

This Guide for Research Degree Supervisors aims to provide an overview of the research degrees and the best practices for research degree supervision.

A Quick Check:

Can I supervise a research degree student as Principal Supervisor?

- ✓ A full-time regular academic staff member at the rank of Assistant Professor or above without any experience in research student supervision will begin as a co-supervisor;
- ✓ A full-time academic at the rank of Research Assistant Professor will begin as a co-supervisor;
- ✓ Staff members of the above, who have co-supervised a student to successful graduation, may supervise MPhil or PhD students as the Principal Supervisor.

For academic staff who cannot meet the above criteria, the University may consider their appointment given the below guidelines:

- (a) Adopting the current HKBU practice that strong proven research track record could be accepted as justifications for serving as PS.
- (b) Allowing holders of external competitive grants to serve as PS should they use their own grants to admit students.
- (c) Recognising prior supervision experience and the year of equivalence will be assessed by respective Deans.

The above options shall be bound by two conditions:

- (1) Endorsement by Department Head and Dean shall be obtained; and
- (2) A senior academic with supervision experience shall serve as the co-supervisor providing mentorship in student supervision.

How can I get myself familiarised with the University's policies and practices of RPg supervision?

- ✓ The Centre for Holistic Teaching and Learning (CHTL) organises [induction programme and seminars](#) to help colleagues familiarise with the related policies and practices and to share supervision experience.
- ✓ The Graduate School (GS) is responsible for developing and implementing academic and administrative policies, procedures and systems for postgraduate programmes, such as those relating to student records, registration, examinations and graduation. Please refer to the following website/documents for more details:

- ❖ [GS's website](#)
- ❖ [Handbook for Research Postgraduate Students](#)
- ❖ University Policies, Rules and Regulations:
 - Declaration of Interest
 - Administrative Guidelines for the Protection of Intellectual Property Rights
- ❖ [Grievance Procedure for RPg Studies](#)
- ❖ Different forms and templates in GS's website
 - For students (<https://gs.hkbu.edu.hk/download-area/download-area-for-rpg-students>)
 - For staff (<https://gs.hkbu.edu.hk/faculty-and-staff/postgraduate-studies/download-area-rpg>)



hkbu_rpg@hkbu.edu.hk



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

Quick Guide

1. Programme Structure of HKBU's Research Degrees.....	2
2. Financial Support	3
3. Admission	5
4. Coursework Requirements	8
5. Monitoring of Study Progress	8
6. Graduation Requirements	12
- PhD	12
- MPhil	12
7. Roles and Responsibilities of Principal Supervisors	12
8. Roles and Responsibilities of Co-supervisor	13
9. Good Practices for Supervision	13
10. Responsibilities of Student.....	14
11. University Guidelines on Duties Assigned to Research Postgraduate Students by Faculties/Departments .	14
12. Guiding Principles on Provision of Supervision for Research Postgraduate Students until Graduation by their Principal Supervisors beyond Retirement/departing the University.....	15
Appendix A - Procedures governing student academic integrity.....	16

August 2024

1. Programme Structure of HKBU's Research Degrees

AY2019/20 is a dividing line for the PhD programme structure. Before AY2019/20, both 3-year and 4-year programmes are offered depending on the disciplinary requirements.

Starting from AY2019/20, all PhD students admitted have to follow the 4-Year PhD programme structure. Students admitted before AY2019/20 will not be affected.



Doctor of Philosophy (PhD) Degree

4-Year PhD Programme (from 2019/20)	Full-time	Part-time
Normative Study Period	48 months	72 months
Qualifying Examination	By 18 th month	By 30 th month
Confirmation of Candidature	By 30 th month	By 42 nd month
Coursework Requirements	A minimum of 22 units, including: <ul style="list-style-type: none"> • Mandatory Common Core Programme (MCCP, 3 units) • Research Seminars (a minimum of 4 units) : 0.5-1 unit per semester • Mandatory course on research methods (3 units) • Other courses (12 units) 	
Other Mandatory Requirements	<ul style="list-style-type: none"> • 1-6 month overseas attachment or overseas research learning experience • One oral/poster presentation at a reputed international conference / venue appropriate to the discipline • One publication 	
Minimum GPA Score	2.67	

Master of Philosophy (MPhil) Degree

Normative Study Period	24 months (Part-time MPhil would normally not be considered)
Confirmation of Candidature	Between the 9 th and 12 th month
Coursework Requirements	A minimum of 12 units, including: <ul style="list-style-type: none"> • MCCP (3 units) • Other courses (9 units)
Minimum GPA Score	2.67

2. Financial Support

Financial assistance in the form of studentship is provided to eligible full-time RPg students to cover their daily subsistence, tuition fees and other expenses that may be incurred during the programme of study. Its provision is to enable research students to devote full effort into their studies without engaging in other jobs for income. There are *three types of studentship* awarded at the University:

2.1 Types of Studentship

- University Grant (UG) Studentship - funded by the University Grants Committee's (UGC) allocation as Block Grant or via the Hong Kong PhD Fellowship Scheme (HKPFS)
- Research Grant (RG) Studentship- supported by research projects acquired under the Research Grants Council (RGC) by the Principal Supervisors (PS) or Co-Supervisors (CS)
- Other types of Studentship: funded by other types of research grants, donations, private funds, academic/industry partners, etc.

