

Admission Notes for Candidates Admitted to PhD/MPhil Programmes in 2016/17

| <u>Subject</u> | <u>Page</u> |
|---|-------------|
| 1. Acceptance of Admission Offer and Payment of Acceptance Fee | 1 |
| 2. Commencement Date of Study | 2 |
| 3. Pre-enrolment and Enrolment | 2 |
| 4. Study Period and Residence Requirement | 4 |
| 5. Fee Payment | 4 |
| 6. Supervision – Qualifying Panel | 6 |
| 7. Coursework Requirements | 6 |
| 8. Submission of Reports | 6 |
| 9. Medium of Instruction/Assessment and Thesis Presentation | 7 |
| 10. Financial Awards/Assistance | 7 |
| 11. Student Accommodation | 10 |
| 12. Application for Student Visa/Entry Permit (applicable to non-local students only) | 11 |
| 13. Personal Accident and Medical Insurance/Travel Insurance (applicable to non-local students only) | 12 |
| 14. Hong Kong Identity Card (applicable to non-local students only) | 13 |
| 15. Students with Special Educational Needs | 13 |

Attachments

- Thesis Submission Requirement Form (Annex I)

Form to be completed and submitted during student enrolment:

Please print-out the following forms given in Annex I attached, complete and return it to Chow Yei Ching School of Graduate Studies in person at the time of student enrolment:

- Thesis Submission Requirement Form (Annex I)

(Please note that the information attached is accurate at the time of printing. Changes to the guidelines and procedures may be made from time to time without prior notification.)

1. Acceptance of Admission Offer and Payment of Acceptance Fee

- 1.1 To accept the admission offer, you need to confirm your acceptance and pay the acceptance fee in full **within two weeks from the date of offer** (login at www.cityu.edu.hk/sgs/oas).
- 1.2 Applicants who fail to comply with the above by the reply deadline will be considered as having declined the offer.
- 1.3 The acceptance fee for research degree programme for 2016, irrespective of study mode and funding sources of support, is HK\$7,016. The acceptance fee will be credited towards the tuition fee upon student's successful enrolment in the University.
- 1.4 The acceptance fee is NOT refundable or transferable except under the following circumstances:
- when the applicant subsequently accepts another offer of an award programme of the University in the same semester/term of admission and has paid the relevant acceptance fee
 - when the applicant fails to meet the condition(s) of admission offer resulting in a withdrawal of offer by the University
 - when the programme for which an offer is made is subsequently cancelled by the University
 - when the applicants have been awarded a Research Tuition Scholarship or Chow Yei Ching School of Graduate Studies Entrance Scholarships to waive the tuition fee of their first year of study upon successful enrolment

Methods of Payment

For Non-local Applicants (who need a student visa) Only

- 1.5 You are required to pay the acceptance fee in full online using VISA or Master Card via your application account.
- (a) Log in your application account (access from 'Account Login' at www.cityu.edu.hk/sgs/oas)
 - (b) Read the notes carefully before you proceed
 - (c) To pay by credit card, click the "Proceed to Payment" button
 - (d) Key in the required information of your credit card
 - (e) Receive an immediate online acknowledgement for successful payment. Note down the payment receipt number and print the acknowledgement page for record purpose.

For Local Applicants Only

- 1.6 You are required to pay the acceptance fee in full by one of the following methods:
- ATM Bill Payment
 - Online Bill Payment via E-banking
 - Payment with deposit form at Hang Seng Bank

Please click [here](#) for details of payment methods.

- 1.7 Please do not send cash, a cheque, or bank draft to the University.
- 1.8 Upon receipt of your payment, your application account will be updated accordingly.

