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1. Regulations for Conference Grant Application

Students can apply for university grant and school grant together for the same conference, but the amount spent on one specific item (e.g. air ticket) CANNOT be split between the two applications; in other words, when one wants to apply for the two grants at the same time for the same conference, one needs to decide which item(s) should go into the university grant application and which item(s) should go into the school level grant application.

University-Level Grants for Overseas Academic Activities and Conference

The amount of award granted to a successful applicant will fully cover incurred airfare and registration fee (for conferences only) expenditure up to a maximum amount. Please refer to the following link for details provided in the Notes for Applicants: <https://www.cuhk.edu.hk/gss/internal/Notes%20for%20applicants.pdf>. As the Notes for Applicants will be updated from time to time, please always download the most up-to-date version from the Graduate School homepage before submitting your application. The navigation path is as follows:

Graduate School homepage > GS Platform (Students) > Application Forms > E.Others > 1. CUHK Research Postgraduate Student Grants for Overseas Academic Activities > (b) New Scheme w.e.f. 1 Aug 2012 > (i) Notes for Applicants

Key details to be noted:

a) Maximum Amount to be Claimed

The following maximum amount to be claimed by the respective group of full-time regular research students for presenting papers at conferences and conducting academic activities overseas will apply:

- i. Research Master's Students - up to HK\$8,000 for a student's whole normative study period
- ii. Research Doctoral Students - up to HK\$15,000 for a student's whole normative study period [*HKPFS awardees will only be eligible to apply for this grant after the annual travel grant has been exhausted.*]

You may refer to the hyperlink

<https://www.cuhk.edu.hk/gss/internal/Notes%20for%20applicants.pdf> for the calculation of remaining available balance for current students whose normative study end date falls on or after 1 August 2012.

b) Eligibility

- i. Full-time regular research postgraduate students who intend to present papers at academic conferences or conduct academic activities abroad within their normative period of study.
- ii. Continuing students are not eligible to apply for this grant.
- iii. An applicant should attend an academic conference which is on the list of pre-approved conferences or some very specific and well-defined categories of conferences determined by his/her Division. In case a conference is not on the list, it will be subject to the final approval of the concerned Department Chairperson / School Director.

List of pre-approved conferences:

- 1) Annual Conference of the International Communication Association (ICA)
- 2) Association for Education in Journalism and Mass Communication Annual Conference (AEJMC)
- 3) National Communication Association Annual Convention (NCA)
- 4) Association for Cultural Studies Crossroads Conference
- 5) International Association for Media and Communication Research Annual Conference (IAMCR)
- 6) Chinese Communication Association Annual Conference (CCA) (中華傳播學會年會)

c) Application Period

Applications should be made 2 weeks before the commencement of the proposed academic activities. Incomplete and late application will not be considered.

- i. Academic conferences – on a rolling basis
- ii. Academic activities - four times each academic year according to the following schedule:

Batch	Application Period	Application Deadline #	Announcement of results
1	1 May - 31 July	31 July	Around mid September
2	1 August - 31 October	31 October	Around mid December
3	1 November - 31 January	31 January	Around mid March
4	1 February - 30 April	30 April	Around mid June

Duly completed and signed paper applications together with a full set of supporting documents should reach the Graduate School Office on or before the application deadline. Applications received after the deadline may be considered in the following batch.

d) Supporting Documents

- i. Receipt (if you have already purchased your air ticket) or two quotations of economy class return air ticket or equivalent cost of transport.
- ii. Notification of receiving other financial support for the proposed activities (if any).
- iii. For conferences:
 - the conference pamphlet (computer printouts are acceptable),
 - an abstract of the paper(s) accepted for presentation at the conference,
 - the formal notification (e-mail can be accepted) of such acceptance by the conference organiser(s),
 - letter certifying the satisfactory completion of at least one of the Improving Postgraduate Learning (IPL) presentation/communication skills workshops organised by the Centre for Learning Enhancement And Research (CLEAR) (if any). Applicants may contact CLEAR at 3943 6997 to obtain the certifying letter.
 - additional information required by Division, if any.
- iv. For all other academic activities:
 - a detail plan for the proposed activities, including the Master's or Doctoral Thesis Title and research plan.
 - documents on receiving other financial support (if any), and
 - invitation from the host institution(s) or the scholar(s) to be visited (if applicable).

e) Application Form

Application forms can be downloaded from Graduate School homepage via the following navigation path:

- i. Read the “Notes for Applicants” (i.e. this document) carefully before submitting your application. Please always download an up-to-date version from:
Graduate School homepage > GS Platform (Students) > Application Forms > E. Others > 1. CUHK Research Postgraduate Student Grants for Overseas

Academic Activities > (b) New Scheme w.e.f. 1 Aug 2012 > (i) Notes for Applicants

- ii. Download the relevant application form from:
Graduate School homepage > GS Platform (Students) > Application Forms > E. Others > 1. CUHK Research Postgraduate Student Grants for Overseas Academic Activities > (b) New Scheme w.e.f. 1 Aug 2012 > (ii) Application Form for Academic Conferences or (iii) Application Form for Academic Activities

f) Eligible Expenses

Only the following expenses can be reimbursed by the grant upon approval:

- i. Registration fee (for conferences only);
- ii. Cheapest economy class return air ticket or equivalent.

g) Other Financial Support

In case an applicant shall receive other financial support for any of the abovementioned eligible expenses, the amount should be deducted from the approved amount in order to avoid double benefit.

