GUIDEBOOK FOR

RESEARCH POSTGRADUATE STUDENTS

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

October 2023

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 (LU) 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.

LU 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. Its 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, the 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:

Scholarly and Original

Lingnan graduates will have relevant skills to be leading discipline specialist and contribute to original research.

Critical and Analytical Researcher
Lingnan graduates will be analytical and academically rigorous in their application to their research area.

Personally and Socially Responsible Researcher

Lingnan graduates will have in-depth awareness of personal, social and ethical responsibilities and its impact in their research fields.

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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.

Assuming similar roles and responsibilities in research postgraduate matters as the RPSCs, the School of Interdisciplinary Studies Management Board (SISMB) set up under the School of Interdisciplinary Studies (SIS) and the Board of Graduate Studies (BGS) set up under the School of Graduate Studies (GS) look after school level research postgraduate studies matters of students housed under the respective Schools *(for BGS, it also looks after students of affiliated units to GS, i.e. units or research centres not under any of the faculties/schools, and these students are referred to as "students housed under the GS" hereafter)*.

The PSC and the RPSC concerned/SISMB/BGS 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/A student is required to register with the 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 via telephone, communication software 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/Unit shall submit a proposal for consideration of the RPSC concerned/SISMB/BGS, which shall submit its decision to the PSC for noting or approval as appropriate.

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 jointly organised by the Teaching and Learning Centre (TLC), the Office of Student Affairs (OSA), 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/Unit.

A set of *Guidelines on Marking by Research Postgraduate Students Serving as Teaching Assistants* is available on the GS's website (https://www.ln.edu.hk//sgs/related-guidelines-on-pgs-fellowship-award) for students' reference.

8. Supporting Learning and Teaching @ Lingnan (SLT@LU) *(formerly the Learning and Teaching Development Programme (LTDP))*
   a) The SLT@LU programme 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/Unit 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) Students who run tutorials or teach a class on their own should either have taken the SLT@LU programme or be taking it at the time of teaching. It is advisable to complete the programme before committing to any teaching duties.
   e) Programme participants are required to attend all the compulsory elements of the programme including attendance at all the face-to-face workshops, completion of relevant online activities and participation in the peer observation process, or any requirements in the programme.
   f) The SLT@LU programme consists of both formative and summative assessments. Achievements of the programme learning outcomes are via completion of assessed tasks and activities.
   g) The SLT@LU programme is internationally accredited by the Staff and Educational Development Association as part of their Professional Development Framework (SEDA-PDF)[1] in the United Kingdom. On successful completion, participants can refer to themselves with the award title of "SEDA Recognised for Supporting Learning".
   h) Further information on the programme is available on the TLC website (https://www.ln.edu.hk/tlc/slt).

   [[1]https://www.seda.ac.uk/professional-development-opportunities/seda-professional-develop
   ment-framework-seda-pdf/what-is-seda-pdf/named-awards/supporting-learning/]

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/Unit. Department/Unit 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 different disciplines, different versions of Progress/Assessment Report are designed for programmes of different disciplines, i.e. Arts (Appendix A), Business (Appendix B), Social Sciences (Appendix C) and Environmental Science (Appendix D). The student shall complete the "student's 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/Unit 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/SISMB/BGS 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 RPSC concerned/SISMB/BGS 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 by the Faculty 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, the RPSC concerned/SISMB/BGS 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 on the transcripts.

    Courses can be chosen from courses offered under Lingnan's academic departments/units, taught postgraduate programmes and 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/Unit concerned can take the language courses as required or audit courses.

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") offered by the GS in Term 1. In addition, new students of the Business programmes are required to complete also in Term 1 the course "RBUS510 Research Methods in Business" specifically designed for them.

Courses on research methodology are important to research postgraduate students. Apart from the course "RMEH510 Postgraduate Studies Seminar Series on Research Methodological Issues" offered by the GS in Term 2, 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, 2 elective courses entitled "RWTS610 Advanced Statistics and Data Analytics" and "RMEH610 Developing Research with Impact in the Social Sciences" are offered by the GS to students every Term 2. Students who have studied the course "RWTS510 Academic Writing and Research Methodology across Disciplines" or have basic knowledge in statistical analysis can take the 2 elective courses. Besides, the Science Unit (SU) also offers an elective course "SCI506 Data Analysis and Modelling in the *R* Statistical Environment" for research postgraduate students of different disciplines/background *(offering term is subject to student demand/availability of course instructor)*.

For students in the Arts and the Social Sciences Faculties and students housed under the SIS and the GS, the University has set the guideline that the maximum load is 3 courses per term including the mandatory course "RWTS510 Academic Writing and Research Methodology across Disciplines". 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 <u>Appendix E</u>.

12. Graduate Seminar Training

Students are required to attend graduate seminar training as required by the RPSC concerned/SISMB/BGS. Students of the Arts, Social Sciences and Environmental Science programmes have to 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 Business programmes have additional requirements in addition to the 2 mandatory presentation seminars. They 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.

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[2] 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.

[2 The PSC encourages academic units at departmental/unit and/or faculty/school 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, Knowledge Transfer and Intellectual Property* 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 <u>Appendix F</u> 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 courses are required to observe academic honesty as stipulated in the *Regulations Governing University Examinations and Course Work*.

In order to enhance students' knowledge and understanding of plagiarism, the following measures have been introduced:
a) all new research postgraduate students 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 of studies at Lingnan.

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[3].

[[3] 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, Knowledge Transfer and Intellectual Property* 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)[4]. The (Chief) Supervisors shall submit to the PSC via the respective Heads of Departments/ Units and the RPSC concerned/SISMB/BGS 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), Social Sciences (Appendix C) and Environmental Science (Appendix D). A simpler report form (Appendix G) 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/the administering unit.

[[4] 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 the 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 H.

A completed Notice of Intention of MPhil/PhD Thesis Submission form (Appendix I) 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.

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[5], 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 J). The thesis and the performance report will then be forwarded to the examiners.

[5   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, with input from the Head of the candidate's Department/Unit, and the Supervisor(s) of the candidate on nomination for appointment of Panel of Examiners, shall make a recommendation to the PSC for the appointment.

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 an observer (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 K). Comments of individual examiners should be detailed in the individually completed Thesis Assessment Report, as shown in Appendix L(i) and Appendix L(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, he/she is required to 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, with the same Panel of Examiners. 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 was being examined for the first time and the Panel of Examiners for the re-examination shall be the same as that for the first examination, unless otherwise determined by the PSC. 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 or by the President as Chairman of the Senate before the annual Congregation.

[Note: The Graduation Certificate will be available for collection from the Registry within 1 year from the day of the Congregation, beyond which the uncollected certificates will be destroyed. A graduate may apply for a replacement certificate in case of loss or damage of an original certificate. Details can be found in the Registry webpage (https://www.ln.edu.hk/reg/forms-for-registry-services/replacement-certificates-of-graduation)]

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 M(i) for HKPFS awardees, and Appendix M(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 SLT@LU.

Requirements	Required Dates	Indicative schedule for normal Full-time students	Indicative schedule for normal Part-time students
1. Student and Supervisor(s) discuss and agree on thesis topic and courses to be taken	from the outset of MPhil/PhD study and within the first few months after commencement of study	dates to be agreed between the student and the Supervisor(s)	
2. Full-time student attends the development workshop jointly organised by the Teaching and Learning Centre, the Office of Student Affairs, and the Library	the workshop will be held at the commencement of an academic year	September of Year 1	Not applicable
3. Student completes the online mini-course entitled "Online Tutorial on Plagiarism Awareness"	by the end of Term 1 of first year of study	usually by January of Year 1	

Requirements	Required Dates	Indicative schedule for normal <u>Full-time</u> students	Indicative schedule for normal <u>Part-time</u> students
4. Student prepares an outline paper and defends research topic in a seminar	by the end of provisional registration period	usually by April of Year 1	usually by September of Year 2
5. Student and (Chief) Supervisor submit a Progress/Assessment Report for confirmation of candidature (the RPSC concerned/SISMB/ BGS may require a PhD student to pass a qualifying examination)	by the end of provisional registration period	usually by April/May of Year 1	usually by October of Year 2
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	for consideration of RPSC concerned/ SISMB/BGS and PSC in May/June of non-final year of study	by May of non-final year of study	
7. Student gives notice of intention to submit an MPhil/PhD thesis	at least 3 months in advance of the intended date of submission	December to March of Final Year	
8. Student presents research findings in a seminar	a few months prior to the date of oral examination	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)	
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	• 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	March to May of Final Year	

Requirements	Required Dates	Indicative schedule for normal <u>Full-time</u> students	Indicative schedule for normal <u>Part-time</u> students
10. Student defends his/her thesis in the presence of examiners	• 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	April to early July of Final Year	
11. Student submits revised thesis where necessary	• 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	April to late August of Final Year	
12. Student submits approved thesis in perfect binding		May to mid-September of Final Year (if wishes to be conferred the award in November of the year)	

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 <u>Appendix N</u> on the relevant criteria, procedures and timeframe. To apply for transfer, a student has to complete an application form as shown in <u>Appendix O</u>. 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/SISMB/BGS 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 of absence 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/Unit 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 P.

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/Unit and his/her Supervisor(s) before completing and submitting an application form shown in Appendix Q.

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/SISMB/BGS 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 employment, exceptional approval for taking up part-time employment from the RPSC concerned/SISMB/BGS 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/SISMB/BGS.]

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 (https://www.ln.edu.hk/reg/forms-for-registry-services). 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 login to the Banner System through the University's intranet portal to update his/her current record and, if applicable, 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 CREATE assignments with Turnitin |

Notes to Supervisors
❖ Create assignments with Turnitin (with the help of individual departments/units 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 the instruction to create assignments with Turnitin.
   (link: https://www.ln.edu.hk/f/upload/51785/A2_Using_Turnitin_To_Assist_Students_in_Avoiding_Plagiarism_2020-v1.pdf)

⬇
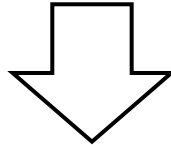
| 2 | Supervisors INFORM students |

Note to Supervisors
❖ Inform relevant students after creating the assignments.

⬇
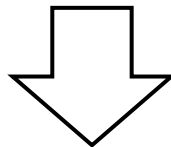
| 3 | RPg Students CONDUCT plagiarism check |

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.

⬇
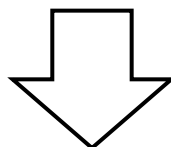
| 4 | RPg Students SUBMIT final thesis |

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*.

January 2021

Additional Requirements for PhD Programme in Business

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 programme 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

LINGNAN UNIVERSITY

Progress/Assessment Report for Non-final Year MPhil/PhD Students in the Arts Programmes

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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: <u>Full-time / Part-time</u>*

                                                             * delete as appropriate

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

    No. of <u>formal</u> meetings
    (i.e. pre-scheduled meetings): _____   Total hours of meetings: _____

    No. of <u>informal</u> 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 Sub-Committee on Research Ethics and Safety of Research 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/Unit: _____   Date: _____

Section II: Comments/Endorsement of Head of Department/Unit

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

Comments/remarks (if any):

Signature of
Head of Department/Unit: _____   Name: _____

Department/Unit: _____   Date: _____

*   Please delete as appropriate

[#]   In case (b) is recommended by the Supervisor in Section I, the Head of Department/Unit 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/Unit 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   ☐ No, my research will not involve
       approved (record retained in   human subjects/an application
       Supervisor's file).   has been submitted in an earlier
                                    period.

