to defend the revised thesis.

*Note: The normal periods of 2, 4 and 6 months shown in options above are for full-time students. For part-time students, they are allowed 3, 6 and 9 months respectively for minor, significant and major amendments.

□ that the degree of MPhil/PhD not be awarded but that the candidate be permitted to present a revised thesis and to present himself/herself for examination again within 12 months.

□ for PhD examination only, that the degree of MPhil be awarded subject to the candidate making minor amendments to the thesis to the satisfaction of the Chairman of the Panel, as the thesis is below the standard expected of a PhD thesis but is considered to have fulfilled the standard required for an MPhil degree.

□ that the degree of MPhil/PhD not be awarded and the candidature be terminated.

2. □ I would like to state that the thesis is an outstanding one.

(Please tick the box if deemed appropriate)

Examiner’s Signature: __________________________________________

Name: ____________________________ Date: ____________________________

(Note: Upon the student's request, the University shall provide a copy of the information given on this form to the student in compliance with the Personal Data (Privacy) Ordinance when all necessary processing of this form is completed.)
A: General Information (to be completed by the graduate)

Name of graduate: ____________________________________________

HKPFS reference number: PF -

Student ID / University's reference number (if any): __________________________

Department / Programme: ____________________________________________

Discipline: <<please select>>

University: <<please select>>

PhD completion date: (dd-mm-yyyy) Note 1

Fellowship period:
(dd-mm-yyyy to dd-mm-yyyy) ____________________________ to ____________________________

Name and title of Supervisor(s) during the fellowship period: Note 2

Name and title of Co-supervisor(s) during the fellowship period (if applicable):

Note 1: The graduate report should be completed within one month upon graduation and submitted to the RGC in electronic format through respective universities. HKPFS awardee who graduates in their third year of study may submit this report in lieu of the final annual report.

Note 2: Please provide name(s) and title(s) of more than one supervisor/co-supervisor, if applicable.
B: Summary of Study (to be completed by the graduate)

(1) Summary of major achievements and experience in research in the years of PhD study:

Graduate is requested to use at least 300 words to write a summary statement on his/her study, which should address the research achievements, experiences, learning points, etc. under the HKPFS.
(2a) Coursework undertaken and course grade(s) in the years of PhD study (if any):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Grade</th>
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(2b) Semester GPA and Cumulative GPA in the years of PhD study (if any):

<table>
<thead>
<tr>
<th>Year of study / Semester</th>
<th>Semester GPA</th>
<th>Cumulative GPA</th>
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<td>6&lt;sup&gt;th&lt;/sup&gt; year / Semester 2</td>
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</table>
### Publication / Paper(s) presented in the years of PhD study:

Total number of publications / papers presented: [ ]  
Details: [Note 3]

<table>
<thead>
<tr>
<th>Title</th>
<th>Venue (Please specify the name of journal)</th>
<th>Status</th>
<th>Graduate's role</th>
<th>URL (if applicable)</th>
<th>No. of Citations</th>
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<th>Title</th>
<th>Venue (Please specify the name of journal)</th>
<th>Status</th>
<th>Graduate's role</th>
<th>URL (if applicable)</th>
<th>No. of Citations</th>
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<th>Title</th>
<th>Venue (Please specify the name of journal)</th>
<th>Status</th>
<th>Graduate's role</th>
<th>URL (if applicable)</th>
<th>No. of Citations</th>
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<th>Title</th>
<th>Venue (Please specify the name of journal)</th>
<th>Status</th>
<th>Graduate's role</th>
<th>URL (if applicable)</th>
<th>No. of Citations</th>
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</tbody>
</table>

**Note 3:** If there are more publications to be reported, please submit relevant details in separate Excel file.

HKPFS(MA)6 (Version: June 2016)
(4) Research related activities (e.g. conferences) participated in the years of PhD study: Note 4

<table>
<thead>
<tr>
<th>Name of activity:</th>
<th>Organiser:</th>
<th>Local / Overseas:</th>
<th>Graduate's role:</th>
<th>Related research output (if any): Note 6</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Name of activity: 
Organiser: 
Local / Overseas: <<please select>>
Graduate's role: <<please select>>
Related research output (if any): Note 6

Name of activity: 
Organiser: 
Local / Overseas: <<please select>>
Graduate's role: <<please select>>
Related research output (if any): Note 6

Name of activity: 
Organiser: 
Local / Overseas: <<please select>>
Graduate's role: <<please select>>
Related research output (if any): Note 6

Name of activity: 
Organiser: 
Local / Overseas: <<please select>>
Graduate's role: <<please select>>
Related research output (if any): Note 6

Note 4: If there are more activities to be reported, please submit relevant details in separate Excel file.

Note 5: Please report the actual amount received from the entitlement (HK$10,000 annual travel allowance).
If there is any additional allowance other than the HKPFS travel allowance, please indicate the amount and source separately.

Note 6: Please provide URL / attachment if available.
(5) Other outputs (e.g. patents filed/granted) with URL (if applicable) in the years of PhD study:


(6) Other comments on the HKPFS:


The above report is completed by:

Signature: ____________________________________________
Name of graduate: ______________________________________
Date: _______________________________________________
C: Assessment on the Graduate’s Performance (to be completed by supervisor)

(1) I have read Sections A and B of this report and confirmed Section B (2a), (2b), (3) and (4) *

<<please select>>

*Please select from the drop down menu.

(2) Overall comment: Note 7

Note 7: The comment should be provided by the graduate’s affiliated department/unit or supervisor to cover his/her academic performance, conduct, research activities participated and the relevant output(s), as well as other observations.

(3) Overall rating on the graduate’s performance: Note 8

Note 8: Score ranges from 1 to 10, with 1 = Very Poor, 6 = Satisfactory, 10 = Outstanding.

The above assessment is conducted by:

Name: ________________________________
Title / Post: ________________________________
Relationship with graduate: ________________________________

(4) Graduate’s feedback on this evaluation (optional): Note 9

Please submit this part in a separate sheet, which is to be completed and signed by the graduate.

Note 9: The graduate may provide feedback on this assessment by a separate sheet. This part is not mandatory. If applicable, please submit the signed feedback together with this form.
D: University's Endorsement (to be completed by the university)

I have read and endorsed the report.

Signature: ____________________________
Name: ____________________________
Title: ____________________________
Department/Unit: ____________________________
University: ____________________________
Email address and phone number: ____________________________
Date: ____________________________
Appendix L(ii)
(For Non-HKPFS Awardees)

LINGNAN UNIVERSITY
Graduate Report Form for MPhil/PhD Students
(non-HKPFS Awardees)

Note: This form should be completed within 1 month upon graduation.

Section A: Summary of Study (to be completed by the graduate)

Name of Graduate: ____________________________  Student ID: ____________________________
Programme: ___________________________________
Study Period: _______________ to _______________

1. Summary of major achievements and experience in research during the study period of this programme:

(Graduate is requested to use at least 300 words to write a summary statement on his/her study, which should address the research achievements, experiences, learning points, etc. during the study period.)
2. **Coursework undertaken and course grade(s) during the study period (only if not previously reported in the Progress Report in your final year of study). Please provide information in an extra sheet, if needed.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Institution</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

3. **Publication/Paper(s) presented during the study period (only if not previously reported in the Progress Report in your final year of study). Please tick the appropriate box and provide information in an extra sheet, if needed.**

(1) Title: __________________________________________
Journal/Conference: ________________________________
Status: □ Published/Presented
□ Accepted but not yet published/presented
□ Under review
□ Submitted for publication/presentation
Graduate’s role: □ Sole author
□ First author, with other author(s)
□ Second author, with other author(s)
□ Contributory author
URL (if applicable): ________________________________
No. of citations: ________________________________

(2) Title: __________________________________________
Journal/Conference: ________________________________
Status: □ Published/Presented
□ Accepted but not yet published/presented
□ Under review
□ Submitted for publication/presentation
Graduate’s role: □ Sole author
□ First author, with other author(s)
□ Second author, with other author(s)
□ Contributory author
URL (if applicable): ________________________________
No. of citations: ________________________________

4. **Research related activities (e.g. conferences) participated during the study period (only if not previously reported in the Progress Report in your final year of study). Please tick the appropriate box and provide information in an extra sheet, if needed.**

*Please provide URL/attachment if available.

(1) Name of activity: __________________________________________
Organiser: __________________________________________
Local/Overseas: □ Local
□ Overseas
Graduate’s role: □ Speaker
□ Participant
□ Other (please specify): ________________________________

(2) Name of activity: __________________________________________
Organiser: __________________________________________
Local/Overseas: □ Local
□ Overseas
Graduate’s role: □ Speaker
□ Participant
□ Other (please specify): ________________________________
5. Other outputs (e.g. patents filed/granted) with URL (if applicable) during the study period.

6. Other comments on your study of this programme.

The above report is completed by:

Signature: ____________________________
Name: _______________________________
Date: _______________________________
Section B: Supervisor’s Assessment on the Graduate’s Performance (to be completed by the Chief Supervisor in consultation with the Co-Supervisor(s), if any)

1. Supervisor’s assessment on the graduate’s achievement of learning outcomes of RPg programmes:
Please rate the following items by circling the appropriate boxes.

<table>
<thead>
<tr>
<th></th>
<th>1 - Not demonstrated</th>
<th>2 - Demonstrated to a small extent</th>
<th>3 - Demonstrated to a moderate extent</th>
<th>4 - Demonstrated to a large extent</th>
<th>5 - Fully demonstrated</th>
</tr>
</thead>
</table>

(a) The extent to which the student has demonstrated a systematic understanding of his/her field(s) of scholarship.  
(b) The extent to which the student has demonstrated the ability to make original contributions to the field(s).  
(c) The extent to which the student has demonstrated competence in research and analysis.  
(d) The extent to which the student has demonstrated the ability to critically assess intellectual claims, theories and arguments.  
(e) The extent to which the student has demonstrated the ability to produce a thesis that contributes to the knowledge and understanding of the field of learning within which the subject of the thesis falls (the MPhil thesis shall represent a worthwhile contribution while the PhD thesis shall represent a substantial original contribution).  
(f) The extent to which the student has demonstrated a commitment to apply the knowledge acquired in the chosen field(s).  
(g) The extent to which the student has demonstrated a commitment to conduct further research in an ethical and socially responsible manner.

