

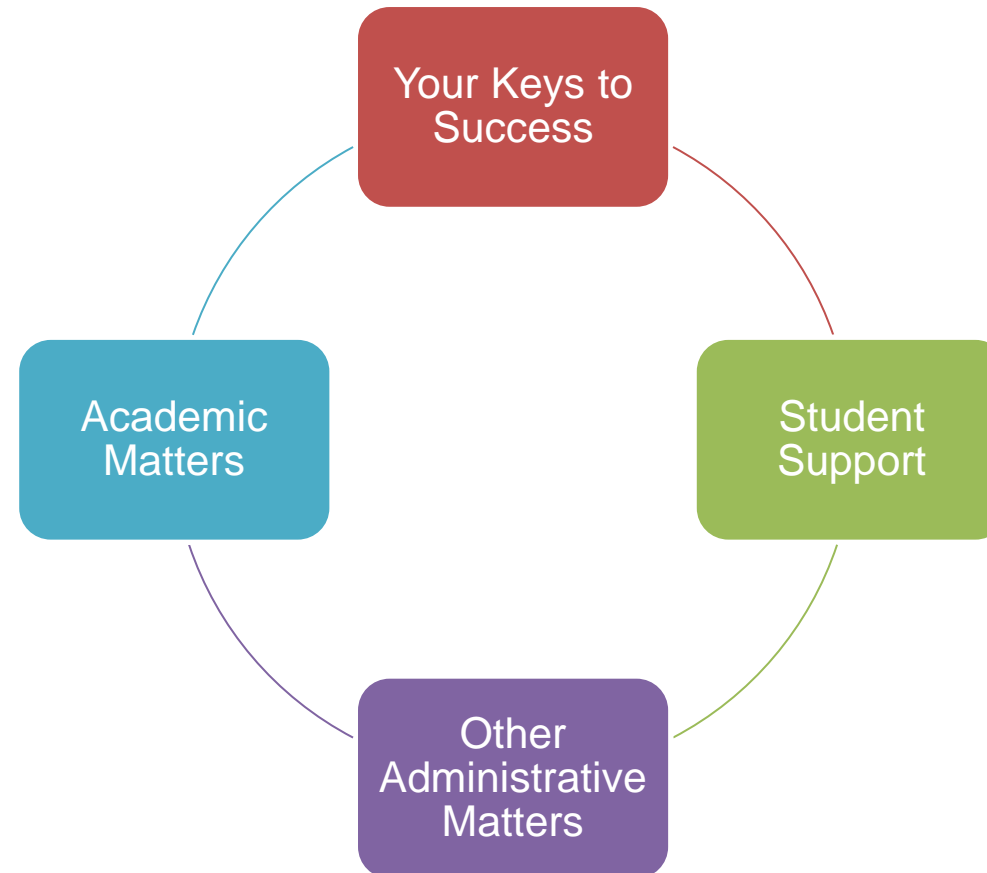


Orientation

For Research Postgraduate Students

Welcome to Hong Kong Baptist University!

Let's walk through your study journey:



Your Keys to Success

Key Milestones



Coursework



**Qualifying Exam
(applicable to PhD)**



**Confirmation of
Candidature**



Oral Examination



**Submission of
Thesis**

Language Centre will offer English enhancement course to students who marginally fail to meet the English admission requirement.

The course will be offered in the 1st semester each year.

Coursework Requirements

	MPhil	PhD (<u>4-year</u>)
Mandatory Common Core Programme (MCCP)	3 units	3 units
Other Courses (HKBU / CIC)	9 units	12 units
Research Seminars (<i>min 0.5-1 unit every semester</i>)	N/A	*4-8 units
Research Methodology	N/A	3 units
Course add/drop period 13-25 Jan 2025		*22-26
Note: School of Communication and School of Business may have other specific requirements. Please contact your School for details.		

RPg courses

Approval from
course
instructor(s) are
required for

- Adding a course which is not offered by your Faculty/School.
- Adding a course after the add/drop period.
- Withdrawing from a course.

TPg courses

Approval from
respective
Programme
Director is
required for

- Adding a course
- Withdrawing from a course

How to find
the
information of
a Programme
Director?