7. List the publications or the conference presentations that have been produced by your research (please indicate also the publication format, i.e. online or printed):

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, country where the event took place, and your mode of participation (i.e. face-to-face or online)), 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, country where the event took place, and your mode of participation (i.e. face-to-face or online)).

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 2023

<div align="center">

LINGNAN UNIVERSITY

**Progress/Assessment Report for Non-final Year MPhil/PhD Students
in the Business Programmes**

</div>

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: <u>Full-time / Part-time</u>*

<div align="right">* delete as appropriate</div>

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

    No. of <u>formal</u> meetings
    (i.e. pre-scheduled meetings): _____ Total hours of meetings: _____

    No. of <u>informal</u> 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 Sub-Committee on Research Ethics and Safety of Research Committee for consideration.

<div align="center">1</div>

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/Unit: _____ Date: _____

Section II: Comments/Endorsement of Head of Department/Unit

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

Comments/remarks (if any):

Signature of
Head of Department/Unit: _____ Name: _____

Department/Unit: _____ Date: _____

*   Please delete as appropriate

[#]   In case (b) is recommended by the Supervisor in Section I, the Head of Department/Unit 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/Unit 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   1 ☐   2 ☐   3 ☐   4 ☐   5 ☐   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., publication format (i.e. online/printed), 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), your mode of participation (i.e. face-to-face or online), etc.) held during the report period.

    (a) Topic-defence seminar

Date	Title/Theme	Country

    (b) Other presentation seminars

Date	Title/Theme	Country

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 (with mode of participation (i.e. face-to-face or online)).

Date	Organiser	Title/Theme	Country	Your Role in the Seminar

Signature of student: _____ Date: _____

LINGNAN UNIVERSITY

Progress/Assessment Report for Non-final Year MPhil/PhD Students
in the Social Sciences Programmes

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: <u>Full-time / Part-time</u>*

<div align="right">* delete as appropriate</div>

1.   Please state the <u>total</u> 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/Board of Graduate Studies (BGS)# and, if necessary, further to the Sub-Committee on Research Ethics and Safety of Research Committee for consideration.

   # delete as appropriate

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/Unit: _____   Date: _____

Section II: Comments/Endorsement of Head of Department/Unit

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

Comments/remarks (if any):

Signature of
Head of Department/Unit: _____   Name: _____

Department/Unit: _____   Date: _____

*   Please delete as appropriate

\#   In case (b) is recommended by the Supervisor in Section I, the Head of Department/Unit 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/Unit 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/Board of Graduate Studies (BGS) 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:

Course Code & Title	Offering Institution	Grade, if available

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

Course Code & Title	Offering Institution	Term & Year

8. Give details of your topic-defence and, if any, other presentation seminars during the report period (incl. the event date, title, country where the event took place, and your mode of participation (i.e. face-to-face or online)), 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:
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).

LINGNAN UNIVERSITY

Progress/Assessment Report for Non-final Year MPhil Students
in the Environmental Science Programme

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: <u>Full-time / Part-time</u>*

<div align="right">* delete as appropriate</div>

1. Please state the <u>total</u> 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 School of Interdisciplinary Studies Management Board (SISMB) and, if necessary, further to the Sub-Committee on Research Ethics and Safety of Research 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 student.

(d) ☐ 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 (21 months for a part-time MPhil).

Comments/remarks (if any):

Signature of Supervisor: _____ Name: _____

Department/Unit: _____ Date: _____

Section II: Comments/Endorsement of Head of Science Unit

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

Comments/remarks (if any):

Signature of
Head of Science Unit: _____ Name: _____

Date: _____

* Please delete as appropriate

[#] In case (b) is recommended by the Supervisor in Section I, the Head of Science Unit 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 Programme: <u>Environmental Science</u>   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 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 Science Unit 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 School of Interdisciplinary Studies Management Board (SISMB) 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:

Course Code & Title	Offering Institution	Grade, if available

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

Course Code & Title	Offering Institution	Term & Year

8. Give details of your topic-defence and, if any, other presentation seminars during the report period (incl. the event date, title, country where the event took place, and your mode of participation (i.e. face-to-face or online)), 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: _____

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)/School of Interdisciplinary Studies Management Board (SISMB)/Board of Graduate Studies (BGS) 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 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 Supervisors/Heads of Departments/Units 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 students are required to complete the course "RWTS510 Academic Writing and Research Methodology across Disciplines" offered by the School of Graduate Studies (GS) in Term 1. New students of the Business programmes are also required to complete the course "RBUS510 Research Methods in Business" specifically designed for them in Term 1.

5. To meet students' demand in learning advanced social statistics, two elective courses entitled "RWTS610 Advanced Statistics and Data Analytics" and "RMEH610 Developing Research with Impact in the Social Sciences" are 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 the two elective courses. Besides, the Science Unit (SU) also offers an elective course "SCI506 Data Analysis and Modelling in the *R* Statistical Environment" for research postgraduate students of different disciplines/background *(offering term is subject to student demand/availability of course instructor)*.

6. Courses can be chosen from courses offered under Lingnan's academic departments/units, taught postgraduate programmes and undergraduate programmes. With endorsement of their (Chief) Supervisors and approval of the Heads of Departments/Units 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 https://www.ln.edu.hk/sgs/research-postgraduate-studies/Students/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 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 Business programmes to take "RBUS510 Research Methods in Business". 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 the Social Sciences Faculties and students under the SIS or GS, the University has set the guideline that the maximum load is **three courses per term**, including the required course "RWTS510 Academic Writing and Research Methodology across Disciplines". 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/Unit concerned*) to the GS before the stipulated deadline.

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

    ([#]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/Unit. 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/Unit 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/Unit 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.

October 2023

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 enrolled 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 sister 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: <u>PhD/MPhil*</u> in _____

Year of Study: _____   Mode of Study: <u>Full-time/Part-time*</u>
(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 the Arts and the Social Sciences Faculties and students housed under the Schools of Interdisciplinary Studies or Graduate Studies, 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 is also counted in the maximum load.

No.	Course Code	Course Title
1		
2		
3		

[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.

No.	Course Code	Course Title	Offering Institution
1			
2			

b) Course(s) to Audit

No.	Course Code	Course Title
1		
2		
3		

Student's signature: _____   (Chief) Supervisor's signature: _____

Date: _____   Date: _____

III. Approval of the Head of Department/Unit
   (Please put a ' ✓ ' in the box as appropriate)

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

Head's
Signature: _____   Name: _____

Date: _____

Remarks (if any): _____

IV. Approval of Course Offering Department/Unit/Programme(s)
   [To be completed by Programme Director or Head of Department/Unit offering the course.]

    1. Course title/code: _____

        This application is: ☐ approved ☐ not approved, reasons: _____

        Remarks (if any): _____

        Name and Signature: _____

        Department/Unit/Programme: _____

        Date: _____

        Moodle Account Required: ☐ Yes ☐ No

    2. Course title/code: _____

        This application is: ☐ approved ☐ not approved, reasons: _____

        Remarks (if any): _____

        Name and Signature: _____

        Department/Unit/Programme: _____

        Date: _____

        Moodle Account Required: ☐ Yes ☐ No

    3. Course title/code: _____

        This application is: ☐ approved ☐ not approved, reasons: _____

        Remarks (if any): _____

        Name and Signature: _____

        Department/Unit/Programme: _____

        Date: _____

        Moodle Account Required: ☐ Yes ☐ No

(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)*

Ver. Oct 2023

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

Name in English (in block letters; please use the name as stated in your HKID card)

Surname: _____

Given Names: _____

Name in Chinese: _____   Title: Dr./Mr./Miss/Mrs./Ms. *

C.C. Code in HKID: _____   Sex: Male/Female *

Date of Birth : _____   HKID No.: _____ ( )
(dd / mm / yyyy)

Student Visa No.: _____   Mainland ID/Passport No.^*: _____

Place of Birth: _____   Place of Legal Nationality (祖籍) #: _____

Place of Legal Right of Permanent Residence (戶籍) #: _____

Correspondence Address: _____

_____

_____

Tel. No.: _____   _____   _____
(Office)   (Mobile)   (Home)

Fax No.: _____

Email Address: _____

Emergency Contact Person: _____   Tel. No.: _____

Home Institution: _____

Department: _____

Field of Study: _____

Supervisor(s): _____

Student No.: _____   Degree Programme Currently Enrolled in: PhD/MPhil *

Year of Study: _____   Mode of Study: Full-time/Part-time *

Please delete as appropriate.

 # The item should be completed if your Place of Origin is the People's Republic of China.

^The item should be completed if you would like to enroll in course(s)/subject(s) offered by the Hong Kong Polytechnic University or the Hong Kong University of Science and Technology or The Chinese University of Hong Kong.

II. Courses/Subjects Applied For

Academic Year: _____   Semester/Term: _____

Ref No.	Course/Subject Offering Institution	Course/Subject Code	Course/Subject Title
1			
2			

[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 my application may be delayed or may not be considered if the data submitted are incomplete. I also 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: _____

IV. Endorsement of Applicant's Home Institution

☐ Endorse *   ☐ Do not endorse *

Remarks (if any): _____

_____

_____

Signature: _____

Name: _____

Office: _____

Date: _____

(Official stamp of responsible office of home institution)

* *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 <u>all research involving human subjects must obtain human ethics approval</u> 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 involves human subjects.

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

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 Sub-Committee on Research Ethics and Safety of Research Committee (RC). 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/School of Interdisciplinary Studies Management Board (SISMB)/Board of Graduate Studies (BGS) for consideration and, if necessary, further to the RC's Sub-Committee on Research Ethics and Safety. In case the Supervisor(s) wish(es) to refer the application to the RPSC concerned/SISMB/BGS, please forward the application together with a copy of the research proposal to the Secretary of the RPSC concerned/SISMB/BGS 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 following questions should be taken into consideration:

- 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?

LINGNAN UNIVERSITY

**Application for Ethical Review of a
Research Project Involving Human Participants
by an MPhil/PhD Student**

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]

Yes	No	
☐	☐	- danger or physical harm
☐	☐	- pain
☐	☐	- stress
☐	☐	- fatigue or other form of physical discomfort
☐	☐	- noxious stimulation
☐	☐	- emotional distress or other form of psychological discomfort
☐	☐	- invasion of privacy
☐	☐	- deception
☐	☐	- criminal or civil liability

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

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/School of Interdisciplinary Studies Management Board (SISMB)/Board of Graduate Studies (BGS)[#] and, if necessary, further to the Sub-Committee on Research Ethics and Safety of Research Committee for consideration.

delete as appropriate

_____   _____
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.)

Ver. Sep 2023

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: <u>Full-time / Part-time</u>*

* delete as appropriate

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

   No. of <u>formal</u> meetings
   (i.e. pre-scheduled meetings): _____   Total hours of meetings: _____

   No. of <u>informal</u> 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)/The School of Interdisciplinary Studies Management Board (SISMB)/The Board of Graduate Studies (BGS) have/has 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/SISMB/BGS and, if

   necessary, further to the Sub-Committee on Research Ethics and Safety of Research

   Committee for consideration.

Signature of Supervisor: _____   Name: _____

Department/Unit: _____   Date: _____

Section II: Comments/Endorsement of Head of Department/Unit

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/Unit: _____   Name: _____

Department/Unit: _____   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?

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

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 (with also details on your mode of participation, i.e. face-to-face or online)?

    (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/Unit 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)/School of Interdisciplinary Studies Management Board (SISMB)/Board of Graduate Studies (BGS) 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 (with also details on your mode of participation, i.e. face-to-face or online).