2. Commencement Date of Study

- 2.1 The commencement date of study is normally start of Semester A of an academic year. The Chow Yei Ching School of Graduate Studies may approve other starting dates, which will be the first day of a month, if so recommended by the supervisor. Please note that for students who register on or after the 16th day of a month, their commencement date of study will be the first day of the following month.
- 2.2 Non-local students should inform the Chow Yei Ching School of Graduate Studies of the recommended commencement date as soon as possible after the approval of their visa/entry permit application. They are advised to give the Chow Yei Ching School of Graduate Studies at least one month's notice of their expected arrival date.

3. Pre-enrolment and Enrolment

Pre-enrolment

- 3.1 All new research students are required to perform an online pre-enrolment process before coming to the University for the New Student Enrolment. This is an **online process** through which a new student is able to confirm his/her personal contact information to the University and to activate his/her electronic ID (EID). The "Pre-enrolment" process must be completed by the research student normally within two weeks before the actual date of enrolment. Students who have not completed the "Pre-enrolment" process will not be allowed to proceed with the "Enrolment" process. For details on the online pre-enrolment process, please visit SGS website (<http://www.sgs.cityu.edu.hk/prospective/rpg/enrolment>).

Enrolment

- 3.2 New Students should pay the set fees (please refer to "Fee Payment" for details) and complete the enrolment procedures in person at the Chow Yei Ching School of Graduate Studies within the period/by the date specified in the letter of admission. Those who fail to do so will be deemed to have declined the offer.
- 3.2 The address and the opening hours of the Chow Yei Ching School of Graduate Studies are as follows:

Chow Yei Ching School of Graduate Studies
 (Research Degree and Professional Doctorate Programmes)
 Address: 4/F., Fong Yun Wah Building
 City University of Hong Kong
 Kowloon Tong, Kowloon, Hong Kong
 Telephone no.: (852) 3442-9076
 Fax no.: (852) 3442-0332
 E-mail: sg@cityu.edu.hk

Monday–Friday: 9:30 am–12:00 noon; 2:00 pm–6:00 pm
 Saturday: 9:30 am–11:30 am

(The University is closed on Sundays and public holidays. Its academic calendars are available on the Web: http://www6.cityu.edu.hk/arro/ac_calendar.asp)

- 3.3 During enrolment, students are required to bring along the following:
- Hong Kong Identity Card or passport (passports for full-time non-local students should bear a valid student visa/entry permit label);
 - Original academic and professional certificates and transcripts (if applicable) to support all qualifications claimed in the application form;
 - A copy of the first page of a bank passbook/statement;
 - A cheque or a cashier's order (made payable to "**City University of Hong Kong**") for the relevant amount (see table below) to settle the payment for the (i) first three months' tuition fee (after deducting the acceptance fee), (ii) graduation fee, and (iii) CityU Postgraduate Association membership fee; and

Details of the total amount to be paid on registration (*fee rates for 2015/16):

| Government-funded Students | | |
|---|---|--|
| Mode of Study | Students <u>without</u> a Research Tuition Scholarship/Chow Yei Ching School of Graduate Studies Entrance Scholarship | Students <u>with</u> a Research Tuition Scholarship/Chow Yei Ching School of Graduate Studies Entrance Scholarship ^{##} |
| Full-time: | HK\$ HK\$4,208 | HK\$700 |
| ^{##} Students who have been granted a Research Tuition Scholarship/Chow Yei Ching School of Graduate Studies Entrance Scholarship will be required to pay only the graduation fee and the CityU Postgraduate Association membership fee at the time of registration. | | |
| Externally-funded or Self-financing Students or Self-financed (Institutional-funded) | | |
| Full-time | HK\$ HK\$14,732 | |
| Part-time | HK\$4,058 | |

**subject to revision*

- In addition to (d) above, non-local students are required to pay the insurance premium for personal accident and medical insurance, which will be arranged by the University on behalf of student. For details of payable premium, please refer to clause 13 below.
- 3.4 Please note that failure to present any of the above items may delay the registration arrangement.
- 3.5 Students are not allowed to register simultaneously in another programme of study in the University or in any other institution without the prior permission of the Chow Yei Ching School of Graduate Studies. This also applies to students who are interrupting their studies or on study leave.
- 3.6 Full-time students are not allowed to undertake full-time jobs without the prior approval of the Chow Yei Ching School of Graduate Studies.
- 3.7 Studentship recipients shall not engage in any paid employment without the prior approval of the relevant College/School. Students who are in breach of this regulation may be required to reimburse the dollar amount of the award to the University.

