

Coursework Plan Form for Research Degree Students (SGS16A) – for new students

Please read the attached notes carefully before completing the form.

Section A Student's Particulars (*please delete as appropriate)

Name: _____ Student No.: _____ Department/School: _____

Start Date: _____ Programme: MPhil/PhD* Mode of Study: FT/PT*

Contact Phone No.: _____ Email: _____

Are you a student under the Collaboration Scheme with Mainland Universities?

☐ No ☐ Yes (If yes, the University is: _____)

I would like to take the following courses to fulfill the University's/College's coursework requirements:

Web-enabled Courses

Please refer to the Master Class Schedule for Section and CRN (if applicable).

I.

Core Course(s)						
	Course Code	Section	CRN	Course Title	Semester/ Year Offered (e.g. 2025/26 Sem A)	Credit Units
1.						
2.						
3.						

II.

Electives Course(s)						
	Course Code	Section	CRN	Course Title	Semester/ Year Offered (e.g. 2025/26 Sem A)	Credit Units
1.						
2.						
3.						

☐ I have completed the registration for the web-enabled course(s) in AIMS within the add/drop period.

Non-Web-enabled Courses

Approval from the Department Head/School Dean of the course offering department/school should be sought if pre-requisite or pre-cursor has not been met, or if the course is NOT offered by home department/school.

Please refer to the Master Class Schedule for Section and CRN (if applicable).

I.

Core Course(s)						
	Course Code	Section	CRN	Course Title	Semester/ Year Offered (e.g. 2025/26 Sem A)	Credit Units
	SG8001			Teaching Students: First Steps	Course registration is determined by the Course Leader of SG8001.	

	Course Code	Section	CRN	Course Title	Semester/ Year Offered (e.g. 2025/26 Sem A)	Credit Units
1.						
2.						
3.						

II.

Electives Course(s)						
	Course Code	Section	CRN	Course Title	Semester/ Year Offered (e.g. 2025/26 Sem A)	Credit Units
1.						
2.						
3.						
4.						

Signature of Student

Date

Students should check with their department/school office for any additional approval requirements beyond the Supervisor.

- *If the course is NOT offered by the students' home department/school, approval by the Course Offering Department is required.*
- *If the pre-requisite or pre-cursor has not been met, approval by the Course Leader is required*

Section B Approval by the Course Leader / Course Offering Department

I approve the above recommendation on the coursework plan.

Course Code	Approval from the course leader should be sought if the pre-requisite or pre-cursor has not been met (please tick as appropriate)	Approval from the course offering department/school should be sought if the course is NOT offered by the students' home department/school (please tick as appropriate)	Signature of Course Leader / Course Offering Department	Date
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

Comments: _____

Section C Decision of Supervisor/Chair of Qualifying Panel

I confirm the coursework plan as detailed above:

Remarks: _____

Approved by:

Name of Supervisor Signature of Supervisor Date

Section D Approval by the Home Department Head/SGSC Chair

- ☐ I approve the above recommendation on the coursework plan.
- ☐ I confirm the student's coursework plan has fulfilled the department's coursework requirement.

Comments:

Signature: _____ Date: _____
Department Head/SGSC Chair

Please forward the completed form to SGS for processing

Section E For SGS Use

Update AIMS ⇒ SGS ⇒ RDSS ⇒ Study Plan:

- 1) Refer to manual on RDSS for updating records.
- 2) Add/Delete records according to form.

Does the prescribed course(s) related to current semester? ☐ No ☐ Yes (update SFAREGS in Banner)

- 1) Has the add/drop period ended for current semester?

☐ Yes (☐ Add/drop courses, override registration restriction if needed)
☐ No

- 2) Are there any course registrations (for current semester) that cannot be performed by the student?

☐ Yes (☐ Add/drop courses, override registration restriction if needed)
☐ No

Checked by: _____ Date: _____

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Notes:

A list of approved courses and the syllabuses are available for reference on the School's website (<http://www.cityu.edu.hk/sgs/rpg/student> ▶ **Coursework Requirements ▶ List of Approved Courses for Research Degree Students**). Please note the following guidelines:

- i. Students are required to fulfill the following minimum coursework requirements (at postgraduate level) within their study period:
 - A compulsory 1 credit unit course on teaching learning (SG8001) and the credit unit earned from SG8001 will not be counted towards the minimum coursework requirement;
 - MPhil students: 7 credit units (including core course(s) of at least 2 credit units which shall be research methodology or foundation course(s) at postgraduate level);
 - PhD students: 14 credit units (including core course(s) of at least 9 credit units (2019 cohort and thereafter); and at least 2 credit units of research methodology or foundation course(s) at postgraduate level).
- ii. Students should register for the web-enabled course(s) in AIMS within the add/drop period (<https://www.cityu.edu.hk/sgs/student/masters/coursereg/web>). Add/drop period normally ends on 1st day of week 2 of the semester. Add/drop of courses that are not web-enabled, outside the add/drop period or courses that require special approval (which cannot be added/dropped by students) would be performed by SGS.
- iii. For students admitted on or after 1 September 2022, they are required to fulfil a minimum cumulative GPA of 3.0 in prescribed coursework for graduation. All courses a student has enrolled (including courses he/she enrolled by himself/herself without using SGS Forms) since he/she started his/her study will be taken into account when calculating his/her cumulative GPA.
- iv. Students who failed the pre-requisite requirement of SG8001 will be required to take SG8002. Course registration of SG8001 or SG8002 shall be determined by TED/EN and arranged by SGS.
- v. Students under the Joint PhD Programmes with Mainland and overseas universities are not required to take SG8001/SG8002.
- vi. Courses prescribed for research students must be at postgraduate level (i.e. P5 courses or above) selected from the list of approved courses.
- vii. At least half the coursework (4 credit units for MPhil and 7 for PhD) should be taken at **CityUHK** or other local institutions under the **Cross-institutional Course Enrolment Scheme** (information is available on the School's website <http://www.cityu.edu.hk/sgs/rpg/student>).
- viii. Students who have been granted coursework exemption or credit transfer should fulfill the remaining coursework requirements by taking taught/seminar courses, and not independent study or reading courses.
- ix. Students are not allowed to re-attempt courses that have previously been taken in another programme/level of study offered by CityUHK, or to enroll in any exclusive/equivalent course(s) of those course(s) which have already been prescribed by their supervisor in order to earn credits for fulfilling the coursework requirement.
- x. For courses with pre-requisite or pre-cursor requirements, the Qualifying Panel is requested to provide documents (e.g. transcript and the course syllabus) to prove that the student has satisfied such requirements.
- xi. Courses taken without approval from supervisors will NOT be counted towards the fulfillment of coursework requirement.
- xii. Students taking core/elective courses offered by other Department/School should consult their home department beforehand if there is any implication on taking the home department's Qualifying Examination.