Date	Organiser	Title/Theme	Country	Your Role in the Seminar

Signature of student: _____   Date: _____

Ver. Sep 2023

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 <u>at the latest</u>. 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 <u>as early as possible</u> in order to allow some time for the students to make amendments to the theses after the examinations and the Panels of Examiners (PoEs) to confirm whether the amendments made are satisfactory. Degrees are conferred at the annual Congregation or by the President as Chairman of the Senate before the annual Congregation, with 3 dates for degree conferment have been set by the Registry, i.e. 31 March, 31 August and 15 November. If students wish to have a higher chance of being conferred the degree by the last degree conferment exercise of the calendar year concerned, i.e. November, the revised theses, confirmed by the Supervisors that amendments required by the PoEs have been made, should be submitted to the School of Graduate Studies (GS) by early September to allow ample time for the PoEs' consideration and confirmation of satisfaction to the revised theses.

   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 in November and neither the GS nor the PoE is responsible to guarantee that a student is conferred the degree award at any one particular degree conferment exercise.** 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/units 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 PoE, etc.

![Lingnan University 嶺南大學 香港 Hong Kong]

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. 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.
4. 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: <u>Chinese/English</u>*

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: _____

Name in block letters: _____ 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.)

* Please delete as appropriate   Notice.doc Ver. Sep 2023

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.)

/lc/per_rep.doc.pg23

Lingnan 嶺 南 大 學
University 香港 Hong Kong

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):

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

   ☐ 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)   <u>for PhD examination only</u>, 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. If a different timeline from the normal timeline is recommended to the candidate for making revisions, justifications should be provided.** (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: _____

Thesis Assessment Report

[Individual examiners (except the Panel Chairman) please complete this report form <u>within one</u> <u>week</u> 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):

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

☐ 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) <u>for PhD examination only</u>, 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.)

Lingnan 嶺 南 大 學
University 香港 Hong Kong

Thesis Assessment Report Form for the MPhil/PhD Programme in Business

[Individual examiners (except the Panel Chairman) please complete this report form <u>within one week</u> 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.

Not demonstrated	Demonstrated to a small extent	Demonstrated to a moderate extent	Demonstrated to a large extent	Fully demonstrated

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.*

Not demonstrated	Demonstrated to a small extent	Demonstrated to a moderate extent	Demonstrated to a large extent	Fully demonstrated

Comments:

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

Not demonstrated	Demonstrated to a small extent	Demonstrated to a moderate extent	Demonstrated to a large extent	Fully demonstrated

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.

Not demonstrated	Demonstrated to a small extent	Demonstrated to a moderate extent	Demonstrated to a large extent	Fully demonstrated

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.

Not demonstrated	Demonstrated to a small extent	Demonstrated to a moderate extent	Demonstrated to a large extent	Fully demonstrated

Comments:

(f)   (for PhD programme in Business)The extent to which the student has demonstrated a personal integration of a field of specialized knowledge.

Not demonstrated	Demonstrated to a small extent	Demonstrated to a moderate extent	Demonstrated to a large extent	Fully demonstrated

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.

Not demonstrated	Demonstrated to a small extent	Demonstrated to a moderate extent	Demonstrated to a large extent	Fully demonstrated

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.)

HKPFS(MA)6 (electronic form)

RESEARCH GRANTS COUNCIL
Hong Kong PhD Fellowship Scheme
Graduate Report Form

Sections A and B of this report should be completed and duly signed by the graduate who has received a fellowship under the Hong Kong PhD Fellowship Scheme. Sections C and D should be completed and duly signed by the graduate's supervisor, and staff of graduate school/research office at senior level respectively.

[Jump to Section A]   [Jump to Section B]   [Jump to Section C]   [Jump to Section D]

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 <u>within one month</u> 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):

Course Code	Course Title	Grade

(2b) Semester GPA and Cumulative GPA in the years of PhD study (if any):

Year of study / Semester	Semester GPA	Cumulative GPA
1st year / Semester 1		
1st year / Semester 2		
2nd year / Semester 1		
2nd year / Semester 2		
3rd year / Semester 1		
3rd year / Semester 2		
4th year / Semester 1		
4th year / Semester 2		
5th year / Semester 1		
5th year / Semester 2		
6th year / Semester 1		
6th year / Semester 2		

(3)   Publication / Paper(s) presented in the years of PhD study:

Total number of publications / papers presented : [_____]   Details: ^{Note 3}

Title:	
Venue (Please specify the name of journal):	
Status:	<<please select>>
Graduate's role:	<<please select>>
URL (if applicable):	
No. of Citations:	

Title:	
Venue (Please specify the name of journal):	
Status:	<<please select>>
Graduate's role:	<<please select>>
URL (if applicable):	
No. of Citations:	

Title:	
Venue (Please specify the name of journal):	
Status:	<<please select>>
Graduate's role:	<<please select>>
URL (if applicable):	
No. of Citations:	

Title:	
Venue (Please specify the name of journal):	
Status:	<<please select>>
Graduate's role:	<<please select>>
URL (if applicable):	
No. of Citations:	

Title:	
Venue (Please specify the name of journal):	
Status:	<<please select>>
Graduate's role:	<<please select>>
URL (if applicable):	
No. of Citations:	

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

(4) Research related activities (e.g. conferences) participated in the years of PhD study: [Note 4]

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]	

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$13,300 for 2020-21, $13,500 for 2021-22 and $13,600 for 2022-23 for 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: _____

LINGNAN UNIVERSITY
Graduate Report Form for HKPFS Awardees

Additional Evaluation for Section C: Assessment on the Graduate's Performance (to be completed by the Chief Supervisor in consultation with the Co-supervisor(s))

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

① - Not demonstrated	② - Demonstrated to a small extent	③ - Demonstrated to a moderate extent	④ - Demonstrated to a large extent	⑤ - Fully demonstrated

(a)   *The extent to which the student has demonstrated the possession of relevant skills to be leading discipline specialist.*   ① ② ③ ④ ⑤

(b)   *The extent to which the student has demonstrated the possession of relevant skills to contribute to original research.*   ① ② ③ ④ ⑤

(c)   *The extent to which the student has demonstrated the ability to be analytical and academically rigorous in his/her application to his/her research area.*   ① ② ③ ④ ⑤

(d)   *The extent to which the student has demonstrated his/her having of in-depth awareness of personal, social and ethical responsibilities and its impact in his/her research fields.*   ① ② ③ ④ ⑤

The above assessment is conducted by:

Signature: _____

Name: _____

Date: _____

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.

Course Code	Course Title	Institution	Grade

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):

Related research output (if any)*:	

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.

① - Not demonstrated	② - Demonstrated to a small extent	③ - Demonstrated to a moderate extent	④ - Demonstrated to a large extent	⑤ - Fully demonstrated

   (a)   *The extent to which the student has demonstrated the possession of relevant skills to be leading discipline specialist.*   ①   ②   ③   ④   ⑤

   (b)   *The extent to which the student has demonstrated the possession of relevant skills to contribute to original research.*   ①   ②   ③   ④   ⑤

   (c)   *The extent to which the student has demonstrated the ability to be analytical and academically rigorous in his/her application to his/her research area.*   ①   ②   ③   ④   ⑤

   (d)   *The extent to which the student has demonstrated his/her having of in-depth awareness of personal, social and ethical responsibilities and its impact in his/her research fields.*   ①   ②   ③   ④   ⑤

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:**

Very poor					Satisfactory				Outstanding
1	2	3	4	5	6	7	8	9	10
○	○	○	○	○	○	○	○	○	○

The above assessment is conducted by:

Signature: _____

Name: _____

Date: _____

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

As Head of Department/Unit,

☐   I endorse the assessment of Supervisor as given above.

☐   I do <u>NOT</u> endorse the assessment of Supervisor as given above.

My comments are as follows:
(Please attach additional sheets where necessary.)

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.)

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)/relevant Board/Research and Postgraduate Studies Committee (RPSC) concerned/School of Interdisciplinary Studies Management Board (SISMB)/Board of Graduate Studies (BGS)/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/relevant Board and RPSC/SISMB/BGS 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 O), 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/Unit 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/SISMB/BGS and DB/relevant Board 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/relevant Board 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/relevant Board, the RPSC concerned/SISMB/BGS 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/SISMB/BGS.

   [Note: At DB/relevant Board/RPSC/SISMB/BGS/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 (for students admitted in September):

Procedures	Timeframe
Student submits application	By mid-April
Supervisor(s) make(s) recommendation	By late April
Candidate presents the seminar	By April

[Note: The candidate is required to present in a seminar the proposed PhD research proposal and at the same time defends his/her MPhil topic.]

DB/relevant Board considers the application	Mid-May
RPSC concerned/SISMB/BGS considers the DB/relevant Board's recommendation	Late May
PSC considers the recommendation from the RPSC concerned/SISMB/BGS	Early June

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 also provide information on supervisory changes, if applicable. [please use separate sheet(s) where necessary].

Signature of (Chief) Supervisor: _____ Name: _____

Department/Unit: _____ Date: _____

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

The Department Board/relevant Board for the unit, after deliberation, endorsed/did not endorse* the application, together with the supervisory arrangements (if applicable).

Comments/remarks

Signature of
Head of Department/Unit: _____ Name: _____

Date: _____

Section E: Endorsement of Research and Postgraduate Studies Committee (RPSC)/ School of Interdisciplinary Studies Management Board (SISMB)/Board of Graduate Studies (BGS) (to be completed by Chairperson of RPSC/SISMB/BGS)

The RPSC/SISMB/BGS, after deliberation, endorsed/did not endorse* the application, together with the supervisory arrangements (if applicable).

Comments/remarks

Signature of
Chairperson of RPSC/SISMB/BGS: _____ 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.)

Lingnan 嶺 南 大 學
University 香港 Hong Kong

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/Unit: _____   Date: _____

* Please delete as appropriate.

Section D: Endorsement of Head of Department/Unit

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

Comments:

Signature of Head of Department/Unit: _____

Name in block letters: _____

Department/Unit: _____   Date: _____

* Please delete as appropriate.

(Remark: One student on study period extension will be counted as 0.5 place which will, if applicable, be deducted from the number of UGC-funded research postgraduate student places for new recruits for the department concerned in the allocation 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

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

2. An unofficially withdrawn student will not be issued any official documents of the University and will not be re-admitted unless they have completed the making-up of official withdrawal procedures.

3. Application for making-up of official withdrawal is <u>NOT</u> applicable to students who are unofficially withdrawn from the University unless they have settled the outstanding payment or items.

4. The application fee for making-up official withdrawal is HK$90 and HK$165 for students who are unofficially withdrawn for less than 1 year and for more than 1 year respectively.

5. **For applications received after the end of the Term, the assessment results of the Term concerned will be retained and shown on the transcript.**

6. Approval will be granted only after proper clearance by the units listed in Part 2. **Students should complete Part 1, then bring this form to the offices listed in Part 2 and obtain signatures/official chop of confirmation, and then return this duly completed and signed form to** the Registry (for UG programmes)/Programme Office concerned (for TPg programmes)/School of Graduate Studies (GS) (for RPg programmes). RPg students are encouraged to consult their Programme Directors/Heads of Departments and Supervisors before submission.

7. **Students should clear outstanding matters before submission of the form:-**
   (a) Settle all outstanding tuition and/or other fees with the Finance Office
   (b) Return hostel keys/parking permits/outstanding items/fines, if any, to the Campus Support Office, Office of Campus Development and Management
   (c) Clear/settle all outstanding items/loans/fines with the ITSC and Library
   (d) Clear all outstanding matters with your Programme Office concerned
   (e) Return LU Card for students to the Registry (for UG programmes)/Programme Office concerned (for TPg programmes) School of Graduate Studies (for RPg programmes)

   The University may withhold the application to a student who has unpaid accounts or unreturned materials on loan due to the University, or who has not met any other obligations due to the University.