School-level Grants for Overseas Academic Activities and Conference

a) Application Deadline

Students have to submit the application one month before attending the conference or undertaking the related research activities.

b) Eligibility

i. Conference Grant

- All research postgraduate students within the normative study period are eligible to apply for conference grants.
- Postgraduate students beyond the normative study period can also apply, but approval will be given only if: 1) the student is making substantial progress on his/her dissertation work, and 2) the paper to be presented at the conference is directly pertinent to his/her dissertation.

ii. Research Grant

- Students are required to apply for the research grants only once: the research grant is for dissertation-related work and each student has only one dissertation to work on.
- Therefore, a student needs to have a full data collection plan when applying for the funding.

c) Conditions

i. Conference Grant

- Students have to discuss with their supervisors on the relevance of the conference to their studies before submitting applications.
- A full paper for presentation at the conference must be submitted after the conference.
- Each RPG student is entitled to a maximum of \$5,000 of support per year.
- The annual amount CANNOT be accumulated.
- The total amount can be used to fund at most TWO conference trips.
- Students can apply for university grant and school grant together for the same conference, but the amount spent on one specific item (e.g., air ticket) CANNOT be split between the two applications; in other words, when one wants to apply for the two grants at the same time for the same conference, one needs to decide which item(s) should go into the university grant application and which item(s) should go into the school level grant application.

ii. Research Grant

The research grant funded by the School, of a maximum of HK\$5,000 for M.Phil. students and \$7,000 for Ph.D. students, are available to each student only once for his/ her entire studies.

d) Supporting Documents

Students have to submit their applications, endorsed by their supervisors, together with the following documents to the School of Journalism and Communication for School-level conference grants and research grants:

For those attending overseas conference:

- i. the conference pamphlet,
- ii. receipt/invoice of the registration fee (if any),
- iii. full paper(s) accepted for presentation at the conference,
- iv. the formal notification (e-mail can be accepted) of such acceptance by the conference organiser(s),
- v. receipt or quotations of economy class return airfare or equivalent cost of transport.

For all other academic activities:

- i. a proposal of research,
- ii. a detail plan for the proposed activities, including thesis title and research plan,
- iii. a breakdown of the estimated expenditure with endorsement from supervisor.
- iv. receipt or quotations of economy class return airfare or equivalent cost of transport.

e) Submission of Report

To be eligible for reimbursement claims, a **one-page report** on the conference/research activities should be submitted within **one month** after attending the conference or undertaking the related research activities.

f) Grant Coverage

- The financial support is designed for supporting students' participation in
 - i. academic activities (e.g. summer schools, summer camps, workshops, seminars, conferences) co-organized or co-sponsored by the School;
 - ii. recognized and established conferences with high quality standards.
- Support will be given to students participating in the following conferences
 - i. Annual Conference of the International Communication Association (ICA)
 - ii. Association for Education in Journalism and Mass Communication Annual Conference (AEJMC)

- iii. National Communication Association Annual Conference (NCA)
 - iv. Association for Cultural Studies Crossroads Conference
- Support for participation in other conferences will be approved on a case-by-case basis. Generally speaking, by “recognized and established conferences with high quality standards”, we mean conferences that:
 - i. are organized by a major academic association/organization,
 - ii. have a proper scale,
 - iii. require full paper submission, and
 - iv. have a formal review process

