

Guidance for Lingnan Research Postgraduate Students on Course Taking

1. In order to strengthen the academic background of postgraduate students for pursuing their research studies, individual Research and Postgraduate Studies Committees (RPSCs)/Board of Graduate Studies (BGS) and Supervisors concerned have the authority to require students to take some courses. Students have to complete all the coursework and take all the prescribed tests and examinations. The courses taken shall be regarded as “required courses” and the results will be shown on the transcripts.
2. Concerning taking Lingnan language courses for enhancement of language proficiency and for students’ own interest/benefits, normally these courses shall be taken as audit courses. Such audited courses should not be included in students’ transcripts. Nonetheless, students in consultation with their Supervisors/Heads of Departments/Units concerned can take the language courses as required or audit courses.
3. The student and his/her Supervisor(s) should from the outset of the MPhil/PhD study discuss and agree on a provisional thesis topic and the coursework to be taken if necessary. It is expected that students will enrol in courses according to the study plan as far as practicable.

Courses for Enrolment

4. All new students are required to complete the course “RWTS510 Academic Writing and Research Methodology across Disciplines” offered by the School of Graduate Studies (GS). New students of the Business programmes are also required to complete the course “RBUS510 Research Methods in Business” specifically designed for them.
5. To meet students’ demand in learning advanced social statistics, an elective course entitled “RWTS610 Advanced Statistics and Data Analytics” is offered to students every Term 2 from the 2019-20 academic year onwards. Students who have studied “RWTS510 Academic Writing and Research Methodology across Disciplines” or have basic knowledge in statistical analysis can take the course.
6. Courses can be chosen from taught courses offered under Lingnan’s taught postgraduate programmes and our undergraduate programmes. With endorsement of their (Chief) Supervisors and approval of the Heads of Departments/Units concerned, Lingnan students can take any Lingnan courses offered in respective terms.
7. To enhance the opportunities for research postgraduate students to have access to courses and expertise at sister universities, the eight universities that are offering research postgraduate programmes entered into an agreement to set up mechanisms enabling research postgraduate students to enrol in courses offered by other sister universities. The courses available for MPhil/PhD students of the eight universities and associated details will be announced before the commencement of each term at <https://www.ln.edu.hk/sgs/research-postgraduate-studies/Students/course-taking>. **Students shall only take courses of direct relevance to their studies under the collaboration scheme** and are required to participate fully in an enrolled course, including class attendance, completion of coursework and examinations.
8. Courses on research methodology are important to research postgraduate students. Students can take the research methodology courses in their relevant disciplines offered by sister universities through the collaboration scheme, noting that it is mandatory for new students of Business programmes to take “RBUS510 Research Methods in Business”. The Supervisor(s) of a research postgraduate student shall seriously consider the necessity and benefits for his/her student to take a research methodology course and ask the student to take the course if necessary.

9. For research postgraduate students in the Arts and the Social Sciences Faculties and students under the GS and the affiliated units, the University has set the guideline that the maximum load is **three courses per term**, including the required course “RWTS510 Academic Writing and Research Methodology across Disciplines”. The maximum load is relaxed for Business students, as they may be required to take a greater number of courses in a term.

Application Procedures

10. Lingnan students who wish to take and/or audit Lingnan courses (either undergraduate or postgraduate courses)[#] shall submit an application form (Attachment 1) (after endorsement by both his/her (Chief) Supervisor and then the Head of Department/Unit concerned*) to the GS before the stipulated deadline.

[For the required course for all new students and the mandatory course for new students of the Business programmes, i.e. “RWTS510 Academic Writing and Research Methodology across Disciplines” and “RBUS510 Research Methods in Business”, application for enrolment is not necessary. Course enrolment will be arranged for students concerned.]

([#]Hong Kong PhD Fellowship and Postgraduate Studentship recipients may be assigned as Teaching Assistants and have to lead tutorials of assigned courses. They have to attend all the lectures of the relevant courses, except that exemption is granted by the Department/Unit. Course enrolment for assigned courses is not necessary.)

11. To enrol in a course offered by sister universities, a student has to fill in **another** application form (Attachment 2) for the collaboration scheme for endorsement by the (Chief) Supervisor and the Head of Department/Unit concerned*. The approved application form shall be forwarded to the GS of Lingnan at least **3 working days before the deadline for taking that course stipulated by the host university**. The GS will pass the form to relevant officer of the host university concerned after necessary processing.

[*In case it is difficult/inconvenient to get the signature(s) on the form, email(s) indicating their endorsement can be attached to the application form.]

12. The application form shall be submitted to the (Chief) Supervisor as early as possible, at least about 1 to 2 weeks before the specified deadline. It is the responsibility of the applicant to ensure that the completed application form, with endorsement of the (Chief) Supervisor and the Head of Department/Unit concerned, could reach the GS at least **3 working days before the stipulated deadline**. Adherence to deadline is especially important for taking courses of sister universities since the deadline is stipulated by the host university, the GS is hardly able to accommodate any late applications. The GS will issue an acknowledgement upon receipt of an application. Applicants should contact the GS if they do not receive the acknowledgement 1 working day after lodging an application.

Application Result

13. The Graduate School/Registry of the course offering university will inform students directly of their application results and further details.

Assessment and Grading of Enroled Courses (not including audited courses)

14. Students enroled in courses offered by Lingnan/sister universities are assessed following the grading system of the courses concerned.
15. The actual letter grades of courses taken shall be shown in the transcripts. Students have to obtain Grade B- or above for passing an undergraduate course in Lingnan. However,

for language courses taken as required courses, the usual passing grade for undergraduate courses, i.e. Grade D, is adopted.

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