

**Application for Outstanding Academic Performance Award for Research Degree Students/  
Research Tuition Scholarship (SGS11)  
(for Current Students)**

**Notes :**

- Please read the Regulations Governing Outstanding Academic Performance Award for Research Degree Students and Regulations Governing Research Tuition Scholarships (attached) carefully before completing the form.
- Eligible students who wish to apply for the award(s) should complete and return this form to the School/Department by the application deadline. Current Research Tuition Scholarship holders may submit an application for renewal.
- Tuition Scholarship award is normally tenable for one year within a student's stipulated study end date. The effective dates will be as follows:
  - For new awardees, the award will take effect from 1 September and ends on 31 August of the next year.
  - For current award holders, the award will take effect immediately after the expiration of their current award and ends on 31 August of the next year.

**Section A To be completed by the student (\* Please delete as appropriate)**

**1. Applicant's Particulars**

Name: \_\_\_\_\_ Student No.: \_\_\_\_\_  
 Sch/Dept: \_\_\_\_\_ Programme: PhD/MPhil\* Mode: FT/PT\*  
 Commencement Date: \_\_\_\_\_ Stipulated Study End Date: \_\_\_\_\_  
 Source of Funding: UGC-funded/Institutional-funded/Externally-funded\*

Interruption of studies during the preceding 12 months, if any: from  to   
mm yyyy mm yyyy

Results of CityU MPhil Graduate, if applicable: Graduation Date  GPA   
mm yyyy

- I would like to apply for:**  Outstanding Academic Performance Award for Research Degree Students  
 (may choose more than one option)  Research Tuition Scholarship (for UGC/Institutional-funded students only)

**2. List of Publications during Research Studies at CityU  
(within the preceding 12 months [July of last year – June of this year] for full-time students  
and the preceding 24 months [July of last two years – June of this year] for part-time students)**

CityU Scholars is a centralized database tool for the retrieval and updating of CityU researchers' published research output for internal and external reporting. You may log on to <https://scholars.cityu.edu.hk/admin/> to collect your output items harvested by CityU Scholars and print the list for submission.

Alternatively, you may report your record(s) (including paper accepted but not yet published) in separate sheets with the following information for each publication:

- Publication type: Book Chapter / Journal Article / Conference Paper / Others
- Co-author, if any
- Title of publication
- Month/year published (if any)
- Name of journal or publisher
- Publication Status: Paper published / Paper accepted but not yet published (Paper submitted for review is not counted.)**
- SCI/SSCI listed? Yes / No (Please attach a page showing the SCI/SSCI subject category, ranking and impact factor if it is SCI/SSCI listed, otherwise, the publication(s) will be regarded as non-SCI/SSCI listed.)

**3. Coursework Performance during Your Current Research Studies**

- Courses taken at CityU (Transferred Credits:  CU; Exempted Credits:  CU; CGPA: )
- Courses taken at other institutions (including all courses completed/in progress/to be taken)

Name of Institution	Course Title	Semester/Acad. Year	CUs	Grade/GPA

**4. Record of Tuition Scholarships Awarded**

1<sup>st</sup>: from  to  2<sup>nd</sup>: from  to   
dd mm yyyy dd mm yyyy dd mm yyyy dd mm yyyy

3<sup>rd</sup>: from  to  4<sup>th</sup>: from  to   
dd mm yyyy dd mm yyyy dd mm yyyy dd mm yyyy

Have you applied for a government grant or any other awards to cover your tuition fees for the coming 12 months?

Are you receiving a government grant or any other awards that cover your tuition fees?  (Amount, if yes: \$ )

**5. Academic Distinctions, Scholarships and Prizes Received in the Past Three Years** (Please use separate sheets if necessary)

(a) Awarding title: \_\_\_\_\_  
 Awarding body: \_\_\_\_\_  
 Award date: \_\_\_\_\_ Amount of award, if any: \_\_\_\_\_

(b) Awarding title: \_\_\_\_\_  
 Awarding body: \_\_\_\_\_  
 Award date: \_\_\_\_\_ Amount of award, if any: \_\_\_\_\_

**6. Other Academic Achievements** (such as awards received in international conferences/competitions, patents registered, etc.)