2. Recent Renowned Awards and Scholarships Obtained by Research Students

Year of Award	Program	Student Name	Scholarship Name	Institution	Venue
07/08	Ph.D.	CHOW Pui Ha Carol	2007 Endeavour Australia Cheung Kong Award	Queensland University of Technology	Australia
09/10	Ph.D.	HU Jirong Rachel	Global Scholarship Programme for Research Excellence - CNOOC Grants for 2009-10	Massachusetts Institute of Technology	USA
09/10	Ph.D.	TSUI Yuen Sze	Technology Scholarships China & Mongolia (Ph.D.)	Institut für Publizistik- und Kommunikationswissenschaft at the University of Vienna	Austria
09/10	Ph.D.	WU Huan Jane	2010 Endeavour Australia Cheung Kong Research Fellowship	ARC Centre of Excellence for Creative Industries and Innovation (the CCI), at the Creative Industries Faculty, Queensland University of Technology	Australia
10/11	Ph.D.	ZHANG Xiaoxiao	Utrecht University Short Stay Fellowships for PhD Students	Utrecht University	Netherlands
11/12	PhD	CHENG Xiaoxuan Daisy	Global Scholarship Programme for Research Excellence - CNOOC Grants for 2011-12	University of Toronto	Canada
11/12	PhD	CHONG Cheung Kwan Cindy	Utrecht University Short Stay Fellowships for PhD Students	Utrecht University	Netherlands
11/12	PhD	WANG Haiyan	2012 Endeavour Research Fellowship from the Australian Government	Department of Gender and Cultural Studies at the University of Sydney	Australia
12/13	PhD	CUI Yan Jenny	Global Scholarship Programme for Research Excellence - CNOOC Grants for 2012-13	University of Toronto	Canada
12/13	PhD	TANG Ho Man Alex	First Prize of the Yahoo! Hong Kong Scholarship	Yahoo! Hong Kong	Hong Kong
15/16	PhD	Sun Ping Sophie	Global Scholarship Programme for Research Excellence - CNOOC Grants for 2015-16	Oxford University	UK
15/16	PhD	Li Yungeng Yogo	Global Scholarship Programme for Research Excellence - CNOOC Grants for 2015-16	Yale University	USA
16/17	PhD	Choy Hiu Ying	Reaching Out Award, offered by the HKSAR Government Scholarship Fund, for the participation of paper presentation in Communication and Technology Division, International Communication Association (ICA) 2017 Conference	NA	USA
16/17	PhD	Su Chao	Reaching Out Award, offered by the HKSAR Government Scholarship Fund, for the exchange programme	University of Amsterdam	Netherlands

Year of Award	Program	Student Name	Conference	Paper Title	Venue
07/08	PhD	JIANG Qiaolei Chloris	Second Prize, Bell Canada 2008 Best Paper Award of 17th Biennial International Telecommunications Society Conference	Whet Chinese Appetite: Viewing Preference of American and Korean TV Dramas among Chinese Young-adult Audiences	Canada
09/10	PhD	ZHANG Yin Nick	1st Place, Moellor student paper competition; Top 2 student paper award, Mass Communication & Society Division of Association for Education in Journalism and Mass Communication (AEJMC) annual conference	Why and How Facebook Satisfies You: Collective Self-esteem, Emotional Openness, Communication Apprehension as Predictors of Facebook Uses and Gratifications	USA
09/10	MPhil	TANG Shing Tung Leo	1st Place, Moellor student paper competition; Top 2 student paper award, Mass Communication & Society Division of Association for Education in Journalism and Mass Communication (AEJMC) annual conference	Why and How Facebook Satisfies You: Collective Self-esteem, Emotional Openness, Communication Apprehension as Predictors of Facebook Uses and Gratifications	USA
09/10	PhD	Ho Wing Ki Vicky	Top Paper, Language and Social Interaction Division of International Communication Association (ICA) 2010.	The Discursive Construction of a Credible Astrology in a Call-In Radio Show	Singapore
10/11	PhD	JIANG Qiaolei Chloris	The Herbert Schiller Award, International Association for Media and Communication Research (IAMCR) Conference	Techno-nationalism and Creative Industries: The Development of Chinese Online Game Industry in a Globalized Economy	Turkey
11/12	PhD	CHAN Che Ming Michael	Top Student Paper, International Communication Division of Association for Education in Journalism and Mass Communication's (AEJMC) 95th Conference	The discursive reproduction of Chinese and Japanese national identities: Editorials and opinions of the East China Sea dispute in the China Daily and Daily Yomiuri.	USA
11/12	PhD	CHAN Che Ming Michael (with GUO Jing, University of Maryland)	Best Research Paper Award, Political Communication Interest Group of Association for Education in Journalism and Mass Communication's (AEJMC) 95th Conference	The impact of political identity, efficacy, and selective media exposure on political participation. A comparative study of young adults in the United States and Hong Kong.	USA
11/12	PhD	CHOW Pui Ha Carol	Best Paper Award, the Philosophy of Communication Division of International Communication Association (ICA) 2012. This paper was automatically accepted for publication in the journal The Communication Review of the Taylor and Francis publishers.	Image Capital, Field and the Economies of Signs and Space	USA

