THE HONG KONG POLYTECHNIC UNIVERSITY

Application for Admission of Research Degree Student

Please complete Section A of this form, pass it to the Departmental Research Committee for completion of Section B (and to the Faculty Research Committee/School Board for completion of Section C, if applicable), and send the completed form to the Research Office for action.

Please note that all the information and personal data you have submitted in connection with this application, together with the subsequent assessment information, may be made available to various parties concerned for the purposes of this application, research student monitoring and administration, and for other related purposes.

Section A: (To be completed by the proposed Chief Supervisor)

(1) Applicant Information

Mode: [ ] Full-time [ ] Part-time

Degree: [ ] PhD [ ] MPhil (Please ✓ as appropriate)

Name of Applicant

Project Title [ ] Please refer to Form RDC/1A for the project title.

[ ] Please see the title below:

The student will commence the studies on [date]. (This will normally be printed on the offer letter to local students.)

The following documents are attached:

(Please tick as appropriate.)

[ ] Application for admission to research studies leading to the award of MPhil or PhD and copies of the qualifications of the applicant downloaded from the Web Application System for Research Postgraduate Studies

[ ] Form RDC/1A - Research degree proposal

(2) Supervisor Information

<table>
<thead>
<tr>
<th>PolyU Staff No. (if applicable)</th>
<th>Chief Supervisor</th>
<th>Co-Supervisor</th>
<th>Co-Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title (i.e., Prof./Dr/Mr/Ms etc.)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Surname</td>
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<tr>
<td>Other Names</td>
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<td></td>
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<tr>
<td>Department</td>
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<tr>
<td>Telephone Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Previous Successful Supervision</td>
<td>Yes / No*</td>
<td>Yes / No*</td>
<td>Yes / No*</td>
</tr>
</tbody>
</table>

(* Please delete as appropriate.)
**Supervision Load of Chief Supervisor:**

(The supervision load should not normally exceed 4 full-time or 8 part-time research students who are internally funded. The DRC should request justification if they have concerns about the Chief Supervisor’s workload. This part is optional. Please consult your DRC to see if they need the information.)

<table>
<thead>
<tr>
<th>Current supervision of research students registered with PolyU (excluding this application)</th>
<th>FT MPhil (No.)</th>
<th>FT PhD (No.)</th>
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**Current supervision of research students outside PolyU**

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**Supervision Load of Co-supervisor(s) :** (This part is optional. Please consult your DRC if they need the information.)

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( + Funding from RGC General Research Fund (GRF) or other outside bodies.)
(3) **Source of funding to support the application** (please tick)

[Note: If any project funding, except GRF/ECS/NSFC-RGC JRS/ITF project funding or those with formal approval from the funding body (approval should be attached to this form), is proposed to be used to support research degree students, this Form should be passed to “Project and Grant Team” of RO for review.]

- [ ] UGC quota
- [ ] Non-UGC funds (within the 40% cap; e.g., GRF projects) __________________________ (Please specify the source.)
- [ ] Non-UGC/RGC funds (beyond the 40% cap; e.g., ITF, Earnings, TCS) ____________ (Please specify the source.)

The Chief Supervisor confirms that the non-UGC/RGC funds specified above are adequate to support the student’s entire normal study period; and that he/she agrees to provide additional funding from the same funding source in case of increase of stipend as decided by the Research Committee. The duration of the project, if applicable, is also long enough to cover the entire normal study period.

- [ ] Teaching Postgraduate Studentship Scheme

For students to be supported by project grants:

- [ ] The Chief Supervisor confirms that the area of study of the student is closely related to that of the following project, the funding of which will be used to support the student’s study:

  (Project a/c code and project title)

(4) **Language Requirement**

(Please tick as appropriate.)

- [ ] The language requirement has been fulfilled.
  - [ ] The applicant has obtained a degree of which the language of instruction was English from a recognised university.
  - [ ] Though the applicant has not obtained a degree of which the language of instruction was English from a recognised university, he/she has obtained ____________ in _____________. A copy of the English language test score(s) is attached.
- [ ] The language requirement has **NOT** been fulfilled.
  - [ ] The offer to be made is subject to the language requirement being met before admission. Please refer to “English Language Requirement” set out in the e-Prospectus for research Postgraduate Studies at “http://www.polyu.edu.hk/ro/e-prospectus/entrance_requirements.html”.
  - [ ] Endorsement from the DRC and approval from the FRC/SB Chair are being sought to waive the language requirement. The justifications are:

  __________________________________________________________

(5) **Academic Qualifications**

(a) Applicable to the admission of a PhD student

- [ ] S/he fulfils the academic qualifications requirement in that s/he holds a postgraduate degree containing a significant research component, such as a dissertation, conferred by a recognised university.

- [ ] S/he does not fulfil the academic qualifications requirement in that:
  - [ ] S/he does not hold a postgraduate degree containing a significant research component, such as a dissertation, conferred by a recognised university.
  - [ ] S/he holds a Bachelor’s degree with First Class honours, or the equivalent. Exceptional approval from the FRC/School Board is required under Section C.

My justifications for admitting this applicant are:

________________________________________________________________________

________________________________________________________________________
(b) Applicable to the admission of an MPhil student

☐ S/he fulfils the academic qualifications requirement in that:
   ☐ S/he holds a Bachelor's degree with ___________ class honours from a recognised university.
   ☐ His/Her academic qualifications are equivalent to a Bachelor's degree with ___________ class honours from a recognised university. **If the applicant is a graduate of a university that does not adopt the class honours system, it is important that this be completed.** His/Her Grade Point Average (GPA) is ___________. The transcript is attached.

