

**Chow Yei Ching School of Graduate Studies
Admission Notes
for Candidates Admitted to PhD/MPhil Programmes in 2024/25**

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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 a shaving declined the offer.
- 1.3 The acceptance fee for research degree programme for 2024/25, 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

For details of payment methods, please refer to the attachment of the offer letter ("How to Pay the Acceptance Fee").

- 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. Starting Date of Study

- 2.1 The starting date of study is normally the start of Semester A of an academic year. The Chow Yei Ching School of Graduate Studies may approve other starting dates recommended by the supervisor in accordance with the University's rule, which will also be the first day of a month. Please note that for students who register on or after the 16th day of a month, their starting date of study will be defined by Chow Yei Ching School of Graduate Studies.
- 2.2 Non-local students should inform the Chow Yei Ching School of Graduate Studies of the recommended starting 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, please visit the SGS enrolment website <https://www.cityu.edu.hk/sgs/student/rpg/studentenrolment>.

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.
- 3.3 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–12:30pm*; 2:00 pm–6:30 pm*
Saturday: 9:30 am–12 noon*

**For enrolment, please refer to your enrolment schedule and arrive 30 minutes before the office closing hours (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)*

3.4 During enrolment, students are required to bring along the following:

- (a) Hong Kong Identity Card or passport (passports for full-time non-local students should bear a valid student visa/entry permit label);
- (b) Original academic and professional certificates and transcripts (if applicable) to support all qualifications claimed in the application form;
- (c) A copy of the first page of a bank passbook/statement;
- (d) 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 four months' tuition fee (after deducting the acceptance fee), (ii) graduation fee;
- (e) For non-local students, you can settle the payment by cash. If you have a local bank account, check other Payment Methods listed in (<https://www.cityu.edu.hk/fo/htm/PayMethods.htm>). Note that Flywire and CityU Pay is currently not available to MPhil and PhD students.

Details of the total amount to be paid on registration (fee rates for 2024/25):

| 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\$7,416 | HK\$400 |
| ^{##} 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 at the time of registration. | | |
| Externally-funded or Institutional-funded Students | | |
| Full-time | HK\$7,416 | |
| Self-financing Students | | |
| Full-time | HK\$21,448 (local students), HK\$33,584 (non-local students) | |
| Part-time | HK\$7,416 (local students), HK\$13,484 (non-local students) | |

- (f) 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 the student. For details of the payable premium, please refer to Section 14 below.

3.5 Please note that failure to present any of the above items may delay the registration arrangement.

3.6 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.

3.7 Full-time students are not allowed to undertake full-time jobs without the prior approval of the Chow Yei Ching School of Graduate Studies.

3.8 Studentship recipients shall not engage in any paid employment without the prior approval of the relevant College/School/Department. 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:

| Programme of Study and Study Period | Full-time | Part-time |
|-------------------------------------|-----------|-----------|
| MPhil | 2 years | 4 years |
| PhD | 4 years | 8 years |

- 4.2 A maximum of two extensions can be granted, subject to approval of supervisor, with each period not exceeding 12 months (irrespective of the student's mode of study).
- 4.3 Research degree students who commence study with starting date on or after 1 September 2022 are required to fulfil the prescribed coursework requirements with a cumulative GPA of 3.0 or above before submission of thesis for oral examination.
- 4.4 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.
- 4.5 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 four months' tuition fee; and • Graduation fee |
| Within the stipulated study period | Tuition fee will be collected on a semester/term basis, i.e. Semester A, Semester B and Summer Term. Each collection will be for 4 months. |
| Within study extension period(s), if any | Continuation fee will be collected on a semester/term basis, i.e. Semester A, Semester B and Summer Term. Each collection will be for 4 months. |
| 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 between 10th and 15th day of the relevant months specified. Students are reminded to keep sufficient funds in their bank accounts for settling the fees before the 10th of the relevant months specified.

- 5.3 Fees Level for 2024/25
(*Please note that fees are subject to revision from time to time without prior notice.)

