

**THE EDUCATION UNIVERSITY OF HONG KONG  
RESEARCH POSTGRADUATE PROGRAMMES –  
DOCTOR OF PHILOSOPHY & MASTER OF PHILOSOPHY**

**Frequently Asked Questions (FAQs) – For Current Students**

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## **Section 1 – About the Programme**

**a) *Is there any recommended study flow for my study in the Research Postgraduate (RPg) programmes?***

Recommended study flow for RPg students are available at the website of the Graduate School

([https://www.eduhk.hk/gradsch/?morerequest=sso&RelayState=/gradsch/resource/RPg/Guidelines/Flowchart%20of%20RPg\\_202105.pdf](https://www.eduhk.hk/gradsch/?morerequest=sso&RelayState=/gradsch/resource/RPg/Guidelines/Flowchart%20of%20RPg_202105.pdf))

**b) *How long will it take to complete the Research Postgraduate programmes?***

Completion of a PhD degree normally requires 3-4 years of full-time study; completion of a MPhil degree normally requires 2 years of full-time study.

**c) *Where can I find the information on the core courses?***

Information on core courses is available at the website of the Graduate School (<https://www.eduhk.hk/gradsch/index.php/current-students/research-postgraduate-programmes-rpg.html#qx-section-ld2ft> → *Course Information*).

**d) *Who to contact if I have enquiries about the Research Postgraduate programmes?***

For enquiries about the Research Postgraduate programmes, please contact the Graduate School with the following details:

Email	:	<a href="mailto:rpg@eduhk.hk">rpg@eduhk.hk</a>
Website	:	<a href="http://www.eduhk.hk/gradsch/">http://www.eduhk.hk/gradsch/</a>
In-person	:	Graduate School Office Room B4-G/F-02 The Education University of Hong Kong 10 Lo Ping Road, Tai Po, New Territories, Hong Kong
Office Hours	:	(Monday – Friday) 8:30am – 5:20pm (Saturdays, Sundays & Public Holidays) Closed

## **Section 2 – Course Registration and other Course-related Issues**

### ***a) Do I have to do online course registration?***

Research Postgraduate (RPg) students do not have to do course registration through the online system.

#### For Core Courses:

As RPg students have to complete all the core courses during their first year of study, the core courses will be pre-registered for them. Students will be informed of the course details via email or they may view the course(s) that are pre-registered for them through their personal timetable.

#### For Courses offered in the Doctor of Education (EdD) Programme:

If students would like to take courses offered in the EdD programme after consulting their supervisors, please inform the Graduate School by sending an email to [rpg@eduhk.hk](mailto:rpg@eduhk.hk) with details of the courses that students plan to take before the semester starts.

### ***b) How can I view my personal timetable?***

The personal timetable can be accessed through the following path:

*Login The Portal (<http://portal.eduhk.hk>) → e-SiS → Student Services → Personal Timetable*

### ***c) How to access the Moodle?***

Students can access to Moodle by logging in at <https://moodle.eduhk.hk>.

### ***d) How can I check my course grades?***

All released course grades will be posted in the “Grade Enquiry” page on The Portal. Students can view their assessment results after the Grade Release Date by going through the following path:

*Login The Portal (<http://portal.eduhk.hk>) → Teaching & Learning → Grade Enquiry → Select the corresponding Programme and Academic Term*

Students may print an unofficial transcript via The Portal, or may apply, using the relevant application form, for an official copy of transcript via Registry for HK\$50 per copy (<https://www.eduhk.hk/re/modules/content/item.php?itemid=19>).

**e) What should I do if I disagree with a course grade after the announcement of the assessment results approved by Board of Examiners?**

Please refer to Section 8.2 “Review of Course Grade” of the General Academic Regulations for Taught Postgraduate Programmes (GAR).