Maximum Period of Studentship:

- MPhil: 24 months
- 3-year PhD: 36 months
- 4-year PhD: 48 months (the 4th year studentship is on matching-basis between the University and the Faculty/ Department)

Terms and Conditions of UG and RG Studentship

The table below summarises *the terms and conditions* of the UG and RG Studentships:

	UG Studentship	RG Studentship
Eligibility	<ul style="list-style-type: none"> • Only full-time research postgraduate students are eligible to receive studentships. Part-time or self-financed students are not entitled to studentships 	
Funding Source	<ul style="list-style-type: none"> • Block Grant • HKPFS¹ 	<ul style="list-style-type: none"> • Research grants of Principal Supervisors(PS) or Co-Supervisors (CS) • Donation/Private fund
Assignment of Duties	<ul style="list-style-type: none"> • By Department Head or his/her delegate 	<ul style="list-style-type: none"> • By PS and/or CS
Validity	<ul style="list-style-type: none"> • Normally be renewable annually • Subject to satisfactory performance and availability of fund 	<ul style="list-style-type: none"> • To be offered for a specified period depending on the research projects • Subject to satisfactory performance and availability of fund

Important Terms	<ul style="list-style-type: none"> • The studentship is renewable every year subject to satisfactory academic progress for up to four years (depending on the programme). The studentship rate is reviewed on a yearly basis. • As teaching and research are part of the postgraduate training experience, such duties may be assigned during the normal study period. • Studentship recipients cannot engage in any full-time employment. Any kind of employment or remunerated work is subject to the approval of the GS² • Unauthorized leave may result in the cancellation of studentship • Unsatisfactory performance may result in cancellation or suspension of studentship • Within the normal study period, the studentship will cease automatically in the month when the recipient has submitted the final thesis or the Senate has approved the graduation status, whichever is earlier. • Recipients are not employees of the University and the studentship is not salary payment
-----------------	--

¹ Awardees of HKPFS should also comply with the Terms and Conditions of the Scheme.

² Full-time non-local studentship recipients 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 their 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.

Funding Category

According to the UGC's categorisation of student quotas, the University has four types of funding categories.

Funding Category	Funding sources
UGC Quota	UG Studentship

Within 100% Cap (100% x student quota allocated by UGC)	The UGC allows the universities to enrol RPg students up to 100% over and above their respective approved student quotas using RGC grants, if the aggregate over-enrolment does not exceed the number of ongoing General Research Fund (GRF) and Early Career Scheme (ECS) projects awarded to the respective universities.
Beyond 100% Cap (not self-funded)	Universities may enrol additional students beyond the 100% cap subject to the conditions that <ul style="list-style-type: none"> • UGC is given prior notification; and • the additional full direct costs incurred¹ are met from non-UGC/RGC funds.
Beyond 100% Cap (Self-funded)	Self-financing students including part-time students

2.2 Tuition Waiver Scheme for local RPg students

2.3 Teaching Assistantship (TA)



2.4 Application for Study Leave and Research student expenses

To incentivise local students to join RPg programmes, the Government provides tuition waiver for all local students enrolled in UGC-funded RPg programmes. More information is available at the RGC's website [\[LINK\]](#)

- For the academic year 2021/22, the University has introduced a TA Scheme for full-time PhD students who are not receiving a studentship to work as part-time teaching assistants (TAs). These students will be required to perform teaching support duties.
- The University and the Faculties/Schools (F/S) would provide a monthly salary (at the studentship rate) to the selected students by contributing funding on a 1:1 matching ratio.

Students who wish to be absent from studies in Hong Kong must apply for Leave of Absence (see (i) below). For studentship recipients*, they may seek the University's support on [Conference and Research-related Allowance](#) and follow the steps below to file timely applications. Late budget and reimbursement applications will not be accepted.

Applications	Suggested Timeline
(i) Apply for study leave via <i>BUniPort</i> with supporting document(s): <i>Study > e-applications > Online Form > GROLE - Application for Study Leave (Overseas Learning Experience), and upload the invitation letter/registration record and research plan during that period.</i>	Preferably 2-3 months before the event.
(ii) After the leave is approved, apply for a testimonial for visa application (if necessary) and upload the invitation letter/registration record: Testimonial for Visa Application for Overseas Learning Experience	Immediately after the study leave is approved.
(iii) Apply for necessary visa via Consulate General of the destined country	The time required varies among different countries.

¹ All direct marginal costs incurred arising from the enrolment of the additional student(s), including studentships, and additional costs for student supervision, cost of space provided, etc.

(iv)	Submit Stage 1 budget application with supporting documents, e.g. registration proof and quotations	At least 3 weeks before the event
(v)	Submit Stage 2 reimbursement after you are back to HK in one week	Within 1 week after you return to HK

*The University provides subsidy to eligible RPg students in the form of “Research Student Expenses” to support their research activities. Full-time studentship recipients can apply for it within their normal study period. Self-funded or UIC students are not eligible.