4. Study Period and Residence Requirement

- 4.1 The University has stipulated the following study periods for research degree programmes, and students are required to complete their studies within the said periods:

| Level of Study | Full-time | Part-time |
|---|-----------|-----------|
| MPhil | 2 years | 4 years |
| PhD (students with a research master's degree or a master's degree with a thesis/project/dissertation before admission) | 3 years | 6 years |
| Direct entry to PhD (students without a research master's degree nor a master's degree with a thesis/project/dissertation before admission) | 4 years | 8 years |

- 4.2 Students are advised to carefully plan their studies and work out a study schedule with their supervisors. Should there be any difficulties in the research work, students should talk to their supervisors as early as possible so that it will not hamper the completion of their studies by the stipulated period.
- 4.3 Upon satisfactory academic progress, MPhil students may seek a transfer to PhD study after their qualifying period.
- 4.4 A student who is receiving regular supervision in Hong Kong or in a designated location approved by the University is classified as being in residence. The required residence period for research degree studies is equivalent to half of the relevant study period.

5. Fee Payment

- 5.1 At different stages, students are required to settle different kinds of fees as follows:

| Period of Candidature | Types of Fee |
|--|---|
| Upon student enrolment | <ul style="list-style-type: none"> • First three months' tuition fee; • graduation fee; and • the CityU Postgraduate Association membership fee. |
| Within the stipulated study period | Tuition fee |
| Within study extension period(s), if any | Continuation fee |
| Thesis assessment and oral examination | Examination fee |

- 5.2 Payment of the tuition/continuation fee should be made through autopay. The Chow Yei Ching School of Graduate Studies normally arranges to debit the appropriate amount of money from the students' designated bank accounts on the 10th day (or the following working day if the 10th day is a public holiday) of every month. Students are reminded to keep sufficient funds in their bank accounts for settling the fees.

- 5.3 Fees Level for 2015/16 (for reference)
 (*Please note that fees are subject to revision from time to time without prior notice.)

Tuition/Continuation Fees

| Types of Fee | Mode of Study | | Remarks |
|--|---------------------|---------------------|----------------|
| | Full-time | Part-time | |
| Government-funded Students | | | |
| Tuition fee | HK\$3,508 per month | HK\$1,754 per month | Non-refundable |
| Continuation fee | HK\$877 per month | HK\$439 per month | Non-refundable |
| External Funds/Self-financing Students/Self-financed (institutional-funded) | | | |
| Tuition fee | HK\$7,016 per month | HK\$3,508 per month | Non-refundable |
| Continuation fee | HK\$1,754 per month | HK\$877 per month | Non-refundable |

Other Major Fees (for all students)

| Types of Fee | Mode of Study | | Remarks |
|--|---------------|-----------|--|
| | Full-time | Part-time | |
| CityU Postgraduate Association membership fee* | HK\$300 | HK\$150 | One-off payment covering a student's entire study period |
| Graduation fee | HK\$400 | | - |
| Examination fee | HK\$1,000 | | Non-refundable |

*CityU Postgraduate Association (CUPA) is a recognized student body for postgraduates independent of City University of Hong Kong, with its members covering taught postgraduate, professional doctorate and research degree students. All postgraduate students of the University will automatically become members of CUPA upon registration. The membership fee will be collected by the Finance Office on behalf of CUPA and included in the first tuition fee payment upon enrolment to a programme of study. Students can opt to withdraw from CUPA membership within 15 working days from the date of enrolment and the membership fee will be refunded to them by CUPA. For details about CUPA membership withdrawal, please visit CUPA's website at <http://www.cityupa.org/membership>.