2. Overall comment on the graduate: (The comment should cover his/her academic performance, conduct, research activities participated and the relevant output(s), as well as other observations.)
3. **Overall rating on the graduate’s performance:**

<table>
<thead>
<tr>
<th>Very poor</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>Satisfactory</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>Outstanding</th>
<th>9</th>
<th>10</th>
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</tbody>
</table>

The above assessment is conducted by:

- Signature: ____________________________
- Name: ________________________________
- Date: ________________________________

**Section C: Comments/Endorsement of Head of Department**

As Head of Department,

- [ ] I endorse the assessment of Supervisor as given above.
- [ ] I do **NOT** endorse the assessment of Supervisor as given above.

My comments are as follows:

(Please attach additional sheets where necessary.)

<table>
<thead>
<tr>
<th>Signature: ____________________________</th>
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<tbody>
<tr>
<td>Name: ________________________________</td>
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<tr>
<td>Date: ________________________________</td>
</tr>
</tbody>
</table>

(Note: Upon the student's request, the University shall provide a copy of the information given on this form to the student in compliance with the Personal Data (Privacy) Ordinance when all necessary processing of this form is completed.)
Section D: Graduate’s Feedback on this Evaluation

Do you have any feedback on the evaluation above?

☐ Yes.
☐ No

If ‘Yes’, please provide your feedback in the space below or attach additional sheets where necessary.
Details on Criteria, Procedures and Timeframe for Transfer of Candidature from MPhil to PhD

I. Introduction
1. For an MPhil student, the MPhil degree is the terminal degree unless an application of the transfer of candidature from MPhil to PhD is approved.

2. Students who would like to apply for the transfer of the candidature from MPhil to PhD shall observe regulations stipulated in Section 7 of the *Regulations Governing Research Postgraduate Studies*.

3. Before submission of an application, a student is advised to have thorough discussions with his/her Supervisor(s).

II. Criteria
4. A student may transfer from MPhil to PhD candidature only if his/her application for such transfer has been approved. The application can be approved provided that
   a) the student meets the admission requirements of PhD;
   b) his/her capacity is of a standard higher than normal MPhil students;
   c) the proposed PhD research is a higher level of work than that of MPhil; and
   d) such transfer takes place about 12 months (for a full-time student) or 18 months (for a part-time student) before the expiry of the normal period of study.

5. The Department Board (DB)/Research and Postgraduate Studies Committee (RPSC) concerned/Postgraduate Studies Committee (PSC) shall judge whether the above criteria are met based on the following:
   a) Recommendation by the (Chief) Supervisor on the student’s potential and capability given in the application form (after consulting with the Co-Supervisor(s), if any), and statements at DB and RPSC meetings if such are available.
   b) Proposal on PhD research submitted with the application by the student.
   c) Performance of the student in the seminar to defend his/her PhD research proposal, in which the student is expected to answer questions raised by faculty and students attending the seminar.

III. Procedures
6. An MPhil student shall submit an application in writing (application form shown in Appendix N), together with a research proposal for PhD study, by the eighth month (for a full-time student) or the twelfth month (for a part-time student) from his/her commencement of MPhil study. (Please refer to Section IV for details on the timeframe.)

7. The Supervisor(s), if convinced of the merit of the case, make(s) recommendation. The (Chief) Supervisor gives detailed comments in the application form, in consultation with the Co-Supervisor(s), if any.
8. Upon receiving the endorsed application from the (Chief) Supervisor, the Department organises a seminar for the candidate to present his/her PhD research proposal and at the same time defend his/her MPhil topic. To facilitate decision making, RPSC and DB members shall be strongly encouraged to attend the candidate’s presentation seminar for upgrading to PhD level.

9. After the topic-defence seminar, the DB shall meet to consider and endorse the application as recommended by the (Chief) Supervisor. The Supervisor(s) shall be invited to the meeting to give a report or statement and answer questions.

10. If the application is endorsed by the DB, the RPSC shall meet to consider the application. The Supervisor(s) shall be invited to the meeting to give a report or statement and answer questions.

11. The PSC considers the application as recommended by the RPSC concerned.

[Note: At DB/RPSC/PSC meetings, if there is a diversity of views on the application, secret ballots shall be adopted so as to allow members to make independent judgement. The Supervisor(s), if he/she is a member, shall refrain from taking part in the decision.]

IV. Timeframe
12. To allow students to embark on PhD studies earlier, the application for transfer from MPhil to PhD shall take place about 12 months (for a full-time student) or 18 months (for a part-time student) before the expiry of the normal period of study.

13. A student is requested to submit the application for transfer by mid-April in his/her first year of studies (for a full-time student). The application shall then go through the various processes following the timeframe shown below:

<table>
<thead>
<tr>
<th>Procedures</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student submits application</td>
<td>By mid-April</td>
</tr>
<tr>
<td>Supervisor(s) make(s) recommendation</td>
<td>By late April</td>
</tr>
<tr>
<td>Candidate presents the seminar</td>
<td>Early May</td>
</tr>
<tr>
<td>DB considers the application</td>
<td>Mid-May</td>
</tr>
<tr>
<td>RPSC considers the DB’s recommendation</td>
<td>Late May</td>
</tr>
<tr>
<td>PSC considers the RPSC’s recommendation</td>
<td>Early June</td>
</tr>
</tbody>
</table>

V. Approved Transfer
14. A transfer student shall date the period of study from the date of commencement of his/her study of the original programme.

15. A student approved to transfer of the candidature from MPhil to PhD shall complete within 1 year after the transfer the procedures for confirmation of PhD candidature as stipulated in Section 6 of the Regulations Governing Research Postgraduate Studies except that the student is not required to present the PhD research topic in a seminar again.
Application for Transfer of MPhil/PhD Candidature
(Please refer to Section 7 of the Regulations Governing Research Postgraduate Studies for details regarding transfer of candidature. Duly completed form should be returned to the School of Graduate Studies.)

Section A: Student Particulars (to be completed by the student)
Name of Student: ___________________________  Student No.: ______________________
Study Programme: MPhil/PhD* in ____________________________
Mode of Study: Full-time/Part-time*  Term & Year of First Registration: ______________________

Section B: Details of Application (to be completed by the student)
From MPhil to PhD  From PhD to MPhil  [please tick the appropriate box]
Intended Effective Date: ______________________________

Brief Account of Study Progress and Justification for the Transfer (students who intend to transfer from MPhil to PhD should report on their publications/results of research) [please use separate sheet(s) where necessary]

Signature of Student: ___________________________  Date: ______________________

Personal Information Collection Statement:
1. Personal data provided on this form/report will be treated confidentially and will be used for processing this application/matter only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable, and will not be disclosed to other parties without your consent or unless required by law.
3. Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
4. Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the School of Graduate Studies (sgs@LN.edu.hk).
Section C: Recommendation and Comments of Supervisor(s) (to be completed by the Chief Supervisor in consultation with the Co-supervisor(s), if any)

I/we recommend/do not recommend* this application for transfer of candidature.

For application for transfer of candidature from MPhil to PhD, please provide comments on student’s capability and potential of undertaking a PhD programme and his/her performance as compared with normal MPhil students. [please use separate sheet(s) where necessary].

Signature of Supervisor: ___________________________ Name: ___________________________
Department: ___________________________ Date: ___________________________

Section D: Endorsement of Department Board (to be completed by Head of Department)

The Department Board, after deliberation, endorsed/did not endorse* the application.

Comments/remarks

Signature of Head of Department: ___________________________ Name: ___________________________
Date: ___________________________

Section E: Endorsement of Research and Postgraduate Studies Committee (RPSC) (to be completed by Chairperson of RPSC)

The RPSC, after deliberation, endorsed/did not endorse* the application.

Comments/remarks

Signature of Chairperson of RPSC: ___________________________ Name: ___________________________
Date: ___________________________

* Please delete as appropriate

(Note: Upon the student's request, the University shall provide a copy of the information given on this form to the student in compliance with the Personal Data (Privacy) Ordinance when all necessary processing of this form is completed.)
Application for Extension of MPhil/PhD Period of Study
(Please return this form to the School of Graduate Studies after completion.)

Section A: Student Particulars (to be completed by the student)

Name of Student: ________________________  Student No.: ______________________
Study Programme: MPhil/PhD* in _____________  Mode of Study: Full-time/Part-time*
Term and Year of First Registration: ______________________________
Area of Research: ______________________________

Requested Period of Extension: _______ months (from _______ until _______ )
Expected Date of Thesis Submission: ______________________________

Section B: Brief Account of Study Progress and Justification for Extension of Study
(to be completed by the student)

Signature of Student: ________________________  Date: ______________________

Personal Information Collection Statement:
1. Personal data provided on this form/report will be treated confidentially and will be used for processing this application/matter only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable, and will not be disclosed to other parties without your consent or unless required by law.
3. Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
4. Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the School of Graduate Studies (sgs@LN.edu.hk).
Section C: Endorsement of Supervisor  
(to be completed by the Chief Supervisor in consultation with the 
Co-Supervisor(s), if any)

I endorse/do not endorse* this application for extension of period of study.
Comments:

Signature of Supervisor: ________________________________________________

Name in block letters: ________________________________________________
Department: _____________________________ Date: _________________________
* Please delete as appropriate.

Section D: Endorsement of Head of Department

I endorse/do not endorse* this application for extension of period of study.
Comments:

Signature of Head of Department: _______________________________________

Name in block letters: ________________________________________________
Department: _____________________________ Date: _________________________
* Please delete as appropriate.

(Remark: One student on study period extension will be counted as 0.5 place which will be deducted from the
number of research postgraduate student places for the department concerned for the next academic year.

(Note: Upon the student's request, the University shall provide a copy of the information given on this form to the
student in compliance with the Personal Data (Privacy) Ordinance when all necessary processing of this form is
completed.)
LINGNAN UNIVERSITY

Application for Official Withdrawal / Making-up of Official Withdrawal
(Applicable to students studying Undergraduate/Research Postgraduate programmes)

1. Students who wish to leave the University before graduation must seek official withdrawal from the University by completing this form.

2. Students who leave the University without prior approval by the Registry are considered as having “unofficially withdrawn” from the University. Official documents such as transcripts, testimonials, etc. will NOT be given to them unless they have completed the making-up of official withdrawal procedures, and students who have been “unofficially withdrawn” will not be re-admitted.