11/12	MPhil	LEUNG Wan Chi Janice	NCA/ICA Amanda Kundrat Health Communication Thesis Award 2012	Third-Person Effect and Rectifying Behaviors: Studying Antisocial and Prosocial Messages of Youth Drug Abuse	USA
11/12	PhD	LYU Chen Joanne	Top Student Paper in the Public Relations Division of the International Communication Association (ICA). This paper also has been accepted for publication (with revision) in Public Relations Review, a SSCI journal.	A Comparative Study of Crisis Communication strategies between Mainland China and Taiwan: The Melamine-tainted Milk Powder Crisis in the Chinese Context	USA
11/12	MPhil	DONG Zhuowen Samantha	Top student paper in the Communication and Social Cognition Division of 97th Annual Convention of National Communication Association (NCA)	Financial Risk Information Processing in Hong Kong: An Application of the Risk Information Seeking and Processing (RISP) Model	USA
11/12	MPhil	TAM Lai Shan Lisa	Top student paper in the Communication and Social Cognition Division of 97th Annual Convention of National Communication Association (NCA)	Financial Risk Information Processing in Hong Kong: An Application of the Risk Information Seeking and Processing (RISP) Model	USA
11/12	MPhil	LI Miao (with LEE Lap Fung Francis)	2012 Top Six Papers in the Language and Social Interaction Division of the International Communication Association (ICA).	Host Power and Triadic Conversation Management in Radio Phone-in Talk Shows in Hong Kong	USA
12/13	PhD	ZHANG Yin Nick	Top Student Paper at the Jung-Sook Lee Paper Competition of the Communication Technology Division of Association for Education in Journalism and Mass Communication (AEJMC) annual conference	What has Social Networking Service (SNS) research done for the half decade? Review, critiques, and discussion of the studies from 2006 to 2011	USA
12/13	MPhil	LING Qi	Second Place Student Paper in the Commission on the Status of Women of the Association for Education in Journalism and Mass Communication (AEJMC) annual conference	A correlation study on Chinese young female audiences' exposure to American TV drama, perceived realism, and sex-related effects	USA
12/13	MPhil	ZHANG Xin Sid	Second Place Student Paper in the Commission on the Status of Women of the Association for Education in Journalism and Mass Communication (AEJMC) annual conference	A correlation study on Chinese young female audiences' exposure to American TV drama, perceived realism, and sex-related effects	USA
12/13	PhD	MAO Zhifei	Top Student Paper in the Association for Chinese Communication Studies of the 98th Annual Convention of National Communication Association (NCA) 2012	Cosmopolitan communities of global risks: A comparison of the framing of the Asian financial crisis and the European debt crisis in the Chinese newspaper	USA
12/13	PhD	CHENG Yang Alice (with HUANG Yi Hui Christine & Chan Ching Man)	Best Student Paper Award in the Public Relations Division of the 63th Annual Conference of the International Communication Association (ICA)	Credibility in Crisis: Agenda Building and Crisis Communicative Strategy at a Chinese NGO	UK

12/13	MPhil	HUANG Peiyi Echo	Best Student Paper Award in the Public Relations Division of the 63th Annual Conference of the International Communication Association (ICA)	An Investigation of Infant Milk Powder Product Safety Crisis Management in Mainland China: Crisis Communicative Strategies, Organization Ownership Type, Confidence in Organization and Media Image	UK
12/13	PhD	JIANG Qiaolei Chloris	CUHK Young Scholars Dissertation Awards	Internet Addiction among Cyberkids in China: Risk Factors and Intervention Strategies	Hong Kong
13/14	PhD	Tang Kin Yat Gary (co-authored with LEE Lap Fung Francis)	Gene Burd Award, Communication Technology Division, Association for Education in Journalism and Mass Communication (AEJMC) Annual Conference	Facebook Use and Political Participation	USA
13/14	PhD	Zhao Mengmeng Sarah	Best Student Paper Award, Taiwan Academy for Information Society Conference (TAIS)	The Effect of Electronic Word-of-Mouth Platforms on Perceived Credibility, Brand Attitude and Purchase Intentions	Taiwan
13/14	PhD	Cheng Yang Alice	Top Student Paper Award, Division of Mass Communication, International Communication Association (ICA) Annual Conference	The Third-level Agenda Setting in the Contemporary China: Tracking Descriptions to Moral and National Education (MNE) in Government Policy, Media Coverage and People's Minds	USA
13/14	PhD	Cheng Yang Alice	Best Student Paper Award, Division of Public Relations, International Communication Association (ICA) Annual Conference	The Status of Online Crisis Communication Research in 1999-2013: A Review and Critique	USA
13/14	MPhil	Li Miao	Top Student Paper Award, Minorities and Communication Division, Association for the Education in Journalism and Mass Communication (AEJMC) Annual Conference	Pluralistic Ignorance in Sino-Hong Kong Conflicts: The Perception of Chinese Mainland People Living in Hong Kong	Canada
14/15	PhD	Huang Guangsheng	Second Place Student Paper, Cultural and Critical Studies Division, Association for Education in Journalism and Mass Communication (AEJMC) Annual Conference	Speaking Out: Networked Authoritarianism and the Virtual Testimonies of Chinese Cyberpetitioners	USA
14/15	PhD	Sun Ping (with Michelangelo Magasic, Curtin University, Australia)	Third Place Student Paper, Cultural and Critical Studies Division, Association for Education in Journalism and Mass Communication (AEJMC) Annual Conference	Knowledge Workers, Identities, and Communication Practices: Understanding Code Farmers in China	USA
15/16	PhD	Huang Guangsheng	Top Student Paper Award, Language and Social Interaction Division, International Communication Association (ICA) Annual Conference 2016	"Transborder Conversation" and Diffusion of Social Movement Discourse between Hong Kong and China: Oppositional Codes and the Mediatisation of a Transborder Speech Community	Japan