Insurance Premium (applicable to non-local students only)

Please refer to Section 12 below.

- 5.4 Student must settle the fees by the specified deadline. Those who fail to observe the payment deadline will have to pay a late charge, in addition to the prescribed fees. Prolonged delay in settling the fees will result in termination of study.
- 5.5 The CityU Postgraduate Association (CUPA) is an official postgraduate student body at the University, with its membership covering both research and taught postgraduate students. All postgraduate students automatically become a CUPA member upon registration with the University and payment of the CUPA membership fee. The fee covers students' entire study period. Students who wish to apply for withdrawal from their CUPA membership should submit a written request to CUPA within one month of their commencement date of study. If approved, the membership fee will be refunded in full and their name will be deleted from the membership list accordingly. Late applications will not normally be considered for any refund. For further queries, please contact CUPA at (852) 3442 5662 or via e-mail (cupaao@cityu.edu.hk).

6. Supervision – Qualifying Panel

The Department/School will establish a Qualifying Panel for each student, which should consist of at least three members, including the supervisor of the student who should be its chair. The Qualifying Panel will monitor the student's study throughout his or her entire study period.

7. Coursework Requirements

7.1 MPhil and PhD programmes consist of both coursework and independent research studies culminating in the submission of a thesis.

7.2 Students are required to fulfill the following minimum coursework requirements during their period of candidature:

(a) MPhil: 7 credit units (at least 2 credit units of core course(s) which shall be research methodology or foundation course(s) at postgraduate level;

PhD: 14 credit units and (at least 4 credit units of core courses which shall include at least 2 credit units of research methodology or foundation course(s) at postgraduate level.)

(b) A compulsory course on teaching and learning (1 credit unit), namely *SG8001 "Teaching Students: First Steps"*.

(Research students in the College of Business are required to take a stipulated set of courses. Students can obtain relevant information at the time of registration.)

7.3 The Qualifying Panel should normally be required to prescribe coursework for students within one month from their commencement of studies.

8. Submission of Reports

8.1 Students are required to submit a qualifying report (in English) within the specified qualifying period as follows:

Full-time students: within 6 -12 months from commencement of study

Part-time students: within 9 -18 months from commencement of study

8.2 After the qualifying period, students must submit an annual progress report (in English) until they have submitted the final version of their thesis for oral examination and completed any other academic requirements.

9. Medium of Instruction/Assessment and Thesis Presentation

- 9.1 The normal medium of instruction and assessment at the University is English. Students should write and present their thesis in English, unless they give very strong justifications for using another language.
- 9.2 Students with valid reasons to support using a language other than English in thesis writing may apply to the Chow Yei Ching School of Graduate Studies in writing within the first six months of their studies. Applications submitted after the said period will not normally be considered.

10. Financial Awards/Assistance

A. Government-funded Students

Postgraduate Studentship (applicable to government-funded full-time students only)