The table below shows the maximum supported amount for each eligible RPg student within the normal study period and the supported items:

Supported item	Max. Supported Amount
A. International Conference/Seminar B. Overseas Attachment C. Others (Field Trip, Study Tour, etc.)	PhD students: - 3-year PhD Programme: Max. HK\$15,000 - 4-year PhD Programme: Max. HK\$20,000 MPhil students: Max. HK\$10,000 (Multiple claims are allowed if there is an available balance.)
D. Thesis Editing Fee	Max. HK\$6,000 (one-off)
E. Incentives for Oral Presentation at International Conferences	HK\$3,000 (one-off)

For details on the application procedures, please refer to the GS’s website [\[LINK\]](#):

Students who are HKPFS awardees are provided with additional Conference and Research-related Travel Allowance per year for a maximum of three years. For details, please refer to the GS’s website [\[LINK\]](#):

3. Admission

Main Round	1 September
Clearing Round	1 January

3.1 Qualifications

Applicants seeking admission to the PhD degree programme should possess:

- (a) a Master’s degree from a recognised university or comparable institution; or
- (b) a Bachelor’s degree with First Class Honours from a recognised university or comparable institution; or
- (c) any other qualification deemed by the GS to be acceptable for this purpose.

3.2 Language Proficiency

Details of other admission requirements of PhD/MPhil programmes are available on the GS's website:

PhD [\[LINK\]](#)

MPhil [\[LINK\]](#)

For both PhD and MPhil applicants, if their qualification is obtained from a university or comparable institution of which the language of teaching and/or examination is not English, they should attain either of the following test results:

Test	Minimum Score	Sub-score Requirement
Test of English as a Foreign Language (TOEFL)	79 (Internet-based Test, "IBT")	At least 18 for Reading, Listening and Speaking, and 19 for Writing
International English Language Testing System (IELTS)	6.5	At least 5.5 for Reading, Listening, Speaking and Writing

Some students may be admitted in view of their good academic records and strong research skills, though their English proficiency is slightly below the threshold standard. In such cases, for those admitted from AY2019/20 onwards, they are required to

complete an English Enhancement Course (EE course) offered by the Language Centre or pass the threshold standard in IELTS/TOEFL in the first year of study and in any case before Qualifying Examination.

Note: For admission to RPg programmes in the Faculty of Science and School of Chinese Medicine, consideration will be given to applicants with College English Test Band 6 (CET-6) at 500 and Speaking English Test (CET-SET) Grade B. If admitted, they are also required to fulfil the requirement above.

3.3 Admission Process

Applicant	Applicants submit applications online [LINK]
Faculty	<ul style="list-style-type: none"> • Admission/Interview Panel to review applications and make recommendations • Seek approval from the Department Head/Faculty Dean. <p>Note: The factors taken into account include:</p> <ul style="list-style-type: none"> ▪ Academic excellence (e.g. GPA, professional qualifications, awards, scholarships, etc.) ▪ Research ability and potential (e.g. quality of the research proposal, feasibility to carry out the research, potential and value of the research to the Faculty) ▪ Cultural diversity (e.g. contribution to diversifying the learning environment) ▪ Leadership ability and societal responsibility (e.g. proven experience in professional and/or extracurricular activities) ▪ Communication and interpersonal skills (e.g. ability to articulate and express ideas and concepts in English both verbally and in written form) ▪ Other factors deemed appropriate by the relevant Faculty
Graduate School	<ul style="list-style-type: none"> • Ensure the recommended applicants have met the required standards. • Vet the documentary proof of the recommended applications. • Issue offer letters to the selected applicants. • Liaise with Immigration Department on student visa matters.

3.4 Student visa requirement for non-local students

All full-time non-local students are required to obtain a student visa from the Hong Kong Immigration Department in order to study at the University. For more information concerning immigration policy on studying in Hong Kong, please visit the Immigration Department webpage [\[LINK\]](#):

The University VISA Application System was developed to facilitate the application procedures, please refer to this [\[LINK\]](#) for details.

4. Coursework Requirements



4-Year PhD

A minimum of 22 units, including:

- Mandatory Common Core Programme (MCCP) (3 units)
- Research Seminars (minimum a total of 4 units) : 0.5- 1 unit per semester
- Mandatory course on research method (3 units)
- Other courses (12 units)*

MPhil

A minimum of 12 units, including:

- MCCP (3 units)
- Other courses (9 units)*

**Starting in 2023/24, only postgraduate level courses at HKBU (i.e. Level 6 (6000-series) and Level 7 (7000-series) courses) or any of the postgraduate level courses offered under the Cross-institutional Course Enrolment Scheme will be accepted for coursework fulfilment. Other advanced undergraduate level courses that are taken for own interest or to make up for deficiencies shall be recorded on the transcript but shall not be counted towards the coursework requirement and calculation of GPA. [General Regulations for MPhil and General Regulations for PhD ([7.2 Academic Standard of Required Courses](#))]*

