CHECKLIST FOR MPHIL/PHD APPLICATIONS

(The purpose of this checklist is to ensure completeness of information, and compliance with The Hong Kong Polytechnic University policies. It is primarily for use at departmental level and should be completed by the member of staff designated by the Department Research Committee to do initial checking of forms. It is to be attached to Form RC/1).

MPHil/PhD* application submitted by ________________________________ (student name).

Please put a tick in the appropriate box if the answer is positive:

Academic qualifications of the candidate

☐ The qualifications of the candidate meet the normal entrance requirements of the University.

☐ The qualifications of the candidate though not meeting the normal entrance requirements are considered as equivalent. Justifications for DRC’s endorsement and FRC/SB Chair’s approval are given in Form RC/1.

English language requirement

☐ The candidate meets the English language requirement.

☐ The candidate is exempted from meeting the requirement. Justifications for FRC/SB Chair’s approval are attached to Form RC/1.

Information on the proposed Chief Supervisor

☐ The Chief Supervisor is not registered for a research degree.

☐ The Chief Supervisor has the word “visiting” in his/her job title. However, s/he is on full-time employment with the “remaining” visiting period being long enough to cover the whole normal study period of the student. (Note 1: Strong justifications must be provided for endorsement by the HoD and Chair of FRC/School Board concerned and for approval by the RC Chair.)

☐ The current supervision load of the Chief Supervisor is reasonable.

(Note 2: The supervision load for an academic staff member as a Chief Supervisor should not normally exceed 4 full-time or 8 part-time research students who are internally-funded.)

☐ The Chief Supervisor has successful experience of MPHil/PhD supervision.

(Note 3: A Co-supervisor shall be appointed if the Chief Supervisor has no successful experience of MPHil/PhD supervision.)

☐ The Chief Supervisor has not had any relationship, business or personal, with the candidate that may constitute a conflict of interest.

Information on the proposed Co-supervisor(s) (A student may have up to two Co-supervisors.)

Co-Supervisor 1

☐ The Co-supervisor is not registered for a research degree.

☐ The current supervision load of the Co-supervisor is reasonable, as judged by the DRC.

☐ The Co-supervisor has not had a relationship with the candidate that may constitute a conflict of interest.

Co-Supervisor 2

☐ The Co-supervisor is not registered for a research degree.

☐ The current supervision load of the Co-supervisor is reasonable, as judged by the DRC.

☐ The Co-supervisor has not had a relationship with the candidate that may constitute a conflict of interest.

Signature: ________________________________ Dept: ________________________________

Post: ________________________________ Date: ________________________________

# For definition of relationship and possible conflict of interest, please refer to the “Regulation Governing Conflict of Interest” (HRO website > Staff Handbook > General Rules and Guidelines).

* Delete as appropriate