3. Application for making-up of official withdrawal is NOT applicable to students of undergraduate programmes who have been “unofficially withdrawn” from the University due to unpaid tuition fees in their admitted term, unless they have settled the outstanding payment.

4. For applications (undergraduates only) received after the end of the examination period of the Term, the assessment results of the Term concerned will be retained and shown on the transcript.

5. Approval will be granted by the Registry only after proper clearance by the Director of Student Services, the Comptroller, the Director of Information Technology Services Centre (ITSC) and the Librarian. Students should complete Part 1, bring this form to the offices listed in Part 2 and obtain signatures of confirmation, and then return this duly completed and signed form to the Registry.

6. Students should return their hostel keys and parking permits, if any, to the Facilities Management Division (Operations & Maintenance) and the Comptroller’s Office respectively. Students should also return all borrowed equipment to the ITSC, all borrowed books to the Library, and their Student Identity Cards to the Registry. Students should also be clear of any grants and loans, and return the Student Personalised Octopus Cards to the Card Company (if applicable).

7. The withdrawal/making-up of official withdrawal effective date will be the date on which Registry receives the duly completed and signed form from the applicant.

PART 1

Name: _______________________________  Student No.: ______________  Year of Study: _____________

Study Programme/Major Programme: __________________________________________________________

Last Date of Attendance in the University (only for making-up of official withdrawal): ________________________

Contact Tel. No.: ______________  Please select from below the most significant reason of your withdrawal:

(A) Continuation of study in another local institution; (B) Continuation of study in another non-local institution; (C) Unsatisfactory academic result; (D) Emigration; (E) Employment or Job-related reason; (F) Financial reason; (G) Health reason; (H) Adaptation and adjustment reason; (I) Other academic reason; (J) Other non-academic reason, please specify:

______________________________________________________________________________________________________________

If you choose (A) above, please provide in the space below: (i) name of institution; (ii) level of study (e.g. undergraduate); (iii) major; (iv) year of study; (v) whether your admission to the new programme is based on newly obtained or original HKALE results.

If you choose (B) above, please provide in the space below: (i) study destination; (ii) level of study.

__________________________________________________________________________________________________________________

Student’s Signature: ______________  Date: ______________

PART 2

For Student Aged Under 18:

Name of Parent/Guardian* in BLOCK Letters: ____________________________  HKID Card/Passport* No.: ___________________

Signature of Parent/Guardian*: ______________________________  Date: ______________

* delete where appropriate

(Please turn overleaf)
<table>
<thead>
<tr>
<th>Clearance by Head of Units concerned or his / her Representative</th>
<th>Confirmed / Approved (by signing below with official chop)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Signature &amp; Unit Chop</strong></td>
</tr>
<tr>
<td>(1) Student Services Centre (Interview conducted&quot;)</td>
<td></td>
</tr>
<tr>
<td>(2) Comptroller’s Office</td>
<td></td>
</tr>
<tr>
<td>(no fee due to the University and Parking Permit(s) returned)</td>
<td></td>
</tr>
<tr>
<td>(3) Facilities Management Division</td>
<td></td>
</tr>
<tr>
<td>(Operations &amp; Maintenance)</td>
<td></td>
</tr>
<tr>
<td>(Hostel key(s) and Student Resident Card(s) returned)</td>
<td></td>
</tr>
<tr>
<td>(4) Information Technology Services Centre</td>
<td></td>
</tr>
<tr>
<td>(All borrowed equipment returned)</td>
<td></td>
</tr>
<tr>
<td>(5) Library (All borrowed books returned)</td>
<td></td>
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<tr>
<td>(6) Registry (Student I.D. Card returned)</td>
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</tr>
</tbody>
</table>

# Interview may be conducted among research postgraduate students.

**Personal Information Collection Statement:**

1. Personal data provided on this form will be treated confidentially and will be used for processing this application only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable.
3. Applications for access to personal data should be made to the Data Protection Officer ([DPO@LN.edu.hk](mailto:DPO@LN.edu.hk)) of the University. For update/correction of personal data, please contact the Registry ([registry@LN.edu.hk](mailto:registry@LN.edu.hk)).

Copy : ( ) The Applicant ( ) Librarian ( ) Comptroller
( ) Director of Student Services ( ) Director of ITSC
( ) The Head of Department/Programme Director/Associate Dean (if applicable) concerned

**REGISTRY’S USE**

Student’s record updated
by : 
on : 

Form 9.17.1 Apr 2019

P. 2 of 2
PART II
Format of Theses

The requirements as stipulated in the Regulations Governing the Format of Theses are presented in this section in a more user-friendly format and illustrated by sample pages to help students in the preparation of their theses.

Format of Theses


Number of copies: For examination purpose, a candidate is required to submit four copies of a thesis in temporary binding.

After revising the thesis according to comments/suggestions of examiners, a candidate is required to submit one soft copy of the revised thesis if he/she is required to make minor amendments to the thesis. Where the candidate is required to make significant or major amendments to the thesis, he/she is required to submit four copies of the revised thesis in temporary binding.

When the amendments are confirmed satisfactory, a candidate is required to submit two hard copies and one electronic copy of the final version.

Presentation: The thesis shall be presented in a permanent and legible form either in original type script, plain paper photocopy, or a comparably permanent process. The words shall be typed on one side of the page only.

Paper size: International A4 size (21 cm X 30 cm)

Paper type: Opaque paper of good quality

Direction of the thesis: The words shall be typed across the page from left to right. It shall be arranged in such a way that it opens out to the left.
Word size: If the thesis is presented in English, the lower-case x-height of letters (i.e. the actual height of a lower-case “x” of the particular font used as it appears on the page) shall not be significantly larger or smaller than 2 mm. If the thesis is presented in Chinese, the size of the characters shall be between 3 and 4 mm.

Spacing: Double or one-and-a-half spacing shall be used, except for the abstract, indented quotations, footnotes and bibliography where single spacing shall be used.

Margin: The margin at the binding edge shall be 40 mm and other margins shall be 25 mm.

Front cover: The outside front cover shall bear in gold lettering (for perfectly bound thesis) all in BLOCK capitals (if the thesis is presented in English) the title of the thesis, the full name of the candidate, the degree for which the thesis is submitted, the name “Lingnan University”, and the year of submission. A sample is shown in Appendix 1.

Elements order:
1. The Preliminaries, or Front Matter
   (a) Title Page
   (b) Abstract
   (c) Declaration of Originality
   (d) Approval Sheet
   (e) Copyright Page (optional)
   (f) Table of Contents
   (g) List of Tables (if any)
   (h) List of Figures (if any)
   (i) List of Plates (if any)
   (j) List of Symbols (if any)
   (k) List of Abbreviations (if any)
   (l) Preface (optional)
   (m) Acknowledgements (optional)

2. The Text, or Body

3. Reference Materials, or Back Matter
   (a) Appendices (if any)
   (b) Glossary (if any)
   (c) Endnotes (if any)
   (d) Bibliography or List of Works Cited
   (e) Index (optional)
Page numbering: Pages shall be numbered through the thesis at the bottom centre of the page. All pages of the preliminaries shall be given lower case Roman numerals (i,ii,iii,…….) with the exception of the title page, abstract, declaration of originality, approval sheet and copyright page which shall be unnumbered. All other pages of the text and reference materials shall be given Arabic numerals (1,2,3,…….)

Title page: The title page is the first page of the thesis and shall give the following information:
(a) if the thesis is presented in English, the title of the thesis in BLOCK capitals.
(b) the full name of the candidate (if the thesis is presented in English, the surname shall be in BLOCK capitals, followed by the English Christian name, and then the Chinese given names, if any).
(c) the degree for which the thesis is submitted.
(d) the name “Lingnan University”
(e) the year of submission
A sample is shown in Appendix 2.

The abstract: Should be 200-500 words in length for an MPhil thesis and not more than 500 English words or 800 Chinese characters for a PhD thesis, shall include a statement of the problem or issue, a brief description of the research method and design, major findings and their significance, and the conclusions. It shall show the title of the thesis, the full name of the candidate, and the degree for which the thesis is submitted. The text of the abstract shall be single-spaced throughout. A sample is shown in Appendix 3.

The declaration of originality page: Shall contain a statement made and signed by the candidate to the effect that the thesis is the candidate’s own account of his/her research. A sample is shown in Appendix 4.

The approval sheet: Gives information on the composition of the Panel of Examiners and the approval of the Chairman of the Postgraduate Studies Committee (PSC) on behalf of the Senate. A sample is shown in Appendix 5.

Table of Contents: A sample is shown in Appendix 6.
Placement of diagrams: Whenever practicable, tables, diagrams, maps, illustrations, computer printouts, photographs, and published papers shall be placed at a point accompanying the corresponding text, and placed so that they can be read from the outside inwards. Folded diagrams or charts included in the text shall be arranged so as to open out to the right.

Photographic prints: Shall be on single weight paper or permanently mounted on cartridge paper for binding and shall be securely fixed in the thesis.

Illustrative material: Illustrative material which cannot be conveniently bound in the text, such as maps and slides, shall be packaged in such a way that it can be bound with the thesis. If the amount of such material is substantial, it shall be gathered into a supplementary volume and packaged in a rigid container similar in format to the bound thesis. All loose material shall be marked with the candidate’s name and degree for which the work is submitted so that it can be readily linked with the thesis.

Binding for examination purpose: Each copy of the thesis submitted shall be bound in one volume. Each copy shall be in a temporary “perfect” binding. The words “Temporary Binding for Examination Purposes” shall be lettered at the top of the front cover.

Perfect binding of approved thesis: Each copy shall be bound in boards covered in grey material. The binding shall be of a fixed kind with leaves permanently and appropriately secured.

Spine for perfect bound thesis: The spine shall bear in gold lettering:
(a) 20 mm. from the bottom and across - LINGNAN UNIVERSITY
(b) 80 mm. from the bottom and across - the degree and year of submission, e.g. MPHIL/PHD 20XX; and
(c) evenly spaced between the statement of the degree and the top of the spine and across - the title of the thesis, which can be written in more than one line or abbreviated, followed by the name of the candidate.

Where lettering runs down the spine, it shall be printed in such a direction that it is upright when the thesis is lying flat with the front cover uppermost.
A sample is shown in Appendix 7.
Exemption: Where a candidate would meet with serious difficulty in complying with any of the provisions of these regulations, he/she may apply to the PSC for exemption from a particular regulation(s).