15/16	PhD	Sun Ping	Best Student Paper Runner-Up, 2016 International Communication Association (ICA) Post-Conference and the 14th Chinese Internet Research Conference (CIRC)	Technology & Digital Transformation: Identity, Discourse & Communication Practice of Knowledge Worker in China	Japan
16/17	PhD	Su Chao	Top Student Paper Award, Communication Technology Division, The Association for Education in Journalism and Mass Communication (AEJMC) 2017 Conference	How Great Can Greater China Be? A Comparative Study of the Consumption of Mobile Apps in the Greater China Area	USA
16/17	PhD	Wang Xiao	Top Student Paper Award (1st place), Taiwan Academy for Information Society (TAIS) 2016 Conference	You process content and I process context: Cross-platform divergence of retweetability between Twitter and Weibo	Taiwan

3. Online Submission Forms of Graduate School

The following forms are available at CUSIS (<https://portal.cuhk.edu.hk>) for the respective type of application:

- Change of Personal Particulars
- Form CS-1
- Leave of Absence
- Report Form for RPg Students on Continuing Status who Left Hong Kong for 3 Months or More
- Transfer of Candidature
- Change of Expected Graduation Date
- Shortening of Normative Study Period
- Notice of Withdrawal
- Refund of Caution Money
- CUHK Research Postgraduate Student Grants for Overseas Academic Activities
- Declaration of Completing the IP Course

4. Guideline of Thesis Submission

- a) M.Phil. and Ph.D. students are advised to start incubating their thesis topics in the first semester. For M.Phil. students, they should finalize their thesis proposals by the end of the first academic year. For Ph.D. students, thesis committees should be formed in the first semester of the second academic year. Their thesis topics should be confirmed and approved by the committees by the end of the last month in their second academic year. They are supposed to submit their proposals by the end of the second academic year.
- b) Students should summon up effort to finish their thesis within their normative study period.
- c) Thesis submission for graduating students:
 - The normal date of thesis submission : Doctoral – May 31; Master’s – June 30
 - If students intend to submit the thesis, please complete a declaration form available at the Graduate School’s webpage together with a one-page A4 abstract and confirm their thesis committee members with Division Head by mid-November. Thesis committee members should include:
 - i. Students’ supervisor.

- ii. Thesis Committee Chair (i.e. either Division Head or one's representative within the Communication Division).
 - iii. One other member (i.e. either from the Communication Division or from other CUHK departments).
- Division Head will assign an external examiner for M.Phil. and Ph.D. students. Students should not contact their external examiners to discuss about their theses before the oral defense.
- d) When students are ready to submit their theses, please inform Heidi of the General Office. Heidi will help set up the time and date for the oral defense by liaising with the panel members. The oral defense should take place THREE WEEKS after the thesis is submitted to the General Office at the earliest so that the thesis committee members can have enough time to read the thesis. Heidi will send a formal notification about the oral defense schedule to inform the committee members. If a student wants to ensure completion of the dissertation requirement by August 31, one should try to conduct the oral defense no later than July 31 (which would allow one month for revisions) and that means one should submit the defense copy no later than July 3. The School and the panel members have no obligation to quicken the process to facilitate timely completion of the requirement.
- e) If students cannot submit the thesis as planned, they have to follow the deferment of thesis submission guidelines of Graduate School:
- Students should submit a form to apply for deferral of thesis submission.
 - For thesis submission between June 30 and July 31, there is no need to pay any continuation fee; and
 - If the thesis is submitted after July 31, students have to pay a continuation fee 1/8 of current full-time annual tuition fee for the coming academic year.
- f) Students have to submit a research and study plan at the beginning of each academic year. This is more than a formality. Please make use of this as a tool for research planning. Students have to talk to their supervisors and a Pass/Fail grade will be given to them by the end of each academic year.

5. Transfer of Candidature

- a) A student who has been registered in a course of study for a doctoral degree may be permitted, on the recommendation of the Graduate Division and his/her supervisor concerned, and with the approval of the Graduate Council, to transfer to a course of study for a Master's degree provided that such a transfer takes place before the thesis or portfolio is submitted. The student's status will be formally reviewed after one year.
- b) An M.Phil. student who has completed the first year of studies and obtained academic results of G.P.A 3.7 or above may be permitted, on the recommendation of the Graduate Division concerned and with the approval of the Graduate Council, to transfer his/her candidature from M.Phil. program to Ph.D. program in Communication. The student will also need to submit an academic paper produced in the first year of studies as a basis for the Graduate Division to consider the application of transfer of candidature.

6. Academic Honesty

The University places very high importance on honesty in academic work submitted by students, and adopts a policy of *zero tolerance* on academic dishonesty. While "academic dishonesty" is the overall name, there are several sub-categories as follows:

- a) Plagiarism
- b) Undeclared multiple submission
- c) Cheating in tests and examinations
- d) All other acts of academic dishonesty

Any related offence will lead to disciplinary action including termination of studies at the University. Everyone should make himself/herself familiar with the content of this website <http://www.cuhk.edu.hk/policy/academichonesty/> and thereby help avoid any unacceptable practice.

