

## Application for Renewal of a Postgraduate Studentship (SGS33)

### Notes to Student:

- For students who (i) have been approved to change from part-time to full-time mode of study; or (ii) have discontinued the studentship due to failure to attain the minimum academic requirements (for example, attain in their coursework prescribed by the Qualifying Panel a minimum cumulative GPA of 2.5), they may use this form to apply for renewal of studentship if they have attained the requirements.
- Please submit the following items to your Research Supervisor and Department Head/School Dean for approval:
  - a recent unofficial transcript from AIMS (Student Record ⇒ My Academic Record ⇒ Grade Detail);
  - the latest coursework plan from AIMS (Student Record ⇒ My Study Details (for Research Degree Programmes) ⇒ Study Plan); and
  - a summary of studentship records from AIMS (Student Record ⇒ My Finance ⇒ Scholarship and Financial Aid Records).

### Notes to Research Supervisor:

- Please forward the completed form to SGS via School/Department as soon as possible. If studentship renewal is approved, the award will take effect from the month following the approval and no retroactive award will be granted.**

#### Section A Personal Particulars (\* please delete as appropriate)

Name: \_\_\_\_\_ Student No.: \_\_\_\_\_  
 Department/School: \_\_\_\_\_ Programme: MPhil/PhD\*  
 Start Date: \_\_\_\_\_ Mode of Study: FT/PT\*  
 (Normal) Study Period End Date: \_\_\_\_\_

#### **Records of Postgraduate Studentship**

Please refer to the attached *Scholarship and Financial Aid Records* for studentship award records. For students who are eligible for Postgraduate Studentship, the award period should normally cover the normal study period after renewal.

#### Section B Coursework Plan/Credit Transfer/Coursework Exemption

*Please note that MPhil students are required to complete 7 credit units of coursework (minimum requirement) and PhD students 14 credit units (normal requirement) unless credit transfer is approved by the Department/School. At least half the coursework (4 credit units for MPhil and 7 for PhD) should be taken at CityUHK or other local institutions.*

Please refer to the attached unofficial transcript and coursework plan on the student's coursework performance and requirements.

#### Section C: Declaration by the Student (Please tick as appropriate)

- I declare that:
  - I have not engaged in any paid employment in the preceding 12 months.
  - I have engaged in paid employment in the preceding 12 months and have sought approval via SGS.
- I undertake to abide by the Regulations Governing Postgraduate Studentships, if applicable.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: : \_\_\_\_\_

Programme: MPhil/PhD\*

**Section D: Recommendation of the Supervisor** (*Please tick as appropriate*)

1. Comments on the student's study progress:

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2. Recommendation for Renewal of Postgraduate Studentship based on the comment stated above:

- I recommend renewal of the Studentship up to the student's normal award period.
- I recommend renewal of the Studentship for a tentative period of \_\_\_\_\_ months.
- I do not recommend renewal of the Studentship.

**(Applicable for renewal of studentship to be supported by the Supervisor's research project only.)**

I agree to provide funding for the above studentship renewal using my research grant as listed below, and confirm that there are sufficient funds in the project account:

Project No & PI Chop: \_\_\_\_\_ Scheduled completion date: \_\_\_\_\_

Funding period of studentship: \_\_\_\_\_ (dd/mm/yyyy – dd/mm/yyyy)

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

**Section E: Approval of the Department Head/School Dean** (*\*please delete as appropriate*)

I approve / do not approve\* the Supervisor's recommendations as detailed in Section D.

Comments on the Qualifying Panel's assessment, the student's feedback, and other general comments, if any:

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Comments on the student's performance in discharging the academic-related duties as assigned by the Department/School, if applicable:

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**(Applicable for renewal of studentship to be supported by College's/School's/Department's non-UGC reserve.)**

I agree to fund the Studentship renewal, as recommended by the Supervisor as indicated in Section D, using the Department's/College's/School's\* non-UGC reserves (account code: \_\_\_\_\_)

Budget Controller: \_\_\_\_\_

Date: \_\_\_\_\_

Signature:

\_\_\_\_\_  
Department Head/School Dean

Date:

\_\_\_\_\_

***Please forward the completed form to SGS for processing.***