8. The withdrawal/making-up of official withdrawal effective date will be the date on which Registry (for UG programmes)/Programme Office concerned (for TPg programmes)/GS (for RPg programmes) receives the duly completed and signed form from the applicant.

9. For non-local students, upon confirmation of withdrawal of studies, the Registry (for UG programmes)/Programme Office concerned (for TPg programmes)/GS (for RPg programmes) will notify the Immigration Department. They must observe the Immigration Policy concerning the maximum allowable period of stay in Hong Kong. For details, please contact the Immigration Department directly.

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 HKDSE results.*

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

_____

_____   _____
Student's Signature   **Date**

For Student Aged Under 18:
Name of Parent/Guardian* in BLOCK Letters: _____ HKID Card/Passport* No.: _____
Signature of Parent/Guardian*: _____ **Date:** _____
delete where appropriate

PART 2

Clearance by Departments/Units concerned*	Confirmed/Approved (by signing below with official chop)	
	Signature & Unit Chop	**Date**
1. Office of Student Affairs		
2. Finance Office		
3. Campus Support Office, Office of Campus Development and Management		
4. Information Technology Services Centre (ITSC)		
5. Library		
6. Programme Office concerned		
7. Registry (for UG programmes); or Programme Office (for TPg programmes); or School of Graduate Studies (for RPg programmes)		

*   a)   Settle all outstanding tuition and/or other fees with the Finance Office
         b)   Return hostel keys/parking permits/outstanding items/fines, if any, to the Campus Support Office, Office of Campus Development and Management
         c)   Clear/settle all outstanding items/loans/fines with the ITSC and Library
         d)   Clear all outstanding matters with your Programme Office concerned
         e)   Return LU Card for students to the:-
               Registry (for UG programmes); or
               Programme Office (for TPg programmes); or
               School of Graduate Studies (for RPg programmes)

Personal Information Collection Statement:

1.   The purpose of collecting personal data by means of this form is to process this application only.
2.   In order to serve the specified purpose(s), the personal data collected may be transferred to other units within the University for necessary actions, where applicable. All information provided will be destroyed in one year.
3.   Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point (b).
4.   Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, your application cannot be processed.
5.   Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
6.   As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests for access to personal data, please contact the Data Protection Officer at DPO@LN.edu.hk. For requests to correct/update personal data, please contact the Registry for UG programmes (registry@LN.edu.hk)/Programme Office concerned for TPg programmes/School of Graduate Studies for RPg programmes (sgs@LN.edu.hk).

Copy : ( ) The Applicant ( ) Librarian ( ) Director of Finance
          ( ) Director of Student Affairs
          ( ) The Head of Department/Programme Director/Associate Dean (if applicable)

| **Internal Use** |
| Student's record updated |
| by : _____ |
| on : _____ |
| ☐ Notify Immigration Department (for non-local students only) |

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

Recommended works : 1. Campbell, W.G., S.V. Ballou and C. Slade, *Form and Style: Theses, Reports, Term Papers*, latest edition, Boston, Houghton Mifflin Company.

                       2. Turabian, Kate L., *A Manual for Writers of Term Papers, Theses, and Dissertations,* latest edition, The University of Chicago Press.

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 name, 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.
List of Tables	:	A sample is shown in Appendix 7.

List of Figures	:	A sample is shown in <u>Appendix 8</u>.
Acknowledgement	:	A sample is shown in <u>Appendix 9</u>.
Introduction	:	A sample is shown in <u>Appendix 10</u>.
Literature Review	:	A sample is shown in <u>Appendix 11</u>.
Placement of diagrams	:	Whenever practicable, tables, diagrams, maps, illustrations, computer printouts, photographs, and published papers, etc. 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 12.

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

Margin shall be 50mm

Important notes:

1. The font type and font size used on this "Front Cover" for illustration purpose are "Times New Roman" and "11" respectively.
Please make sure the font type and font size you used on this page are the same as those used for the other parts of the thesis for consistency.

2. If another font type is used, please make sure to double check the font size fits the "word size" requirement as specified in "Part II - Format of Theses" of the Guidebook for Research Postgraduate students.

3. To achieve the margins required for this "Front Cover", please make sure the values of the "margins" in the MS Word file are set as below:
Top: 5cm;
Bottom: 2.5cm;
Left: 4.0cm; and
Right: 2.5cm.

For the setting of margins for other parts of the thesis, please refer to the requirements for each part.

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

} 50 mm

WONG CHI KEUNG PETER

MPHIL

} 25 mm

LINGNAN UNIVERSITY

} 25 mm

20XX

Margin shall be 25mm

1

封面樣本
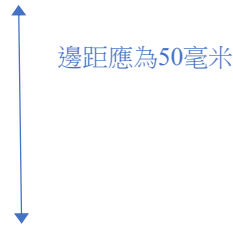
不同社會保障制度對工作態度的影響

Important notes:

1. The font type and font size used on this "Front Cover" for illustration purpose are "MingLiU 新細明體 " and "12" respectively.
Please make sure the font type and font size you used on this page are the same as those used for the other parts of the thesis for consistency.

2. If another font type is used, please make sure to double check the font size fits the "word size" requirement as specified in "Part II - Format of Theses" of the Guidebook for Research Postgraduate students.

3. To achieve the margins required for this "Front Cover", please make sure the values of the "margins" in the MS Word file are set as below:
Top: 5cm;
Bottom: 2.5cm;
Left: 4.0cm; and
Right: 2.5cm.

For the setting of margins for other parts of the thesis, please refer to the requirements for each part.

} 50毫米

王志強

哲學碩士

} 25毫米

嶺南大學

} 25毫米

二零XX年
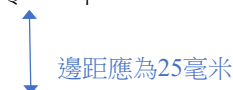
Margin shall be 50mm

A COMPARATIVE STUDY OF

CITIZENS' WORK ATTITUDES

UNDER DIFFERENT SOCIAL SECURITY SYSTEMS

} x mm

by
WONG Chi Keung Peter
王志強

} x mm

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

} 25 mm

Lingnan University

} 25 mm

20XX

Margin shall be 25mm

1

邊距應為50毫米

不同社會保障制度對工作態度的影響

} x毫米

王志強

} x毫米

此論文為社會學哲學碩士學位課程之部分要求

} 25毫米

嶺南大學

} 25毫米

二零XX年

邊距應為25毫米

2

A Sample Abstract   Appendix 3

Margin shall be 25mm

ABSTRACT

[double space]

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

[double space]

by

[double space]

WONG Chi Keung Peter

[double space]

Master of Philosophy

[triple space]

Margin at the
binding edge shall
be 40 mm

Beginning of the text of the abstract ...   *[single space]*

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.

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The text of the abstract shall be single-spaced throughout.

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論文撮要

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不同社會保障制度對工作態度的影響

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王志強

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哲學碩士

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撮要內容……

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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.

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The text of the abstract shall be single-spaced throughout.

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DECLARATION

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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.

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Signature of student
(WONG Chi Keung Peter)
Date of submission of bound thesis

原著聲明書樣本

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       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。

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學生簽名

(王志強)
遞交裝釘論文日期

A Sample Approval Sheet

CERTIFICATE OF APPROVAL OF THESIS

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A COMPARATIVE STUDY OF

CITIZENS' WORK ATTITUDES

UNDER DIFFERENT SOCIAL SECURITY SYSTEMS

by

WONG Chi Keung Peter

Master of Philosophy

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Panel of Examiners :

___signature___ (Chairman)
(Prof. CHAN Tai Man)

___signature___ (External Member)
(Dr LO Mei Mei Amy)

___signature___ (Internal Member)
(Prof. ZHANG Yujiang)

___signature___ (Internal Member)
(Prof. PARKER Tom)

Chief Supervisor :

Prof. ZHANG Yujiang

Co-supervisor :

Prof. CHUNG Wai Man

Approved for the Senate :

___Signature___
(Prof. MOK Ka Ho Joshua)
Chairman, Postgraduate Studies Committee

___Date___

Important notes:

1. The font type and font size used on this "Approval Sheet" for illustration purpose are "Times New Roman" and "11" respectively.
   Please make sure the font type and font size you used on this page are the same as those used for the other parts of the thesis for consistency.

2. If another font type is used, please make sure to double check the font size fits the "word size" requirement as specified in "Part II - Format of Theses" of the Guidebook for Research Postgraduate students.

3. To achieve the margins required for this "Approval Sheet", please make sure the values of the "margins" in the MS Word file are set as below:
   Top: 2.5cm;
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For the setting of margins for other parts of the thesis, please refer to the requirements for each part.

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畢業論文核准頁

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

釘裝邊緣的邊距應為40毫米

論文審查委員會:

簽名　　　　　　　　(主席)
(陳大文教授)

簽名　　　　　　　　(校外考試委員)
(張子健教授)

簽名　　　　　　　　(校內考試委員)
(王美美教授)

簽名　　　　　　　　(校內考試委員)
(何小敏教授)

導師:

王美美教授

副導師:

李玉玲教授

Important notes:

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簽名
(莫家豪教授)
研究生課程委員會主席

日期

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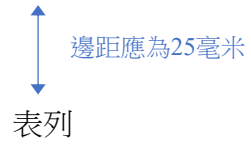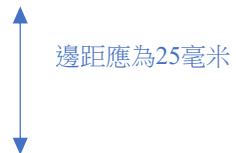
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A Sample Introduction

1. INTRODUCTION

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. The font type and font size used in this "Main text" for illustration purpose are "Times New Roman" and "11" respectively.

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**.

1. 導論

Word size: If the thesis is presented in Chinese, the size of the characters shall be between 3 and 4 mm. The font type and font size used in this "Main text" for illustration purpose are "MingLiU（新細明體）" and "12" respectively.

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.

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2. LITERATURE REVIEW

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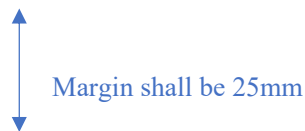
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A COMPARATIVE STUDY OF CITIZENS' WORK ATTITUDES UNDER
DIFFERENT SOCIAL SECURITY SYSTEMS - WONG CHI KEUNG PETER

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不同社會保障制度對工作態度的影響—王志強

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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 full or partial Postgraduate Studentship during his/her normal study period. The full monthly stipend for 2023-24 is: HK$18,270 for an MPhil student and HK$18,530 for a PhD student before confirmation of candidature (HK$18,890 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 2023-24 is HK$27,600.

   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 on the GS website (https://ln.edu.hk/sgs/related-guidelines-on-pgs-fellowship-award) 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 Council (RGC), 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 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$13,800 per year (rate of 2023-24 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)/Financial Assistance Available for Research Postgraduate Students

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

1. HKSAR Government Scholarship Fund – Reaching Out Award (ROA)
   - for meritorious full-time students to participate in learning, internship or service programmes, as well as national, regional and international events and competitions that are conducted outside Hong Kong and organised/endorsed by the University
   - apply through the Office of Student Affairs (OSA)

2. HKSAR Government Scholarship Fund – Talent Development Scholarship (TDS)
   - for students who have demonstrated achievements or talent in non-academic areas: (a) Sports and games; (b) Music and performing arts; (c) Culture, arts and design; or (d) Innovation, science and technology
   - apply through the OSA

3. 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 OSA

Please refer to OSA website (http://www.ln.edu.hk/osa/scholarships/prizes) for details.

