

## 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 1<sup>st</sup> 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 <sup>#</sup>
SG8001	Teaching Students: First Steps <sup>(See Note i-iii above)</sup>	Course registration is determined by the Course Leader of SG8001.					
<b>Core Course(s) required by College/School/Department:</b>							
<b>Total:</b>							

<sup>#</sup> 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.

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 <sup>#</sup>
<b>Electives</b> approved by College/School/Department:							
<b>Total:</b>							

<sup>#</sup> 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.

\_\_\_\_\_  
Signature of Student \_\_\_\_\_ Date

*Please forward the form to your Supervisor for approval.*

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

I confirm the coursework plan as detailed above:

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by:

	(Optional)				
Supervisor (Name)	Signature	(Date)	Nominee of Department/School *	Signature	(Date)

\* 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.

*Please forward the completed form to SGS for processing*

**Section C For SGS Use**

Update AIMS ⇒ Student Enquiry ⇒ DegreeWorks ⇒ Plan ⇒ Note:

- 1) Is this a new student?  
 Yes      (  set *Plan Description* to "List of Courses Approved by Supervisor"  tick *Locked* )  
 No
- 2) Refer to manual on DegreeWorkds for updating plans.
- 3) Save Plan.

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

Informed student via email on \_\_\_\_\_

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_