Further advice: A candidate who requires further advice on the interpretation of these regulations should consult the Registrar.
A Sample Front Cover

A COMPARATIVE STUDY OF
CITIZENS’ WORK ATTITUDES
UNDER DIFFERENT SOCIAL SECURITY SYSTEMS

WONG CHI KEUNG PETER

MPHIL

LINGNAN UNIVERSITY

20XX
不同社會保障制度對工作態度的影響

王志強

哲學碩士

嶺南大學

二零XX年
A COMPARATIVE STUDY OF
CITIZENS' WORK ATTITUDES
UNDER DIFFERENT SOCIAL SECURITY SYSTEMS

by
WONG Chi Keung Peter
王志強

A thesis
submitted in partial fulfillment
of the requirements for the Degree of
Master of Philosophy in Sociology

Lingnan University

20XX
論文首頁樣本

不同社會保障制度對工作態度的影響

王志強

此論文為社會學哲學碩士學位課程之部分要求

嶺南大學

二零XX年
A Sample Abstract

ABSTRACT

A Comparative Study of Citizens' Work Attitudes under Different Social Security Systems

by

WONG Chi Keung Peter

Master of Philosophy

Beginning of the text of the abstract ....
論文摘要樣本

論文摘要

不同社會保障制度對工作態度的影響

王志強

哲學碩士

摘要內容......
A Sample Declaration of Originality Page

DECLARATION

I declare that this is an original work based primarily on my own research, and I warrant that all citations of previous research, published or unpublished, have been duly acknowledged.

Signature of student _____________________________
(Name of student _____________________________)
Date of submission of bound thesis _____________________________
原著聲明書樣本

聲明

本人謹此聲明，本論文為原創性之研究成果，所有已發表或未發表著作之引用，均已適當註明出處。

學生簽名
(學生姓名)
遞交裝訂論文日期
CERTIFICATE OF APPROVAL OF THESIS

A COMPARATIVE STUDY OF CITIZENS' WORK ATTITUDES UNDER DIFFERENT SOCIAL SECURITY SYSTEMS
by
WONG Chi Keung Peter

Master of Philosophy

Panel of Examiners:

signature (Chairman)
(name)

signature (External Member)
(name)

signature (Internal Member)
(name)

signature (Internal Member)
(name)

Chief Supervisor:

Name

Co-supervisor:

Name

Approved for the Senate:

Signature
(name)
Chairman, Postgraduate Studies Committee

Date
不同社會保障制度對工作態度的影響

王志強

哲學碩士課程

論文審查委員會:

__________________________  (主席)
(姓名)

__________________________  (校外考試委員)
(姓名)

__________________________  (校內考試委員)
(姓名)

__________________________  (校內考試委員)
(姓名)

導師:
姓名

副導師:
姓名

代教務會核准:

__________________________
(姓名)
研究生課程委員會主席

__________________________
日期
### A Sample Table of Contents

#### CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIST OF TABLES</td>
<td>ii</td>
</tr>
<tr>
<td>LIST OF FIGURES</td>
<td>iii</td>
</tr>
<tr>
<td>ACKNOWLEDGEMENTS</td>
<td>iv</td>
</tr>
<tr>
<td>Chapter</td>
<td></td>
</tr>
<tr>
<td>1. INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>2. LITERATURE REVIEW</td>
<td>5</td>
</tr>
<tr>
<td>3. THEORETICAL FRAMEWORK</td>
<td>20</td>
</tr>
<tr>
<td>4. RESEARCH DESIGN AND METHODOLOGY</td>
<td>33</td>
</tr>
<tr>
<td>Rationale for the Research Method</td>
<td></td>
</tr>
<tr>
<td>Data Collection</td>
<td></td>
</tr>
<tr>
<td>5. RESEARCH FINDINGS AND DISCUSSION</td>
<td>38</td>
</tr>
<tr>
<td>Data Presentation</td>
<td></td>
</tr>
<tr>
<td>Data Analysis</td>
<td></td>
</tr>
<tr>
<td>6. CONCLUSIONS</td>
<td>66</td>
</tr>
<tr>
<td>Appendix</td>
<td></td>
</tr>
<tr>
<td>1. QUESTIONNAIRE (English Version)</td>
<td>69</td>
</tr>
<tr>
<td>2. QUESTIONNAIRE (Chinese Version)</td>
<td>73</td>
</tr>
<tr>
<td>BIBLIOGRAPHY</td>
<td>77</td>
</tr>
</tbody>
</table>
目錄樣本

目 錄

表列 ................................................................. ii
圖列 ................................................................. iii
鳴謝 ................................................................. iv

章節
1. 導論 ............................................................. 1
2. 文獻回顧 ..................................................... 5
3. 理論架構 ...................................................... 20
4. 研究設計與方法 ............................................ 33
   研究方法的說明
   資料搜集
5. 研究結果與討論 ............................................ 38
   資料敘述
   資料分析
6. 結論 ............................................................. 66

附錄
1. 問卷（中文版本） ............................................ 69
2. 問卷（英文版本） ............................................ 73

參考書目 ............................................................ 77
PART III
Financial Assistance for Research Postgraduate Students

A. Financial Assistance Specifically for Research Postgraduate Students

1. Postgraduate Studentships and Hong Kong PhD Fellowships

A full-time MPhil/PhD student admitted directly to the University will normally be awarded a Postgraduate Studentship during his/her normal study period. The monthly stipend for 2019-20 is: HK$17,140 for an MPhil student and HK$17,390 for a PhD student before confirmation of candidature (HK$17,730 after confirmation of candidature). For a full-time PhD student admitted through the Hong Kong PhD Fellowship Scheme, he/she will normally be awarded a PhD Fellowship for a maximum period of 3 years. The monthly stipend for 2019-20 is HK$25,800.

As part of his/her training for postgraduate degree studies, a full-time student who is awarded the Postgraduate Studentship or PhD Fellowship will be required to perform, under supervision, teaching duties and/or research support duties. Please refer to the Terms and Conditions of Postgraduate Studentships, Terms and Conditions of Hong Kong PhD Fellowship Scheme and related guidelines on teaching/research support duties available at http://www.ln.edu.hk/sgs/docs/info/re_guide.php for details.

While a PhD Fellowship recipient has to observe the Terms and Conditions of Hong Kong PhD Fellowship Scheme that govern the fellowship award issued by the Research Grants Committee, some provisions in the Terms and Conditions of Postgraduate Studentships are generally applicable to them, inter alia, the teaching duties and/or research support duties, employment restriction and annual leave.

Postgraduate Studentship/PhD Fellowship recipients not performing satisfactorily in their programmes of study, including their assigned duties, may lose all or part of their award.

2. Research Postgraduate Student Conference/Field Trip Sponsorships

Research Postgraduate Conference/Field Trips Sponsorships are available to support students’ participation in conferences, conduct of field trips and engagement in academic activities (e.g. summer classes, workshops, research trainings and seminars) locally and in overseas in relation to their research studies. These academic activities sharpen students’ research skills and enrich their specialised knowledge. Upon their return from the conferences/field trips/academic activities, research postgraduate students are required to submit a report to summarise the value and the usefulness of the activities to their research. The reports endorsed by their respective Supervisors will be submitted to the Postgraduate Studies Committee (PSC) for approval.

An MPhil student is eligible for a maximum funding of HK$19,000 during his/her entire study period at Lingnan whereas for a regular PhD student, a maximum of HK$25,000. For a PhD Fellowship awardee, the maximum amount for conference and research-related travel allowance is HK$12,900 per year (rate of 2019-20 and subject to annual review), for his/her normal period of study. Details of the
Sponsorships are given in the *Guidelines and Procedures for the Research Postgraduate Student Conference/Field Trip Sponsorships*.

3. **Research Postgraduate Scholarships for Overseas Research Visits**
A full-time PhD student who wishes to undertake a short-term research visit at an overseas institution for a term and up to 6 months can apply for the scholarships. During the period of visit, the PhD student will be immersed in a research environment different from his/her original, and expected to participate in research activities under the co-supervision by Supervisors from Lingnan and the host institution. MPhil and PhD students at Lingnan are expected to benefit from the academic exchanges with in-bound overseas research students.

Depending on the destination of the host institution and the period of stay, an eligible PhD student may receive support ranging from HK$25,000 to HK$50,000 for a 6-month visit. Details of the Scholarships are given in the *Guidelines and Procedures for the Research Postgraduate Scholarships for Overseas Research Visits*.

**B. Other Scholarship(s) Available for Research Postgraduate Students**

MPhil/PhD students can also apply for the following scholarship(s) applicable to them:

1. **Sir Edward Youde Memorial Fellowships**
   - for full-time research postgraduate students undertaking University Grants Committee (UGC)-funded programmes who
     - have the right of abode or the right to land in the HKSAR or are permitted to stay in Hong Kong without restriction; and
     - have resided in Hong Kong for at least 3 years
   - one-off grant
   - apply through the Student Services Centre (SSC)

   Please refer to SSC website ([http://www.ln.edu.hk/ssc/scholarships/prizes](http://www.ln.edu.hk/ssc/scholarships/prizes)) for details.

2. **Sino-British Fellowship Trust Fund**
   - for research postgraduate students with good language skills
   - equivalent of £2,000 or less for each approved visit to the UK or Mainland China, subject to the availability of fund
   - apply through the Office of Research Support (ORS) at least 3 months before the first day of the proposed visit


3. **Postgraduate Students Conference/Seminar Grants**
   - for postgraduate students of UGC-funded universities involving either as the organiser or as a primary partner in the planning and organisation of the proposed conference/seminar
• a maximum of HK$50,000 per application
• apply to the Research Grants Council (RGC) via the University at least 6 months prior to the commencement of the event

Please refer to the RGC website (https://www.ugc.edu.hk/eng/rgc/funding_opport/funding_schemes.html) for details.

4. Fulbright-RGC Hong Kong Research Scholar Award Program
• for PhD students of UGC-funded universities who have completed at least two years of full-time advanced study in HK prior to their planned departure for the U.S. (permanent residents of HKSAR or Chinese citizens) with strong English language proficiency and good health
• US$1,600 per month (range from 6-10 months) for each approved visit to the U.S.

Please refer to the website of the U.S. Consulate General Hong Kong & Macau (https://hk.usconsulate.gov/education-culture/exchange-programs/fulbright-program/fulbright-applications/fulbright_rgc_hk_jr/) for details.
PART IV
Fees

The University reserves the right to revise its fees from time to time. Fees paid are not refundable unless otherwise stated.

