## Coursework Plan Form for Research Studies (SGS16A)

A list of approved courses and the syllabuses are available for reference on the School’s website [http://www.cityu.edu.hk/sgs/rpg/student](http://www.cityu.edu.hk/sgs/rpg/student). Please note the following guidelines:

i. Students are required to fulfill the minimum coursework requirements (at postgraduate level) within their study period:
   - A compulsory 1 credit unit course on teaching learning (SG8001) and the credit unit earned from SG8001 will **not** be counted towards the minimum coursework requirement;
   - 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).

ii. Students who failed the pre-requisite requirement of SG8001 will be required to take SG8002. Course registration of SG8001 or SG8002 shall be determined by EDGE/EN and arranged by SGS.

iii. Students under the Collaboration Scheme with Mainland Universities are not required to take SG8001.

iv. Courses prescribed for research students must be at postgraduate level (i.e. P5 courses or above) selected from the list of approved courses.

v. At least half the coursework (4 credit units for MPhil and 7 for PhD) should be taken at CityU or other local institutions under the Cross-institutional Course Enrolment Scheme (information is available on the School’s website [http://www.cityu.edu.hk/sgs/rpg/student](http://www.cityu.edu.hk/sgs/rpg/student)).

vi. Students who have been granted coursework exemption or credit transfer should fulfill the remaining coursework requirements by taking taught/seminar courses, and not independent study or reading courses.

vii. Students are not allowed to re-attempt courses that have previously been taken in another programme/level of study offered by CityU, or to enroll in any exclusive/equivalent course(s) of those course(s) which have already been prescribed by their supervisor in order to earn credits for fulfilling the coursework requirement.

viii. For courses with pre-requisite or pre-cursor requirements, the Qualifying Panel is requested to provide documents (e.g. transcript and the course syllabus) to prove that the student has satisfied such requirements.

ix. Courses taken without approval from supervisors will **NOT** be counted towards the fulfillment of coursework requirements.

x. 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). Add/drop of courses that are not web enabled, outside the add/drop period or courses that require special approval (which cannot be added/dropped by students) would be performed by SGS.

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### Section A  Student’s Particulars (*please delete as appropriate*)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student No.:</th>
<th>Department/School:</th>
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</thead>
<tbody>
<tr>
<td>Commencement Date:</td>
<td>Programme: MPhil/PhD*</td>
<td>Mode of Study: FT/PT*</td>
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<tr>
<td>Contact Phone No.:</td>
<td>Email:</td>
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</tbody>
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Are you a student under the Collaboration Scheme with Mainland Universities?

- [ ] No  - [ ] Yes  (If yes, the University is: ______________________)

I would like to take the following courses to fulfill the University’s/College’s coursework requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Offered</th>
<th>Academic Year (e.g. 2013-14)</th>
<th>Pre-requisite or pre-cursor</th>
<th>Web Enabled</th>
<th>CU</th>
<th>Approval from Dept. Head/School Dean*</th>
</tr>
</thead>
<tbody>
<tr>
<td>SG8001</td>
<td>Teaching Students: First Steps (See Note i(ii) above)</td>
<td>Course registration is determined by the Course Leader of SG8001.</td>
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### Core Course(s) required by College/School/Department:

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</table>

*Before submitting this form, approval from Department Head/School Dean of the course offering department/school should be sought if pre-requisite or pre-cursor has not been met, or if the course is NOT offered by students’ home department/school.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Offered</th>
<th>Academic Year (e.g. 2013-14)</th>
<th>Pre-requisite or pre-cursor</th>
<th>Web Enabled</th>
<th>CU</th>
<th>Approval from Dept. Head/School Dean</th>
</tr>
</thead>
</table>

**Electives approved by College/School/Department:**

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</table>

**Total:**

*Before submitting this form, approval from Department Head/School Dean of the course offering department/school should be sought if pre-requisite or pre-cursor has not been met, or if the course is NOT offered by students’ home department/school.*

_________________________  ____________________________  Date

*Signature of Student*  *Date*

**Section B  Decision of Supervisor/Chair of Qualifying Panel**

I confirm the coursework plan as detailed above:

Remarks: ___________________________________________

_________________________  ____________________________  Date

*Approved by:*

<table>
<thead>
<tr>
<th>Supervisor (Name)</th>
<th>Signature</th>
<th>(Date)</th>
<th>Nominee of Department/School &amp;</th>
<th>Signature</th>
<th>(Date)</th>
</tr>
</thead>
</table>

*Individual departments/schools may require further approval apart from the supervisor (e.g. Research Degree Coordinator or Project Team Leader of Mainland Collaboration Schemes). Students are advised to confirm the approval requirement with the general office of respective departments/schools.*

**Section C  For SGS Use**

Update AIMS ⇔ SGS ⇔ RDSS ⇔ Study Plan:

1) Refer to manual on RDSS for updating records.

2) Add/Delete records according to form.

Does the prescribed course(s) related to current semester?  ☐ No  ☐ Yes (update SFAREGS in Banner)

1) Has the add/drop period ended for current semester?

☐ Yes  ( ☐ Add/drop courses, override registration restriction if needed)

☐ No

2) Are there any course registrations (for current semester) that cannot be performed by the student?

☐ Yes  ( ☐ Add/drop courses, override registration restriction if needed)

☐ No

**Please forward the completed form to SGS for processing**

_________________________  ____________________________

*Checked by:  Date:*

N/SGS Forms/SGS16A Coursework Plan for Research Studies

1 January 2019