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

   Please refer to the ORKT website (https://www.ln.edu.hk/orkt/research-funds/internal-grants/conferences-and-visits) for details.

5. 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 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/pscsg/index.html) 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 2023-24, the annual tuition fees for Research Postgraduate (RPg) students are as follows:

	Tuition Fee (HK$)	
	Full-time	Part-time
UGC-funded students	42,100	N/A
Self-financed students	84,200*	56,134

    Some collaborative programmes may charge a higher rate, which is subject to review on an academic yearly-basis. Please refer to individual programme pages on GS website for more information.

    PhD Fellowships or Postgraduate Studentships

    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 4 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. For any student failing to do so, his/her application for any official documents from the University, such as transcripts, testimonials, etc., will not be processed.

    Local Full-time UGC-funded Students

    Starting from 2018-19, the HKSAR Government provides tuition waivers for all eligible local full-time students enrolled in UGC-funded RPg programmes under the scheme of Tuition Waiver for Local Research Postgraduate Students, during their normative study period.

    To avoid double benefits, eligible RPg students whose tuition fees are fully

waived by any other schemes are not qualified for the tuition waiver scheme of the HKSAR Government. If the tuition fees are only partially waived, the RPg students are still qualified to enjoy tuition waiver for the remaining tuition amounts.

Scholarships, awards or stipends not aimed for covering tuition fees will not affect the tuition waiver for students.

For details concerning the Scheme, please visit https://www.ugc.edu.hk/eng/rgc/funding_opport/tws.html.

Students who continue their studies beyond their normative 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 may 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 working 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 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 Affairs and approved by the Director of

Finance, 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/osa/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.   Transcript Fee

A fee of HK$70, inclusive of postage, 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.

Note on Fee Payment for Current Students:

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 Finance Office will send email notifications to students once the fee notes are available online. Students without "auto-deduction" arrangement should settle their fees via any one of the available payment methods.

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) supervisory arrangements;
   e) study progress;
   f) examination;
   g) graduation;
   h) Postgraduate Studentships/PhD Fellowship awards;
   i) financial support for conferences/field trips/research-related activities; and
   j) secretarial support for the Board of Graduate Studies (BGS) and 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 a required course, viz. "RWTS510 Academic Writing and Research Methodology across Disciplines" (formerly known as "RWTS510 Academic Writing and Social Statistics Workshops") in every Term 1, and 3 elective courses, namely "RWTS610 Advanced Statistics and Data Analytics", "RMEH510 Postgraduate Studies Seminar Series on Research Methodological Issues" and "RMEH610 Developing Research with Impact in the Social Sciences" in every Term 2 *(actual offering of the elective courses is subject to student demand)*, to enhance research postgraduate students' learning. The elective courses are also offered to students of sister institutions via the Cross-Institutional Course Enrolment Scheme.

   To enrich student learning experience and to promote the development of Graduate Attributes of Lingnan's RPg students (in terms of scholarly and original, critical and analytical researcher, and personally and socially responsible researcher), the GS has charted the Learning Enhancement Activities Plan (LEAP) for RPg students. The list of activities can be referred to GS webpage (https://ln.edu.hk/sgs/leap).

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

3. Information Technology Services Centre (ITSC) (https://www.ln.edu.hk/itsc)
The ITSC is committed to developing enabling solutions and leveraging cutting-edge technology to transform and modernise the academic support and administrative systems, solutions, applications, and platforms and to operate them on a robust, secure and high-performance network and communication infrastructure to create a technology-enabling environment to support for students' pursuit of academic excellence. The priorities of ITSC are:

- Support for students' learning: to provide all the standard computing facilities including desktop PCs for RPg students with the latest configurations and webcams for hybrid and online classes, presentations and conferences, University-approved research software, audio-visual and multimedia services, online and hybrid teaching support, provision of e-learning platforms and tools, and training workshops to equip students with advanced computing skills.
- Building of an advanced network and database infrastructure: to provide Internet and Wi-Fi access for campus and hostels, IoT (Internet of Things) support, identity and smart card access control, campus IP Phone system, private cloud, high performance computing environment, central server hosting, and information systems security.
- Enterprise-wide application development: to provide application development support for all the mission-critical systems of the University to support a wide-range of academic and administrative services operations; website development support; and institutional data analysis, and data repository systems and business intelligence system to support informed decision-making of the University.

All the key IT services are available in *myLingnanPortal* (https://www.ln.edu.hk/intranet.htm). More information is available (https://www.ln.edu.hk/itsc).

4. Library (https://www.library.ln.edu.hk)
The Fong Sum Wood University Library (the "Library") offers a wide range of services to postgraduates for their learning and research at the University.

a) Library Resources
Students can find a variety of learning resources including but not limited to books, journal articles and e-resources at the Library as well as accessing other local and overseas partner university libraries through the Library's website:

i. 1-Search – A one-stop interface to search for and seamlessly access to the Library's subscribed and in-house digital resources including databases, e-journals, full-text articles, e-books, books, new arrivals, print journals, AV resources, videos, examination database, theses & dissertations, course reserves, course readings, Lingnan staff publications, Lingnan archives, as well as other free articles and open access materials provided by publishers and database aggregators (https://www.library.ln.edu.hk/en/collection/explore/1-search);

ii. E-resources (https://www.library.ln.edu.hk/en/collection/eresources) – The Library has subscribed to millions of e-books, journals and databases. A full list of the Library's

subscribed databases is available (https://julac-network.primo.exlibrisgroup.com/discovery/dbsearch?vid=852JULAC_LUN:LINGNAN&lang=en). Other e-resources can be checked from the Library website;

iii. Hong Kong Academic Library Link (HKALL) and Partners – A platform embedded in 1-Search to allow users to search and initiate request for books/chapters/journal articles in physical or digital format from local and overseas partner university libraries (https://www.library.ln.edu.hk/en/use/otherlib/hkall);

iv. Joint University Librarians Advisory Committee (JULAC) Library Card – A card for students to physically access and checkout items from the other 7 UGC-funded university libraries (https://www.library.ln.edu.hk/en/use/otherlib/julac);

v. Purchase Recommendation – Students are welcome to make recommendations to the Library for books, journals and other resources purchase and subscriptions via the online form (https://www.library.ln.edu.hk/en/collection/build/recommend) or email the request to the Library Collection Development Team (libcoll@ln.edu.hk);

vi. Postgraduate Lounge – Located on the M/F of the Library, the area is fitted with comfortable seating and furniture to provide a separate and cozy space for postgraduates for personal study or immersive research (https://www.library.ln.edu.hk/en/space/place/study/pglounge); and

vii. Postgraduate Research Carrels – A total of 14 Postgraduate Research Carrels are designated to meet the research needs of postgraduate students. Eligible users (Research Postgraduates, Taught Postgraduates, and Staff) can book the carrels via the Rooms / Facilities Booking System. The facilities would be available overnight during the Examination period (https://www.library.ln.edu.hk/en/space/place/research-carrels).

b) Library Workshops
  i. Orientation Workshop – An introductory workshop to assist postgraduates to learn about the services and facilities in the Library (https://www.library.ln.edu.hk/en/learn/orientation);

  ii. Research Skills Workshops – A well-structured series of workshops (https://www.library.ln.edu.hk/en/learn/workshop) jointly organised with the GS to support postgraduates throughout the research lifecycle. Students will learn practical tips on academic publishing and research process, including research title framing, researcher identity, strategic publishing, and understanding research impact. Students can always view the recorded sessions at (https://www.library.ln.edu.hk/en/learn/workshop/previous).

  Topics of the workshops include:
  - Framing an Impressive Research Title
  - Establish your Researcher Identity with ORCID
  - Author Rights, Open Access & Creative Commons License
  - Getting Published – About Academic Publishing
  - Build your Research Profile @ Lingnan Scholars

iii. Information Literacy Workshops – Workshops targeting all students to enhance their abilities in using library resources and research competence; and

iv. Tailor-made Workshops – Tailor-made workshops for groups of 10 or more students on a specific topic are available upon request. Applications should be submitted online 14 days in advance (https://www.library.ln.edu.hk/en/learn/workshop/request) of the requested workshop.

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/en/research/plan/consultation). Prior appointment is required; and

ii. Open Researcher & Contributor ID (ORCID) @ Lingnan Registration Service – A tool to support Lingnan research postgraduate students in registering an unique and persistent research identity, and connect research outputs between Lingnan Scholars (https://scholars.ln.edu.hk) and ORCID record (https://www.library.ln.edu.hk/en/research/publish/orcid).

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 global audiences (https://commons.ln.edu.hk);

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/); and

iii. Featured Publications of Lingnan Researchers – An online site highlights Lingnan staff's and postgraduates' latest scholarly achievement, and enhance their impact and visibility (https://www.library.ln.edu.hk/en/research/disseminate/staffpub).

5. Teaching and Learning Centre (TLC) (https://www.ln.edu.hk/tlc)
The TLC co-organises a half-day Development Workshop jointly with the Office of Student Affairs (OSA) 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.

TLC also provides training to students who need to engage in teaching activities through the Supporting Learning and Teaching @ Lingnan (SLT@LU) programme. The programme has been designed to meet the professional needs of Lingnan staff and postgraduate students who have teaching and supporting learning responsibilities. The programme aims to provide a firm foundation in educational principles and practice in the context and tradition of liberal arts education. There is a strong focus in the programme on equipping participants to design quality learning sessions. It is a prerequisite of joining the programme that you are engaged in teaching and/or supporting learning as part of your role.

TLC also supports students learning via an array of teaching and learning related resources (https://www.ln.edu.hk/tlc/support-for-students) such as:
- An Online Tutorial on Plagiarism Awareness
  (https://www.ln.edu.hk//tlc/support-for-students/avoiding-plagiarism/);
- The MOODLE Training for Students
  (https://www.ln.edu.hk//tlc/support-for-students/moodle-training-for-students/);
- The Mahara ePortfolio system
  (https://www.ln.edu.hk/tlc/support-for-students/iportfolio);
- The Course Teaching and Learning Enhancement and Evaluation Surveys (https://www.ln.edu.hk/tlc/tlc-areas-of-focus/learning-analytics/mid-term-course-teaching-and-learning-enhancement - Course Enhancement Survey; https://www.ln.edu.hk/itsc/services/learning-and-teaching-services/ctle – Course Evaluation Survey); and
- Resources related to Student Learning effectively via Real-Time Online Learning including the use of video conferencing software such as ZOOM and Panopto (https://www.ln.edu.hk/itsc/services/learning-and-teaching-services/zoom - ZOOM; https://www.ln.edu.hk/itsc/services/learning-and-teaching-services/online-video-platform-panopto - Panopto).

6. Office of Global Education (OGE) (https://www.ln.edu.hk/oge)
The OGE supports students' application for the Research Postgraduate Scholarships for Overseas Research Visits (https://www.ln.edu.hk/oge/outgoing_stu/Research_Postgraduate_Scholarship.php). Applications will usually be invited once a year in February/March.

B. Campus Life and Student Services

1. Office of Student Affairs (OSA) (https://www.ln.edu.hk/osa/)
The OSA 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, some specific floors in the Jockey Club New Halls are primarily designated for postgraduate students. Postgraduate students could also indicate their choices of other hostels and room types. 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 OSA 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/osa/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 the Chinese New Year Carnival, Thanksgiving Celebrations, Sports Day, etc. Details will be announced by email and on website (https://www.ln.edu.hk/osa).