1. Tuition Fees [Note]

   Tuition fees are normally paid in 2 instalments before the start of the first and second terms. For 2019-20, the annual tuition fees for Research Postgraduate (RPg) students are as follows:

<table>
<thead>
<tr>
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<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>UGC-funded students</td>
<td>42,100</td>
<td>N/A</td>
</tr>
<tr>
<td>Self-financed students</td>
<td>84,200</td>
<td>56,134</td>
</tr>
</tbody>
</table>

   Starting from 2018-19, the HKSAR Government provides tuition waiver for all eligible local students enrolled in UGC-funded RPg programmes under the scheme of Tuition Waiver for Local Research Postgraduate Students, during their normative study period. For details concerning the Scheme, please visit https://www.ugc.edu.hk/eng/rge/funding_opport/tws.html.

   Students who continue their studies beyond the normal study period shall pay an extension fee equivalent to one-half of the amount of normal tuition fee for the extension period concerned. The period of extension shall be 3 or more months, and the extension fee will be charged on a pro-rata basis. Besides, students who are required by the relevant Panel of Examiners to make major amendments to their theses should formally pay and register as students on extension during the period of amendments.

2. Refund of Tuition Fees

   For current students, partial refund of up to 50% of the tuition fees paid for that term can be made only under exceptional circumstances with recommendation by the Registrar and approval of the President. Such exceptional circumstances will include:

   a) Withdrawal of studies due to long-term illness resulting in inability to
continue studies. Doctor’s recommendation will be required.

b) Withdrawal of studies due to change in family circumstances causing financial hardship resulting in the student having to enter the work force full-time to earn income. Documentary evidence will be required.

Normally the amount of the partial refund will be based on the time of withdrawal, e.g. refund of 50% within 6 or 7 weeks after the commencement of a term and no refund in the second half of the term.

3. Over-due Tuition Payment

Students must pay their tuition fees by the specified due dates. Unless otherwise recommended by the Director of Student Services and approved by the Comptroller, there will be a penalty of HK$500 for late payment. If the tuition fee and the penalty are not paid within 10 days from the due date, the student is considered having unofficially withdrawn and must seek approval for re-admission.

4. Hostel Fees [Note]

RPg students reside in hostel will be charged a hostel fee based on the hostel and type of room allocated. Hostel fees are payable in 2 instalments, normally in mid-August and early January. All fees paid are non-refundable. Details of fees can be found in http://www.ln.edu.hk/ssc/hostel.

5. Over-due Hostel Payment

If hostel fees are not settled on or before the specified due date, an over-due penalty of HK$300 will be charged.

6. Examination Fee

An examination fee of HK$2,000 should be paid when a candidate wishes to present his/her thesis and be examined for the degree of MPhil/PhD.

7. Transcript Fee

A fee of HK$50 is payable for each copy of the transcript. Students or graduates who apply for admission to other institutions may request the University to send their transcripts to the institutions concerned. The cost of postage is charged to the students.

Students may refer to the relevant section of the University Calendar posted on the
University website at http://www.ln.edu.hk/main/calendar/ for details of various types of fees.

Note on Fee Payment for Current Students:
For current students who are receiving PhD Fellowships or Postgraduate Studentships, their tuition and hostel fees (where applicable) will be automatically deducted from their monthly PhD Fellowship/Postgraduate Studentships in equal instalments, from September to December in Term 1 and from January to April in Term 2.

If a student ceases to be eligible for receiving the monthly stipend, he/she is required to settle his/her unpaid tuition and/or hostel fees for the unfinished term. Otherwise, his/her application for any official documents, such as transcripts, testimonials, etc., from the University will not be processed.

Students are required to retrieve their own fee notes of all types from “myLingnan Portal” by following the steps below:

a) Go to Lingnan University website (http://www.LN.edu.hk/)
b) Click "myLingnan Portal"
c) Input username and password, then click “Sign in”
d) Click “Academics” icon
e) Select "Student Services"
f) Select "eFees Note for Student"
g) Click on the [View Bill] button to retrieve the desired eFees Note

The Office of the Comptroller will send email notifications to students once the fee notes are available online. Students not being arranged auto-deduction of fees (please refer to the Note on Fee Payment for Current Students above) should settle their fees via any one of the payment methods available at the “eFees Note System”.

IV-3
PART V
Support for MPhil/PhD Students

A. Academic and Learning Support

1. School of Graduate Studies (GS) (https://www.ln.edu.hk/sgs/)
   The GS provides administrative support for research postgraduate (RPg) programmes on the following:
   a) student admission,
   b) course taking and cross-institutional collaboration scheme,
   c) student records,
   d) study progress,
   e) examination,
   f) graduation,
   g) Postgraduate Studentships/PhD Fellowship awards,
   h) financial support for conferences/field trips/research-related activities, and
   i) secretarial support for the Postgraduate Studies Committee (PSC).

   The GS also seeks proactive collaboration with leading institutions in the regional and international academic communities to co-organise research activities/seminars/summer institutes to enhance postgraduate student learning further raising the international profile for Lingnan University.

   In addition, the GS offers 3 courses, viz. “RWTS510 Academic Writing and Research Methodology across Disciplines” (formerly known as “RWTS510 Academic Writing and Social Statistics Workshops”), “RWTS610 Advanced Statistics and Data Analytics” (to be offered in every Term 2 from the 2019-20 academic year) and “RMEH510 Postgraduate Studies Seminar Series on Research Methodological Issues”, to enhance research postgraduate students’ learning. The 3 courses are offered to students of sister institutions via the Cross-Institutional Course Enrolment Scheme.

2. Registry (https://www.ln.edu.hk/reg/)
   The Registry supports RPg programmes in official documents issuance, including transcript and testimonial, and coordination of Congregation.

3. Information Technology Services Centre (ITSC) (https://www.ln.edu.hk/itsc)
   The ITSC provides computing, audio-visual facilities and technical support services. It conducts software annual updates, provides workstations and software updates on request of departments or programmes. Requests from research postgraduate students can be conveyed to ITSC through departments concerned.

4. Library (https://www.library.ln.edu.hk)
   The Fong Sum Wood Library offers a wide range of services for postgraduates to their learning and research at the University.
a) **Library Resources**
Students can find books and journal articles at Lingnan as well as other local and overseas universities through the Library’s website:

i. **1-Search** – A discovery platform to search books, journals, articles, databases, AV materials, newspapers, Lingnan Digital Repository and books from other local universities (https://www.library.ln.edu.hk/1-Search);

ii. **Online Databases** – A full list of library subscribed databases (https://libguides.ln.edu.hk/databases);

iii. **Hong Kong Academic Library Link (HKALL)** – A platform to search and request for books from eight UGC-funded university libraries in Hong Kong (https://www.library.ln.edu.hk/HKALL); and

iv. **Interlibrary Loan Services (ILL)** – A service for requesting books and journal articles from local and overseas universities. (https://www.library.ln.edu.hk/services/interlibrary-loan-services).

Students are welcome to make recommendations to the Library for book and journal purchase via the online form (https://www.library.ln.edu.hk/services/purchase-recommendation) or email to the Library Collection Development Team (libcoll@ln.edu.hk).

b) **Library Workshops**

i. **Orientation Workshop** – An introductory workshop to assist postgraduates to learn about the services and facilities in the Library;

ii. **Induction Workshops on Research Skills** – A well-structured series of workshops for postgraduates to further sharpen research techniques; and

iii. **Information Literacy Workshops** – Workshops targeting all students to enhance their abilities in using library resources.

c) **Research Support Services and Facilities**

i. **Research Consultation Service** - A personal one-on-one consultation service offered by our professional librarians to provide advice on effective information research on specific research topics and subject areas (https://www.library.ln.edu.hk/research-consultation-service);

ii. **Faculty & Postgraduate Study Rooms** – Five Faculty & Postgraduate Study Rooms on the 1/F of the Library are available for booking by faculty and postgraduates through the Room Booking System (https://www.library.ln.edu.hk/services/room-booking-system); and

iii. **Postgraduate Common Room** – Located on the 3/F of the Library, the Room is fitted with comfortable seating and furniture to provide a separate and cozy space for postgraduates personal study or group work.

d) **Research Output Dissemination**

i. **Digital Commons @ Lingnan** – A platform to collect and preserve the scholarship and creative work of our Lingnan community including postgraduates’ theses and dissertations. It also shares the intellectual life of the University with a global audience
ii. Lingnan Scholars – A scholarly portal to capture all research-related information including research outputs, grants, projects, awards, and the impact of these scholarly activities produced by our renowned scholars. It serves as the gateway to support the University’s mission to promote excellent research, to explore Lingnan’s cutting-edge scholarly work via open access to the research outputs, and to foster collaboration with the wider community across all disciplines (https://scholars.ln.edu.hk/).

5. Teaching and Learning Centre (TLC) (https://study.ln.edu.hk/tlc/)
The TLC co-organises a half-day Development Workshop jointly with the SSC and the Library which is designed specifically for full-time RPg students to serve as a quick guide for them to get started at Lingnan in September. The aims of the workshop are to assist tutors in their pursuit of postgraduate studies, and to enable them to prepare for their roles as departmental tutors (if required). RPg students learn how to prepare for challenges in teaching, discover research information in the Library, build resilience in their research studies, handle academic writing and issues on plagiarism.

It also provides training to students who need to engage in teaching activities through the Learning and Teaching Development Programme (LTDP).

6. Office of Global Education and Interdisciplinary Studies (OGEIS) (http://www.ln.edu.hk/ogeis/)

B. Campus Life and Student Services

1. Student Services Centre (SSC) (https://www.ln.edu.hk/ssc/)
The SSC renders research postgraduate student support and services in numerous areas like hostel life and education, counselling, co-curricular activities, career planning, etc.

In order to cater for different needs of living and learning for research postgraduate students, two specific floors in the Jockey Club New Hall are designated for postgraduate students. To render support to married RPg students, the University also offers temporary accommodation for married RPg students with their spouse. RPg students may also apply for the hostel tutor position. Hostel tutor will enjoy free accommodation with a single room while he/she has to assist Hostel Warden and Senior Hostel Tutor in offering educational programmes to hostel residents, handling disciplinary cases, and providing caring and support to the residents.