- 10.1 The Postgraduate Studentship is granted to selected full-time research students on the basis of academic merit. The Studentship rate is subject to revision in September of every year. Any revision to the Studentship rate will apply to both current and new students.
- 10.2 MPhil students will normally be granted studentships for a maximum of two years and PhD students a maximum of three years (irrespective of their entry qualifications), and the studentship award period should not exceed students' stipulated study period.
- 10.3 There are two different rates based on the programme level, namely one flat rate for MPhil students and one flat rate for PhD students. MPhil students who have been approved to transfer to PhD candidature will be eligible for the PhD studentship rate after program transfer.
- 10.4 Studentship recipients who wish to apply for a renewal of their studentship should attain a minimum cumulative GPA of 2.50 in their coursework prescribed by the Qualifying Panel. Checks will be made on a semester/term basis and studentship recipients who are identified as failing to fulfill the above requirements will have their studentship discontinued.
- 10.5 As an integral part of the training for research postgraduate students, Studentship recipients are normally required to undertake not more than 10 hours per week on average of Teaching Assistant assignments and teaching and/or research support duties, as assigned by their Department/School and/or research supervisor. The working hours shall include preparation time and the actual working actual working hours.
- 10.6 To prepare students to perform the teaching assignments, all students are required to take the "**Teaching Students: First Steps (SG8001)**" course. In order to ensure necessary English language skills for teaching in English, there is a prerequisite of SG8001 in the form of a one credit unit course "**English for the Medium of Instruction**" (SG8002). Course-taking requirements are listed as follows:
- 10.6.1 For students who submitted their IELTS or TOEFL results in their application, those who 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 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 are exempted from taking SG8002: these students will be directly enrolled to SG8001.

10.6.2 All students, other than those in (10.6.1), will be directly enrolled to SG8002. Upon completion of SG8002, these students will be directly enrolled to SG8001.

10.6.3 For students in (10.6.2) who:

- Possess updated results of IELTS or TOEFL which satisfy the exemption criteria stated in 10.6.1; or
- Show proof that they are 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.): Exemption from SG8002 can be granted upon application on a case-by-case basis. Detailed application arrangement will be sent by e-mail by late August 2016. If exemption is granted, these students will be directly enrolled to SG8001.

Only those students who have obtained a "Pass" in SG8001 course will be eligible to deliver face-to-face teaching.

10.7 A student's ability to receive a teaching studentship award is considered to have probationary status for one semester in the event that they:

- (a) failed in the first attempt in "English for the Medium of Instruction" course; or
- (b) obtained a "Fail" grade in SG8001 in the first attempt, and are therefore not permitted to teach; or
- (c) failed to perform the assigned TA duties and/or teaching and/or research-related duties satisfactorily as evaluated by the Academic Unit (AU) concerned.

10.8 During the probationary period, students will continue to receive a studentship and they are expected to successfully complete the "English for the Medium of Instruction" course, or SG8001 course, or to perform TA duties up to the required standard. Students will have their studentship reduced by 25% in the following semester in the event that they:

- (a) failed in their second attempt in "English for the Medium of Instruction" course, and are not qualified to take SG8001; or
- (b) obtained a "Fail" grade in SG8001 in their second attempt, and are therefore not permitted to teach; or
- (c) failed consistently to perform their TA duties satisfactorily during the probationary period.

10.9 For details of terms and conditions of the studentship award, please refer to the Regulations Governing Postgraduate Studentships (available in the Guidebook for Research Degree Studies upon student enrolment) for details of the award.

Research Tuition Scholarship

- 10.10 The Research Tuition Scholarship aims to reward students with outstanding academic performance. It is a meritorious award and is granted on a strictly competitive basis. All new students will be considered for the award as part of their application for admission to a research degree programme. No separate applications are required. Students will normally be notified of the results in their letter of admission. Students who have been granted the Scholarship should carefully read the Regulations Governing Research Tuition Scholarships (*available in the Guidebook for Research Degree Studies upon student enrolment*).

Chow Yei Ching School of Graduate Studies Entrance Scholarship (for selected international students)

- 10.11 The Chow Yei Ching School of Graduate Studies Entrance Scholarship is established to encourage outstanding international students to undertake research studies at the University with a view to promoting academic exchange and enhancing the international mix of the University's student population. It is a meritorious award and is granted on a strictly competitive basis. Nominations for the Scholarship will be made by the Department from among all international applicants. No separate applications are required. Candidates will normally be notified of the award of the scholarship in their letter of admission. If granted a Scholarship, the student's full-time tuition and hostel accommodation fees in the first year of study will be off-set by the award. Students who have been granted the Scholarship should carefully read the Regulations Governing Chow Yei Ching School of Graduate Studies Entrance Scholarship (*available in the Guidebook for Research Degree Studies upon student enrolment*).

