

Guidance for Lingnan Research Postgraduate Students on Course Taking

1. In order to strengthen the academic background of research postgraduate (RPg) students for pursuing their research studies, individual Faculty/School-level Committeeⁱ and Supervisor(s) (including (Chief) Supervisor and Co-supervisors, if any) 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 on 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 Supervisor(s)/Heads of Departments/Unitsⁱⁱ 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. All new RPg students are required to complete the mandatory course “RWTS510 Academic Writing and Research Methodology across Disciplines” offered by the School of Graduate Studies (GS) in Term 1. New RPg students of the Business programmes are also required to complete the mandatory course “RBUS510 Research Methods in Business” offered by Faculty of Business in Term 1 while those of the Data Science programmes are required to complete the mandatory course “RDSC510 Research Methods in Data Science” offered by School of Data Science (SDS) in Term 1. Enrolment in mandatory course(s) will be arranged for students concerned in Term 1 automatically and students concerned are therefore **not required** to apply for course enrolment in above mentioned required course(s).
5. To meet students’ demand in learning advanced social statistics, an elective course entitled “RWTS610 Advanced Statistics and Data Analytics” is offered by the GS to students every Term 2. Students who have studied “RWTS510 Academic Writing and Research Methodology across Disciplines” or have basic knowledge in statistical analysis can take this elective course. Besides, the Division of Science also offers an elective course “SCI506 Data Analysis and Modelling in the R Statistical Environment” for students of different disciplines/background (*offering term is subject to student demand/availability of course instructor*) while the course, RDSC510, offered by the SDS in Term 1 is also available as an elective course for all other RPg students when the demand of Data Science students has been met (*Term 2 offering is subject to student demand*).
6. Courses can be chosen from courses offered under Lingnan’s academic departments/unitsⁱⁱ, taught postgraduate programmes and undergraduate programmes, as well as courses offered by other UGC-funded institutions through the Cross-Institutional Course/Subject Enrolment Scheme. With endorsement of their Supervisor(s) and approval of the Heads of Departments/Unitsⁱⁱ concerned, Lingnan students can take any Lingnan courses offered in respective terms.
7. To enhance the opportunities for RPg students to have access to courses and expertise at sister universities, the eight universities that are offering RPg programmes entered into an agreement to set up mechanisms enabling RPg 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 www.LN.edu.hk/sgs/for-current-students/research-postgraduate-studies/course-taking.

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 RPg 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 Business programmes to take “RBUS510 Research Methods in Business” and those of Data Science programmes to take “RDSC510 Research Methods in Data Science”. The Supervisor(s) of a RPg student shall seriously consider the necessity and benefits for the student to take a research methodology course and ask the student to take the course if necessary.
9. For RPg students of programmes in the Faculties of Arts and Social Sciences and the School of Graduate Studies and the Wu Jieh Yee School of Interdisciplinary Studies, the University has set the guideline that the maximum load is **three courses per term**, including the mandatory course “RWTS510 Academic Writing and Research Methodology across Disciplines”. The maximum load is relaxed for students of Business and Data Science programmes 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 (after endorsement by his/her Supervisor(s) and then the Head of Department/Unitⁱⁱ concerned*) to the GS before the stipulated deadline.

[For the mandatory course for all new students and the mandatory courses for new students of the Business and Data Science programmes, i.e. “RWTS510 Academic Writing and Research Methodology across Disciplines”, “RBUS510 Research Methods in Business” and “RDSC510 Research Methods in Data Science”, application for enrolment is not necessary. Course enrolment of these mandatory courses will be arranged for students concerned in Term 1 by the GS automatically.]

([#]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/Unitⁱⁱ. 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 for the collaboration scheme for endorsement by the Supervisor(s) and the Head of Department/Unitⁱⁱ concerned*. The approved application form shall be forwarded via the Department/Unitⁱⁱ Office to the GS of Lingnan at least **three 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 Supervisor(s) as early as possible, at least about one to two weeks before the specified deadline. It is the responsibility of the applicant to ensure that the completed application form, with endorsement of the

Supervisor(s) and the Head of Department/Unitⁱⁱ concerned, could reach the GS at least **three 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 one working day after lodging an application.

13. It is important to note that once the applications are approved, students should follow closely the necessary procedures for dropping course(s) by the stipulated timeline of the institutions concerned. **Failure to follow closely the procedures to drop the course(s) in-time may result in getting a “Fail” grade for the course(s) concerned.** All course enrolment and course grades (*except for LU audited courses*) will be officially recorded in students’ LU transcripts.

Application Result

14. 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)

15. Students enrolled in courses offered by Lingnan/sister universities are assessed following the grading system of the courses concerned.
16. 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.

July 2026

ⁱ Research and Postgraduate Studies Committee concerned for the three Faculties and the School of Data Science (SDS); Board of Graduate Studies for the School of Graduate Studies (GS); and Wu Jieh Yee School of Interdisciplinary Studies Management Board for the Wu Jieh Yee School of Interdisciplinary Studies (WJYSIS)

ⁱⁱ Department/Unit refers to a unit that house RPg students which can be a school/an academic department/an academic unit/a division/a research institute, and the “Head” refers to the staff in-charge of the unit