**7. List of Supporting Documents Required**

Please attach the following supporting documents for consideration. Application with incomplete supporting documents will not be processed. Documents submitted are not returnable:

- (a) A copy of CityU MPhil official transcript stated in Section A.1, if applicable.
- (b) Documentary proof for publication record stated in Section A.2:
  - A page showing your publications record produced within the preceding 12 months [July – June] for full-time students and the preceding 24 months [July – June] for part-time students. It can be printed from CityU Research Online or typed in separate sheet(s).
  - The front page of the paper(s) (if published) or the letter of acceptance (if accepted but not yet published) and the proof for published/accepted date of the paper(s). Otherwise, the publication(s) will not be counted.
    - a. For students in the **College of Liberal Arts and Social Sciences**, please submit full copies of up to two published papers or chapters of the dissertation to be selected by themselves, with a summary cover listing the publication titles, the names and addresses of the journals and the number of pages of the articles.
    - b. For students in the **School of Law**, please submit full copies of their publications.
  - For SCI/SSCI listed paper(s), a page showing the SCI/SSCI subject category, ranking and impact factor is needed. Otherwise, the publication(s) will be regarded as non-SCI/SSCI listed.
- (c) A recent unofficial transcript which is downloadable from AIMS (Student Record → My Academic Record → Grade Details) for the coursework performance stated in Section A.3.
- (d) Documentary proof for academic distinctions, scholarships and prizes stated in Section A.5, if any.
- (e) Documentary proof for other academic achievements stated in Section A.6, if any.

**8. Declaration**

- (a) I declare that the information given above is true, complete and correct, and understand that provision of false information will result in disqualification of my application.
- (b) I agree to the data usage as mentioned below:

**Data Usage**

- a. The information that students provided in this form will be used for the following purpose:
  - i. as a basis for selection of applicants for scholarships/awards.
  - ii. for transferring to the Scholarship and Financial Aid System only when the application is successful.
- b. Under the Personal Data (Privacy Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise this rights, please contact the Chow Yei Ching School of Graduate Studies.

Signature: \_\_\_\_\_  
 Student

Date: \_\_\_\_\_

**Section B To be completed by the Supervisor (\*Please delete as appropriate)**

I support/do not support\* the student's application.

Comments on the student's study progress:

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\* In the case that the student's **CGPA is below 3.5**, please provide justifications for recommending the application.

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I confirm that the information on the listing of journal(s) under SCI/SSCI as stated under Section A.2 is correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor (Name: \_\_\_\_\_)

**Please forward the Application to School/Department for Consideration.**

**Notes to Schools/Departments in processing OAPA/RTS/IRTS applications**

1. Application with incomplete supporting documents should not be processed. In particular, publication(s) without documentary proof [i.e. the front page of the paper(s) (if published) or the letter of acceptance (if accepted but not yet published) and the proof for published/accepted date of the paper(s)] should not be counted.
2. Please collect recommendations from respective research supervisors.
3. Please check the eligibility of students as follows:
  - a) are admitted under the UGC-allocated, UGC-boosted and UGC-related (for RTS) and that under the Institutional-funded quota (for IRTS);
  - b) are within their normal/stipulated period of study with reference to the start date of the award period;
  - c) (*applicable to OAPA only*) have undertaken their current MPhil/PhD studies for at least twelve calendar months of study counting from the commencement date of study up to the starting date of the award period (excluding period of study interruption, if any);
  - d) (i) obtain a minimum cumulative GPA of 3.50, with no failures, in all the prescribed courses completed at the time of application; or (ii) have an outstanding publication record with a cumulative GPA of 3.00 or above, with no failures, in all the prescribed courses completed at the time of application;
  - e) have good study progress as reported by the Qualifying Panel; and
  - f) year 3 students or above must have at least one good quality paper published or accepted for publication whilst studying at the University.
4. Forward Department's nominations (including application forms and the recommended list in predefined format) to C/SGSC for consideration according to the specified schedule.
5. **For students who are considered very outstanding, Schools/Departments may nominate them for CYCSGS Scholarship using Form SGS40. CYCSGS Scholarship awardees will not be considered for RTS as two awards cannot be held concurrently.**

## **Regulations Governing Outstanding Academic Performance Award for Research Degree Students**

### **Purpose of the Award**

1. The purpose of the Outstanding Academic Performance Award for Research Degree Students is to recognize students with outstanding academic performance in their research studies.

### **Number of Awards**

2. The maximum number of students receiving the Awards should not exceed 25% of the total number of research students (by head counts) who are within their (normal) study period.

### **Eligibility**

3. All research degree students who have completed at least twelve calendar months of study counting from the commencement date of study up to the starting date of the award period (excluding period of study interruption, if any) and are within their (normal) study period are eligible to apply for the award.

### **Criteria for Award**

4. The criteria indicated below are the normal thresholds and the actual award will be determined on the basis of the competition in each application round in terms of the academic merit of applicants:
  - (a) (i) obtain a minimum cumulative GPA of 3.50, with no failures, in all the prescribed courses completed at the time of application; or (ii) have an outstanding publication record with a cumulative GPA of 3.00 or above, with no failures, in all the prescribed courses completed at the time of application;
  - (b) have good study progress as reported by the Qualifying Panel;
  - (c) year 3 students or above must have at least one good quality paper published or accepted for publication whilst studying at the University.

### **Awards**

5. The Award will be in the form of a certificate. In addition, students who receive the award will also be given a cash prize of HK\$1,000, subject to the availability of funding. Students will be presented a certificate of award issued by the Chow Yei Ching School of Graduate Studies in an annual award presentation ceremony.

