Important Notes on Coursework Plan and Course Registration

1) Coursework Plan and Course Registration

a) Research degree students are required to fulfill the following minimum coursework requirements (at postgraduate level) within their study period:

- MPhil students: 7 credit units (including core course(s) of at least 2 credit units which shall be research methodology or foundation course(s) at postgraduate level);
- PhD students: 14 credit units (including core course(s) of at least 4 credit units which shall include at least 2 credit units of research methodology or foundation course(s) at postgraduate level).

and

- A compulsory 1 credit unit course "Teaching Students: First Steps" (SG8001). The credit unit earned from SG8001 will not be counted towards the minimum coursework requirement;

b) Individual students with insufficient English proficiency may be required to take a 1 credit unit course *English as Medium for Instruction (SG8002)* before they are allowed to enroll into SG8001.

c) In addition to the University's requirement as given above, individual Departments and Schools may stipulate a higher credit unit requirement.

d) Students are required to discuss the coursework plan for their entire candidature and obtain approval from their respective supervisors (via Form *SGS16A "Coursework Plan Form for Research Studies"*. A list of approved courses and the syllabuses are available for reference on the Chow Yei Ching School of Graduate Studies (SGS) website (**http://www.cityu.edu.hk/sgs/rpg/student ▸ Coursework Requirements ▸ List of Approved Courses for Research Degree Students**). *Courses taken without approval from supervisors will not be counted towards the fulfillment of coursework requirement*.

e) Once approval has been obtained from the supervisor, course registration will be arranged as follows:

i. For courses offered in the current semester – students can add/drop web-enabled courses that require no special approval from Head of Department/School Dean within the add/drop period (normally ends on 1st day of week 2 of the semester) through web registration. Add/drop of courses that are not web-enabled, outside the add/drop period, or courses that require special approval will be processed by SGS.

ii. For courses offered in future semester(s) – approved course(s) will be pre-registered by SGS at the beginning of each semester. Students who wish to make amendments to their coursework plan should do so via Form *SGS16B "Change in Coursework Plan for Research Students"*.

Details on how to perform web add/drop of courses by students is shown on the following SGS website:

http://www.cityu.edu.hk/sgs/tpg/student ▸ Course Registration ▸ Web Registration

2) Credit Transfer and Coursework Exemptions

Students who possess postgraduate qualifications of relevance to their research studies may apply for credit transfer or coursework exemption. At least half the coursework (4 credit units for MPhil and 7 for PhD) should be taken at CityU or other local institutions recognized under the Cross-institutional Course Enrolment Scheme.

Credit transfer/coursework exemption should be limited to a maximum of 3 credit units for MPhil and 7 for PhD. Recommendations on credit transfer/coursework exemption require the approval of the Department Head/School Dean. Applications should be made via Form *SGS16C "Application for Credit Transfer/Coursework Exemption for Research Students"* upon student enrolment at CityU. Applications for credit transfer for outside work completed after admission to the University must be made immediately in the semester following attainment of the additional qualification.

3) Cross-departmental Course Registration

Students who wish to take courses offered by Departments/Schools outside their host Department/School should obtain approval from the offering Department/School before submitting the Form SGS16A/SGS16B to their host Department/School for endorsement and approval.

4) Download Forms

All forms can be downloaded from SGS website **http://www.cityu.edu.hk/sgs/rpg/student ▸ Download Forms**

- *SGS16A "Coursework Plan Form for Research Studies"*
- *SGS16B "Change in Coursework Plan for Research Students"*
- *SGS16C "Application for Credit Transfer/Coursework Exemption for Research Students"*