GAR for 2013/14 Cohort and Before:

[https://www.eduhk.hk/gradsch/?morequest=sso&RelayState=/gradsch/resource/regulation/GAR\\_for\\_TPg\\_Programmes\\_201314\\_before.pdf](https://www.eduhk.hk/gradsch/?morequest=sso&RelayState=/gradsch/resource/regulation/GAR_for_TPg_Programmes_201314_before.pdf)

GAR for 2014/15 Cohort and Thereafter:

[https://www.eduhk.hk/gradsch/?morequest=sso&RelayState=/gradsch/resource/regulation/GAR\\_for\\_TPg\\_Programmes\\_201415\\_thereafter.pdf](https://www.eduhk.hk/gradsch/?morequest=sso&RelayState=/gradsch/resource/regulation/GAR_for_TPg_Programmes_201415_thereafter.pdf)

GAR for 2020/21 Cohort and Thereafter:

[https://www.eduhk.hk/gradsch/?morequest=sso&RelayState=/gradsch/resource/regulation/GAR\\_for\\_TPg\\_Programmes\\_202021\\_thereafter.pdf](https://www.eduhk.hk/gradsch/?morequest=sso&RelayState=/gradsch/resource/regulation/GAR_for_TPg_Programmes_202021_thereafter.pdf)

**f) What are the arrangements of classes when Typhoon or Black Rainstorm Warning Signal is hoisted?**

Please refer to Chapter 15 “Class/Examination Arrangements during Bad Weather of the EdUHK Student Handbook at [www.eduhk.hk/reg/student\\_handbook/](http://www.eduhk.hk/reg/student_handbook/) for the arrangement of the University.

**g) Who to contact if I have enquiries about course registration?**

For enquiries about course registration, please contact the Graduate School with the following details:

Email	:	<a href="mailto:rpg@eduhk.hk">rpg@eduhk.hk</a>
Website	:	<a href="http://www.eduhk.hk/gradsch/">http://www.eduhk.hk/gradsch/</a>
In-person	:	Graduate School Office Room B4-G/F-02 The Education University of Hong Kong 10 Lo Ping Road, Tai Po, New Territories, Hong Kong
Office Hours	:	(Monday – Friday) 8:30am – 5:20pm (Saturdays, Sundays & Public Holidays) Closed

### **Section 3 – Cross-institutional Course/Subject Enrolment Scheme**

***a) Can I enrol in courses offered by other UGC-funded universities?***

Yes. Research postgraduate (RPg) students are eligible to apply for enrolment in the courses listed for the Cross-institutional Course/Subject Enrolment Scheme. This collaboration scheme is established between eight UGC-funded institutions in Hong Kong to enhance the opportunities for postgraduate students to access research postgraduate courses and expertise at other universities.

The participating institutions include:

- The Chinese University of Hong Kong
- City University of Hong Kong
- Hong Kong Baptist University
- The Education University of Hong Kong
- The Hong Kong Polytechnic University
- The Hong Kong University of Science and Technology
- Lingnan University
- The University of Hong Kong

Waivers of tuition fees will be granted to eligible students.

***b) How to apply through the Cross-institutional Course/Subject Enrolment Scheme?***

Please refer to the “*Guidelines to Cross-institutional Course/Subject Enrolment Scheme for Research Postgraduate Students*” for details.

The guidelines, application form and approval form are available at the website of the Graduate School

(<https://www.eduhk.hk/gradsch/index.php/current-students/research-postgraduate-programmes-rpg.html#qx-section-ld2ft> → *Cross-institutional Courses*)

***c) How can I check my course grades for the Cross-institutional Course/Subject Enrolment Scheme?***

Grades will be given to students with an official transcript issued by the host institution at the end of the course(s).

## **Section 4 – Research Proposal and Qualifying Presentation**

***a) When should I submit my research proposal for Qualifying Presentation?***

RPg students are required to present their thesis proposal at the Qualifying Presentation within half of their normal study period after being admitted to the programme.

***b) What is the format of Thesis Proposal?***

Students can refer to the RPg Thesis Proposal Form which can be downloaded from the website of the Graduate School

(<https://www.eduhk.hk/gradsch/index.php/current-students/research-postgraduate-programmes-rpg.html#qx-section-jnxtf> → Confirmation of Candidature → Forms).

***c) Who will be on the Qualifying Examination Panel?***

The Panel includes a Chairperson (i.e. RPg Programmes Director or nominee), Principal Supervisor, Associate Supervisor(s) and an Independent Assessor.

***d) What is the procedure for Ethical Review?***

Students can refer to the Brief Guidelines on Ethical Review at [https://www.eduhk.hk/human\\_hrec/view.php?secid=2551](https://www.eduhk.hk/human_hrec/view.php?secid=2551). For more details, please contact your supervisor or secretary of HREC at [hrec@eduhk.hk](mailto:hrec@eduhk.hk).