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 Information Services Management Board (ISMB) and the Campus Life and Student Services Committee (CLSSC). 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, Late Reading Room and computer rooms for overnight access, Postgraduate Lounge, 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 booths with sockets and LAN ports
b. SEKG02 - air-conditioned room within SEKGO2 with an express printing workstation, open for 24 hours
c. MB202 - air-conditioned computer laboratory with printing services, open from 9:00am to 5:00pm every day including public holidays.
d. LCH206A and LCH213 - air-conditioned computer laboratories with printing services, open from 9:00am to 11:00pm every day including public holidays.

2. ITSC Service Counter
The ITSC Service Counter, located at MB402, provides one-stop assistance for IT and Multimedia/AV services for all Lingnan users.

3. 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 Office of Campus Development and Management for ventilation during the hours with no air-conditioning. 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 half-yearly. Please contact the Campus Support Office if support is required.

D. Communication Channel(s)

Staff-Student Consultation Committee meeting is held at least once a year 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, faculty/school or department/unit representatives, and staff members from teaching and learning supporting units are invited to attend the meeting.

Students are also encouraged to contact staff in their Departments/Units or the liaison officers of the GS for issues related to MPhil/PhD academic studies, e.g. student progression/examination. For other issues, students may contact relevant units, e.g. OSA for campus life, hostel and student services support, Library for resources on books, journals and research databases, and ITSC for IT support.

E. Contacts of University Units/Campus Facilities

Unit	Location	Tel	Email	Website
Security Control	ADG04, G/F, Wong Administration Building	Hotline: 2616 8705 Emergency: 2616 8000 (24 Hours)	-	-
Information Technology Services Centre	MB402, Patrick Lee Wan Keung Academic Building	Hotline: 2616 7995	itsc@LN.edu.hk	www.LN.edu.hk/itsc
Campus Support Office	G/F, Indoor Sports Complex	Hotline: 2616 7134	ocdmcs@LN.edu.hk	-
Library	1-3/F, Patrick Lee Wan Keung Academic Building	2616 8586 (WhatsApp/ Signal is available)	library@LN.edu.hk	www.library.LN.edu.hk
Finance Office	AD105, 1/F, Wong Administration Building	2616 8888	foadmin@LN.edu.hk	www.LN.edu.hk/fo

Unit	Location	Tel	Email	Website
Office of Campus Development and Management	LCH210, 2/F, Lau Chung Him Building	2616 8867	ocdm@LN.edu,hk	www.ln.edu.hk/ocdm
Office of Global Education	AD208/1, 2/F, Wong Administration Building	2616 8990	oge@LN.edu.hk	www.LN.edu.hk/oge
Registry	ADG08, G/F, Wong Administration Building	2616 8750	registry@LN.edu.hk	www.LN.edu.hk/reg
School of Graduate Studies	UG03, Lau Chung Him Building	2616 8720	sgs@LN.edu.hk	www.LN.edu.hk/sgs
Office of Student Affairs	G/F, Dorothy Y.L Wong Building	2616 7309	osa@LN.edu.hk	www.LN.edu.hk/osa
Office of Student Affairs (counselling services)	LYH318, LLYH Amenities Building	2616 7024	counsel@LN.edu.hk	www.LN.edu.hk/osa/counselling

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 their learning and research at Lingnan (Appendix iii). The one-stop spot is accessible via the GS webpage (https://www.ln.edu.hk/sgs/learning-hub).

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 5 other members.

7. **Election of Executive Committee**

   Apart from the only candidate from the School of Interdisciplinary Studies (SIS) who will be automatically elected, each of the Faculties[1] and the School of Graduate Studies (GS) 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.

(Updated and approved by the ExCom of the RPS Circle in September 2023 for taking effect from AY2023-24)

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[1] There are 3 Faculties: Arts, Business, and Social Sciences.

Structure of the RPS Circle Representation

Representation Levels:

I. Department/Unit Level:

  1 research postgraduate student observer in the Department Board (DB) or board/committee of relevant unit (UB), if any.

II. Faculty/School 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), 1 representative for the School of Interdisciplinary Studies (SIS) (consisting of the Science Unit) and 2 representatives for the School of Graduate Studies (GS) (consisting of the GS and research centres or units not under the three faculties or SIS). These 9 representatives form the executive committee (ExCom) 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 (if applicable) in each faculty/school will serve on the Research and Postgraduate Studies Committee (RPSC) (one committee in each of the three faculties) or the SIS Management Board (SISMB) or the Board of Graduate Studies (BGS).

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 Information Services Management Board (ISMB).

  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:
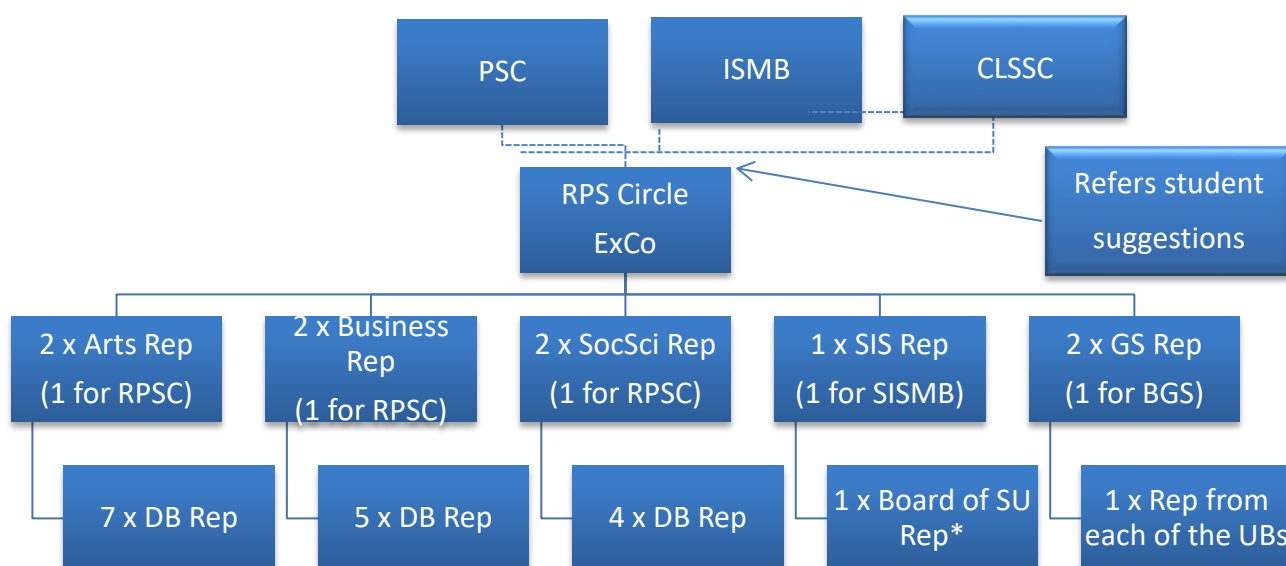
*pending confirmation of the Board of SU

Duties of Representatives:

I. Department Board (DB) or board/committee of relevant unit (UB):
   A. An observer/student representative of the DB/UB meeting. The role is to propose suggestions to the DB/UB or to reply to suggestions made by the DB/UB 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/unit.
   C. Around 2 hours per meeting; 5-6 meetings per year; the representative will attend to matters relating to students only. The department/unit 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) or School of Interdisciplinary Studies Management Board (SISMB) or Board of Graduate Studies (BGS) – 1 in each faculty, the SIS and the GS
   A. The RPSC/SISMB/BGS needs to report to the PSC for all issues regarding admission, studentship, progression and graduation, and appointment of supervisors in all departments/units of the faculty/school concerned (for BGS, it includes all relevant units affiliated to the GS). The RPSC/SISMB/BGS will discuss these issues and the recommendations/decision will be forwarded to the PSC for approval.
   B. The RPSC/SISMB/BGS further assesses project proposals, makes recommendations for funding, organises faculty's/school's research seminars and workshops and publishes faculty's/school'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 a Chairperson, 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. Dean of School of Interdisciplinary Studies (SIS) (or his/her representative);
      f. Faculty Deans (or their representatives);
      g. Director of Teaching and Learning;
      h. Registrar;
      i. Chairperson or an elected member of each of the RPSCs;
      j. Chairman of the Lingnan University Research Postgraduate Students' Circle (RPS Circle);
      k. One taught postgraduate student on a rotational basis for each academic year as coordinated by the GS;
      l. One RPg student observer (on a rotational basis for each meeting as coordinated by the Executive Committee of the RPS Circle); and
      m. 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 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. Information Services Management Board (ISMB)
A. The ISMB consists of a Chairman, 14 members, 4 observers and a Secretary:
   a. Chairman (currently Vice-President Prof. Mok Ka-ho, Joshua);
   b. Director of Finance;
   c. Chief Information Officer and Librarian;
   d. Director of Teaching and Learning Centre;
   e. Director of Office of Research and Knowledge Transfer;
   f. One academic staff member to be appointed by the Chairman from each of the three faculties;
   g. One academic staff member to be appointed by the Chairman from each of the two Schools;
   h. Director of Lingnan Institute of Further Education or his/her representative;
   i. One representative of Research Postgraduate students;
   j. One representative of Taught Postgraduate (TPg) students;
   k. One student representative of Undergraduate students;
   l. One student representative of Sub-degree students;
   m. Four observers, including Associate Directors of the Information Technology Services Centre and Associate Librarian; and
   n. Secretary.
B. The ISMB makes policy recommendations on the strategic development and advancement of University information services as related to teaching, learning, research and administration; To co-ordinate and review the effectiveness of provision of information services in support for teaching, learning, research and administration in the light of University strategic directions and priorities; To allocate funds provided by the University for operations in the Information Technology Services Centre and the Library for the benefits of all departments and programmes; To recommend a consolidated annual information services budget pertaining to IT infrastructure

and the provision of information services in support of teaching, learning, research and administration; To inform the University of copyright and other intellectual property rights matters; To facilitate new trends and informed usage of information services at the university level for teaching, learning, research and administration; To deal with any other matters relating to information services and IT projects as related to the University's development.

C. Around 2 hours per meeting; 2 meetings per year. The ISMB is ideally attended by the selected representative of the RPS Circle.

V. Campus Life and Student Services Committee (CLSSC)
A. The CLSSC consists of a Chairman, 12 members and a Secretary:
a. Chairman (currently Associate Vice-President (Student Affairs);
b. Director of Campus Development and Management or his/her nominee;
c. Registrar or his/her nominee;
d. Director of Student Affairs;
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 Lingnan University Postgraduate Student Association;
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 at least once a year. Executive Committee of the RPS Circle and faculty/school or department/unit representatives are invited to attend the meeting.