B. Self-financed (Institutional-funded)

- 10.12 Students who are institutionally funded by the University are registered as full-time self-financed research students. They will be given a studentship funded by non-UGC/external funds during the stipulated study period. The value of the studentship should normally be the same as that of the postgraduate studentship for UGC-funded research students.
- 10.13 Students are required to pay self-financing tuition fee. The University will provide an Institutional Research Tuition Grant automatically to cover 50% of the full-time self-financing tuition fees on a yearly basis. Students with outstanding academic performance are eligible to apply for the Institutional Research Tuition Scholarship, which covers the remaining 50% of full-time self-financing tuition fees.
- 10.14 Subject to the availability of non-UGC/external funds, institutional-funded students will be eligible to apply for Institutional Conference Grants up to a maximum value of HK\$10,000 each, and Institutional Research Activities Fund up to a maximum cumulative value of HK\$30,000 during their entire period of candidature. Details of the terms and conditions of these two financial assistances will be the same as those for conference grants and research activities funds supported by government funds.

C. Students Financed by External Funds/Non-UGC FundsStudentship supported by External Funds/non-UGC Funds

- 10.15 Externally funded studentships come from funding received from an external source (e.g. industry, scholarship fund, the Teaching Company Scheme under the Innovation and Technology Fund, donation, Croucher Foundation). Therefore, the provision of such

studentships is subject to the availability of external funds. For details, please refer to the Guidelines Governing the Admission of Externally-funded and Self-financing Research Students (*available in the Guidebook for Research Degree Studies upon student enrolment*).

- 10.16 The value of the externally funded studentship should normally be equivalent to that of the postgraduate studentship. Please note that the postgraduate studentship rate is subject to revision in September of every year. Any revision to the studentship rate will apply to both current and new students, including those financed by externally funded studentships unless otherwise specified.
- 10.17 The funding period should normally be two years for an MPhil, three years for a full-time 3-year PhD student, or four years for a direct-entry full-time 4-year PhD student. The studentship award period should not exceed students' normal study period.
- 10.18 Studentship recipients who wish to apply for a renewal of their studentship should attain a minimum cumulative GPA of 2.50 in their coursework prescribed by the Qualifying Panel. Checks will be made on a semester/term basis and studentship recipients who are identified as failing to fulfill the above requirements will have their studentship discontinued.
- 10.19 Students who have been granted the Studentship should read the Guidelines Governing the Admission of Externally funded and Self-financing Research Students (*available in the Guidebook for Research Degree Studies upon student enrolment*).

Other Awards

- 10.20 Students financed by external funds are not eligible to apply for postgraduate studentships, research tuition scholarships, conference grants and research activities funds provided by government funds.

D. Self-financing Students

Self-financing research students are not eligible to apply for postgraduate studentships, research tuition scholarships and conference grants provided by government funds. For details, please refer to the Guidelines Governing the Admission of Externally-funded and Self-financing Research Students (*available in the Guidebook for Research Degree Studies upon student enrolment*).

11. Student Accommodation

- 11.1 The University offers on-campus accommodation for full-time research students in UGC-funded programmes. Due to the very limited residence places and increasing demand, the University is unable to offer residence places to UGC-funded research students for their entire study period. Furthermore, there is no guarantee at all that students will be granted residence places during their studies. Application for residence places is made on yearly basis and lot-drawing is used in allocating residence places for UGC-funded research students. Students who are interested to reside in the student residence can submit online application during the specified application period.

If the residence application is not successful, students are advised to visit [SRO website](#) for more information on searching off-campus accommodation.