The SSC has professionally trained counsellors who will listen to student concerns, show understanding, provide support and explore ways for achieving success in the
university (https://www.ln.edu.hk/ssc/counselling). A 24-hour counselling hotline 2616 8866 is also available to support students on psychological needs.

RPg students are encouraged to participate in campus-wide events, such as Chinese New Year Carnival, Thanksgiving Dinner, Breakfast with the President, Sports Day, etc. Details will be announced by email and on website (https://www.ln.edu.hk/sse).

2. Research Postgraduate Students’ Circle
The Research Postgraduate Students’ Circle is a student body at Lingnan University composed of research postgraduate students. The Circle aims to foster and maintain a unified and lively research postgraduate community, and serve as a link between students and the university administration and management. At the university level, the Circle participates in PSC meetings as well as those of the Teaching, Learning, and Information Services Management Board and the Campus Life and Student Services Committee. Students are welcome to reflect their views/concerns to Circle’s members for matters related to policy/regulations/issues of research postgraduate studies.

More details of the Circle are given in “Memorandum of The Lingnan University Research Postgraduate Students’ Circle” (Appendix i) and “Structure of The Research Postgraduate Students’ Circle Representation” (Appendix ii).

C. Other Facilities/Services that Support Learning

1. Study Areas
Apart from the air-conditioned study space, computing facilities, individual study rooms and group discussion rooms located at the Library, the following common areas are available for students’ use:
   a. SEKG01 – air-conditioned 24-hour study booth with sockets and lan ports
   b. SEKG02 - air-conditioned computer laboratory with computing facilities and discussion rooms, open from 6:00pm to 8:30am from Monday to Friday and for 24 hours during Saturday, Sunday and holidays
   c. MB412 – air-conditioned 24-hour computer laboratory with computing facilities and discussion rooms
   d. NABUG16 - Fu Tei Bookshop

2. Air-conditioning and Cleaning Services
Centralised air conditioning is provided during office hours. For energy saving, students are encouraged to use the 24-hour common areas for study and work after office hours. If necessary, portable electric fan is available by request from the Comptroller’s Office for ventilation during non-office hours. For reservation, please contact the Campus Support Office in advance (tel.: 2616 7134 or 2616 8705).

Carpet vacuum cleaning is conducted every day in offices and carpet shampooing is carried out bi-annually. Please contact the Campus Support Office if support is required.
D. Communication Channel(s)

From 2017-18, a Staff-Student Consultation Committee meeting is held annually to formally solicit views and suggestions from research postgraduate students on Lingnan’s research postgraduate education for continuous enhancement. Executive Committee of the Research Postgraduate Students’ Circle and faculty representatives are invited to attend the meeting.

Students are also encouraged to contact staff in their Departments or the liaison officers of the School of Graduate Studies (GS) for issues related to MPhil/PhD studies, e.g. student progression/examination. For other issues, students may contact relevant units, e.g. Student Services Centre (SSC) for campus life and student services support, Library for resources on books, journals and research databases, and Information Technology Services Centre (ITSC) for IT support.

E. Contacts of University Units/Campus Facilities

<table>
<thead>
<tr>
<th>Unit</th>
<th>Location</th>
<th>Tel</th>
<th>Email</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Emergency Hotline</td>
<td>ADG04, G/F, Wong Administration Building</td>
<td>Hotline: 2616 8000 (24 Hours)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Information and Technology Services Centre</td>
<td>MB203, Patrick Lee Wan Keung Academic Building</td>
<td>Hotline: 2616 7995</td>
<td><a href="mailto:itsc@LN.edu.hk">itsc@LN.edu.hk</a></td>
<td><a href="http://www.LN.edu.hk/itsc">www.LN.edu.hk/itsc</a></td>
</tr>
<tr>
<td>Indoor Sports Complex</td>
<td>G/F, Indoor Sports Complex</td>
<td>Hotline: 2616 7147</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Library</td>
<td>1-2/F, Patrick Lee Wan Keung Academic Building</td>
<td>2616 8586</td>
<td><a href="mailto:cirstaff@LN.edu.hk">cirstaff@LN.edu.hk</a></td>
<td><a href="http://www.library.LN.edu.hk">www.library.LN.edu.hk</a></td>
</tr>
<tr>
<td>Office of the Comptroller</td>
<td>AD105, 1/F, Wong Administration Building</td>
<td>2616 8888</td>
<td><a href="mailto:coadmin@LN.edu.hk">coadmin@LN.edu.hk</a></td>
<td>-</td>
</tr>
<tr>
<td>Office of Global Education and Interdisciplinary Studies</td>
<td>AD208/1, 2/F, Wong Administration Building</td>
<td>2616 8990</td>
<td><a href="mailto:ogeis@LN.edu.hk">ogeis@LN.edu.hk</a></td>
<td><a href="http://www.LN.edu.hk/ogeis">www.LN.edu.hk/ogeis</a></td>
</tr>
<tr>
<td>Registry</td>
<td>ADG08, G/F, Wong Administration Building</td>
<td>2616 8750</td>
<td><a href="mailto:registry@LN.edu.hk">registry@LN.edu.hk</a></td>
<td><a href="http://www.LN.edu.hk/reg">www.LN.edu.hk/reg</a></td>
</tr>
<tr>
<td>School of Graduate Studies</td>
<td>UG03, Lau Chung Him Building</td>
<td>2616 8720</td>
<td><a href="mailto:sgs@LN.edu.hk">sgs@LN.edu.hk</a></td>
<td><a href="http://www.LN.edu.hk/sgs/">www.LN.edu.hk/sgs/</a></td>
</tr>
<tr>
<td>Student Services Centre</td>
<td>G/F, Dorothy Y.L Wong Building</td>
<td>2616 7309</td>
<td><a href="mailto:ssc@LN.edu.hk">ssc@LN.edu.hk</a></td>
<td><a href="http://www.LN.edu.hk/ssc">www.LN.edu.hk/ssc</a></td>
</tr>
</tbody>
</table>
F. Postgraduate Studies Research and Learning Hub (Research Postgraduates)

An one-stop online spot entitled “Postgraduate Studies Research and Learning Hub (Research Postgraduates)” has been specifically developed to list out all types of support, activities and facilities available to support students’ learning and research at Lingnan (Appendix iii). The one-stop spot is accessible via the GS webpage (https://www.ln.edu.hk/sgs/postgraduate-studies-research-and-learning-hub/research-postgraduates).]
Memorandum of the Lingnan University Research Postgraduate Students’ Circle

1. Name
The name of the Circle shall be “Lingnan University Research Postgraduate Students’ Circle” or “RPS Circle” in short.
The name of the Circle in Chinese shall be “嶺南大學研究生聯絡組”

2. Purpose
The Purposes of the Circle are:
I. To maintain and foster the bonds and friendship among research postgraduate students of Lingnan University;
II. To act as a bridge between the research postgraduate students and the University authority in furthering the interests of the students and the University as a whole;
III. To facilitate intellectual and social communication among postgraduate students of the University;
IV. To promote the general welfare and interest of RPS Circle members.

4. Official Languages
Chinese and English shall be the official languages of the Circle, enjoying equal status. Either or both languages may be used in meetings and documents. Chinese, in its oral form, shall mean the Cantonese dialect and Putonghua/Mandarin.

5. Eligibility For Membership
Research postgraduate students of Lingnan University, local or non-local / full-time or part-time, are eligible for membership.

6. Composition of Executive Committee
The Committee shall consist of 1 Chairperson, 1 Vice-chairperson, 1 Secretary, 1 Treasurer, and 2 other members.

7. Election of Executive Committee
Each of the Faculties¹ should nominate 2 candidates for the Executive Committee. Positions shall be decided by internal election by all the representatives.

8. Annual General Meeting
There will be an annual general meeting for all members to be held each academic year. Date and venue are to be decided by the Executive Committee.

9. Amendment
This memorandum is subject to change with the majority consent of the Executive Committee.

10. Power of Interpretation
The power to interpret this memorandum shall be vested in the Executive Committee.

¹ There are 3 Faculties: Arts, Business, and Social Sciences.
Structure of the RPS Circle Representation

Representation Levels:

I. Department Level:
   1 research postgraduate student representative in the Department Board (DB).

II. Faculty Level:
   A. 2 representatives for the Faculty of Arts (consisting of 7 departments), 2 representatives for the Faculty of Business (consisting of 5 departments), 2 representatives for the Faculty of Social Sciences (consisting of 4 departments). These 6 representatives form the executive committee (ExCo) of the Research Postgraduate Students’ Circle (RPS Circle) and 1 representative will be the chairman of the circle.
   B. 1 representative out of the 2 representatives in each faculty will attend the Research and Postgraduate Studies Committee (RPSC) (one committee in each of the three faculties).

III. University Level:
   A. The Chairperson of the RPS Circle serves on the Postgraduate Studies Committee (PSC).
   B. 1 member of the executive committee of the RPS Circle serves on the Teaching, Learning and Information Services (TLIS) Management Board.
   C. 1 member of the executive committee of the RPS Circle serves on the Campus Life and Student Services Committee (CLSSC).

Diagram of the Bottom-Up Representation Structure:
Duties of Representatives:

I. Department Board (DB):
   A. An observer/student representative of the DB meeting. The role is to propose suggestions to the DB or to reply to suggestions made by the DB concerning regulations and conditions related to RPg students, such as TA/RA duties, arrangements of different examinations and seminars, leave, scholarship, field trips, etc.
   B. Functions as bridge between students and the department.
   C. Around 2 hours per meeting; 5-6 meetings per year; the representative will attend to matters relating to students only. The department will notify the student representative in advance about the meeting and its agenda. [The meeting time depends on items that have to be discussed.]

II. Research and Postgraduate Studies Committee (RPSC) – 1 in each faculty
   A. The RPSC needs to report to the PSC for all issues regarding admission, studentship, progression and graduation, and appointment of supervisors in all departments of the faculty concerned. The RPSC will discuss these issues and the recommendations/decision will be forwarded to the PSC for approval.
   B. The RPSC further assesses project proposals, makes recommendations for funding, organizes Faculty’s research seminars and workshops and publishes Faculty’s Working Papers Series.
   C. Around 2 hours per meeting; 2-3 meetings per year; the representative will attend to matters relating to students only. [The meeting time depends on items that have to be discussed.]