## **Regulations Governing Research Tuition Scholarships**

### **Purpose**

1. The purpose of the Research Tuition Scholarship is to recognize and reward students with outstanding academic performance. It is a meritorious award and is granted on a strictly competitive basis.

### **Number of Awards**

2. The maximum number of students receiving scholarships should be maintained at around 20% of the total number of UGC-funded research students (by head count) who are within their study period.

### **Value of the Scholarship**

3. The Scholarship is in the form of an exemption for students from paying tuition fees. If granted a Scholarship, full-time students will be exempted from paying one year's fees. The equivalent exemption for part-time students will be two years' fees. This is not a cash award and cannot be held concurrently with other awards covering tuition fees.

### **Criteria for Awards**

4. The criteria indicated below are the normal thresholds and the actual award will be determined on the basis of the competition in each application round in terms of the academic merit of applicants.

#### *New Students*

5. Consideration of applications from new students is mainly based on their entry qualifications. Those with (a) a bachelor's first class honours (or equivalent qualifications) or (b) a good postgraduate degree and publication record will be considered for the award.

#### *Current Students*

6. Current students applying for the award (including renewal) should satisfy the following minimum criteria:
  - (a) (i) obtain a minimum cumulative GPA of 3.50, with no failures, in all the prescribed courses completed at the time of application; or (ii) have an outstanding publication record with a cumulative GPA of 3.00 or above, with no failures, in all the prescribed courses completed at the time of application;
  - (b) have good study progress as reported by the Qualifying Panel and satisfactorily carried out any assigned departmental duties as certified by the Head of Department;
  - (c) year 3 students or above must have at least one good quality paper published or accepted for publication whilst studying at the University.
7. Individual colleges/schools/departments may stipulate other additional assessment criteria, such as contribution to departmental duties, teaching performance etc., as appropriate, to the award criteria for Research Tuition Scholarships.

### **Duration of the Award and Periodic Checking**

8. The award is tenable until the end of a student's study period. It is granted on a yearly basis for full-time students and on a biennial basis for part-time students, and renewal is subject to competition and the continuing outstanding performance of the student.
9. Checking on a semester/term basis will be performed and those scholarship recipients identified as having a cumulative GPA below 3.00 or with failure grades will have their scholarship discontinued.

### **Withdrawal/Suspension of the Award**

10. The Chow Yei Ching School of Graduate Studies reserves the right to withdraw or suspend the award if the student's overall performance is found to be unsatisfactory.

**Regulations Governing Institutional Research Tuition Scholarships**  
(applicable to students admitted under the “Institutional PhD Scholars Scheme” only)

**Purpose**

1. The purpose of the Institutional Research Tuition Scholarship is to recognize and reward students with outstanding academic performance. It is a meritorious award and is granted on a strictly competitive basis.

**Source of Funding**

2. University’s non-UGC funds.

**Eligibility**

3. Institutional-funded students will be eligible to apply for consideration of the Scholarship.

**Value of the Scholarship**

4. The scholarship covers 50% of the full-time self-financing tuition fees. This is not a cash award and cannot be held concurrently with other awards covering tuition fees (except Institutional Research Tuition Grant).

**Criteria for Awards**

5. The criteria indicated below are the normal thresholds for the award/continuation of scholarship.

*New Students*

6. Consideration of new students is mainly based on their entry qualifications at the time of admission. No separate application is required.

*Current students*

7. Current students should satisfy the following minimum criteria:
  - (a) (i) obtain a minimum cumulative GPA of 3.50, with no failures, in all the prescribed courses completed at the time of application; or (ii) have an outstanding publication record with a cumulative GPA of 3.00 or above, with no failures, in all the prescribed courses completed at the time of application; or (iii) have other exceptional qualifications;
  - (b) have good study progress as reported by the Qualifying Panel and satisfactorily carried out any assigned departmental duties as certified by the Head of Department;
  - (c) year 3 students or above must have at least one good quality paper published or accepted for publication whilst studying at the University.
8. Individual colleges/schools/departments may stipulate other additional assessment criteria, such as contribution to departmental duties, teaching performance etc., as appropriate, to the award criteria for Research Tuition Scholarships.

**Duration of the Award and Periodic Checking**

9. The Scholarship is granted on a yearly basis and is tenable until the end of a student’s normal study period. Consideration of the Scholarship is subject to availability of funds and his/her satisfying the minimum criteria for awards.
10. Checking on a semester/term basis will be performed and those scholarship recipients identified as having a cumulative GPA below 3.00 will have their scholarship discontinued.

**Withdrawal/Suspension of the Award**

11. The Chow Yei Ching School of Graduate Studies reserves the right to withdraw or suspend the award if the student’s overall performance is found to be unsatisfactory.