Notes

- ✓ Student's selection of courses is subject to the recommendation of PS and endorsement of Department Head.
- ✓ Make-up courses and laboratory courses for making up students' deficiencies are not counted towards the coursework requirements.
- ✓ If a required course cannot be offered by the University at a given time, an equivalent course, with the approval of the PS and Department Head, may be taken from another university through the Cross-institutional Course Enrolment Scheme in Hong Kong.
- ✓ Students who failed to fulfil the coursework requirements are subject to dismissal.
- ✓ For 4-year PhD programme, students are required to attend research seminars throughout their studies (a minimum of 0.5 unit each semester, totalling minimum of 4 units). Exemption may be granted under the following circumstances:
 - (a) Transfer from MPhil Programme to PhD programme;
 - (b) Early completion of study; and
 - (c) Absence during the 1-6 month overseas attachment

Application for exemption other than the above would be considered by the Dean of GS or his/her designate on a case-by-case basis.

4.1 Mandatory Common Core Programme (MCCP)

The MCCP aims to equip students with the necessary skills and knowledge to build the foundation for their research study, and to facilitate the development of their academic career. Two courses are credit-bearing (weighing three units), and the others are non-credit bearing yet mandatory.

Components of the MCCP are:

MCCP Courses		No. of Units / Hours / Sections	Offering Units*
Skill/Knowledge Area	Course Name		
Teaching	Teaching University Students	1 unit	CHTL
Academic English	Advanced English for Academic Purposes - Postgraduate Thesis Writing in Practice - Postgraduate Presentation Skills in Practice	2 units	LC
Research Support Skills	Introduction to Scholarly Communication and Publishing	4 hours <i>(Online delivery)</i>	LIB
	Effective Literature Searching	2 hours	LIB
Entrepreneurship	Berkeley Method of Entrepreneurship in Hong Kong	6 sections <i>(Online delivery)</i>	KTO
Research Ethics	Responsible Conduct of Research	12 modules <i>(Online delivery)</i>	REC
Discipline-specific MCCP Courses			
SCI/SCM	Laboratory Safety Workshop	2 hours	EO

*** Abbreviations:**

CHTL	Centre for Holistic Teaching and Learning	LC	Language Centre
EO	Estate Office	LIB	Library
KTO	Knowledge Transfer Office	REC	Research Ethics Committee

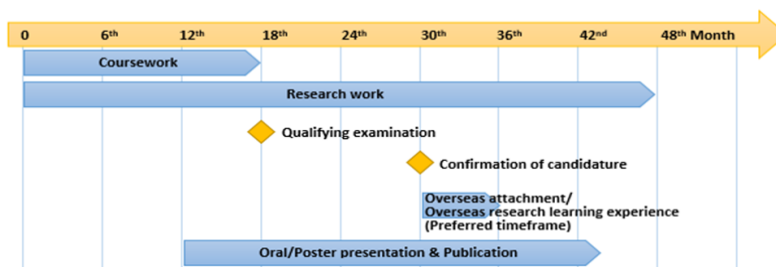
5. Monitoring of Study Progress

5.1 Qualifying Examination

4-year PhD

- The qualifying examination is conducted during the first semester of Year 2 (i.e. between the 13th and 18th month).
- Before the qualifying examination, PhD students are required to fulfil the coursework and GPA requirements, which include MCCP and other required courses* prescribed by each Faculty. (Note: Research Seminars should be completed before the submission of thesis for oral examination.)

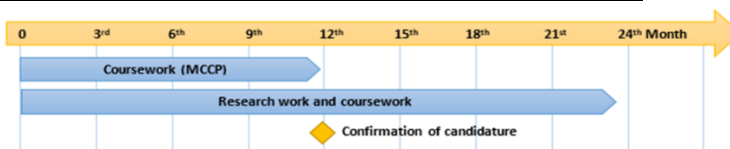
Normative Study Timeline for 4-Year full-time PhD programmes



MPhil

- Students should complete M CCP before the confirmation of candidature, and satisfy all coursework requirements before the submission of his/her thesis for oral examination.

Normative Study Timeline for full-time MPhil programmes



5.2 Confirmation of Candidature

A candidate registered provisionally for the MPhil or PhD degree is subject to a probation period:

Mode of Study	MPhil probation period	PhD probation period
Part-time	Up to 18 months	Up to 42 months
Full-time	Up to 12 months	Up to 30 months

By the end of the probation period, students should undergo an assessment to confirm their candidature.

Student's performance is assessed by:

	MPhil	PhD
Requirement	Submit a research prospectus	<ul style="list-style-type: none"> Submit a research prospectus Conduct an open seminar: Students present the research outline, methodology, literature review, expected findings/results, etc.; Questions may be raised by any participants.
Assessor	PS and CS	Assessment Panel, consists of: <ul style="list-style-type: none"> Chair: Department Head*; and At least two members in the field (from the same or different department) PS and CS could serve on the Panel as non-voting members
Form/Report	Supervisors' Report Form completed by PS and CS	Assessment Reports completed by the Assessment Panel

* If the Department Head is also the PS, a designate should be appointed.

Faculty submits the above documents to the GS for central record. RPSC may request the above documents for review should the need arises.