- *Please go to BUniport>Course Information>click the course title and find the “offering department/unit” on course outline. Then, you may find the information about programme director under different offering units at <https://ar.hkbu.edu.hk/tpg-admissions/programmes>.*

Withdraw a course

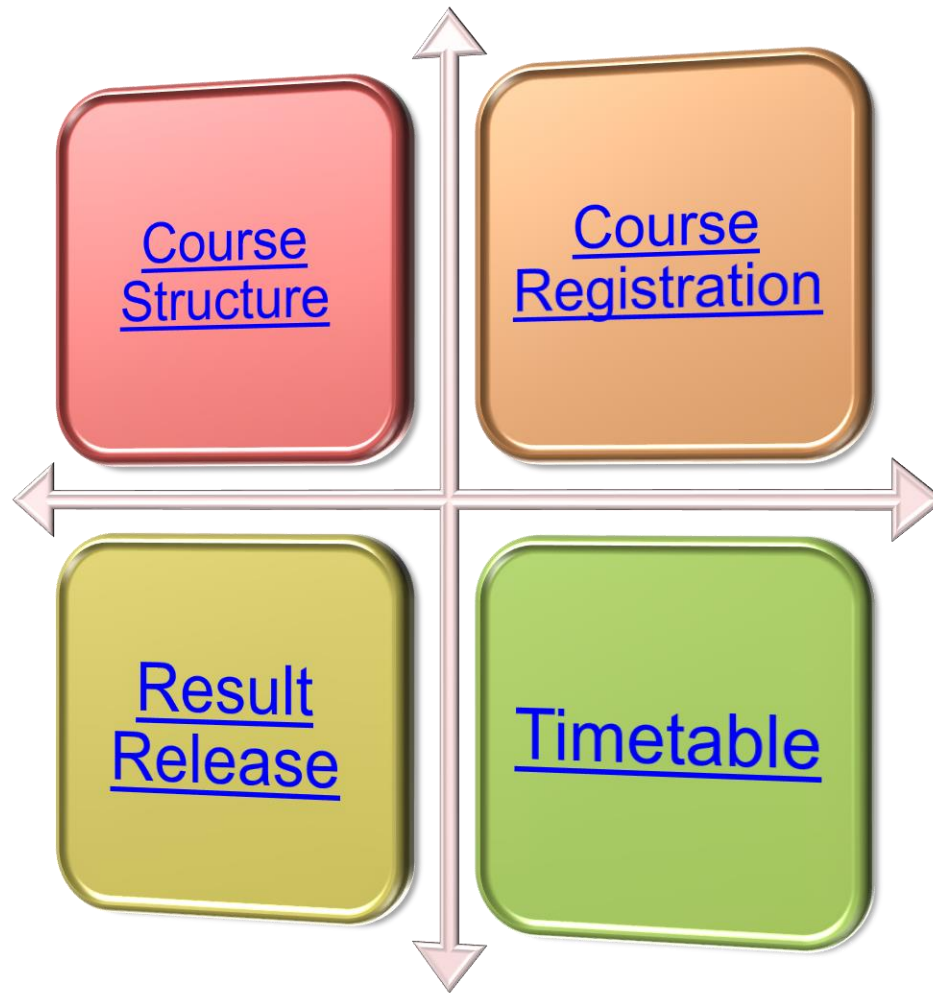
- Application for course withdrawal must be submitted to the Graduate School four weeks before the commencement of the semester final examination. Courses withdrawn will be graded as “W” on the transcript

Application for course withdrawal submitted after the said timeline will not be processed.