III. Postgraduate Studies Committee (PSC)
   A. The PSC consists of 14 members, a student observer and a Secretary:
      a. Chairperson (currently Vice-President Prof. Mok Ka-ho, Joshua);
      b. Associate Vice-President (Academic Quality Assurance and Internationalisation);
      c. Associate Vice-President (Academic Affairs and External Relations);
      d. Dean of School of Graduate Studies (GS) (or his/her representative);
      e. Faculty Deans (or their representatives);
      f. Director of Teaching and Learning;
      g. Registrar;
      h. Chairperson or elected member of each of the RPSCs;
      i. Chairman of the Lingnan University Research Postgraduate Students’ Circle (RPS Circle);
      j. One taught postgraduate student nominated by the Students’ Union;
      k. One RPg student observer (to be invited to attend meetings of the PSC on a rotation basis as coordinated by the Executive Committee of the RPS Circle); and
      l. Secretary from the GS.
   B. The PSC formulates policies and guidelines on postgraduate programmes; validates and reviews taught postgraduate programmes and makes recommendations to the Senate; oversees the admission, supervision, study progress and examination of all postgraduate students and makes recommendations to the Senate on these students for the appropriate awards; approves
and administers the Postgraduate Studentships Scheme, or other awards available to research postgraduate students (i.e. PhD Fellowship); and deals with all other matters related to postgraduate study programmes.

C. Around 2 hours per meeting; 5 or 6 times a year; the representatives will attend to matters relating to RPg studies only. The GS will tell the representative in advance what will be discussed and how long he/she will be needed during the meeting. The PSC is ideally attended by the Chairman of the RPS Circle, but if he/she is not available, then one of the four other RPS Circle members can substitute him/her. [The time for the Chairman of RPS Circle and a student observer to join the meetings depends on items that are relevant to policies/regulations/issues of research postgraduate studies only. In case the Chairman of the RPS Circle is unable to attend the meeting, another RPS Circle member may attend on his/her behalf, subject to the consent from the PSC Chairman.]

IV. Teaching, Learning and Information Services (TLIS) Management Board

A. The TLIS Management Board consists of 13 members, 3 observers and a Secretary:
   a. Chairman (currently Vice-President Prof. Mok Ka-ho, Joshua);
   b. Comptroller;
   c. Chief Information Officer and Librarian;
   d. Deputy Director of Information Technology Services Centre;
   e. Director of Teaching and Learning Centre;
   f. Head of Office of Research Support;
   g. One academic staff member to be appointed by the Chairman from each of the three faculties;
   h. Director of Lingnan Institute of Further Education or his/her representative;
   i. One representative of postgraduate students;
   j. One student representative from the Undergraduate Programmes;
   k. One student representative from the Associate Degree/Higher Diploma Programmes;
   l. Three observers, including Associate Director of the Information Technology Services Centre, Associate Librarian of the Library and 1 RPg student nominated by the RPS Circle; and
   m. Secretary.

B. The TLIS Management Board makes policy recommendations on the strategic development and advancement of University teaching, learning and information services; co-ordinates and reviews the effectiveness of provision of such services in the light of institutional goals; allocates funds provided by the University for operations in Information Technology and Library related areas for all departments and programmes; recommends a consolidated annual teaching, learning and information services budget for infrastructure, academic use and administrative use; informs the University of copyright and related matters; facilitates new trends and informs usage of university level teaching, learning and information services; and deals with any other matters relating to teaching, learning and information services.

C. Around 2 hours per meeting; 3 meetings per year. The TLIS Management Board is ideally
attended by the selected representative of the RPS Circle, but if he/she is not available, then one of the four other RPS Circle members can substitute him/her, subject to the consent from the TLIS Chairman.

V. Campus Life and Student Services Committee (CLSSC)
   A. The CLSSC consists of 11 members and a Secretary:
      a. Chairman (currently Associate Vice-President (Student Affairs);
      b. Comptroller or his/her nominee;
      c. Registrar or his/her nominee;
      d. Director of Student Services;
      e. One representative from each of the three Faculties;
      f. Two representatives from the wardens;
      g. President of the Students’ Union;
      h. One other student representative nominated by the Students’ Union;
      i. One postgraduate student representative nominated by the GS;
      j. One hostel resident representative from one of the ten Student Hostel Associations on a rotation basis; and
      k. Secretary.
   B. The CLSSC promotes campus life that is conducive to students’ whole-person development; promotes meaningful interaction between staff and students; recommends topics and speakers for University Assemblies to the President for his approval; advises and makes recommendations to the Senate on matters relating to student affairs; advises and makes recommendations to various units concerned on the provision of student services and student activities; recommends rules and criteria for the administration of loans, grants, scholarships and bursaries available to students when necessary; reviews, considers and approves, under delegated authority of the Senate, the annual report relating to student scholarships and financial assistance, University Assemblies and the Student Activities Fund; and carries out such other tasks as the Senate may assign.
   C. Around 2-3 hours per meeting; 1-2 meeting(s) per year. One postgraduate student will represent the students as full member in the Committee. In case he/she is not available, another postgraduate student representative can be nominated as his/her substitute, subject to the consent from the CLSSC Chairman.

VI. Staff-Student Consultation Meeting
   As part of a formal feedback system, a Staff-Student Consultation meeting is held once a year. Executive Committee of the RPS Circle and faculty representatives are invited to attend the meeting.
Process of Raising Issues (Diagram):

*When encountering any problems, each of the research postgraduates may directly contact his/her department or the office in charge such as the GS for issues related to MPhil/PhD studies (e.g. student progression/examination), the Student Services Centre (SSC) for health or hostel problems, the Library for research resources, and the Information Technology Services Centre (ITSC) for IT problems. The function of the circle is to help raising important issues or unresolved problems, particularly relating to academic issues or IT, library, campus life and student services issues, to the faculty level or the university level for further discussions.
PART VI
Useful Information for Non-local MPhil/PhD Students

1. Visa Renewal
Each non-local new student will be granted a length of stay in line with the normal duration of his/her study programme, subject to a maximum period of 6 years upon entry and the validity of the travel document held. However, if a student holds a travel document which will expire before the end of his/her study period, the student will need to take the initiative to renew his/her travel document and student visa well in advance. If necessary, a student can approach the School of Graduate Studies (GS) to issue a certifying letter supporting him/her to extend the visa to cover the remaining study period or thesis revision period.

Besides, when all requirements for the MPhil/PhD degree award have been met, the GS may, upon request, provide a certifying letter for the student to apply for an Immigration Arrangements for Non-local Graduates (IANG) visa to work in Hong Kong after graduation. For details, please check with the Immigration Department on its 24-hour hotline: (852) 2824 6111, email: enquiry@immd.gov.hk or website: http://www.immd.gov.hk/eng/services/index.html.

In addition, students may need to apply for the visa for travelling outside Hong Kong to attend conferences/conduct field trips, etc. Please check with the relevant Consulates for the application details. If necessary, consult the Departments/the GS to provide a certifying letter.

2. Health and Insurance
a) Student Medical Benefits and Student Dental Schemes
The University provides full-time (UGC-funded) research postgraduate students medical and dental services. For details, please visit the relevant Student Services Centre (SSC) website (https://www.ln.edu.hk/ssc/health/).

As these medical schemes provide only basic and minimal treatments and services, non-local students are strongly advised to make their own insurance arrangement throughout their entire period of studies in Hong Kong. The insurance should cover, but not limited to, travel, personal accidents, medical expenses (accident and non-accident), hospitalisation and emergency evacuation/repatriation. Students will be eligible for local rates at public hospitals (in- and out-patient services) if they can present a valid Hong Kong Identity Card.

If students plan to travel outside Hong Kong, no matter on personal trips or on University organised field trips, they should make sure that their insurance policies cover those destinations and the coverage is adequate.

b) Group Personal Accident Insurance
All full-time students including local and non-local full-time research postgraduate are covered under a Group Personal Accident Insurance Plan. This plan only covers accidental death and permanent disablement and accidental medical expenses to the insured students arising out of or in connection with participating in or attending the designated activities organised, arranged or
authorised by the University and the coverage is considered to be basic in nature.

c) Chronic Illnesses
If a student has regular prescription needs, he/she should bring an ample supply of medicine as it may not be available in Hong Kong. He/she is advised to ask his/her doctor for the name of the medicine (including its chemical/generic name) and bring a copy of his/her prescription with him/her.

3. Hong Kong Identity Card and Student Octopus Card Application
a) Hong Kong Identity Card
It is a legal requirement that Hong Kong residents need to carry their valid identification at all times. All non-local students coming to Lingnan for a period longer than 1 term have to apply for a Hong Kong ID card and this must be done within 30 days of your arrival. There is no application charge.

Please visit the website of the Immigration Department for application procedures at www.gov.hk/en/residents/immigration/idcard/hkic/geninfor.htm. The site also provides a list of the documents that need to be submitted. Telephone enquiries can be made by calling (852) 2824 6111.

To save time, students can use the online booking service at www.gov.hk/en/residents/immigration/idcard/hkic/bookregidcard.htm. For telephone appointments, call (852) 2598 0888.

b) Student Octopus Card Application
Octopus card is an electronic stored value smart card which is widely used in Hong Kong from public transportation, convenience stores, fast-food outlets, supermarkets, self-service machines to leisure facilities. A student can make payments with his/her Octopus card on campus such as the student canteen and library printing. The card can be bought at the customer services center at any MTR station (www.octopus.com.hk/home/en/index.html).

Concessionary fares are available to Personalised Octopus Cardholders (with student status). Full-time students aged under 26 are eligible to apply for the card directly through the MTR. Students can bring along their application forms to the SSC counter for verification of student status before submitting the application forms to the MTR.

4. Bank Account, Credit Cards and Automated Teller Machines
Non-local students may wish to open a local bank account or to apply for a credit card and/or Automated Teller Machine (ATM) card while they are in Hong Kong.