Arrangement of thesis submission preparation for your reference:

- [Thesis Submission & Oral Examination procedure;](#)
- [Guidelines on Preventing Prolonged Continuation of Study;](#)
- [Guidelines for Incorporating Research Outcome in Students' Theses,](#) and
- [Schedule for Approval of Graduation.](#)

*Students who have not yet fulfilled the graduation requirements including English proficiency and publication requirements are not allowed to submit their theses for oral examination.

5.3 Thesis submission and Oral Examination

Details of appointment procedures are available on the GS's website: [\[LINK\]](#).

Board of Examiners

Composition	MPhil	PhD
Chair	Faculty Dean (or designate)	
No. of External Examiner*	1	2
No. of Internal Examiner	2 - including: <ul style="list-style-type: none"> • Department Head (or designate) • PS 	2 - including: <ul style="list-style-type: none"> • Department Head (or designate) • 1 academic in the field closely aligned with the student's research
Role of Chair	Without voting right	Cast deciding votes
Role of Principal Supervisor	With voting right	<ul style="list-style-type: none"> • Without voting right • Will be invited to attend and question the student at the oral examination

* Additional external examiners can be appointed under special circumstances, subject to the approval of Faculty Dean.

Note: The Department Head's designate shall be a #senior academic of the Department and the Faculty Dean's designate shall be a #senior academic of the University. If the Department Head or the Faculty Dean is the PS of the student, a designate must be appointed to serve on the Board.

#at the rank of Associate Professor or above

Appointment of External Examiners

The Board of Examiners consists of External Examiner(s). The nominated External Examiners should:

- a) be academics and/or professionals who are well established within their careers (e.g. academics at Associate Professor or above; professionals at a comparable career levels);
- b) NOT belong to any one of the following categories:
 - current academic staff of the University;
 - former academic staff of the University (including visiting academic staff who have been involved in the teaching of students in the previous three years);
 - academic staff who is expected to join the University before the assessment is completed; or
 - individuals who have no record of research and publications.
- c) have no conflict of interests with the PS and CS;
- d) be experienced in, or familiar with, the role of External Examiners in the monitoring of academic/professional standards; and
- e) be currently engaged in pursuits, including creative/research/publication activities, relevant to the student's research discipline; and

Faculties are also encouraged to invite an External Examiner from an overseas institution. If there are two external examiners, they should come from different institutions.

Examination Results

The Board of Examiners may recommend:

	Recommendation	Action
1.	Award of MPhil or PhD degree without any revisions	Student submits a copy of final thesis with a confirmation memo from the Chair of BoE to the GS within 3 weeks from the oral examination.
2.	Award of MPhil or PhD degree with minor revisions	Student re-submits the thesis with minor modifications within 3 months.
3.	Award of MPhil or PhD degree with substantial revisions	Student re-submits the thesis with substantial modifications within 6 months.
4.	Re-examination	Upon RPSC's endorsement, student sits for re-examination within 6 months (oral examination only, written examination only, or both)
5.	Failure	Upon RPSC's endorsement, PhD student may be awarded an MPhil degree, and MPhil student may be dismissed.

For details on the Operational procedures for submission of the final thesis for graduation, please refer to GS's website [\[LINK\]](#)

5.4 Bi-annual Progress and Planning Report

All research postgraduate students are required to submit an online Bi-annual Progress and Planning Report on the BUniPort to the Graduate School via their supervisors. The bi-annual progress report provides an opportunity for students to self-assess their performance periodically and plan for their studies; for supervisors to provide formal feedback, monitor student progress and identify any issues; and the department/Faculty to evaluate if any further support is required. Processing of the Bi-annual Progress Report via BUniPort:



- Annually, faculties prepare a report of the following seven categories of information/data collected. This RPg Progress and Planning Reporting System aims to identify and resolve any systemic issues and provide necessary support to students, and to address any issues identified from the feedbacks collected.
 - i) Status of student submissions
 - ii) Status of submission of Interim Reports
 - iii) Students' Rating of Academic Experience
 - iv) Principal Supervisor Rating of Student Performance
 - v) Awards/Honours Obtained
 - vi) Research Output
 - vii) Student Attending Study-related Activities

6. Graduation Requirements

- PhD

- Completion of coursework requirements;
- Passing of Qualifying Examination and candidature being confirmed;
- 1-6 month overseas attachment or overseas research learning experience;
- One oral/poster presentation at reputed international conference/venue appropriate to the discipline;
- One publication;
- Minimum GPA score at 2.67; and
- Other discipline specific requirement, as appropriate

- MPhil

- Completion of coursework requirements;
- Candidature being confirmed;
- Minimum GPA score at 2.67; and
- Other discipline specific requirement, as appropriate

7. Roles and Responsibilities of Principal Supervisors

Over the course of supervision, PS and CS shall serve several roles which include mentor, trainer, supporter, critic, and fellow researcher of the students. The major responsibilities of a PS are:

- a) to get familiar with the development, regulations and guidelines of RPg programmes, and ensure that the student understands the relevant regulations and that all requirements are complied with;
- b) to conduct orientation to the student about the facilities, resources, library support and other services made available for them by the University;
- c) to guide the student in the selection of the research topic and courses;
- d) to facilitate interaction between the student and academics/professionals in the field, for example, through publications, conference attendance, professional/academic associations and workshops, etc.;
- e) to advise the student on how to conduct research, and to develop the student's skills in areas such as thesis writing, computing and data analysis, library searching, and the management of databases and archival material;
- f) to meet the student regularly; to read and supervise his/her work, discuss and advise on any problems encountered; and to set/agree on deadlines or work schedules;
- g) to monitor the student's progress and instruct the student to follow proper procedures (e.g. submit bi-annual progress reports and the required documents for confirmation of candidature at appropriate time);
- h) to provide guidance to the student in completing the PhD qualifying examination as required for the 4-year PhD curriculum, where applicable;
- i) to guide and support the student in his/her fulfilment of the following requirements for completion of degree:
 - coursework;
 - 1-6 month overseas learning experience;
 - oral / poster presentation at a reputable international conference, workshop / exhibition;
 - publications as required by the Faculty;
 - other discipline-specific requirements, if any
- j) to identify and recommend prospective external examiner(s) for the student;
- k) to read and comment on the student's research thesis and to advise the student on possible revisions of the thesis before submission for examination;
- l) to serve as a member of the Board of Examiners (BoE) in the MPhil oral examination, or to serve as an invited member to give input in questioning the candidate in the PhD oral examination, if required;
- m) where applicable, after the oral examination,

- to advise the student on revisions of the thesis according to the comments of the BoE; and
- to confirm that the student has made all necessary changes as recommended by the BoE and to approve the final version of thesis.

n) to work with the CS for supervising the student.

8. Roles and Responsibilities of Co-supervisor

The major responsibilities of a CS are:

- to assist the PS in supervising the student, or serve in place of the PS when he/she is on approved leave;
- to read and comment on the student's research prospectus and share any suggested revision with the PS;
- to read and comment on the student's research thesis and share any suggested revision with the PS;
- to work with the PS for completing the student's Bi-annual Progress Report;
- to act for the PS if required, as a member of the BoE in the MPhil oral examination, or as an invited member to give input in questioning the candidate in the PhD oral examination, in the absence of the PS.

9. Good Practices for Supervision

Some good practices for supervision are provided below for reference²:

- Inspire and motivate students by assuming the role of mentor and role model (e.g. encourage students to develop their research network, offer advice on future career path, setting high but realistic standards, etc.)
- Offer different kinds of support (e.g. theory, time management, technical, data collection, writing, psychological, etc.)
- Be alert to new developments in related fields to find new problems
- Encourage students to participate in exchange activities to widen their academic and cultural horizons
- Go for publications – Encourage and help students identify and produce publications during the course of studies
- Identify research topics according to student's strengths and interests to maximise students' motivation
- Never give up – Students may feel frustrated if there seems to be little progress in their research, or their paper gets rejected; offer advice for improvement and give encouragement
- Assist students involved in practice-led research to bridge between theory and practice, where appropriate. Please visit Academy of Visual Arts (AVA)'s website [[LINK](#)] for more information on practice-led research.

Most importantly, it is always advisable to encourage student to begin and plan early.

² A note of thanks to Professor Patrick LAU (PE), Professor Jianliang XU (COMP), Professor Ken YUNG (GS/BIOL) for the Sharing on Research Supervision for RPg Students – Good Practices at the TALEs workshop on 26 April 2018.

Some other sources of reference include:

(a) Kimani, Elishiba Njambi. (2014). Challenges in Quality Control for Postgraduate Supervision.

(b) James, R., & Baldwin, G. (1999). Eleven practices of effective postgraduate supervisors. Centre for the Study of Higher Education and the School of Graduate Studies, University of Melbourne.

(c) [12 Principles for the Effective Supervision of Creative Practice Higher Research Degrees](#). Queensland University of Technology, 2013.

10. Responsibilities of Student

While it is the responsibilities of the supervisors to provide guidance and advice to research students and monitor their progress, research students should observe the following to ensure their research projects are conducted properly and effectively. Supervisors should ensure students are aware of their responsibilities.

- Be familiar with relevant regulations and procedures: RPg students should observe the relevant policies, regulations and procedures.
- Be committed: RPg students should work diligently throughout their studies and follow closely the agreed project plan and timeline.
- Have good communication with the supervisory team:
RPg students should maintain close communication with their supervisors to
 - understand the standard of work expected at an early stage;
 - provide regular update to their Supervisors about their research progress;
 - conduct self-assessment in the Bi-annual Progress report and discuss with their Supervisors about the study progress and their planning;
 - seek guidance, advice and feedback in a timely manner; and
 - address promptly the advice/feedback given.
- Observe academic integrity: The University regards honesty and integrity as essential moral qualities in our students. Students who have committed academic dishonesty such as plagiarism, cheating, use of fabricated data, etc. will be subject to academic disciplinary action. The University has published a handbook on avoiding plagiarism and maintaining intellectual integrity. It can be accessed at [\[LINK\]](#). The procedures governing student academic integrity is given at Appendix A.