Coursework Requirements (**Exemption**)

	MPhil	PhD (<u>4-year</u>)
Mandatory Common Core Programme	<p>Exemption for the following courses will be considered based on relevant prior studies and experience.</p> <p><i>MCCP6010 Teaching University Students</i></p> <p><i>MCCP6020 Advanced English for Academic Purposes</i></p> <p>Exemption will only be considered during course add/drop period (3-16 Sept).</p>	
Other Courses	NA	<p>If you have a relevant master's degree, you can be exempted from taking one course (3 units) (submit commencement form in 10 days).</p>
Research Seminars		NA
Research Methodology		

Mandatory Common Core Programmes (MCCP)



MPhil

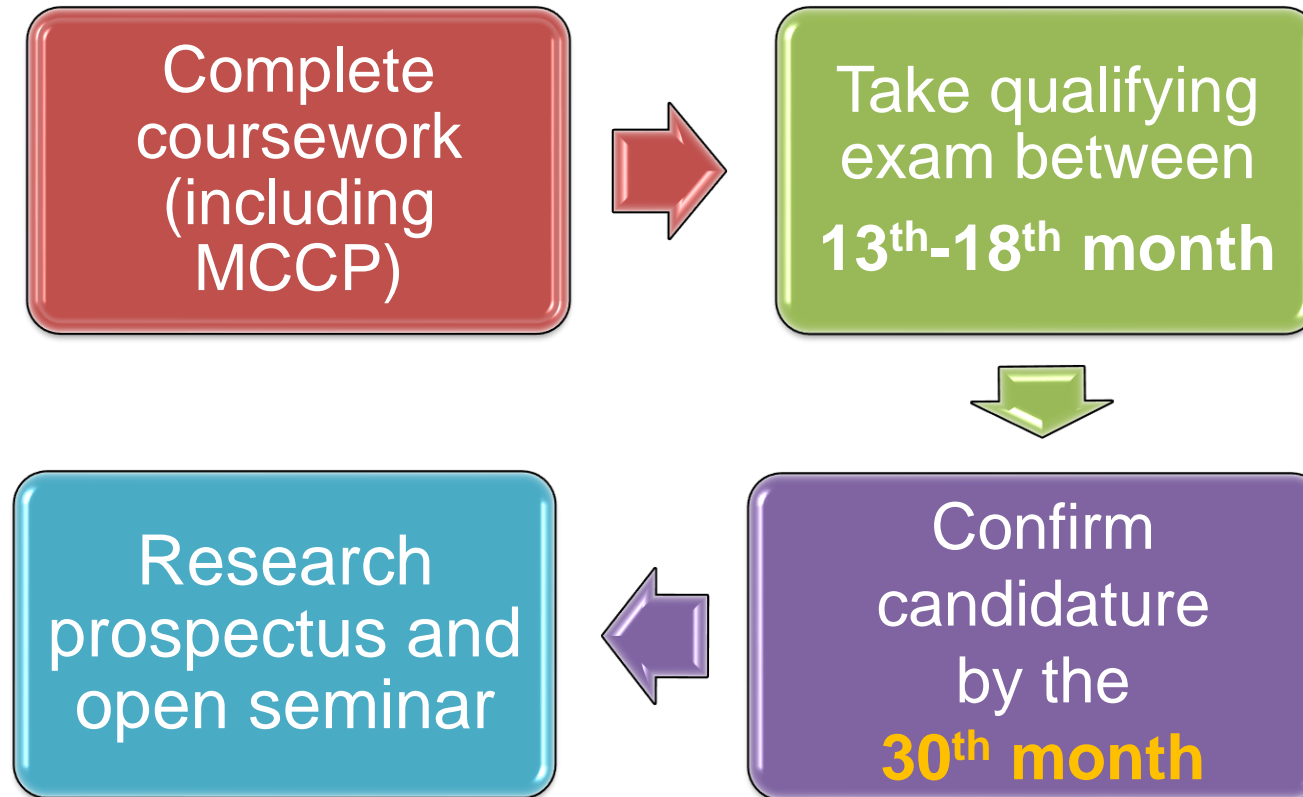
Between the
9th and 12th
month

Complete
MCCP

Submit a
research
prospectus

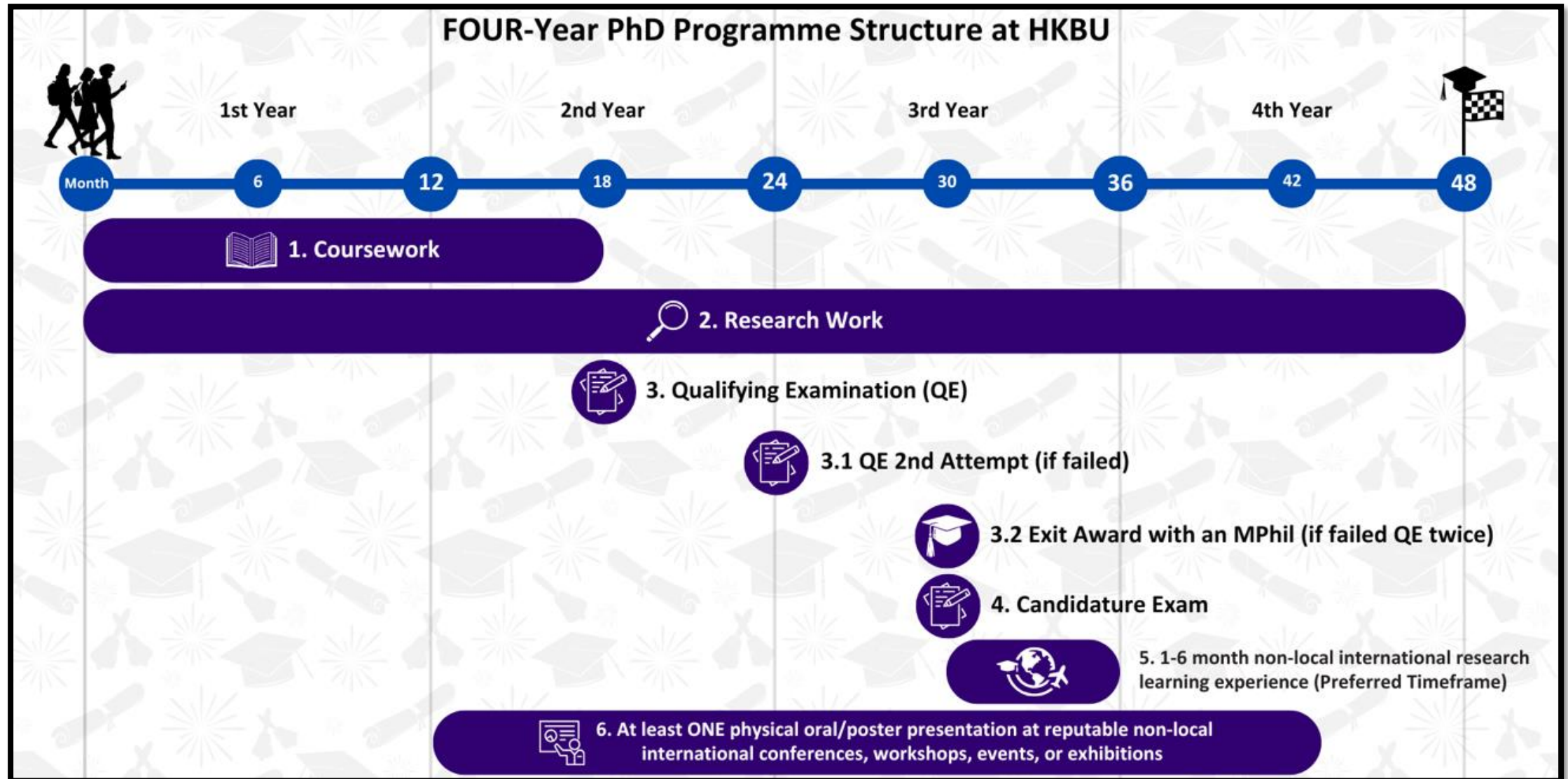
Must complete MCCP (and English enhancement course, if applicable) before confirmation of your candidature.

