

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) 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 in 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 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. New students of the Business and Social Sciences Faculties are required to complete respectively the “RBUS510 Research Methods in Business” and “RSSC510 Postgraduate Seminar” courses specifically designed for them. Starting from 2016-17, all new students are required to complete the course, “RWTS510 Academic Writing and Research Methodology across Disciplines” (formerly known as “RWTS510 Academic Writing and Social Statistics Workshops”). Students admitted in 2015-16 and before may take the course as an elective course.
5. To meet students’ demand in learning advanced social statistics, a new elective course entitled “RWTS610 Advanced Statistics and Data Analytics” will be offered to students every Term 2 from the 2019-20 academic year. 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 master’s and postgraduate diploma programmes and our undergraduate programmes. With endorsement of their (Chief) Supervisors and approval of the Heads of Departments 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 <http://www.ln.edu.hk/sgs/docs/collaboration.php>. **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 the Business and Social Sciences Faculties to take “RBUS510 Research Methods in Business” and “RSSC510 Postgraduate Seminar” respectively. 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 Social Sciences Faculties, the University has set the guideline that the maximum load is three courses per term, including the mandatory “RSSC510 Postgraduate Seminar” course for Social Sciences students mentioned above. 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 concerned*) to the School of Graduate Studies (GS) before the stipulated deadline.

[For the 2 mandatory courses respectively for new students of the Business and Social Sciences Faculties, i.e. “RBUS510 Research Methods in Business” and “RSSC510 Postgraduate Seminar”, application for enrolment is not necessary. Respective programmes will arrange enrolment 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. 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 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 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 Enrolled Courses (not including audited courses)

14. Students enrolled 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.