Process of Raising Issues (Diagram):

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                 ┌─────────────────┐                    ┌──────────┐
                 │  Department/    │────────────────────│    LN    │
                 │  Unit Staff     │                    └──────────┘
                 └─────────────────┘
                                        ┌─────────────────┐        ┌──────────┐
┌──────────┐                            │  Department/    │────────│    LN    │
│ Students │                            │  Unit Staff     │        └──────────┘
└──────────┘                            └─────────────────┘
                                        ┌─────────────────┐        ┌──────────┐
                                        │  Academic:      │        │ LN--PSC  │
                 ┌─────────────────┐    │  Faculty/School │────────└──────────┘
                 │  Department/    │    │  Rep            │
                 │  Unit Rep       │────│  RPSC/SISMB/    │
                 └─────────────────┘    │  BGS            │
                                        └─────────────────┘
                                        ┌─────────────────┐        ┌──────────┐
                                        │  IT & Lib:      │        │ LN--ISMB │
                                        │  Faculty/School │────────└──────────┘
                                        │  Rep            │
                                        └─────────────────┘
                                        ┌─────────────────┐        ┌──────────┐
                                        │  OSA:           │        │ LN--CLSSC│
                                        │  Faculty/School │────────└──────────┘
                                        │  Rep            │
                                        └─────────────────┘
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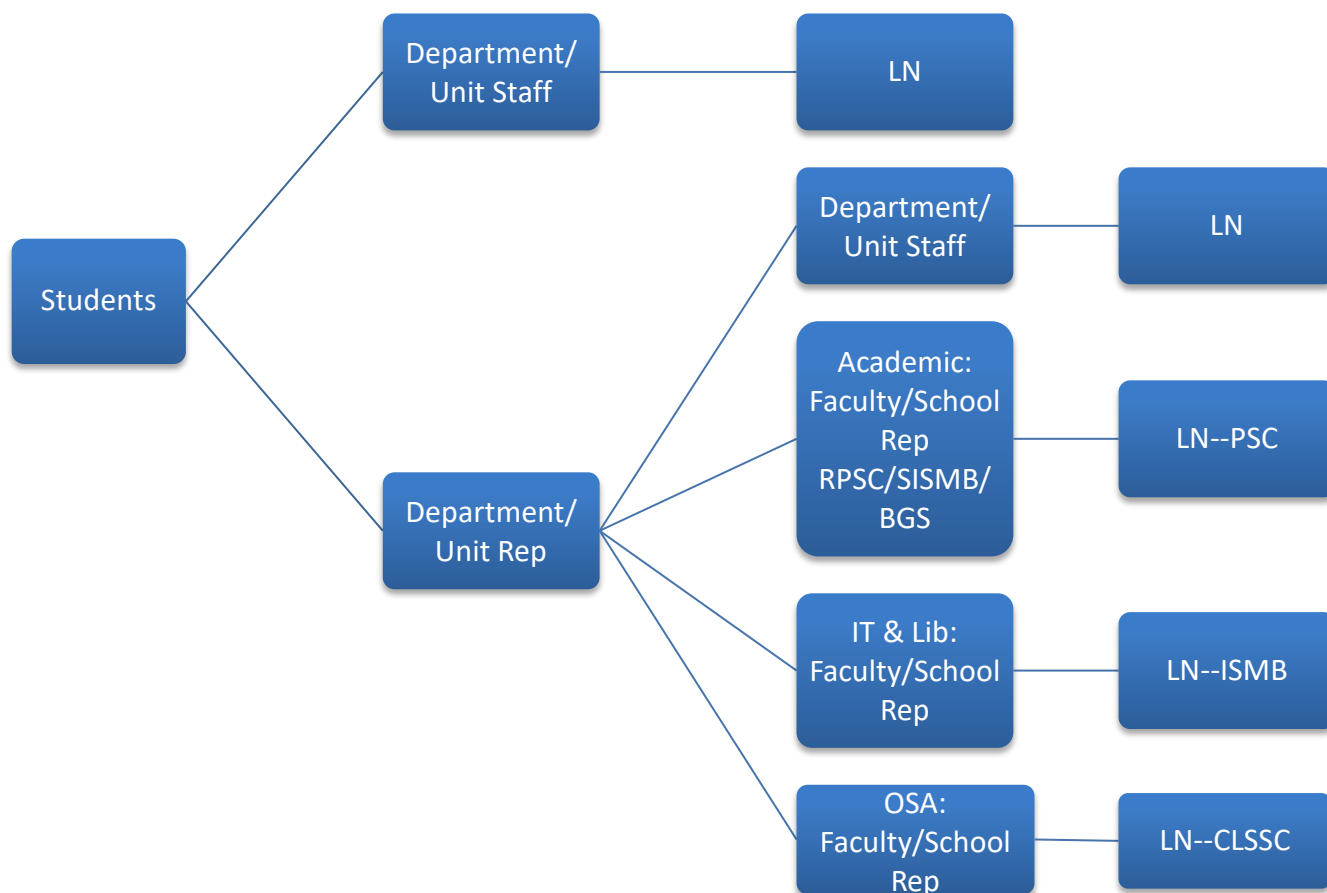
* When encountering any problems, each of the research postgraduates may directly contact his/her department/unit or the office in charge such as the GS for issues related to MPhil/PhD studies (e.g. student progression/examination), the Office of Student Affairs (OSA) for health or hostel problems, the 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/school level or the university level for further discussions.

(Updated and approved by the ExCom of the RPS Circle in September 2023 for taking effect from AY2023-24)

Postgraduate Studies Research and Learning Hub

(https://www.ln.edu.hk/sgs/learning-hub/research-postgraduates-rpg)

Lingnan 嶺南大學 University 香港 Hong Kong | SCHOOL OF GRADUATE STUDIES 研究生院 | Liberal Arts Education • Transformation For Life 博 雅 教 育 成 就 一 生

Lingnan Home >   Postgraduate Studies Research & Learning Hub >   Research Postgraduates (RPG) >

🎓 Academic / Learning Support

Access to Other Local University Libraries	Borrowing Services of the Library ⌄
Cross-institutional Course Enrollment Scheme among UGC-funded universities	E-Resources available at the University Library ⌄
	Guidebook for Research Postgraduate Students
Integrated Learning Programme (ILP) for Postgraduate Studies	Supporting Learning and Teaching @ Lingnan (SLT@LU)
Make Recommendations for Library to Purchase Learning Resources	Mid-term Course Teaching and Learning Enhancement
	Moodle Training Materials
Teaching and Learning Portal	Orientations by Different University Departments and Units ⌄
Library Workshops and Seminars	Term-end Course Teaching and Evaluation (CTLE)
Blended Learning Policy and Guidelines: Learning and Teaching in a Digital Age	

Basic Information & Personal Development

Career Advising & Leadership Development ⌄	Counselling Services
	Graduate Placement and Internship ⌄
Health Services	Internship Programmes for Students
Innovation & Entrepreneurship Workshops	Lingnan High-Flyers Programme
	Mentoring Programmes ⌄

Research Support

Half-Day Development Workshop ⌄	Research Development Workshops offered by Library
Student Research Enhancement Scheme (SRES)	Research Consultation Service by Librarians
	Research Output Dissemination ⌄
Research Software such as SPSS, STATA ⌄	Seminars & Conferences
	Training Workshops on IT Skills

Global Exchange and Learning Programmes

Asia Pacific Higher Education Research Partnership (APHERP) Research Consortium for Higher Education

International Postgraduate Summer School

Strategic Partnership for Enhancing Postgraduate Studies and Research Collaboration

IT Services

MyLingnan Portal – One-stop Portal for All IT Services

Off-Campus Access to Library Online Resources

Printing Services in Computer Labs and Library ˅

VPN for "Lingnan Access Only" Services

Webmail for Students ˅

Wi-Fi Access

Study Space in the University Library and Computer Labs

Study Rooms

24-hour Computer Labs and Others

Writing Support

Academic Writing and Research Methodology across Disciplines

Avoiding Plagiarism

Academic Writing Workshops

Scholarships & Funding Opportunities

Research Postgraduate Conference / Field Trip Sponsorships

Hong Kong PhD Fellowships Scheme (HKPFS)

Postgraduate Studentships (PGSs)

Postgraduate Students Conference / Seminar Grants

Research Postgraduate Scholarships for Overseas Research Visits

Serving as Teaching Assistants

Sir Edward Youde Memorial Fellowships and Scholarships

Sino-British Fellowship Trust

Scholarships / Prizes Administered by University / Faculty / Departments

Campus Life

Geopark Visit

Community Services

Sports and Cultural Activities

Student Amenities

Student Hostel Experiences

Student Societies

PART VI
Useful Information for Non-local MPhil/PhD Students

1. Laws in Hong Kong
   Non-local students studying in Hong Kong are required to comply with all Laws and Ordinances of Hong Kong. For details, please visit the websites "Government, Law & Order" (https://www.gov.hk/en/residents/government/political/index.htm) and "Hong Kong e-Legislation" (https://www.elegislation.gov.hk/).

2. 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 of the HKSAR 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/Units/ GS to provide a certifying letter.

3. Health and Insurance
   a) Student Medical and Student Dental Schemes
      The University provides full-time research postgraduate students medical and dental services. For details, please visit the relevant website of the Office of Student Affairs (OSA) (https://www.ln.edu.hk/osa/health/).

      As these medical schemes provide only basic medical 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) 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 students including local and non-local full-time and part-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 sufficient stock of medicine to cover the entire study period as some medicines 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.

4.   Hong Kong Identity Card and Student Octopus Card Application
a)   Hong Kong Identity Card
It is a legal requirement that residents need to carry their valid identification at all times. All non-local students permitted to stay in Hong Kong for more than 180 days must apply for a Hong Kong ID Card in person at the Immigration Department of the HKSAR within 30 days after their arrival. There is no application charge. The processing time for an identity card application is usually 7 working days.

Please visit the website of the Immigration Department of the HKSAR for application procedures at https://www.immd.gov.hk/eng/services/hkid/general_info.html. 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 card which is accepted all over Hong Kong. The card extends the convenience of travelling around Hong Kong as most forms of public transport accept it. Octopus Card payment is also widely accepted at convenience stores, fast-food outlets, supermarkets, self-service machines, leisure facilities, etc.. A student can make payments with his/her Octopus card on campus such as the student canteen, the Library and student hostel laundry services. The card can be bought at the customer services centers at any MTR station or convenience store at the airport or train stations in the city. (www.octopus.com.hk/home/en/index.html).

MTR concessionary fares are available to Personalised Octopus Cardholders (with student status) under the MTR Student Travel Scheme. Full-time students aged between 12 and 25 are eligible to apply for the Scheme. The application for

5. 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.

a) Opening a Bank Account
To open a local bank account, a student will normally need to complete and submit an application form to the bank 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 OSA
- 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.

As different banks may require different documents, students are advised to check directly with the bank concerned for details.

b) Credit Cards
Students may apply for a local credit card at a local bank in Hong Kong. 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
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.

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

Item	Approx. expenses per month (HK $7.8 = US $1):	
	(HKD)	(USD)
Meals on campus	HK $3,000-3,500	US $386-450
Entertainment	HK $500-1,000	US $64-129

Transportation (local)	HK $800-1,200	US $103-154
Miscellaneous	HK $500-1,000	US $64-129
Total	HK $4,800-6,700	US $617-862

7. Support for Research Postgraduate Students with Family Members Coming Along
Student hostels only provide accommodation for full-time students of the University. 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.

8. Living Safely in Hong Kong
Hong Kong is a relative safe city to live. Yet, everyone needs to stay vigilant and aware to ensure personal safety. From time to time, there are reported cases of different types of deception like phone and email scams; investment scams, etc. Students should take extra precaution when dealing with strangers or unfamiliar situations. Be wary of unsolicited phone calls, emails, or text messages that ask for your personal information like bank account details and password or money. By staying alert and informed, students can reduce the risk of falling victim to scams and deception and enjoy a safe and enjoyable stay in Hong Kong.

The Anti-Deception Coordination Centre set up by the Hong Kong Police Force (https://www.adcc.gov.hk/en-hk/home.html) provides useful information on anti-deception. Please visit the website or contact them for related enquiry or assistance.

