

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>)
▶ **Coursework Requirements ▶ List of Approved Courses for Research Degree Students**). Please note the following guidelines:

- i. Students are required to fulfill the following 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>).
 - 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 requirement.
 - 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.

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

Name: _____ Student No.: _____ Department/School: _____

Commencement Date: _____ Programme: MPhil/PhD* Mode of Study: FT/PT*

Contact Phone No.: _____ Email: _____

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:

Course Code	Course Title	Semester Offered	Academic Year (e.g. 2013-14)	Pre-requisite or pre-cursor	Web Enabled	CU	Approval from Dept. Head/ School Dean [#]
SG8001	Teaching Students: First Steps ^(See Note i-iii above)	Course registration is determined by the Course Leader of SG8001.					
Core Course(s) required by College/School/Department:							
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.

