

Appendix 19: Regulations Governing College/School/Department Based Postgraduate Studentships

Purpose of the Award

1. The College/School/Department Based Postgraduate Studentships are established to support self-financing students in undertaking full-time MPhil/PhD studies using College/School/Department's non-UGC reserve.
2. The Postgraduate Studentship is granted to selected full-time research students on the basis of academic merit. The award is to cover part of the students' expenses during their study period.

Eligibility

3. Full-time research students who have obtained at least a bachelor's degree with second upper class honours (or equivalent) or a good master's degree before admission are eligible to apply for the studentship.
4. Exemption from clause 3 above may be considered if the student has a good publication record. Such applications should be accompanied by recommendations from the Department and the College/School and final approval rests with the Chow Yei Ching School of Graduate Studies.
5. Students who are in receipt of Government grants and loans or other awards are also eligible to apply. Decisions on allowing such students to hold the studentship concurrently with other awards will be made on a case-by-case basis.

Value of the Award

6. There are two different studentship rates, namely Basic Rate and Advance Rate. Basic Rate will normally apply to all eligible full-time research students. Advance Rate will be awarded to those PhD students who have passed the qualifying examination.
7. The value of the Postgraduate Studentship award should normally be the same as that of the Postgraduate Studentship for UGC-allocated and UGC-related research students. Awardees will be paid in monthly instalments.

Duration of the Award

8. MPhil students will normally be granted studentships for a maximum of two years and PhD students a maximum of three years or four years (depending on the normal study period and availability of funds), and the studentship award period should not exceed students' stipulated study period. The starting date of the award shall normally align with a student's starting date of study.
9. For Studentship recipients who have transferred from MPhil to PhD or vice versa, the previous award period shall be counted towards the new award period provided that the students are still eligible for the Studentship. For students who have changed their mode of

study from part-time to full-time, their Studentship award period, if applicable, will be calculated on a pro rata basis, taking into account the duration of their part-time study and their new period of candidature.

10. Requests for extension of the award period shall normally not be entertained.

Studentship Renewal and Periodic Checking

11. The Postgraduate Studentship is normally granted on a yearly basis and is subject to renewal. To be eligible for consideration of a renewal of their studentship, students should attain in their coursework prescribed by the Qualifying Panel a minimum cumulative GPA of 2.50. Students' performance in any teaching and/or research support duties, as assigned by the Department, will also be taken into account when being considered for studentship renewal. Individual College/School/Department may stipulate a higher requirement.
12. Checking on a semester/term basis will be performed and those studentship recipients identified as failing to fulfil the above requirement [i.e. a minimum cumulative GPA of 2.50] will have their studentship discontinued.

Conditions

13. Studentship recipients are normally required to undertake not more than 10 hours per week on average of teaching and/or research support duties, as assigned by the School/Department. The working hours shall include preparation time and the actual working hours. Individual colleges/schools/departments may require less hours per week based on their disciplines' needs.
14. Studentship recipients are not employees of the University.
15. Studentship recipients shall not engage in any paid employment without the prior endorsement of their supervisor and Department and approval of the C/SGSC Chairs. Students who are in breach of this regulation may be required to reimburse the dollar amount of the award to the University.

Discontinuation/Suspension of the Award

16. A student's award shall be discontinued in the event of one of the following:
- (a) taking up paid employment without the prior approval of the C/SGSC Chairs;
 - (b) unsatisfactory progress of study as reported by the Department;
 - (c) unsatisfactory performance in academic-related duties as reported by the Department;
 - (d) completion of the examination requirements (including submission of bound theses);
 - (e) termination of candidature;
 - (f) withdrawal from study.
17. The award will be suspended in the event of the following:
- (a) during a student's period of interruption of study;
 - (b) for students who fail to settle the required fees by the stipulated deadline.