11. University Guidelines on Duties Assigned to Research Postgraduate Students by Faculties/Departments

The following are the guidelines governing the assignment of duties for RPg studentship holders. Faculties/Schools (Faculties) should develop their internal guidelines to meet the unique needs of their respective disciplines and make the guidelines accessible to relevant stakeholders.

- a) Duties assigned by Faculties or Departments should normally contribute to the development of Programme Intended Learning Outcomes (PILOs) and relevant Graduate Attributes.
- b) The duties should mainly be teaching and research-related but can include certain administrative duties to diversify the portfolio as an academic normally does.
- c) Provision of teaching opportunities is encouraged to develop students' teaching skills.
- d) RPg students should not be involved in grading assignments that involve substantive academic judgment. Fundamental decisions should be taken by academics.
- e) There should be parity for duties among RPg students and duties should be assigned according to students' specialty and academic interest.
- f) The notional duty hours for RPg students during their normal study period shall not be more than an average of 12 hours per week throughout the year. Faculties should provide teaching opportunities to students and specify the duration for such duties.
- g) Students in the final semester of their studies could be exempted from the duties to better prepare for their thesis.

12. Guiding Principles on Provision of Supervision for Research Postgraduate Students until Graduation by their Principal Supervisors beyond Retirement/departing the University

Guiding Principles:

- i) Faculties/Schools should consider whether the current Co-S could be nominated to take up the role of PS for the relevant student.
- ii) If it is more beneficial to the student for the departing/retiring PS to continue the supervision, the Faculty/School shall agree with the PS with the arrangement, and make the request with justifications for consideration, such as:
 - Unique research interest of the student's research rendering the Co-S to serve as PS undesirable.
 - The student is at the last stage of finalising the write-up of the thesis where the likelihood for the departing/retiring PS to complete supervision is high.
- iii) Acknowledgement from affected students are required. In case that they decide to stay with the current retiring PS, they should acknowledge that there is still a chance that the current PSs could not supervise their studies till graduation should unexpected circumstances arise.
- iv) The PSs should enter into a contract or an agreement and have an academic title with HKBU (e.g. adjunct professor) after retirement/departure to maintain connection with the University during the students' remaining study period.
- v) Proposed research supervision arrangement after departure/retirement covering students' remaining study period should be provided in the contract/agreement, for instance, mode and frequency of communication in offering advice, monitoring progress and providing feedback to students so as to ensure that major responsibilities of a Principal Supervisor be assumed.

Appendix A - Procedures governing student academic integrity

Procedures Governing Student Academic Integrity for Sub-degree/Undergraduate/ Postgraduate Studies leading to an HKBU Award

Any student who commits an act of academic dishonesty would have violated academic integrity and would therefore be subject to academic disciplinary actions.

Academic dishonesty behaviour includes plagiarism, submission of material(s) for assessment which is not the student's own work, and, the use of fabricated or copied data for assessment.

Sub-degree/Undergraduate/Taught Postgraduate Studies by Coursework/Research Postgraduate Students taking Coursework

If academic dishonesty is suspected in respect of course-based assessment:

- i) the faculty member concerned should report to the Head of Department/Programme or Programme Director.
- ii) the Department/Programme will investigate the case with the student concerned.
- iii) if the charge is established, an 'F' grade will be assigned to the course*.
- iv) the Department/Programme will report the case, in writing, to the Academic Registrar (for undergraduate/associate degree/high diploma programmes)/Dean of Graduate School (for taught postgraduate programmes and research postgraduate students taking coursework) via the Dean of Faculty/School or Director of Academy of Visual Arts.
- v) the Academic Registrar/Dean of Graduate School will inform the Quality Assurance Committee (QAC)**.
- vi) the QAC will report the case to the Senate.

For more serious or repeated cases:

- i) the Department/Programme should follow the procedures i) - iv) above.
- ii) the Department/Programme should refer the case to the Panel on Disciplinary Cases as appointed by the Student Affairs Committee (SAC) for deliberation and more stringent disciplinary action would be taken.
- iii) the Director of Student Affairs will notify the Academic Registrar/Dean of Graduate School, in writing, of the action meted out. The Academic Registrar/Dean of Graduate School reserves the right to re-open the case, if necessary.
- iv) the Academic Registrar/Dean of Graduate School will inform the QAC**.
- v) the QAC will report the case to the Senate.

Appeal: The student may submit an appeal to the Department/Programme and the normal appeal procedures established by the University will be followed. Further appeal actions should be directed to the Academic Registrar/Dean of Graduate School. For more serious cases, the appeal should be directed to the Academic Registrar/Dean of Graduate School who will appoint an independent appeal panel to review the case. The decision of the appeal panel shall be final.

Note: *Any student found to have conducted academic dishonesty can be excluded from participating in the end-of-semester Teaching Evaluation (TE) for the course concerned. The Department/Programme should inform the Academic Registry/Graduate School, in writing, of this request at least 1 week before the commencement of the TE exercise.