Annual Tuition/Continuation Fees

| <i>Types of Fee</i> | <i>Mode of Study</i> | | <i>Remarks</i> |
|--|---|--|----------------|
| | <i>Full-time</i> | <i>Part-time</i> | |
| Government-funded Students | | | |
| Tuition fee | HK\$42,096 | Not applicable | Non-refundable |
| Continuation fee | HK\$10,524 | HK\$5,268 | Non-refundable |
| External Funds/Self-financing Students/Self-financed (institutional-funded) | | | |
| Tuition fee | HK\$84,192 HK\$120,600 (non-local self-financing students) | HK\$42,096 HK\$60,300 (non-local self-financing students) | Non-refundable |
| Continuation fee | HK\$21,048 HK\$30,150 (non-local self-financing students) | HK\$10,524 HK\$15,075 (non-local self-financing students) | Non-refundable |

Other Major Fees (for all students)

| <i>Types of Fee</i> | Types | | <i>Remarks</i> |
|--|--------------------------------------|------------------|--|
| | <i>Full-time</i> | <i>Part-time</i> | |
| CityU Postgraduate Association membership fee* | HK\$300 | HK\$150 | One-off payment covering a student's entire study period |
| Examination fee | HK\$1,000 (MPhil) HK\$1,500 (PhD) | | Non-refundable |
| Graduation fee | HK\$400 | | Non-refundable |

Insurance Premium (applicable to non-local students only)

Please refer to Section 14 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.

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 students: 7 credit units (including at least 2 credit units of research methodology and ethics course at postgraduate level);
 - (b) PhD students: 14 credit units (including at least 9 credit units of core courses and at least 2 credit units of research methodology and ethics course at postgraduate level);
- and 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 start of studies.
- 7.4 Students are also required to complete a compulsory online training course on research integrity during the qualifying period or within the specified period stipulated by the University.

8. PhD Qualifying Examination

PhD students admitted in 2019/20 and thereafter are required to pass a mandatory Qualifying Examination within 10-24 months (full-time) or 20-48 months (part-time) after starting their PhD studies. A maximum of two attempts will be allowed. Those students who cannot pass the examination by the deadline will result in termination of PhD study. At the discretion of individual academic units, PhD students who are terminated due to failure of the qualifying examination may seek transfer to a self-financing MPhil programme with or without supervisor’s studentship support using non-UGC funds.

9. Submission of Reports

- 9.1 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 starting date of study
 - Part-time students: within 9 -18 months from starting date of study
- 9.2 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.

10. Medium of Instruction/Assessment and Thesis Presentation

- 10.1 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.
- 10.2 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.

11. Financial Awards/Assistance

A. Government-funded/Institutional-funded Students

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

- 11.1 The Postgraduate Studentship is granted to selected full-time research students on the basis of academic merit. The Postgraduate Studentship rate is subject to revision in September of every year. Any revision to the Postgraduate Studentship rate will apply to both current and new students.
- 11.2 MPhil students will normally be granted studentships for a maximum of two years and PhD students a maximum of four years (irrespective of their entry qualifications), and the studentship award period should not exceed students' stipulated study period.
- 11.3 There are two different Postgraduate Studentship rates, namely one flat rate for MPhil students and basic/advance rates 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.
- 11.4 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.
- 11.5 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 (TA) 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 hours.
- 11.6 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). All students, will be directly enrolled to SG8002 unless they have satisfied the following exemption conditions:
- Students 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 (iBT) with a score of 20 or above in the speaking section of TOEFL iBT are exempted from taking SG8002: these students will be directly enrolled to SG8001; 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.).

Upon completion of SG8002, 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.

- 11.7 A student's ability to receive a studentship award is considered to have probationary status for one semester in the event that they:
- (a) failed in the first attempt in SG8002; 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 College/School/Department concerned.
- 11.8 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 SG8002, 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.
- 11.9 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

- 11.10 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

- 11.11 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. Institutionally funded

- 11.12 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.
- 11.13 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

- 11.14 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.
- 11.15 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.
- 11.16 The funding period should normally be two years for an MPhil, four years for a full-time 4-year PhD student. The studentship award period should not exceed students' normal study period.
- 11.17 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.
- 11.18 Students who have been granted the studentship should read the Regulations Governing Postgraduate Studentships (*available in the Guidebook for Research Degree Studies* upon student enrolment).