***e) How long will it take for the Qualifying Presentation to be arranged after submission of research proposal?***

The Qualifying Presentation normally takes 4 weeks to be arranged after submission of research proposal depending on the availability of the panel members.

***f) How long will be the Qualifying Presentation?***

The Qualifying Presentation usually takes one hour including the following sessions:

- (i) Student Presentation : 15-20 mins
- (ii) Q&A Session : 20-25 mins
- (iii) Closed-door Assessment : 10-15 mins

***g) How long would be given to student for doing the revision and rebuttal after the Qualifying Presentation?***

It depends on the decision of the Qualifying Presentation Panel.

**h) What should I include in the rebuttal?**

Students are required to provide responses to comments raised by the panel in the oral presentation. The rebuttal form can be downloaded from the website of the Graduate School

(<https://www.eduhk.hk/gradsch/index.php/current-students/research-postgraduate-programmes-rpg.html#qx-section-jnxtf> → Confirmation of Candidature → Forms).

**i) When will I know the result of the Qualifying Presentation?**

Students will be informed of the result from the Qualifying Examination Panel after the Closed-door Assessment of the oral presentation. For some special cases, the result may not be announced until the Panel is satisfied with the rebuttal.

After students have passed the Qualifying Presentation and fulfilled the coursework requirements, their PhD / MPhil candidature will then be confirmed by the Board of Graduate Studies (BGS) and students are required to sign an “Agreement of Candidature”. Details will be sent to the students via email after the BGS meeting.

**j) I am a MPhil student. Can I convert to the PhD programme?**

If MPhil students would like to convert to PhD programme, please refer to the “Flowchart of Conversion from MPhil to PhD” which can be downloaded from the website of Graduate School

(<https://www.eduhk.hk/gradsch/index.php/current-students/research-postgraduate-programmes-rpg.html#qx-section-jnxtf> → Confirmation of Candidature → Conversion from MPhil to PhD).

**k) Who to contact if I have further enquiries about the Qualifying Presentation?**

For enquiries about the Qualifying Presentation, please contact the Graduate School with the following details:

Email	:	<a href="mailto:rpg@eduhk.hk">rpg@eduhk.hk</a>
Website	:	<a href="http://www.eduhk.hk/gradsch/">www.eduhk.hk/gradsch/</a>
In-person	:	Graduate School Office Room B4-G/F-02 The Education University of Hong Kong 10 Lo Ping Road, Tai Po, New Territories, Hong Kong
Office Hours	:	(Monday – Friday) 8:30am – 5:20pm (Saturdays, Sundays & Public Holidays) Closed

## **Section 5 – Thesis Submission and tuition**

**a) *When should I submit the “Intention to Submit Thesis” form?***

Students are required to submit the “Intention to Submit Thesis” form to the Graduate School at least six weeks before the expected date of thesis submission. Students who wish to participate in the Congregation (normally held in November to December) should submit the completed form by the end of the 2nd week of March in that academic year.

**b) *Are there any guidelines or templates for thesis preparation?***

Students can refer to the “Thesis Submission Guideline” and “Sample Paper for Thesis” which can be downloaded from [Graduate School website](#).

**c) *Is there any timeline for thesis submission?***

If students would like to participate in the Congregation (normally held in November to December), please submit the thesis by early May. For more details, students may refer to the “*Timeline for Thesis Submission*” which can be found at the [Graduate School website](#) → *Guide to Thesis Submission*.

**d) *How long will the Examiners take to examine the thesis?***

The Thesis Examiners normally take about 6 – 8 weeks to assess the thesis.

**e) *Who will be responsible for the nomination of Thesis Examiners?***

The Principal Supervisor is responsible for the nomination of the Thesis Examiners.

**f) *What should I do before submitting the hard copies for examination?***

Please notify the Graduate School by sending email to [rpg@eduhk.hk](mailto:rpg@eduhk.hk) with a soft copy of thesis. The Graduate School will then upload your thesis to Turnitin for similarity checking.

Students are also required to complete the Thesis Submission Form and return the completed form to the Graduate School. The hard copies of thesis are required upon requested by thesis examiner(s). The Thesis Submission Form can be downloaded from the Graduate School website.