- 11.2 Students who are interested to reside in the student residence in 2016/17 can submit online application during the application period from 15 April 2016 to 15 May 2016. For details, please refer to the SRO website in times of application.
- 11.3 Applications after 15 May 2016 should be sent directly to sropga@cityu.edu.hk. These applications will be put on waiting until all applications submitted on time had been processed.
- 11.4 Results will be released in early June 2016. Applicants who have submitted applications on or before 15 May 2016 will receive notifications via emails.
- 11.5 Successful applicants who are offered places at the Student Residence will be required to accept the residence offers by paying a non-refundable confirmation fee by the specified deadline. Students who fail to pay the confirmation fee before the specified date will be regarded as withdrawal and their places will be allocated to other students.

For enquiries, please contact Student Residence Office:

Phone: (852) 3442 1200

Email: sropga@cityu.edu.hk

Website: <http://www.cityu.edu.hk/sro>

12. Application for Student Visa/Entry Permit (applicable to non-local students only)

- 12.1 Persons who do not have the right of abode or right to land and wish to enter Hong Kong for the purpose of education are required by law to obtain a valid student visa/entry permit issued by the Hong Kong Immigration Department before coming to Hong Kong. They are classified as “Non-local” students.
- 12.2 It is the student’s responsibility to understand and comply with the immigration and visa regulations. Students who need to apply for a student visa/entry permit can either direct their applications to the Chinese Embassy/Consulate General in their place of residence or to the Immigration Department in Hong Kong. As part of the application for a student visa, applicants are required to nominate a Hong Kong resident aged 18 or above to act as a local sponsor. If you choose to make your entry visa/permit application to the Hong Kong Immigration Department direct and/or have difficulty in nominating a local sponsor, you may contact our Global Services Office (GSO) to seek visa sponsorship from the University:

Global Services Office (GSO)

Address: Room 3210, 3/F, Cheng Yick-chi Building,
City University of Hong Kong,
Tat Chee Avenue, Kowloon Tong,
Hong Kong SAR

Email: gsoins@cityu.edu.hk

Tel: (852) 3442 8089

Website: www.cityu.edu.hk/gso

- 12.3 Non-local applicants should complete the [Form ID995A Application for Entry for Study in Hong Kong](#)” (*Form ID995B will be completed by GSO who will act as the applicant’s sponsor under general circumstances*) and send the completed form, together with the following documents at your earliest convenience to GSO **at least two months** before the intended commencement date of your study at the University:

- (a) Copy of the Admission Letter (printed from application account);
 - (b) Copy of “Acceptance of Offer” after successful payment of Acceptance Fee (Login your application account → choose the appropriate programme → click the “Offer Accepted (Paid by credit Card)” link to get access to the document);
 - (c) Photocopies of the travel document or identity card containing the applicant’s personal particulars;
 - (d) Photocopies of documents (e.g. transcripts, award certificates, proof of deposit, proof of income) in support of the information claimed in Form ID995A;
 - (e) Photocopies of proof of the student’s financial support, e.g. bank statements, savings account passbooks, tax receipts and salary slips; and
 - (f) A payment of **HK\$500** (non-refundable and non-transferable), being administrative fee for visa application, in the form of a bank draft or credit card made payable to “**City University of Hong Kong**”;
 - (g) Photocopies of the page with personal particulars in 《因私/因公往來港澳通行證》, if applicable [*for Mainland residents only*];
 - (h) Photocopies of the applicant’s household registration in Taiwan (戶籍謄本) and Taiwan identity card [*for Taiwan residents only*].
 - (i) The completed and signed “Request for Visa Sponsorship and Student’s Agreement” form. It can be downloaded from GSO’s website at www.cityu.edu.hk/meao.
- 12.4 GSO will forward the above to the Hong Kong Immigration Department, which will normally issue a student visa/entry permit label and a letter **within two months**. The label and the letter will be sent to the student via courier. For applicants from the Mainland, please follow the instructions provided by GSO to complete the remaining application procedures for an exit-entry permit for travelling to and from Hong Kong and Macau and a relevant exit endorsement issued by the authority in the Mainland concerned.
- 12.5 In accordance with the regulations of the Immigration Department in Hong Kong, students holding a student visa/an entry permit for studying in Hong Kong and the necessary “No Objection Letter” (NOL) issued by the Immigration Department at the time of visa approval are allowed to undertake part-time employment during their stay in Hong Kong under the stipulated conditions. Please visit the Immigration Department’s website: <http://www.immd.gov.hk/index.html> for its updated information.