** The cases of academic dishonesty arising from sub-degree programmes bearing HKBU awards (i.e. associate degrees and higher diplomas) are required to be reported to the QAC via the Quality Assurance Sub-Committee on Self-Financed Sub-Degree Programmes (QASC).

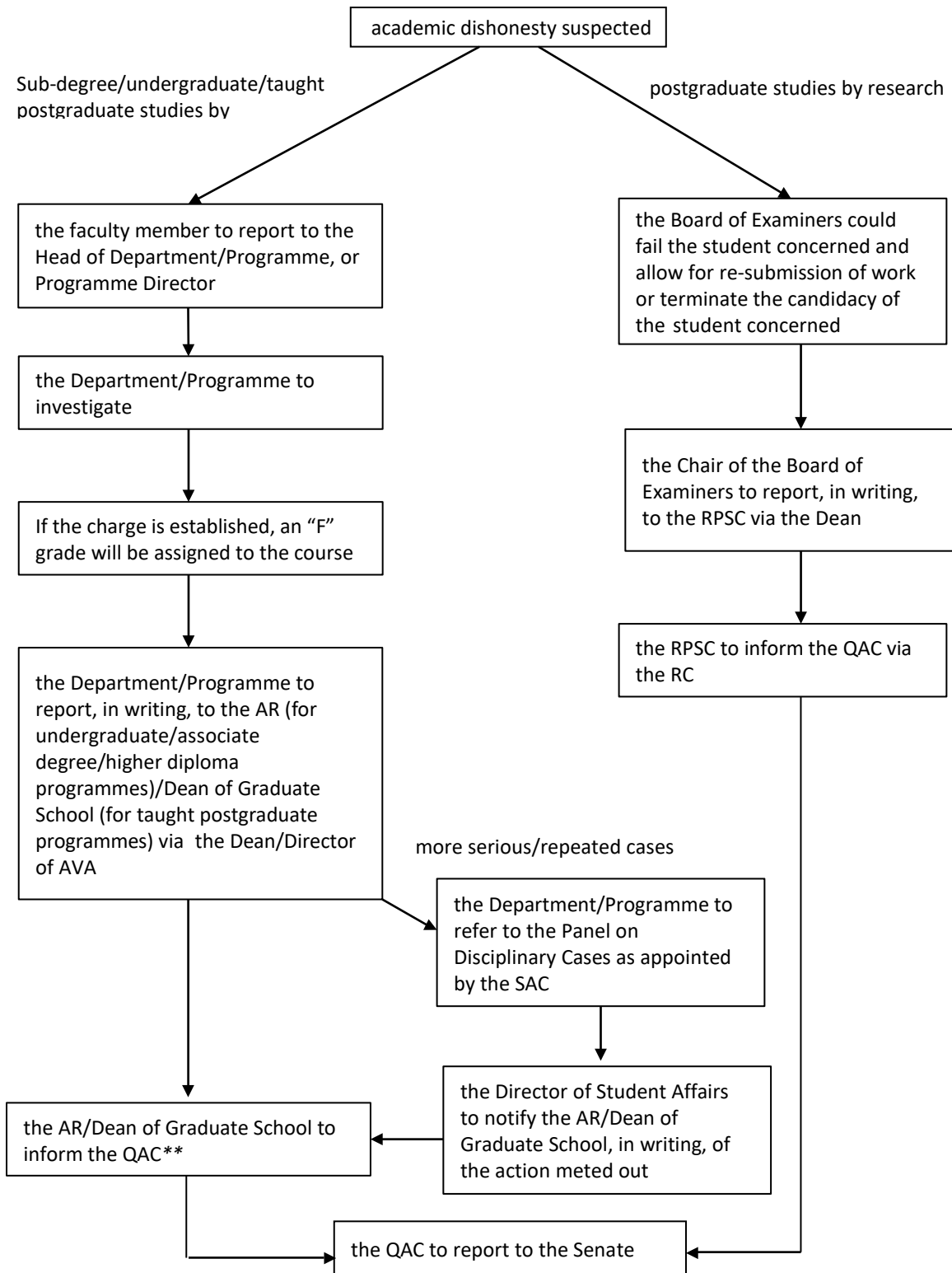
Postgraduate Studies by Research

If academic dishonesty is found in the submission of a thesis/dissertation:

- i) the Board of Examiners could fail the student concerned and allow for re-submission of work or terminate the candidacy of the student concerned.
- ii) the Chair of the Board of Examiners will report the case, in writing, to the Research Postgraduate Studies Committee (RPSC) via the Dean of Faculty/School or Director of Academy of Visual Arts.
- iii) the RPSC will inform the QAC via the Research Committee (RC).
- iv) the QAC will report the case to the Senate.

Appeal: The appeal should be directed to the Dean of Graduate School, within 5-7 days, and an independent panel will be convened to review the case. The decision of the appeal panel shall be final.

Procedures Governing Student Academic Integrity for Sub-degree/Undergraduate/ Postgraduate Studies leading to an HKBU Award



** The cases of academic dishonesty arising from sub-degree programmes bearing HKBU awards (i.e. associate degrees and higher diplomas) are required to be reported to the QAC via the QASC.