(<https://www.eduhk.hk/gradsch/index.php/current-students/research-postgraduate-programmes-rpg.html#qx-section-1h1rr> → *Guides to Thesis Submission* → *Forms*).



**g) How many copies should I submit for examination purpose?**

Two soft copies (one in Word format and one in PDF format) of thesis should be submitted to the Graduate School for examination purpose.

You may also refer to the “*Thesis Submission Guidelines*”, which can be found at the Graduate School website.

(<https://www.eduhk.hk/gradsch/index.php/current-students/research-postgraduate-programmes-rpg.html#qx-section-1h1rr> → *Guides to Thesis Submission* → *Forms*).

**h) Are there any specific requirements for thesis binding?**

The hard copies of thesis are required upon requested by thesis examiner(s). In that case, please note that students are responsible to bind the thesis and submit the bound copies to the Graduate School for examination purpose.

**i) When will the Viva Examination be scheduled after submission of Thesis?**

Normally, the Viva Examination will be arranged within 8 weeks after the submission of Thesis, subject to the availability of the Thesis Examination Panel.

**j) How long is the Viva Examination? How will the Viva Examination be conducted?**

The Viva Examination usually last for around 1.5 hours which includes the following 3 sessions:

- (i) Student Presentation : not more than 20 mins
- (ii) Q&A Session : 40-45 mins
- (iii) Closed-door Assessment : 15-20 mins

**k) How long would be given to student for doing the revision and rebuttal after the Viva Examination?**

It depends on the decision of the Thesis Examination Panel. Students will be informed after the Viva Examination.

**l) What should be included in the rebuttal?**

The following two parts are normally included in the rebuttal:

- Part I – for the response to comment raised by the Chairperson and Supervision Panel Members
- Part II – for the response to comments raised by External examiner(s) and Internal Examiner

The rebuttal form can be downloaded from the Graduate School website.  
(<https://www.eduhk.hk/gradsch/index.php/current-students/research-postgraduate-programmes-rpg.html#qx-section-1h1rr> → *Guides to Thesis Submission* → *Forms*).

***m) Do I need to submit the hard copies for the finalized thesis after my submission of revised thesis and rebuttal?***

NO hard copy of the Thesis is needed to be submitted to the University. However, one soft copy (in PDF format) of the approved thesis should be submitted to the Thesis Repository of the University Library. Students should read the submission guideline before submitting the thesis.

***n) After submission of the revised Thesis and rebuttal, when will I receive the Statement of Results?***

The Statement of Results (SoR) will be sent to students by the Registry after their graduation status has been approved by the Academic Board (AB). If students would like to get the SoR earlier, please send an email to the Graduate School at [rpg@eduhk.hk](mailto:rpg@eduhk.hk) after they have passed the Viva Examination.

***o) Who to contact if I have further enquiries about the submission of Thesis and Viva Examination?***

For enquiries about the submission of Thesis and Viva Examination, please contact the Graduate School with the following details:

Email	:	<a href="mailto:rpg@eduhk.hk">rpg@eduhk.hk</a>
Website	:	<a href="http://www.eduhk.hk/gradsch/">www.eduhk.hk/gradsch/</a>
In-person	:	Graduate School Office Room B4-G/F-02 The Education University of Hong Kong 10 Lo Ping Road, Tai Po, New Territories, Hong Kong
Office Hours	:	(Monday – Friday) 8:30am – 5:20pm (Saturdays, Sundays & Public Holidays) Closed

## **Section 6 – Tuition Fees**

### ***a) How and when will I know my tuition fee payment?***

Tuition fees are normally collected twice in an academic year, i.e., after the Add/Drop Period in each semester:

- 1st Semester – by the end of September
- 2nd Semester – by the end of January

An e-billing notice will be issued by Finance Office via e-mail. Students can view their consolidated outstanding institutional fees in The Portal by going through the following path:

*Login The Portal (<http://portal.eduhk.hk>) → e-SIS → Student Services → Student Account → Account Summary*

Should there be any log-in problems, please contact the IT Helpdesk of OCIO via email at [helpdesk.ocio@eduhk.hk](mailto:helpdesk.ocio@eduhk.hk).

### ***b) How to settle my tuition fee payment?***

Please refer to the Student Account Summary in The Portal for detailed payment methods.