Other Awards

- 11.19 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. They are required to pay self-financing tuition fee set.

12. Student Accommodation

- 12.1 UGC-funded full-time research students are eligible for application for Student Halls of Residence (SHR). Due to the limited residence places and increasing demand, the University is unable to offer residence places to all UGC-funded full-time research students for their entire study period. Furthermore, there is no guarantee at all that UGC-funded full-time research students will be granted residence places during their studies/

Higher priority for hall residence at Whitehead hostel compound (Ma On Shan) shall be granted to UGC-funded full-time research students for their 1st year of study, subject to their timely submission of online hall application. This privilege is for the 1st year of study only and cannot be transferred to any subsequent years of study.

From the 2nd year of study onwards, lot-drawing mechanism shall be applied for UGC-funded full-time research students, subject to their timely submission of online hall application, for hall residential places at Cornwall Street Hostel Compound or Jockey Club House on campus.

Hall application and contract are on annual basis. Hence, all UGC-funded full-time research students are required to submit hall application before/by the deadline defined on Student Residence Office (SRO) website (<https://www.cityu.edu.hk/sro/StudentHousing/PGHalls/ResearchDegreeStudents.htm>).

- 12.2 UGC-funded full-time research students who are interested in applying for SHR, including recipients of Hong Kong PhD Fellowship Scheme, please visit [SRO website](#) for details and submit timely submission of online hall application. Late application will not be entertained.
- 12.3 If the residence application is not successful, students are advised to visit [SRO website](#) for more information on searching off-campus accommodation.
- 12.4 Results will be released around June 2024. Applicants who have submitted applications on or before application deadline will receive notifications via emails.
- 12.5 Successful applicants who are offered places at the SHR 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 (SRO):

Phone: (852) 3442 1111

Email: sroga@cityu.edu.hk

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

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

- 13.1 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. Applications for student visa usually take at least 2 months to process. If you are a permanent resident in mainland China, you also need to apply for the Exit-entry Permit for Travelling to and from Hong Kong and Macao (EEP) and an exit endorsement from the Public Security Bureau after obtaining your student visa/entry permit, which may take up to 2 weeks subject to the policies of individual provinces.
- 13.2 It is the student’s responsibility to understand and comply with the immigration and visa regulations. To apply for entry to Hong Kong for study, the applicant should nominate a local sponsor who can be the educational institution granting the acceptance for admission or an individual over 18 years old living in Hong Kong. City University of Hong Kong (the University) may act as the applicant's local sponsor if he/she is accepted by the University to study in a locally-accredited local programme. Please visit GEO’s website at <https://www.cityu.edu.hk/geo/non-local-students/visa/student-visa> for instructions to apply student visa.
- 13.3 If you have further questions regarding your student visa application, you may contact GEO for further information:

Global Engagement Office (GEO)

Address: Room 3210, 3/F, Cheng Yick-chi Building,
City University of Hong Kong,
Tat Chee Avenue, Kowloon, Hong Kon SAR
Email: geovisa@cityu.edu.hk
Tel: (852) 3442 8089
Website: www.cityu.edu.hk/geo

- 13.4 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.

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

- 14.1 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.

- 14.2 As the insurance coverage was basically for personal protection, the premium cost is to be borne by the students themselves. Again, it is **mandatory** for students to have suitable and adequate insurance for the entire period of their study at CityU.
- 14.3 For details of the medical benefits insurance plan and personal accident plan, please visit GEO's website: (http://www.cityu.edu.hk/geo/cns_healthninsur.htm).

15. 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.

16. 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 via 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.

Chow Yei Ching School of Graduate Studies

Thesis Submission Requirements

Policy 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, an electronic copy of their thesis to the University. The 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: _____