7. Academic Performance

Student who obtains a cumulative grade point average (GPA) below 2.0 in the preceding term or receives a failure grade in thesis monitoring courses will be put on academic probation. For details, please refer to Clause 13.0 “Unsatisfactory Performance and Discontinuation of Studies” of the General Regulations Governing Postgraduate Studies which can be accessed from the Graduate School Homepage: <http://www.gs.cuhk.edu.hk/>.

8. Studentship

- a) For each academic year, students are entitled to 12 months of studentship with 14 days of annual leave. Students need to inform the Communication Division and their thesis supervisors before taking leave.
- b) No outside practice is allowed. But students can earn up to 50 extra RA hours per year.
- c) Their studentship might be terminated in case of unsatisfactory performance and/or violation of their terms of employment.

9. TA & RA

- a) M.Phil. and Ph.D. students on studentship are required to have 4 office hours on 2 separate days every week starting from August 1. Office hours have to be posted in their office. M.Phil. and Ph.D. students should inform their own students (for TA duty) and professors (for RA duty) concerned so that they can meet them during their office hours. Students should inform Heidi of the General Office if they need to apply for sick leave.
- b) The TA and RA hours may be unevenly distributed in different months. Students need to inform Division Head if they are overloaded and need to re-arrange the duties in the next semester.
- c) Students have to report duty (by email or phone) with their TA and/or RA supervisors by August 1.

Evaluation of Performance

Students provide their feedback on the teaching effectiveness of their TAs by completing a questionnaire at the end of each semester. Professors and instructors will also provide their feedback on the performance of their TAs and RAs in providing teaching assistance and research assistance.

The scale of the evaluation scores will start with "strongly disagree" at "1" and end at "strongly agree" at "6". If students get an overall average score below the threshold of 3.5 for two consecutive semesters, a warning letter will be issued to the students concerned. Students receiving an outstanding score of 5.0 or above in any semester will be awarded a certificate of merit as a token of appreciation.

10. Schedule of Oral Defense

Year 1 students are encouraged to attend at least one of oral defense sessions in August to get a general picture of oral defense of thesis. The schedule will be announced in due course.

11. Residence Requirements/Leave of Absence

Residence Requirements

Below are some salient points of residence requirements. For full version, please visit <https://www.gs.cuhk.edu.hk/download/VI-B.htm>

a) Residence Requirements

- i. Except for periods of approved leave, all students are required to be in residence during their period of study.
- ii. Residence requirements may be waived for part-time students for up to six months in any academic year, upon the written approval of the Supervisor and the Head of the Graduate Division concerned.
- iii. Students on Continuing Status who left Hong Kong for 3 months or more should report to and seek approval from their supervisors.

b) Definition of Residence

- i. A student is classified as being in residence if s/he is attending courses as prescribed by his/her programme, and in the case of research postgraduate students, also receiving supervision on a regular basis.
- ii. A student who is in Hong Kong except for absences not exceeding three weeks continuously and not exceeding one month aggregate in any one academic year shall be deemed to be receiving regular supervision, and

provided s/he is also attending courses, if required, shall be regarded as in residence.

- iii. A student who is not in Hong Kong shall normally be deemed to be not receiving supervision, and shall be regarded as not being in residence. In cases where the student would nevertheless receive adequate supervision on a regular basis while away from Hong Kong, or where the absence from Hong Kong is related to an academic purpose, an application should be made beforehand to the Head of the Graduate Division concerned for approval by the Dean of the Graduate School, with the endorsement of the Supervisor, to regard the student as being in residence during that period of absence.
- iv. A student may also be regarded as being in residence while away from Hong Kong if the programme of studies approved by the Graduate Council and the Senate so provides.

Leave of Absence

- a) A student who has been absent without approved leave of absence or who is in breach of the residence requirements for a continuous period exceeding one month shall be considered as having withdrawn from studies at the University.
- b) A student who has been absent for any period shall be responsible for applying to the teacher/s concerned for permission to make up for any required work missed.
- c) For full regulations on leave of absence, please refer to the “General Regulations Governing Postgraduate Studies” on the Graduate School’s website (<https://www.gs.cuhk.edu.hk/download/VI-B.htm>).

12. Summer Job

With effect from 19 May 2008, the Immigration Department has implemented various new measures under the "Education Hub" policy. Among others, non-local students of full-time, locally accredited programmes at degree level or above will be allowed to take up part-time on-campus job for up to 20 hours per week, and off-campus summer jobs during the summer months of June to August.

To effect this new measure, a "No Objection Letter" (NOL) will be issued to non-local students upon approval of their student visa/ entry permit, or extension of stay in Hong Kong. Therefore, there is no need to seek approval from the Director of Immigration if non-local students intend to take up summer jobs in Hong Kong.

Regulations

Students who are interested in taking up part-time or summer jobs are reminded to observe the following CUHK regulations which are applicable to both local and non-local students:

- a) Clause no. 3.5 of the General Regulations Governing Postgraduate Studies stipulates that “A student registered for a full-time course of study or research shall not take up any full-time employment, paid or unpaid, during term time within the normative period of study except by permission of the Graduate Council. Recipient of a Postgraduate Studentship shall not take up full-time or part-time employment, except by permission of the Graduate Council.”