PhD



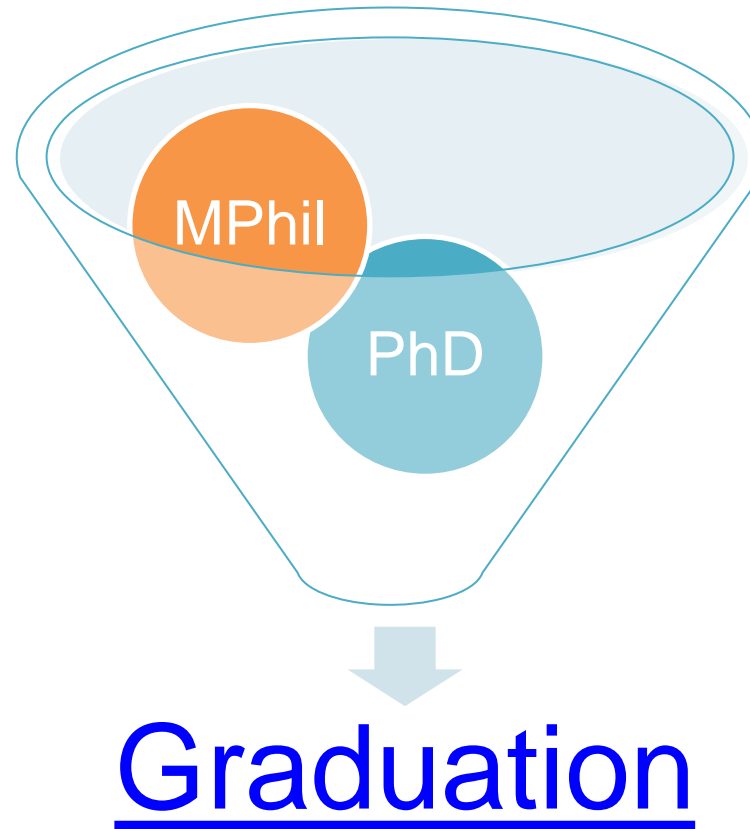
Must complete all coursework, except research seminars (and English enhancement course, if applicable) before taking qualifying exam.