*Login The Portal (<http://portal.eduhk.hk>) → e-SIS → Student Services → Student Account → Account Summary*

Should there be any enquiries regarding the billing and payment methods, please contact the Finance Office via email at [fees@eduhk.hk](mailto:fees@eduhk.hk).

### ***c) How can I obtain a payment proof of my tuition fees?***

Students can download and print the Tuition Fees Receipt online via The Portal:

*Login The Portal (<http://portal.eduhk.hk>) → Spaces → iServices → e-SIS → Student Services → Student Account → Account Summary → Tuition Fees Receipt*

The printed tuition fee receipt is a computer-generated document and no signature or official chop is required. If an official receipt is needed, please email to

[fees@eduhk.hk](mailto:fees@eduhk.hk). Please note that no receipt can be generated if you still carry an outstanding balance for the selected academic year. For more details, please contact our Finance Office.

***d) Will there be any charges for late tuition fees payment?***

Failure to settle the payment by the stipulated deadline without prior approval from the University will result in the following consequences:

- withholding the issue of academic documents
- de-activation of student cards
- suspension of access to the University's Library / other facilities / accommodation in the student hall
- termination of student status

These students will be treated as “UNOFFICIALLY WITHDRAWN” from the programme with immediate effect. They are required to pay an administration fee of HK\$300 for re-activating their student status in addition to the full settlement of overdue institutional fees. They are also required to re-apply for admission again if their student status has been terminated because of prolonged outstanding debts even they have settled their previous debts with the University thereafter.

***e) Do I have to pay for tuition fee if I need to extend my study beyond the normal study period?***

Students who are unable to complete their studies within the normal study period are required to apply for the extension of study period and have to pay for an extension fee to continue their study.

The extension fee of \$16,800 will be charged and would be billed in two installments. Billing will be stopped once the students have submitted their theses.

## **Section 7 – Financial Assistance**

### **(I) Research Postgraduate Studentship (RPGS)**

#### ***a) Am I eligible to apply for the RPGS?***

All full-time research students admitted to the RPg programmes are automatically considered for Research Postgraduate Studentship (RPGS) as a form of scholarship for students to study the programme.

#### ***b) Do I receive studentship throughout the whole period of my study?***

The award of studentship will not exceed the prescribed period of study, i.e. two academic years for MPhil students and three academic years for PhD students.

#### ***c) Can I do part-time jobs during my study of RPg programmes?***

RPGS holders are required to undertake teaching, research, and/or other support duties as prescribed by the Principal Supervisor after consultation with the Head of Department (HoD) / Faculty Dean (if Principal Supervisor is HoD) / Director of Research Centre, the duties assigned must bear educational benefits for the holder. The amount of duties shall not exceed, on average, 10 working hours per week in any full twelve-month period.

In addition to the prescribed required duties, a RPGS holder could take up employment offered by EdUHK for a maximum of a further 10 hours per week. Any such employment must be directly related to research and is subject to the prior endorsement of the Principal Supervisor and final approval of the Research Postgraduate Programmes (RPg) Director. Other forms of employment not mentioned above are not permitted and may result in termination or suspension of RPGS.

### **(II) Research Support**

#### ***a) Am I eligible to apply for research support?***

PhD and MPhil students who have passed the Qualifying Presentation are eligible to apply for the research support.

For students who have not attained their PhD/ MPhil candidature, up to 30% of the research support could be granted for the successful application.

***b) What is the maximum amount of funding for research support?***

Up to an amount of HKD\$10,000 per year (maximum 2 years for PhD candidate and 1 year for MPhil) will be provided to students. The remaining balance of the first year cannot be carried forward to the next year, unless with prior approval from the Dean of Graduate School.

**c) *What are the procedures to apply for research support?***

- i) Complete Part 1 and Part 2 of the Form – *Application for Research Support for Research Postgraduate Students* (which can be downloaded from the Graduate School [website](#)) before purchasing;
- ii) Seek for quotations of purchases (if any);
- iii) Complete Part 3 of the Form and return to the Graduate School within two weeks after the expenses are incurred, with all original receipts and quotations attached;
- iv) The approved amount of reimbursement will be directly deposited to student's bank account or in the form of cheque in due course.

**d) *How many quotations needed before purchasing?***

For purchase travelling products over HK\$5,000 (e.g. air ticket/ accommodation/ proof reading and any other expenses), please attach at least 2 quotations from University's appointed travel agencies. For more details, please refer to the [Guidelines for Research Support](#).