☐ S/he does not fulfil the academic qualifications requirement as s/he does not hold a Bachelor’s degree with at least second class honours, or equivalent, from a recognised university.

My justifications for admitting this applicant are:

__________________________________________________________________________

(6) Admission of a Part-time MPhil/PhD Student

☐ The nature of the applicant’s full-time job is related to his/her proposed research study. Details are as follows:

__________________________________________________________________________

__________________________________________________________________________

☐ The nature of the applicant’s full-time job is NOT related to his/her proposed research study. My justifications for admitting this applicant are:

__________________________________________________________________________

__________________________________________________________________________

(7) Declaration by Chief Supervisor and Co-Supervisor(s)

(a) Declaration of any relationship in the past six years between the Chief Supervisor/Co-supervisor(s) and the applicant (minimum one tick per supervisor):

<table>
<thead>
<tr>
<th>Nature of relationship with applicant</th>
<th>Chief Supervisor</th>
<th>Co-Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor of previous studies</td>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Advisor in research projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-time personal friend</td>
<td></td>
<td></td>
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<tr>
<td>Teacher at undergraduate studies</td>
<td></td>
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</tr>
<tr>
<td>Family members (such as parent or child, husband or wife, brother or sister, including also nephews/nieces, aunts/uncles, cousins, and relationship by marriage)</td>
<td></td>
<td></td>
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<tr>
<td>Others (please specify):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(b) Declaration [To be completed by Supervisors who do not have a doctoral degree]

Please tick only one of the following:

<table>
<thead>
<tr>
<th>Chief Supervisor</th>
<th>Co-Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
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</table>

(i) I am registered for a higher degree. I declare that this research does not overlap with my higher degree studies.

(ii) If I later register for a higher degree/an additional higher degree, I will report this to the RC and I understand that the supervisory responsibility may be affected if it is considered that a potential overlap exists.

(iii) I will not register for a higher degree in the future.

Signature  __________________________  Date  ________________
(Chief Supervisor)

Signature  __________________________  Date  ________________
(Co-supervisor)

Signature  __________________________  Date  ________________
(Co-Supervisor)

Section B : [To be completed by the Departmental Research Committee]

(1) Enrolment Type (UGC quota, within 40% cap or beyond 40% cap)
(please tick the appropriate box(es) below)

a.  ☐ We approve/do not approve* this applicant for admission as a full-time MPhil/PhD* student using UGC quota.

b.  ☐ We recommend this applicant for admission as a full-time/part-time* MPhil/PhD* student. No UGC quota is required.

(2) Applicant not Meeting the Minimum Entrance Requirement for Admission

We consider the justification provided by the Chief Supervisor adequate/inadequate* and agree to recommend/do not recommend* the admission of this applicant to the MPhil/PhD* programme. The following are our additional comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(3) Language Requirement

We endorse/do not endorse* the Chief Supervisor’s application to waive the language requirement. We have the following comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
(4) Studentship or Assistantship (applicable to full-time applicants only)
[Note: If any project funding, except GRF/ECS/NSFC-RGC JRS/ITF project funding or those with formal approval from the funding body (approval should be attached to this form), is proposed to be used to support research degree students, this Form should be passed to “Project and Grant Team” of RO for review.]

a. ☐ We approve that the duration of the studentship to be provided to this applicant be _______________ months. Extension of this studentship will be reviewed subject to satisfactory performance and availability of funds.

b. ☐ We approve that the duration of the studentship to be provided to this applicant be _______________ years (= entire normal period of study).

c. ☐ We approve the granting of assistantship for nine months under the Teaching Postgraduate Studentship Scheme.

d. ☐ We do not agree to the award of the studentship or assistantship to the applicant. The justifications are:

________________________________________________________________________

(5) Associated Money
[Note: If any project funding, except GRF/ECS/NSFC-RGC JRS/ITF project funding or those with formal approval from the funding body (approval should be attached to this form), is proposed to be used to support research degree students, this Form should be passed to “Project and Grant Team” of RO for review.]

a. ☐ (For the admission of students using UGC quota) The DRC Chair recommends associated money in the amount of $_______ for general expenses and $_______ for equipment be transferred from the Departmental Associated Funds Account (a/c code 9051) to this applicant’s budget account to support his/her studies after admission until the following 30 June.

b. ☐ (For the admission of students within or beyond the 40% cap) The DRC Chair recommends associated money in the amount of $_______ for general expenses and $_______ for equipment be provided to this applicant throughout the study.

(6) Further comments made by the DRC:

________________________________________________________________________

Signature ___________________________ Date ___________________________
(Chair, Departmental Research Committee)

Section C : [To be completed by the Faculty Research Committee/School Board - please tick the appropriate box(es) below]

☐ We recommend/do not recommend* this application for admission as a research student requiring no UGC quota, i.e., using GRF funds or the non-UGC/RGC funds proposed by the Chief Supervisor designate, or an academic staff member studying for a research degree.

☐ We approve/do not approve* the admission of this applicant who does not meet the minimum entrance requirement for admission after having considered the Chief Supervisor’s justification and DRC’s recommendation on this.

☐ I approve/do not approve* the waiving of the language requirement.

☐ The DRC Chair is a member of the supervisory team. I approve his/her recommendations in my capacity as the FRC/SB Chair.

Comments made by the FRC/SB:

Signature ___________________________ Date ___________________________
(Chair, Faculty Research Committee/School Board)

(* Please delete as appropriate.)