13. Personal Accident and Medical Insurance/Travel Insurance (applicable to non-local students only)

- 13.1 Medical costs in Hong Kong are expensive for non-locals. For students’ benefits, the Management Board of City University of Hong Kong has resolved that ***all non-local students**** are required to arrange personal accident and medical insurance or travel insurance during the period of their study at CityU. If you do not have your own insurance coverage before coming to Hong Kong, or if you wish to buy additional insurance, you may enrol in the CityU-contracted insurance plan. All new non-local students are required to

indicate their insurance enrolment decision during the online pre-enrolment process, whether they wish to enrol in the insurance plan or not. Continuing students will be asked to indicate their insurance enrolment decision through AIMS before the start of each academic year.

- 13.2 As the insurance coverage was basically for personal protection, the premium cost is to be borne by the students themselves. The insurance programme is **mandatory** for students unless they could produce documentary evidence to show that they had enrolled for alternative insurance schemes elsewhere.
- 13.3 For details of the medical benefits insurance plan and personal accident plan, please visit GSO's website: (http://www.cityu.edu.hk/gso/cns_healthninsur.htm).

14. Hong Kong Identity Card (applicable to non-local students only)

Upon arrival in Hong Kong, non-local students should apply in person to the Immigration Department for a Hong Kong Identity Card, which they must carry at all times.

15. Students with Special Educational Needs

Students with special educational needs (either temporary or permanent) may inform the University by filling in a "*Questionnaire for Students with Special Educational Needs (for research degree and professional doctorate students)*", which is obtainable from the Chow Yei Ching School of Graduate Studies or AIMS. The information collected will be used by different facility centres and departments of the University for offering of assistance to disabled students during their study at CityU and for statistical purpose.

City University of Hong Kong

Chow Yei Ching School of Graduate Studies

Thesis Submission RequirementsPolicy on Copyright Ownership

1. According to the University's intellectual property policy, the copyright for all original work produced by students in the course of or for the purposes of their studies, scholarship or research with or at the University will be owned by the students concerned. The University will, however, have a royalty-free and non-exclusive perpetual licence to use such work for normal University educational and operational purposes. (These rules also apply to work created by students that has been either partly or wholly funded by a consultancy project, unless copyright ownership is otherwise specified in the contract terms.)
2. Despite the above, for work created by students in research projects either partly or wholly funded by the University or ITF or other external organizations (other than in the context of a consultancy project), the copyright ownership of the work will be determined by the terms of the project contract. If the terms are silent on this issue, the copyright will be owned by the University.

Thesis Submission Requirement

3. Research degree and professional doctorate students are required to submit, upon the completion of their studies at CityU, both printed and electronic copies of their thesis to the University. An electronic copy will be uploaded by the Library onto online databases for both internal and public access.
4. Students may apply to the School of Graduate Studies for a restriction on access to their theses, for valid reasons, for up to a maximum of three years. Please refer to the "Guidelines for the Imposition of a Restriction on Access to a Thesis" for details.

Student's Declaration (please read the above before completing this section)

I note the above thesis submission requirements and agree to comply with them.

- (for students involved in consultancy or research projects that are funded by external organisations) (please tick, if appropriate)*

According to the copyright ownership policy mentioned above, approval has been obtained from the external organisation in question to allow me to comply with the above thesis submission requirements. *(Please attach the approval document to this form.)*

Student Name: _____ Student No.: _____
(in capital letters)

Department: _____ Programme: _____

Signature: _____ Date: _____