Highlights of 4-year PhD Programme



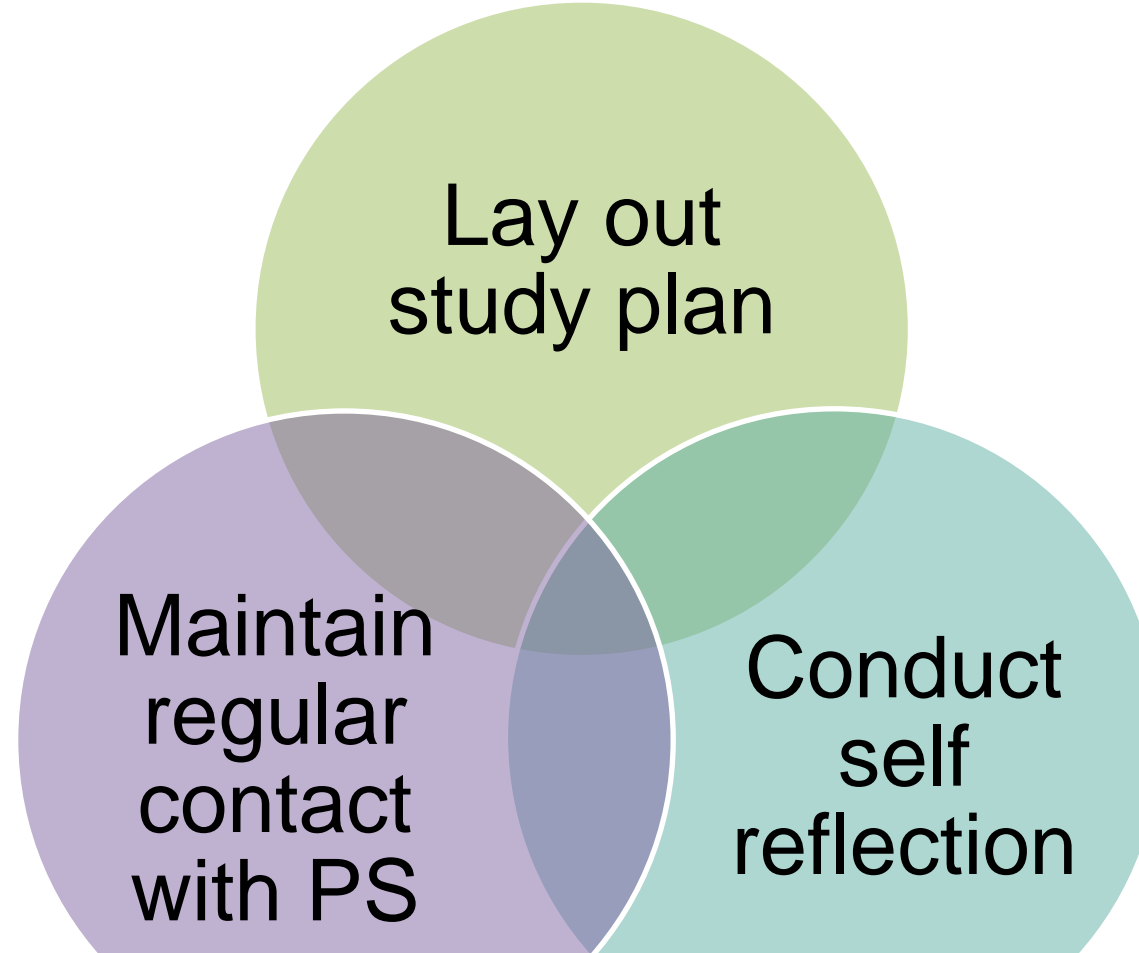


All graduation requirements must be fulfilled before the submission of thesis for oral examination.



Other Academic Matters

Submit your **Bi-Annual Progress Report**
on time every 6 months.



Input your [ORCID](#) (Open Researcher and Contributor ID) in Bi-Annual Progress Report and synchronise publication records to the University's repository (see steps [here](#))

Your Responsibilities



Student Support

Normal Study Period

MPhil Normal
Study Period
24 months

PhD Normal
Study Period
48 months



Studentship recipients – tuition fee offset by **studentship** (waived for local students)

Self-funded students – to be settled every 6 months (paid in February and August)



Studentship of **HK\$18,550/month**
(Studentship recipients)
Auto-pay to your bank account

Open a local bank account if you don't have one

Complete the commencement form in 10 days

Higher studentship rate (HK \$19,070) for post-candidacy PhD students

Research Students Expenses

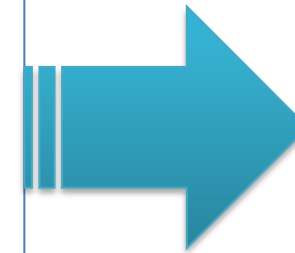
Eligibility	Full-time studentship recipients during the normal study period	
Items can be claimed	A. International Conference/ Seminar B. Overseas Attachment C. Others (Field Trip, Study Tour, etc.)	PhD students: Max. HK\$20,000 MPhil students: Max. HK\$10,000 For activities outside Hong Kong, please complete <u>Overseas Travel Insurance Declaration Form for Official Trip</u> (details)
	D. Thesis Editing Fee	Max. HK\$6,000 (one-off)
	E. Incentive for Oral Presentation at International Conferences	HK\$3,000 (one-off)

Research Student Expenses (2-staged process for Reimbursement)

Stage 1: Obtain prior budget approval from GS

Before the event

- Complete the Application for Budget Approval with the endorsement of your Principal Supervisor, Department, and Faculty.
- Submit the endorsed-application together with all supporting documents to GS at least **3 weeks** before the event. **Late application will not be accepted.**
- GS will notify you of the budget approval via e-mail.

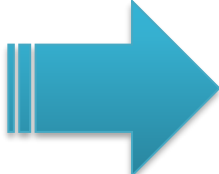


The processing time depends on your timely submission and provision of **relevant** supporting documents (e.g. itinerary and receipts).

Research Student Expenses (2-staged process for Reimbursement)

Stage 2: Apply for Reimbursement

After the event

- 
- Complete the Application for Reimbursement within **1 week** after you have returned to HK.
 - Submit the application together with event-related payment proof to GS for vetting /approval.
 - Finance Office arranges reimbursement.

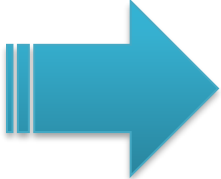


Must submit leave application via Buniport before submitting the Research Student Expenses Stage 1 application for your study leave expenses.