- b) Nevertheless, noting that certain part-time engagements may be helpful in enriching students’ research experience and exposure, the Graduate Council has delegated authority to Graduate Division Heads to consider giving special permission to Postgraduate Studentship recipients (applicable to full-time research students only) that they may take up part-time engagements up to 50 hours per academic year. If the engagement concerned is requested by the students’ own Department, the ceiling is relaxed to a total of 100 hours per academic year.

Students who have a plan to take up part-time or summer jobs should submit an application to their Division early in advance. Each application will be considered on individual merits. A student in breach of the above CUHK regulations may be required to discontinue study. Besides, a breach of any condition of stay specified by the Immigration Department will render them liable to prosecution and removal from Hong Kong.

13. Immigration Arrangements for Non-local Graduates (IANG)

Important websites for more and updated information:

Immigration Department, HKSAR Government

<http://www.immd.gov.hk/eng/faq/non-local-graduates-return-employment-arrangement.html>

The Graduate School, CUHK

<http://www.gs.cuhk.edu.hk/page/VisaandRelatedMattersforNonlocalStudents>

Non-local students who wish to apply to stay and work in the HKSAR after graduation are not required to secure an offer of employment upon their application of IANG. They may be granted 12 months' stay on time limitation without other conditions of stay provided that normal immigration requirements are met. Those who intend to apply to stay and work in the HKSAR but have not yet secured the graduation result may **apply for extension of stay** to wait for the promulgation of results. Non-local fresh graduates who have not yet obtained their graduation certificate could apply to stay and work by producing a proof from the institution confirming that he/she has graduated.

Eligibility Criteria

- a) Under the Immigration Arrangements for Non-local Graduates (IANG), non-local graduates refer to non-local students¹ who have obtained an undergraduate or higher qualification in a full-time and locally-accredited programme in the HKSAR.
- b) Non-local graduates who submit applications to the Immigration Department **within six months after the date of their graduation** (i.e. the date shown on their graduation certificates) are classified as non-local fresh graduates. Non-local fresh graduates who wish to apply to stay and work in the HKSAR are not required to have secured an offer of employment upon application.
- c) Non-local graduates who submit applications **beyond six months of the date of their graduation** are classified as **returning** non-local graduates. Returning non-local graduates who wish to return to work in the HKSAR are required to secure an offer of employment upon application. Their applications will be

¹ “Non-local students” refer to persons entering the HKSAR for the purpose of education with a student visa / entry permit issued by the Director of Immigration.

favourably considered so long as the job is at a level commonly taken up by degree holders and the remuneration package is at market level.

Application Procedures

All non-local graduates should complete application form (ID 990A). The employing company of those returning non-local graduates should complete application form (ID 990B). The application forms (ID 990A and ID 990B) can be obtained free of charge from the following offices:

- a) Immigration Department Headquarters.
- b) Immigration Branch Offices.
- c) District Offices.
- d) Overseas Chinese Diplomatic and Consular Missions.
- e) Hong Kong's network of offices in the Mainland of China and overseas.

The forms and more information can be obtained from the Immigration Department's website at www.immd.gov.hk or at hotline 2824-6111.

14. Professional Development Course and Orientations of Centre for Learning Enhancement and Research (CLEAR)

Year 1 and Year 2 research postgraduate students are required to attend various workshops in August. Some are optional and some are compulsory. The aim of these workshops is to better prepare students to anticipate problems and possibilities in their studies. The University also requires research students to take TA courses to equip them with the necessary skills of teaching and tutoring.

In order to be awarded a Certificate of Completion, TAs are required to complete all of the below parts of the programme organized by CLEAR:

Part I: Engaging students in tutorial: teaching and learning issues, relating to students as a TA

[Details will be announced in due course]

Part II: One IPL course choose from the followings

- Introduction to Teaching and Learning
- Presentation Skills Workshop
- Communication Skills Workshop
- Power of Voice

Part III Assessment arranged by individual departments

Departments assess students on their presentation and teaching skills by means of individual presentations, seminars or class observation.

[Details will be announced in due course]

To meet the graduation requirement, students should complete an Improving Postgraduate Learning (IPL) module on “Observing Intellectual Property and Copyright Law during Research”. This is an online module and the relevant information can be obtained from the website:

<http://www.cuhk.edu.hk/clear/prodev/ipl.html>

The Office of Student Affairs (OSA) organizes Orientation Programmes for New Teaching Assistants and Postgraduate Students, as part of the Improving Postgraduate Learning (IPL) series. Please refer to the following link for the details of the orientation programmes: <http://www.cuhk.edu.hk/osa/iss/pgso.html>

15. Calendar

4.9.2017 Commencement of First Term of Undergraduate and Postgraduate Programmes [Full-time Undergraduate Classes Suspended until 1:30pm]