**e) *If I would like to hire non-local student helpers, how many numbers of hours can they work per week?***

For non-local students, the working hours per week must not exceed 17 hours.

**f) *Am I eligible to apply for the Postgraduate Students Publication Awards Scheme?***

Postgraduate Students Publication Awards Scheme aims to reward postgraduate students who produce quality research outputs in the form of journal articles. For more details, please refer to the section of "Postgraduate Students Publication Awards Scheme" at the Graduate School [website](#).

**(III) Conference, Workshop or Immersion Visit Support**

**a) *Am I eligible to apply for conference support?***

PhD and MPhil students are eligible to apply for the financial support on the conditions that:

- He/She has passed the Qualifying Presentation and confirmed the candidature;
- The application is supported by his/her principal supervisor;

- For conferences, student must present the conference paper (excluding poster presentation) and must be the first author and use EdUHK as their affiliation; and
- For conference/workshop/immersion visit, students must present major findings or/and observations at a workshop or a seminar organized by Graduate School (GS) or a faculty/department of EdUHK within the same academic year of attending conference/workshop/immersion visit.

**b) *What is the maximum amount of funding for Conference, Workshop or Immersion Visit Support?***

The financial support to RPg students includes the provision of up to \$11,000 for each candidate to attend international / national / local conferences or workshops as well as to have immersion visits to international / national / local research centres / departments / universities which are relevant to their research areas and directly related to their thesis.

**c) *What are the procedures to apply for the Conference, Workshop or Immersion Visit Support?***

- (i) Submit the following documents at least one month prior to the conference / workshop / immersion visit:
  - Completed Part 1 of the Form – *Application for Financial Support on Conference, Workshop or Immersion Visit Support for Research Postgraduate Students* which can be downloaded from the Graduate School [website](#) (*Financial Support for Research → Conference, Workshop or Immersion Visit Support*).
  - For Conferences
    - Full paper with title and abstract of paper to be submitted to a referred journal; and
    - confirmation of acceptance of the presentation by the conference organizer
  - For Workshops
    - Description of workshop (No. 5 of Part 1 in the application form)
  - For Immersion Visits
    - Detailed study plan of the visit (No.6 of Part 1 in the application form)
- (ii) Seek for quotations of travel products from University’s appointed travel agencies (if any);



- (iii) Complete Part 2 of the Form and return to the Graduate School together with all original receipts/invoices within one month after attending the conference / workshop / immersion visit. Students are also required to submit the following documents:

Submission of paper/report

- For Conference, students have to provide evidence that the manuscript has been submitted to a referred journal.
- For Workshop/Immersion Visit, students have to submit a report within one month after attending, specifying the concrete learning outcomes from the workshop/visit and how they contribute to their research capacity building. They also have to conduct a workshop or present a seminar within three months after attending on a topic related to the workshop/immersion visit.

***d) Are there any recommended travel agencies for purchasing the flight tickets and accommodations for the conferences/workshops/immersion visits overseas?***

There are appointed travel agencies by the University. Students may purchase the travel products from these travel agencies, or their own travel agents. The contact information of the appointed travel agencies can be downloaded from the [Guidelines for Conference Support](#) (*Annex II*).

Students are strongly recommended to seek for quotations from the appointed travel agencies before committing any purchases of travel products.

***e) Do I have to take the lowest economy class of ticket?***

Users should take the available lowest economy class of ticket, e.g. airfare with restriction such as fixed departure and return dates, with no mileage accrued. For this lowest economy class of tickets, airlines normally impose relatively expensive surcharge for changing of itinerary after the air ticket is issued, and users should bear the cost for changing itineraries for personal reasons.

**f) Who to contact if I have further enquiries about the financial assistance?**

For enquiries about the financial assistance to RPg students, please contact the Graduate School with the following details:

Email	:	<a href="mailto:rpg@eduhk.hk">rpg@eduhk.hk</a>
Website	:	<a href="http://www.eduhk.hk/gradsch/">www.eduhk.hk/gradsch/</a>
In-person	:	Graduate School Office Room B4-G/F-02 The Education University of Hong Kong 10 Lo Ping Road, Tai Po, New Territories, Hong Kong
Office Hours	:	(Mondays – Fridays) 8:30am – 5:20pm (Saturdays, Sundays & Public Holidays) Closed

## **Section 8 – Student Support**

***a) Are there any supports on enhancement of academic writing skills and research skills?***

Supports are provided to students for the enhancement of academic writing skills and research skills including the Academic Writing Workshops and Correct English Writing Programme provided by the Arthur Samy Language Learning Centre (ASLLC), statistical consultative services provided by Assessment Research Centre (ARC), and Postgraduate Conference and Summer School. Announcement will be sent out to students via email. Please refer to the Graduate School [website](#) for updated information.

