

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 semesters) – 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** (information is available at the SGS website <http://www.cityu.edu.hk/sgs/rpg/student>).

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”*

Prerequisite Requirement of SG8001 and Application Procedure for Exemption from SG8002

According to Regulations for Research Degree Programmes, all new RPg students are required to take SG8001 – “Teaching Students: First Steps”. To be eligible to take SG8001, students are required to fulfil the prerequisite, that is a Pass in SG8002 – “English for the Medium of Instruction”, unless they meet the following requirements:

- Achieved an overall band score of IELTS of 6.5 or above with a score of the speaking component of 6.5 or above; or
- Achieved an overall score of 79 or above in TOEFL internet-based test or 550 or above in paper-based test or 213 or above in computer-based test with a score of 20 or above in the speaking section of TOEFL iBT or its equivalent in the paper-based or computer-based TOEFL tests.

Students who satisfy the above requirement will be enroll to take SG8001 course directly.

Notwithstanding the above, exemption from SG8002 can also be granted on a case-by-case basis to students who:

- Possess updated results of IELTS or TOEFL which satisfy the exemption criteria stated above but were not submitted in their application; or
- Show proof that they are native or near-native speakers of English; or
- Have successfully completed a master’s degree majoring in English studies (e.g. Linguistics in English, English Literature, Teaching English as a Second Language, etc.).

In the event that you meet the above exemption conditions for SG8002, you may apply for exemption according to the following procedures:

1. Submit an exemption application form obtainable from <http://www.english.cityu.edu.hk/SG8001prerequisite> and return the form together with supporting documents specified in the form to the General Office of the Department of English (EN) in Run Run Shaw Creative Media Centre (CMC). **The deadline is 5 days after the first lesson.**
2. In the case where the student applies for exemption based on the scores obtained in IELTS or TOEFL and where the certificate of the scores is provided, or he/she has successfully completed an MA degree majoring in English Studies and where a recognized official transcript is provided as supporting evidence, an application will be approved directly. An application without supporting evidence would not be considered. EN will inform the student the application result normally within 10 working days (counting from the day of receipt of application).
3. In the case where the student applies for exemption based on the justification that he/she is a native or near-native speaker, the student will be asked to attend an interview with the coordinator, in which case the student might be asked to bring along some relevant documents to the interview to support his/her exemption application. If there is a large number of applications, the interviews will be held in a group format and each will last 15-30 minutes depending on the group size.