

Dear Research Degree Students,

Welcome to the start of your doctoral journey! Chow Yei Ching School of Graduate Studies (SGS) is delighted to have you join our academic community and looks forward to supporting you throughout your research study.

As you begin planning your coursework, please familiarize yourself with the curriculum structure, credit requirements, and any mandatory core courses. Please also actively discuss with your supervisor and the Department, with reference to the Guidebook for Research Degree Studies 2025-26, Chapter 8, to ensure a smooth and successful start.

We wish you a productive and inspiring academic experience!

Coursework Plan Form for Research Studies (SGS16A Online Form) – Instructions for New Students

Step 1 > Before you fill in the SGS16A online form

Discuss your study plan with your supervisor and the Department and check out the list of approved courses. To see the syllabuses for reference, visit: <https://www.cityu.edu.hk/sgs/student/rpg/courses/courselist>

Coursework Requirements > List of Approved Courses for Research Degree Students

Step 2 > Complete the SGS16A online form

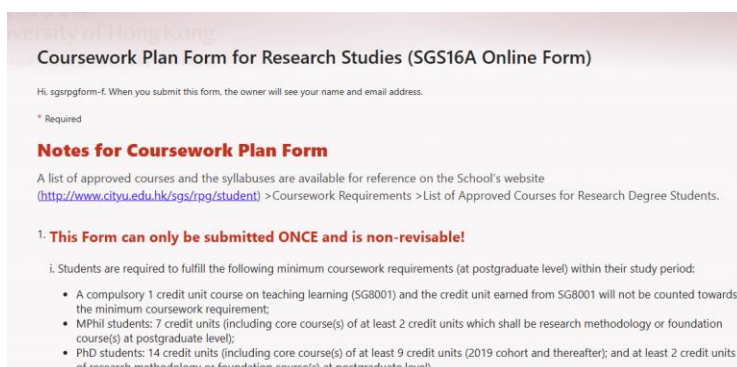
To access the form, visit: <https://www.cityu.edu.hk/sgs/student/rpg/form> or scan the QR Code below:



This form can only be submitted ONCE and is non-revisable!

Step 2A > Carefully review the “Notes for Coursework Plan Form”

Give your acknowledgment and consents by checking the given box before going to the [Course Plan] page.



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Coursework Plan Form for Research Studies (SGS16A Online Form)

Hi, sgspgform-f. When you submit this form, the owner will see your name and email address.

* Required

Notes for Coursework Plan Form

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.

- This Form can only be submitted ONCE and is non-revisable!**
 - 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 9 credit units (2019 cohort and thereafter); and at least 2 credit units of research methodology or foundation course(s) at postgraduate level).

I have read all the guidelines carefully with acknowledges and consents to the stipulation

Next

Step 2B > Complete the Courses Plan

Answer all **five** questions for each course in reference to the Master Class Schedule in AIMS. Course registration of SG8001 or SG8002 shall be determined by TED/EN and arranged by SGS. Students are not required to insert the information of SG8001 or SG8002 in the online form.

Example:

Coursework Plan
Creating into the Future

10. Course 1 - Semester
Select your answer

11. Course 1 - Subject Code (e.g. EE)
Please enter at most 4 characters

12. Course 1 - Course Code (e.g. 8001)
Please enter at most 5 characters

13. Course 1 - Core/Elective
Select your answer

14. Course 1 - Web-enabled/Non-Web-enabled
Select your answer



Coursework Plan
Creating into the Future

10. Course 1 - Semester
Semester B 2025/26

11. Course 1 - Subject Code (e.g. EE)
EE

12. Course 1 - Course Code (e.g. 8001)
8001


13. Course 1 - Core/Elective
Core

14. Course 1 - Web-enabled/Non-Web-enabled
Web-enabled

Step 3 > Submit SGS16A for Approvals

1. After submitting the online form, you will receive an email titled “[Action Required] SGS16A Online Form Submission (Pending for Approval)” with a PDF attachment as below:

Sample Email: (The circled part will be your Legal Name and Student No.)

 SGS16A Online Form Rece...

 SGS16A Online Form Receipt...
347 KB

Dear

Your SGS16A Coursework Plan online form (status: pending for approval) has been received.

Please print out the attached form and submit it to your supervisor and then the Department for the respective approvals, and then submit the approved form via the Department to SGS. You may check the approved coursework plan in AIMS after two weeks and contact the Department with any questions.

If you wish to make any subsequent changes to the coursework plan, please use the form SGS16B-Change in Coursework Plan for Research Degree Students and follow the same procedure above for approval and submission.

Thank you.

Regards,
Chow Yei Ching School of Graduate Studies
(Research Degree and Professional Doctorate Programmes)
City University of Hong Kong

Disclaimer: This email (including any attachments) is for the use of the intended recipient only and may contain confidential information and/or copyright material. If you are not the intended recipient, please notify the sender immediately and delete this email and all copies from your system. Any unauthorized use, disclosure, reproduction, copying, distribution, or other form of unauthorized dissemination of the contents is expressly prohibited.

2. Print out the PDF attachment and fill in “course title” and “credit units” for all the courses the table in section A. Please fill in “section” and “CRN” for all courses of current academic year.
3. Submit the completed form to your supervisor and the Department for their respective approvals.
4. Submit the approved form via the Department to SGS.
5. Register the Web-enabled Course(s) of the current semester directly in AIMS within the add/drop period. (NOTE: SGS will register the Non-Web-enabled Course(s) for you according to the approved form.) For students under the Joint PhD Programmes with Mainland, SGS will register all the courses for you according to the approved form.

Important Notes:

- 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 9 credit units (2019 cohort and thereafter); and at least 2 credit units of research methodology or foundation course(s) at postgraduate level).
- ii. Students should register for the web-enabled course(s) in AIMS within the add/drop period (<https://www.cityu.edu.hk/sgs/student/masters/coursereg/web>). The add/drop period normally ends on 1st day of week 2 of the semester. Add/drop of courses that are non-web-enabled, outside the add/drop period, or that require special approval (which cannot be added/dropped by students) would be done by SGS.
- iii. For students admitted on or after 1 September 2022, they are required to fulfil a minimum cumulative GPA of 3.0 in the prescribed coursework for graduation. All courses that a student has enrolled in (including courses he/she enrolled in by himself/herself without using SGS Forms) since the beginning of his/her study will be taken into account when calculating his/her cumulative GPA.
- iv. 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 TED/EN and arranged by SGS.
- v. Students under the Joint PhD Programmes with Mainland and overseas universities are not required to take SG8001/SG8002.

- vi. Courses prescribed for research students must be at postgraduate level (i.e. P5 courses or above) selected from the list of approved courses.
- vii. At least half the coursework (4 credit units for MPhil and 7 for PhD) should be taken at **CityUHK** or other local institutions under the **Cross-institutional Course Enrolment Scheme**. For further information, please visit : <https://www.cityu.edu.hk/sgs/student/RPg/crossinstitutional>.
- viii. 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.
- ix. Students are not allowed to re-attempt courses that have previously been taken in another programme/level of study offered by CityUHK, or 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.
- x. For courses with pre-requisite or pre-cursor requirements, the Qualifying Panel is requested to provide supporting documents (e.g. transcript and the course syllabus) to prove that the student has satisfied such requirements.
- xi. Courses taken without the supervisor's approval will NOT be counted towards the fulfillment of coursework requirement.
- xii. Students taking core/elective courses offered by other Department/School should consult their home department beforehand if there is any implication on taking the home department's Qualifying Examination.