

## Application for Undertaking Paid Employment (for Studentship Recipients) (SGS19)

### Notes:

- (1) This form is to be used by studentship recipients (regardless of funding source) who wish to undertake paid employment.
- (2) Paid employment refers to any services rendered by a person and for which income/remuneration is received in return. Among all others, it includes self-employment, temporary jobs, internships and private tutoring.
- (3) Full-time students are not allowed to undertake full-time jobs without the prior approval of SGS.
- (4) Students holding a student visa for study in Hong Kong are not allowed to undertake any full-time or part-time employment during their stay in Hong Kong without the special permission of the Immigration Department. Notwithstanding the approval of this application, such students should still seek special permission of the Immigration Department via their prospective employer.
- (5) As specified in the "Terms and Conditions" of the Hong Kong PhD Fellowship Scheme, HKPF recipients are not permitted to undertake any part-time or full-time paid employment during the fellowship period **unless exceptional approval has been given by the Research Grants Council**.
- (6) Applications should be made at least two months before the start date of employment.

### Section A Personal Particulars (\*Please delete as appropriate)

Name: \_\_\_\_\_ Student No.: \_\_\_\_\_

Department/School: \_\_\_\_\_ Programme: MPhil/PhD\*

Start Date: \_\_\_\_\_ (Normal) Study Period End Date: \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Are you a Hong Kong PhD Fellowship recipient (note 5)? ☐ No ☐ Yes

Is the paid employment formed part of your departmental duty? ☐ No ☐ Yes

If yes, please complete the following:

(i) Is this duty related to your research work? ☐ No ☐ Yes

(ii) Please provide justification for applying undertaking paid employment to perform departmental duty:

\_\_\_\_\_

\_\_\_\_\_

### Section B Details of Application (Please tick as appropriate)

To facilitate consideration of your application, please present your proposed employment period in accordance with your annual studentship award periods. (For example, if the employment period will start from 1 November 2025 to 31 March 2026 and your current annual studentship award period is from 1 January to 31 December, then you will need to present the employment information as two records: 1 November to 31 December 2025 and 1 January to 31 March 2026.)

1. I would like to apply to undertake paid employment with details as follows:

Name of Employer: \_\_\_\_\_ Self-employed: ☐

Post Title: \_\_\_\_\_

Job Nature: \_\_\_\_\_

Location of Employment: ☐ CityUHK Main Campus ☐ Off-campus in Hong Kong ☐ Outside Hong Kong  
☐ CityUHKSR

Period of employment during the current annual studentship award period (from: \_\_\_\_\_ to \_\_\_\_\_)

Period of employment: From 

Day	Month	Year

 To 

Day	Month	Year

Working Hours: \_\_\_\_\_ days per week \_\_\_\_\_ hours per day (Total no. of hours involved: \_\_\_\_\_)

Period of employment during the next annual studentship award period (from: \_\_\_\_\_ to \_\_\_\_\_)

Period of employment: From 

Day	Month	Year

 To 

Day	Month	Year

Working Hours: \_\_\_\_\_ days per week \_\_\_\_\_ hours per day (Total no. of hours involved: \_\_\_\_\_)

2. Reasons for undertaking the above job:

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3. **Previously approved applications for paid employment, if applicable:**

Please indicate your records of paid employment approved/undertaken, which fall within the same annual studentship award period(s) of your proposed paid employment as indicated under item 1 above. *(Please use separate sheets if necessary.)*

Record 1:

Name of Employer: \_\_\_\_\_ Self-employed: ☐

Post Title: \_\_\_\_\_

Job Nature: \_\_\_\_\_

Period of Employment: From 

Day	Month	Year

 To 

Day	Month	Year

Working Hours: \_\_\_\_\_ days per week \_\_\_\_\_ hours per day (Total no. of hours involved: \_\_\_\_\_)

Record 2:

Name of Employer: \_\_\_\_\_ Self-employed: ☐

Post Title: \_\_\_\_\_

Job Nature: \_\_\_\_\_

Period of Employment: From 

Day	Month	Year

 To 

Day	Month	Year

Working Hours: \_\_\_\_\_ days per week \_\_\_\_\_ hours per day (Total no. of hours involved: \_\_\_\_\_)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

*Please forward the form to your supervisor for recommendation.*

**Section C Recommendation of the Supervisor (\* Please delete as appropriate)**

*Please note that according to the internal guidelines, the maximum number of hours of paid work performed by research students should not exceed 150 per year. This will be calculated in accordance with the annual studentship award period.*

(1) Comments on the student's overall study progress in the past:

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(2) Do you think the student's academic performance and study progress will be affected if he/she is permitted to undertake the above job? Please comment.

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(3) I support /do not support\* the student's application.

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Supervisor's Signature Date

*Please forward the form to the Department Head/School Dean for approval.*

**Section D Approval by the Department Head/School Dean (\*Please delete as appropriate)**

*Please note that according to the internal guidelines, the maximum number of hours of paid work performed by research students should not exceed 150 per year. This will be calculated in accordance with the annual studentship award period.*

(1) Please comment on the student's performance in discharging the departmental duties assigned:

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(2) **I approve/do not approve\*** the recommendation of the supervisor.

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Signature of Department Head/School Dean Date

*Please forward the form to SGS for processing.*

**Section E Approval of Chow Yei Ching School of Graduate Studies (\*please delete as appropriate)**

*Approval from SGS is required when the paid employment forms part of departmental duties, and/or to be taken outside Hong Kong.*

I approve/do not approve\* the student's application.

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Associate Dean (SGS)

\_\_\_\_\_  
Date

For SGS Use: ☐ Local ☐ Non-local

Remarks:

By: \_\_\_\_\_ Date: \_\_\_\_\_