***b) Are there any points to note before using the Statistical Consultative services?***

Please note that the consultant(s):

- does not provide services such as data cleaning and data analysis.
- does not offer telephone consulting or email consulting.
- does not provide assistance to graduate students who are working on homework, papers or projects for a class. Researchers need to sign on a consent form to confirm that the consulting project is neither homework nor paper/project for a class.
- does not be able to assist a researcher who has personal or sensitive information about their subjects in their data file. We also ask that researchers do not leave any data files on the computers in the consulting office, and that flash drives are not left behind.

***c) Are there any award schemes for students in the Research Postgraduate programmes?***

The following award schemes are available for RPg students:

- Postgraduate Students Publication Awards Scheme – The Scheme aims to reward postgraduate students who produce quality research outputs in the form of journal articles. For more details, please refer to the website of the Graduate School [website](#) (*Postgraduate Students Publication Awards Scheme*).
- Reaching Out Award (ROA) – The ROA offered by the HKSAR Government aims to support meritorious students enrolled in full-time publicly-funded programmes at sub-degree or above levels 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 institutions. Financial support through the ROA is offered to RPg students who were selected to join the International Outreach Study Programme (IOSP) organized by the Graduate School. Students will be informed about the details via email.

***d) Can I participate in the activities / programmes organized by the Student Affairs Office?***

To support postgraduate students' studies at the University and to enrich their learning in non-formal curriculum, the Student Affairs Office (SAO) offers a wide range of activities and programmes. Postgraduate students can take part in any programmes that will be completed during their courses of studies.

A list of services and programmes provided by SAO are outlined below:

- Counselling Service
- Career Development Support
- Leadership and Service Learning
- Financial Assistance
- Accommodation
- Health Service
- Student Achievement

Details can be found in the website of the SAO at [www.eduhk.hk/sao](http://www.eduhk.hk/sao).

***e) Are there any study areas for postgraduate students?***

To facilitate peer support and interaction with staff, a comfortable environment is provided for postgraduate students to study, to exchange ideas in small groups, and to do their research. The Study Area for Postgraduate Students is located in the office of Graduate School at B4-G/F-02 and open for postgraduate students throughout the year. Students are most welcome to drop by anytime.

Students are also welcome to try out the new Research Commons located on 4/F of the Mong Man Wai Library at Tai Po Campus.

***f) Who to contact if I have further enquiries about student support?***

For enquiries about student support, please contact the Graduate School with the following details:

Email	:	<a href="mailto:rpg@eduhk.hk">rpg@eduhk.hk</a>
Website	:	<a href="http://www.eduhk.hk/gradsch/">www.eduhk.hk/gradsch/</a>
In-person	:	Graduate School Office Room B4-G/F-02 The Education University of Hong Kong 10 Lo Ping Road, Tai Po, New Territories, Hong Kong
Office Hours	:	(Mondays – Fridays) 8:30am – 5:20pm (Saturdays, Sundays & Public Holidays) Closed

**Section 9 – Application for Academic Documents / Deferment of Studies / Extension of Study Period / Annual Leave / Credit Transfer / Withdrawal / Change of Supervisor**

**a) *How to apply for proof that I am a current student in the Research Postgraduate programmes at The Education University of Hong Kong?***

To apply for academic documents (e.g. Testimonial), please visit the Registry's [website](#) for details.

**b) *How to apply for deferment of studies?***

Students can apply for deferment of studies if there is a genuine need. The application should be made before the commencement of each semester of an academic year. The deferment period is included in the maximum period of study.

To apply for deferment of studies, please submit the following documents to the Graduate School in-person or by post (Location: Room B4-G/F-02, The Education University of Hong Kong, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong):

- Completed Application Form “Application for Deferment of Studies”. Please note that Section I to III should have been completed by the applicant at the time of submission; and
- Personal Statement (i.e., a statement providing the reason(s) for the application).