Research Student Expenses (2-staged process for Reimbursement)

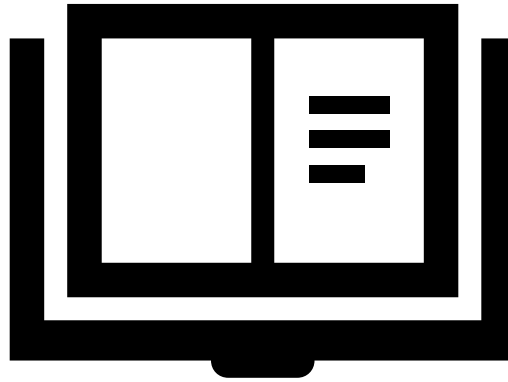
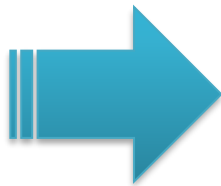
Stage 2: Apply for Reimbursement

After the event

- 
- Complete the Application for Reimbursement within **1** week after you have returned to HK.
 - Submit the application together with event-related payment proof to GS for vetting /approval.
 - Finance Office arranges reimbursement.

Must seek approval, i.e. stage 1, before submitting application for reimbursement. No reimbursement will be allowed if the item(s) are not pre-approved.

Testimonial/Transcript



When applying for a testimonial for visa application for conference/OA, invitation letter must be uploaded.

For all students

Basic medical and dental care provision and
Group Personal Accident Policy for all students

- For details, please visit the Estate Office website

<https://eo.hkbu.edu.hk/eo-services/services-facilities/medical-services.html>

For non-local students

Personal Accident and Medical Insurance

- Non-local students are advised to purchase [insurance](#) on your own.
- For details of the insurance plan and application procedures, please visit [Finance Office's website](#)

(Go to “Students” and then “Insurance for Students”)

- ✓ Principal Supervisor and Co-Supervisor
- ✓ Faculty/School/Department
- ✓ Library
- ✓ Office of Student Affairs (SA)
- ✓ Mainland Student Services Unit
- ✓ International Office
- ✓ Finance Office
- ✓ Graduate School



Other Administration Matters



Please check with your departments for [procedures](#).

All the forms can be downloaded from the [Graduate School website](#) except academic leave form which should be submitted via BUniport



Full-time research postgraduate students may take up part-time employment, either on or off campus, for **a maximum of 12 hours per week** (including the summer months)



The nature of part-time work should be directly related to research or academic that is beneficial to the students' studies and career development



Students intending to take up a part-time job shall submit a request specifying the job descriptions and working hours to Principal Supervisor, Department, Faculty/School and Graduate School for approval

1. Prior Approval
2. Timely Application
3. Read the Emails from GS

1. [Open](#) a local bank account if you are a studentship recipient.
2. Complete the [Commencement Form](#) in 10 days
3. Activate your e-mail account and Web-based University Cyber Port System (BUniport) if you have not done so.
5. Update your local contact at BUniport
6. Apply for your HKID card within 1 month and upload a copy to the visa application system when available.

- Handbook for Research Postgraduate Students
<https://gs.hkbu.edu.hk/handbook/handbook-for-research-postgraduate-students>
- Download Area
<https://gs.hkbu.edu.hk/current-students/research-postgraduate-programmes/download-area/for-current-students>
- Academic Calendar
<https://ar.hkbu.edu.hk/student-services/useful-information/publications>
- Office of Student Affairs <https://sa.hkbu.edu.hk/>
- BUniPort Announcements <https://buniport.hkbu.edu.hk>

Graduate School Contact Information

Office Address:

AAB 904, Level 9, Academic and Administration Building,
Baptist University Road Campus
Hong Kong Baptist University
Kowloon Tong
Hong Kong

Opening Hours (refer to the latest information on the GS website):

9am – 1pm and 2pm – 5pm (Monday to Friday)

Email: hkbu_rpg@hkbu.edu.hk

Website: <https://gs.hkbu.edu.hk/>

Please avoid using the Graduate School address as your correspondence address.

Thank You