One of the local banks is the Bank of East Asia (BEA) located on the G/F of the Patrick Lee Wan Keung Academic Building. Students may also call the bank on (852) 3609 3631 for further details on banking and financial matters.

a) Opening a Bank Account
To open an account at the BEA, a student will need to complete and submit an application form to BEA together with the following documents:
- Passport/Chinese Travel Permit plus China Identity card (中华人民共和国往来港澳通行证及中国身份证)
- Hong Kong ID Card
- Letter of Admission
- Lingnan University Student ID Card
- Hostel address proof issued by SSC
- Proof of permanent address in home country within the past 3 months, e.g. letter of admission with home address, bank statement in English/Chinese or utilities bills in English/Chinese or valid driving license (with photo and address) in English/Chinese, etc.

b) Credit Cards
Students may apply for a local credit card at the BEA. Most shops and restaurants in Hong Kong accept VISA and MasterCard while some accept UnionPay Card. Shops usually indicate the type of cards acceptable at the entrance. Students also need to note that their credit cards can be used to withdraw cash from an ATM, but cash advance charges may have to be paid.

c) ATM Cards
An ATM is available at the Campus BEA. It provides cash withdrawal service for ATM cards that are part of the following networks: PLUS, UnionPay, Cirrus, VISA, JETCO, MasterCard.

Students can use their home bank ATM card to withdraw local currency in Hong Kong dollars but a transaction fee may be charged by the home bank. No transaction fee will be charged when using a local bank ATM card. To save costs, students may consider opening a local bank account.

5. Monthly Budget
The cost of living in Hong Kong (excluding rentals) varies between individuals. The following table is listed for general reference only:

<table>
<thead>
<tr>
<th>Item</th>
<th>Approx. expenses per month (HK $7.8 = US $1):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(HKD)</td>
</tr>
<tr>
<td>Meals on campus</td>
<td>HK $3,000-3,500</td>
</tr>
<tr>
<td>Entertainment</td>
<td>HK $390-780</td>
</tr>
<tr>
<td>Transportation (local)</td>
<td>HK $780-1,170</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>HK $390-780</td>
</tr>
<tr>
<td>Total</td>
<td>HK $4,560-6,230</td>
</tr>
</tbody>
</table>

6. Support for Research Postgraduate Students with Family Members Coming Along
Student hostels only provide accommodation for full-time students of Lingnan. Therefore, the spouse and the children of students will not be provided with any hostel places. Students who would like to stay with their family need to arrange off-campus accommodation for themselves. Taken into consideration that it may take
some time for the overseas students to look for suitable accommodation for their family after their arrival in Hong Kong, students can apply for temporary residence in the University Visitors’ Quarter for a minimum of 28 days and a maximum of 2 months, subject to the availability of rooms.

7. Useful Telephone Numbers in Hong Kong

Please dial (852 - local number) if students call from an overseas country or the Mainland.

Useful Telephone Numbers in Hong Kong

<table>
<thead>
<tr>
<th>Organisation/ Services</th>
<th>Addresses/ Telephone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collect Calls</td>
<td>10010</td>
</tr>
<tr>
<td>Dial-a-Weather</td>
<td>187 8200</td>
</tr>
</tbody>
</table>
| Directory Enquiries (all listed residential and business phone numbers) | English – 1081  
Cantonese – 1083  
Putonghua – 1088 |
| Emergency Services (police, fire, ambulance) | 999 |
| Hong Kong Tourism Board Visitors’ Hotline | 2508 1234 |
| Immigration Branch Office – Yuen Long Office (application for HK Identity card) | Address  
1/F., Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long  
(MTR Long Ping Station – Exit E)  
(Light Rail Hong Lok Road Station)  
Tel No.  
Yuen Long Office: 2475 4114  
General Enquiries: 2824 6111  
Book appointment to apply for HK Identity card  
- 24-hour telephone booking system: 2598 0888  
| Overseas IDD and Card phone enquiries | 10013 |
| Tuen Mun Hospital | Address: 23 Tsing Chung Koon Road, Tuen Mun, N.T.  
Tel No.: 2468 5111 |
| Tuen Mun Police Station | Address: 100 Pui To Road, Tuen Mun, N.T.  
Tel No.: 3661 1670  
*Always call the security office on campus at 2616 8000 (24 hours) if students wish to seek help from the police and medical staff. The security office can assist students or refer them for the most suitable assistance.* |
| 24-hour counselling hotline (for Lingnan students) | 2616 8866 |
Part VII
Other Useful Information

1. Thesis Binding
When a student’s revisions to the thesis are considered satisfactory (including the format of the thesis) and the degree is confirmed to be awarded, the student will be informed of the decision and requested to forward to the School of Graduate Studies the approved thesis in perfect binding. The cost and time needed to bind the thesis vary from shop to shop (general binding time and cost: takes around 1 week and costs around HK$100 for each copy).

The following 2 printing shops are given for reference only. Students can source others:

- Ngai Mei Bookshop (藝美書店)
  Address: Shop B, G/F, Fung Lam Building, 35 Pokfulam Road, Hong Kong
  Tel: 2547 1581; Fax: 2547 1588

- Wang Chi Company (宏志印務)
  Address: Shop 8, G/F, 138 Third Street, Sai Ying Pun, Hong Kong
  Tel: 2857 6028

2. The Network of the Research Postgraduate Alumni
To keep a close tie with postgraduate alumni, all research postgraduate students are encouraged to join RPS Circle Facebook Group “Lingnan RPS-Circle” and to keep in touch with the University on their latest updates.
3. Campus Map

1. 新综合馆 New Sports Complex
2. 李国强体育楼 Jackie Chan Gymnasium
3. 李國強教學大樓 Patrick Lee Wan Keung Academic Building
4. 張敷興圖書館 Fung Sum Wood Library
5. 麥方陳藝術館 Leung Fong Oi Wan Art Gallery
6. 美術行政大樓 Wing On Building
7. 美術館 Amateurs Building
8. 維多利亞會堂 Tai Ning Hall
9. 蘇文德樓 Dorothy Y. L. Wong Building
10. 林鄭英樓 B. Y. Lam Building
11. 左家浩樓 Leung Kau Kui Building
12. 何善衡樓 Ho Sin Hang Building
13. 華文學院前池 Tin Ka Ping Swimming Pool
14. 番禺廠 Pavilion After The Rain
15. 伏羲廣場 Wing On Plaza
16. 來港探親紀念及來港紀念亭 Yu Kong Hing Memorial Garden & Yu Kong Hing Memorial Pavilion
17. 陳展賢大會堂 Chan Tak Tai Auditorium
18. 學生宿舍 Student Hostels
19. 梁任委樓 William M Wong Hall
20. 畢業堂 The Bank of East Asia Hall
21. 香港崇基會會館 Tsung Tsin Association Hall
22. 霍英東樓 Fok Cho Min Hall
23. 樑書堂 Chung Shun Hall
24. 統民堂 Yee Min Hall
25. 林慶堂 Lam Woo Hall
26. 校長寓所 President's Lodge
27. 副校及職員宿舍 Visitors' & Staff Quarters
28. 豬馬會堂 The Jockey Club Student Village
29. 豬馬會堂 The Jockey Club Hall
30. 豬馬會堂 The Jockey Club New Hall
31. 雙校運動場 Multi-purpose Outdoor Sports Ground
32. 羽毛球 Tennis Courts
33. 足球場 Running Track
34. 足球場 Soccer Pitch
35. 學生活動中心 Student Activities Centre
36. 新教學樓 New Academic Block
37. 君子堂 Linmon Institute of Further Education
38. 君子堂 Sin Cho Ming Function Hall
39. 君子堂 Chapel
40. 周域明堂 Simon and Eleanor Kwok Building
41. 王耀堂 Zone Hon Chuen Hall
42. 梁鴻堂 Wai Fung Yee Hall
43. 梁鴻堂 Wai Fung Yee Hall
44. 王耀堂 Chan Wai Nam Function Hall
45. 梁鴻堂 Skylight

A 南門 South Gate
B 行人入口 Pedestrian Entrance
C 路下停車場入口 Underground Parking
D 北門 North Gate
E 雙校運動場入口 Entrance of Multi-purpose Outdoor Sports Ground
F 有蓋停車場入口 Covered Car Park
G 有蓋停車場入口 Covered Car Park

3.4 油尖文獻

3.5 隱含的數學結構

3.6 畫家的視角

3.7 城市的韻律

VII-2
## Part VIII

### Regulations and Guidelines related to Research Postgraduate Students

<table>
<thead>
<tr>
<th>Regulations</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulations Governing the Format of Theses</td>
<td><a href="https://www.ln.edu.hk/sgs/docs/ar_format.pdf">https://www.ln.edu.hk/sgs/docs/ar_format.pdf</a></td>
</tr>
<tr>
<td>Regulations Governing University Examinations</td>
<td><a href="https://www.ln.edu.hk/sgs/docs/arue.php">https://www.ln.edu.hk/sgs/docs/arue.php</a></td>
</tr>
<tr>
<td>Terms and Conditions of Hong Kong PhD Fellowship Scheme</td>
<td><a href="https://www.ln.edu.hk/sgs/docs/info/hkpfstc.pdf">https://www.ln.edu.hk/sgs/docs/info/hkpfstc.pdf</a></td>
</tr>
<tr>
<td>Guidelines on Marking by Research Postgraduate Students Serving as Teaching Assistants</td>
<td><a href="https://www.ln.edu.hk/sgs/docs/students/gmrpssta.pdf">https://www.ln.edu.hk/sgs/docs/students/gmrpssta.pdf</a></td>
</tr>
<tr>
<td>Guidelines for Learning (English version/Chinese version)</td>
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<td>----------------------------------------------------------</td>
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<tr>
<td>(<a href="https://www.ln.edu.hk/sgs/docs/englearning.php">https://www.ln.edu.hk/sgs/docs/englearning.php</a>)</td>
<td></td>
</tr>
<tr>
<td>(<a href="https://www.ln.edu.hk/sgs/docs/chilearning.php">https://www.ln.edu.hk/sgs/docs/chilearning.php</a>)</td>
<td></td>
</tr>
<tr>
<td>Policy on Research and Consultancies</td>
<td></td>
</tr>
<tr>
<td>(<a href="http://www.ln.edu.hk/f/upload/24762/policies%20on%20research%20and%20consultancies%20202170608.pdf">http://www.ln.edu.hk/f/upload/24762/policies%20on%20research%20and%20consultancies%20202170608.pdf</a>)</td>
<td></td>
</tr>
<tr>
<td>Examination Arrangements in relation to Typhoon and Rainstorm Warnings</td>
<td></td>
</tr>
<tr>
<td>(<a href="https://www.ln.edu.hk/sgs/docs/exam_arr.php">https://www.ln.edu.hk/sgs/docs/exam_arr.php</a>)</td>
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