Please note that your application is subject to the approval of the Dean of Graduate School, and the University reserves the right for final decision. You will be notified by the Graduate School on the result of your application. If your application is approved, you are required to pay a continuation fee on or before the date as specified by the Graduate School.

**c) *How to apply for extension of study period beyond the normal study period?***

Students who are unable to complete the programme requirements within the normal period of study may apply for extension of study period beyond the normal study period by submitting the following documents to the Graduate School (Location: B4-G/F-02, Tai Po Campus; Email: [rpg@eduhk.hk](mailto:rpg@eduhk.hk)):

- Completed Application Form; and
- Relevant documentation (if any).

Each application will be considered on a case-by-case basis. Students will be notified soon thereafter, and the expiry date of the Student ID Card for successful applicants will be renewed automatically.

**d) *How to apply for annual leave?***

RPg students are entitled 14 annual leaves in each academic year. If you would like to take annual leave during the study period, please complete the “RPg Annual Leave Application Form”, which can be downloaded from the (Graduate School website→ Postgraduate Students Publication Awards Scheme), with the support from your Principal Supervisor and submit to the Graduate School office (Room B4-G/F-02, The Education University of Hong Kong, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong). You should submit your application at least three working days before the first day of the proposed leave.

**e) *How to apply for credit transfer?***

- (i) Students may apply for credit transfer / credit exemption by completing an application form

Students are strongly recommended to submit your application as soon as possible as it takes time to process the application. For more details on credit transfer, please contact the Graduate School at [rpg@eduhk.hk](mailto:rpg@eduhk.hk).

**f) *How to apply for withdrawal from my studies?***

Please seek advice from the supervisors first; and then inform the Graduate School in writing for the application of withdrawal of studies.

You would be required to complete the “Withdrawal Form” and submit it to Graduate School.

**g) *What should I do if there are updates or changes on my Supervision Team?***

Students are required to submit a completed “Application for Change of Supervisor” form, with endorsements and signatures of Supervisors and Head of Department, to the Graduate School for further approval by the RPg Programme Committee. For more details on change of supervisor, please contact the Graduate School at [rpg@eduhk.hk](mailto:rpg@eduhk.hk).

September 2020

## **Section 10 – Visa Related Issues (for non-local students)**

***a) If I could not complete the programme within the normative period of study and have to extend my student visa, what should I do?***

Non-local students who cannot complete the programme within the normal study period should approach the Graduate School at least three months before the expiry date of their Student Visa / Entry Permit to apply for extension of study period beyond the normal study period. Once the application for extension has been approved, the Graduate School will inform the Global Affairs Office to follow up with the students regarding the visa extension.

***b) Who should I contact for enquiries about visa application?***

For non-local students, please contact the Global Affairs Office with the following details:

Email	:	<a href="mailto:gao@eduhk.hk">gao@eduhk.hk</a>
Website	:	<a href="https://www.eduhk.hk/gao/">https://www.eduhk.hk/gao/</a>
In-person	:	Global Affairs Office Cho Kwai Chee Foundation Building (A-G/F-09) The Education University of Hong Kong 10 Lo Ping Road, Tai Po, New Territories, Hong Kong



## **Section 11 – Transcript / Graduation / Award Certificate**

### ***a) How to apply for an official transcript?***

You can apply for an official transcript by submitting a request online through The Portal (<http://portal.eduhk.hk> → *e-SIS* → *Student Services* → *Application for Academic Documents*) or fill out an application form which can be downloaded from the Registry website at <https://www.eduhk.hk/re/>.

### ***b) Will my field of study be shown on the Transcript?***

The following items that could serve as indicators on students' research area would be shown on the Transcript:

- Affiliated Department
- Thesis Title

Students may ask their supervisors to include information on their field of study in the reference letter.

### ***c) When will I receive the Statement of Results?***

The Statement of Results (SoR) will be sent to students by the Registry after their graduation status from the Research Postgraduate programmes has been approved by the Academic Board (AB).

### ***d) When will I receive my graduation certificate?***

Students will receive the graduation certificate after the congregation, please refer to the Registry website for details.

### ***e) When will the Congregation be held?***

The congregation will normally be held in November. Details of the congregation will be sent to all graduates by the Registry in late September to early October.

Jan 2024