4.9.2017 - 18.9.2017 Add/Drop Period of First Term of Postgraduate Programmes

11.9.2017 - 22.9.2017 Add/Drop Period of First Term of Undergraduate Programmes

SEPTEMBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
③	④	5	6	7	8	9
⑩	11	12	13	14	15	16
⑰	18	19	20	21	22	23
⑳	25	26	27	28	29	30

2.10.2017 Public Holiday - The Day Following National Day

5.10.2017 Public Holiday - The Day Following the Chinese Mid-Autumn Festival

21.10.2017 Orientation Day for Undergraduate Admissions [Full-time Undergraduate Classes Suspended]

28.10.2017 Public Holiday - Chung Yeung Festival

OCTOBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
①	②	3	4	⑤	6	7
⑧	9	10	11	12	13	14
⑮	16	17	18	19	20	⑳
㉒	23	24	25	26	27	㉘
㉙	30	31				

16.11.2017 83rd Congregation for the Conferment of Bachelor's Degrees and Master's Degrees [Full-time Undergraduate and Postgraduate Classes Suspended]

30.11.2017 84th Congregation for the Conferment of Honorary Degrees and Doctoral Degrees

NOVEMBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
⑤	6	7	8	9	10	11
⑫	13	14	15	⑮	17	18
⑰	20	21	22	23	24	25
㉒	27	28	29	30		

2.12.2017 End of First Term of Undergraduate and Postgraduate Programmes

4.12.2017 - 5.12.2017 Class Make-up period for Undergraduate Programmes

6.12.2017 - 22.12.2017 First Term Course Exams for Undergraduate Programmes

25.12.2017 - Public Holiday - Christmas Vacation

26.12.2017

DECEMBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
③	4	5	6	7	8	9
⑩	11	12	13	14	15	16
⑰	18	19	20	21	22	23
㉒	㉘	㉙	27	28	29	30
㉚						

1.1.2018 Public Holiday - The First Day of January

8.1.2018 Grade Submission Deadline for First Term Courses

8.1.2018 Commencement of Second Term of Undergraduate and Postgraduate Programmes

8.1.2018 - 22.1.2018 Add/Drop Period of Second Term of Postgraduate Programmes

15.1.2018 - 26.1.2018 Add/Drop Period of Second Term of Undergraduate Programmes

JANUARY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	①	2	3	4	5	6
⑦	8	9	10	11	12	13
⑭	15	16	17	18	19	20
⑰	22	23	24	25	26	27
⑳	29	30	31			

15.2.2018 - 21.2.2018 Lunar New Year Vacation

FEBRUARY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
④	5	6	7	8	9	10
⑪	12	13	14	⑮	⑯	⑰
⑱	⑲	⑳	㉑	22	23	24
㉕	26	27	28			

29.3.2018 - 4.4.2018 Reading Week

30.3.2018 - 2.4.2018 Public Holiday - Easter

MARCH 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
④	5	6	7	8	9	10
⑪	12	13	14	15	16	17
⑱	19	20	21	22	23	24
㉕	26	27	28	29	⑳	㉑

5.4.2018 Public Holiday - Ching Ming Festival

21.4.2018 End of Second Term of Undergraduate and Postgraduate Programmes

23.4.2018 - 24.4.2018 Class Make-up period for Undergraduate Programmes

25.4.2018 - 12.5.2018 Second Term Course Exams for Undergraduate Programmes

APRIL 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
①	②	3	4	⑤	6	7
⑧	9	10	11	12	13	14
⑱	16	17	18	19	20	21
㉒	23	24	25	26	27	28
㉙	30					

1.5.2018 Public Holiday - The Labour Day
 22.5.2018 Public Holiday - The Buddha's Birthday
 14.5.2018 Commencement of Summer Term of Undergraduate Programmes
 14.5.2018 - 18.5.2018 Add/Drop Period of Summer Term of Undergraduate Programmes
 24.5.2018 Grade Submission Deadline for Second Term Courses

MAY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		①	2	3	4	5
⑥	7	8	9	10	11	12
⑬	14	15	16	17	18	19
⑳	21	㉒	23	24	25	26
㉗	28	29	30	31		

18.6.2018 Public Holiday - Tuen Ng Festival
 30.6.2018 End of Summer Term of Undergraduate Programmes

JUNE 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
③	4	5	6	7	8	9
⑩	11	12	13	14	15	16
⑰	⑱	19	20	21	22	23
㉔	25	26	27	28	29	30





2.7.2018 Public Holiday - The day following HKSAR Establishment Day
 3.7.2018 Class Make-up period for Undergraduate Programmes
 12.7.2018 Grade Submission Deadline for Summer Term Courses

JULY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
①	②	3	4	5	6	7
⑧	9	10	11	12	13	14
⑮	16	17	18	19	20	21
㉒	23	24	25	26	27	28
㉙	30	31				

AUGUST 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
⑤	6	7	8	9	10	11
⑫	13	14	15	16	17	18
⑰	20	21	22	23	24	25
㉔	27	28	29	30	31	

-  Classes suspended till 1:30 pm
-  University Holidays
-  Course Examination
-  Reading Week