9. 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

Organisation/ Services	Addresses/ Telephone Numbers
Dial-a-Weather	187 8200
Directory Enquiries (all listed residential and business phone numbers)	English – 1081 Cantonese – 1083 Putonghua – 1088
Emergency Services (police, fire, ambulance)	999
Anti-Deception Coordination Centre	18222
Hong Kong Tourism Board Visitors' Hotline	2508 1234

Immigration and Registration of Person – Tuen Mun Office (application for HK Identity card)	<u>Address</u> 3/F, Tuen Mun Siu Lun Government Complex, 19 Siu Lun Street, Tuen Mun (Light Rail Sam Shing Stop) Tel No. Tuen Mun Office: 2653 1035
Yuen Long Office (application for HK Identity card)	1/F., Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long (MTR Long Ping Station – Exit E) (Light Rail Hong Lok Road Station) <u>Tel No.</u> Yuen Long Office: 2475 4145 General Enquiries: 2824 6111 <u>Book appointment to apply for HK Identity card</u> - 24-hour telephone booking system: 2598 0888 - Online appointment booking: <u>www.gov.hk/en/residents/immigration/idcard/hkic/bookregidcard.htm</u>
Overseas IDD and Card phone enquiries	10010
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 Editing

   A candidate who requires editing service to improve the presentation for his/her thesis may approach the School of Graduate Studies (GS) to obtain the contact information of editor(s) who have the experience of editing RPg theses.   The contact information of editor(s) will be provided for reference on request only. Candidates can source others.

   The cost and time needed to edit a thesis vary from editor to editor. As a general reference, a thesis requires a total of 8 to 15 work hours. It takes around 2 weeks and costs around HK$380-600/hour.

2. 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

3. The Network of the Research Postgraduate Alumni and 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.

   In 2020, a Lingnan Postgraduate Alumni Association (LUPAA) was also established to connect postgraduate alumni and students. Research postgraduate students are encouraged to check out further details of LUPAA by following its account on social media, i.e. LUPAA 嶺 南 大 學 研 究 生 校 友 會 on Facebook, LUPAA.ALUMNI on instagram, 嶺 南 大 學 研 究 生 校 友 會 on Weibo.

Lingnan 嶺南大學
University 香港 Hong Kong

校園地圖　Campus Map

N
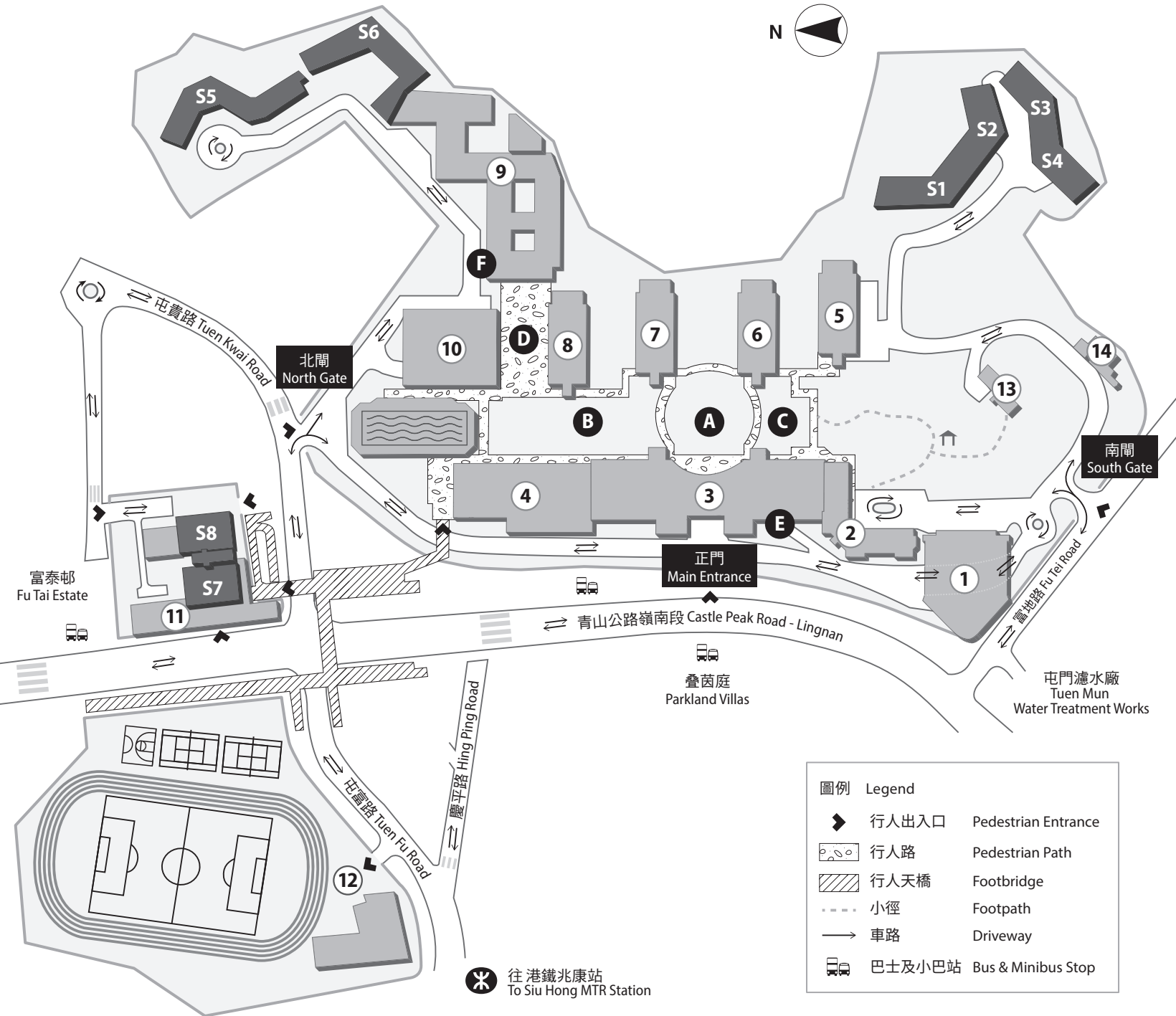
① 陳德泰大會堂　Chan Tak Tai Auditorium
② 黃氏行政大樓　Wong Administration Building **AD**
③ 李運強教學大樓　Patrick Lee Wan Keung Academic Building **MB**
　▪ 鄺森活圖書館　▪ Fong Sum Wood Library
④ 綜合運動大樓　Indoor Sports Complex
　▪ 田家炳游泳池　▪ Tin Ka Ping Swimming Pool
⑤ 何善衡樓　Ho Sin Hang Building **HSH**
⑥ 梁銶琚樓　Leung Kau Kui Building **LKK**
⑦ 林炳炎樓　B. Y. Lam Building **LBY**
⑧ 黃玉蘭樓　Dorothy Y. L. Wong Building **WYL**
⑨ 劉仲謙樓　Lau Chung Him Building **LCH**
⑩ 劉李婉嫻康樂樓　Lau Lee Yuen Haan Amenities Building **LYH**
⑪ 郭少明伉儷樓　Simon and Eleanor Kwok Building **SEK**
⑫ 潘蘇通運動場　Pan Sutong Sports Ground
　▪ 和富李宗德　▪ Wofoo Joseph Lee
　　學生活動中心　　Student Activity Centre
⑬ 校長寓所　President's Lodge
⑭ 訪客宿舍　Visitors' Quarters

Ⓐ 永安廣場　Wing On Plaza
Ⓑ 現代花園　Contemporary Garden
Ⓒ 余近卿紀念園及紀念亭　Yu Kan Hing Memorial Garden & Pavilion
Ⓓ 乾新坊（天幕）　Kin Sun Square (Skylight)
Ⓔ 地下停車場入口　Underground Car Park Entrance
Ⓕ 有蓋停車場入口　Covered Car Park Entrance

學生宿舍　Student Hostels

S1. 蒙民偉樓　William M. W. Mong Hall
　　東亞堂　The Bank of East Asia Hall
S2. 香港崇正總會樓　Tsung Tsin Association Hall
　　霍藻棉樓　Fok Cho Min Hall
S3. 忠信堂　Chung Shun Hall
　　逸民堂　Yee Min Hall
S4. 林護堂　Lam Woo Hall
S5. 賽馬會堂　The Jockey Club Hall
S6. 賽馬會博雅堂　The Jockey Club New Hall
S7. 黃浩川堂　Wong Hoo Chuen Hall
S8. 伍絜宜堂　Wu Jieh Yee Hall

屯貴路 Tuen Kwai Road
北閘 North Gate
南閘 South Gate
富泰邨 Fu Tai Estate
富地路 Fu Tei Road
青山公路嶺南段 Castle Peak Road - Lingnan
叠茵庭 Parkland Villas
屯門濾水廠 Tuen Mun Water Treatment Works
麗平路 Hing Ping Road
屯富路 Tuen Fu Road
正門 Main Entrance

往 港鐵兆康站 To Siu Hong MTR Station

圖例　Legend

◆ 行人出入口　Pedestrian Entrance
行人路　Pedestrian Path
行人天橋　Footbridge
小徑　Footpath
→ 車路　Driveway
🚌 巴士及小巴站　Bus & Minibus Stop

Part VIII
Regulations and Guidelines related to Research Postgraduate Students

Regulations Governing Research Postgraduate Studies (https://www.ln.edu.hk//sgs/_content/media/Regulations_Governing_Research_Postgraduate_Studies.pdf)	
Regulations Governing the Format of Theses (https://www.ln.edu.hk/sgs/_content/media/Academic_Regulations_and_Guidelines/Regulations_Governing_the_Format_of_Theses.pdf)	
Regulations Governing University Examinations and Course Work (https://www.ln.edu.hk/f/upload/57867/arue21.pdf)	
Regulations Governing Discipline of Students (https://www.ln.edu.hk/f/upload/57868/rgds21.pdf)	

Regulations Governing Visiting and Auditing Students (https://www.ln.edu.hk//sgs/_content/media/Regulations%20Governing%20Visiting%20and%20Auditing%20Students.pdf)	
Terms and Conditions of Postgraduate Studentships (https://www.ln.edu.hk//sgs/_content/media/rpg-financial-support/pgss.pdf)	
Terms and Conditions of Hong Kong PhD Fellowship Scheme (https://www.ln.edu.hk//sgs/_content/media/rpg-financial-support/hkpfs_tc.pdf)	
Guidelines and Procedures for the Research Postgraduate Student Conference/Field Trip Sponsorships (http://www.ln.edu.hk//sgs/_content/media/rpg-financial-support/rpscftsguide.pdf)	
Guidelines and Procedures for the Research Postgraduate Scholarships for Overseas Research Visits (http://www.ln.edu.hk//sgs/_content/media/rpg-financial-support/rsorvguide.pdf)	

Guidelines on Marking by Research Postgraduate Students Serving as Teaching Assistants (https://www.ln.edu.hk/sgs/_content/media/Guidelines_on_Marking_by_RPg_Students_Serving_as_Teaching_Assistants.pdf)	
Guidelines for Learning (English version/Chinese version) (https://www.ln.edu.hk//sgs/_content/media/Guidelines_for_Learning (English).pdf)	
(https://www.ln.edu.hk//sgs/_content/media/Guidelines_for_Learning (Chinese).pdf)	
Blended Learning Policy and Guidelines: Learning and Teaching in a Digital Age (https://www.ln.edu.hk/main/aqa/pdf/blpg.pdf?page=14)	
Policy on Research, Knowledge Transfer and Intellectual Property (https://ln.edu.hk/sgs/_content/media/policy_on_research_knowledge_transfer_and_intellectual_property.pdf)	

Bad Weather Arrangements for Classes/Activities and Examinations

(https://www.ln.edu.hk/sgs/docs/exam_arr.php)