

RESEARCH GRANTS COUNCIL

Hong Kong PhD Fellowship Scheme 2012/13

Explanatory Notes for completing the Initial Application Form

IMPORTANT: You **must** read the Explanatory Notes carefully before completing and submitting your initial application. The Research Grants Council (RGC) of Hong Kong may stop processing your application if it does not comply with any of the requirements as set out in the Explanatory Notes.

- (a) These notes are intended to be read by applicants before their completion and submission of their Hong Kong PhD Fellowship Scheme (HKPFS) initial application and further actions in respect of HKPFS.
- (b) The initial application, excluding these Explanatory Notes, is composed of the following sections:
 - A. Personal Particulars
 - B. Choice of Proposed Institution(s) for PhD Studies
 - C. Authorization and Declaration
 - D. Source of Information
- (c) In order to ensure consistency and fairness to all applicants, **each applicant should only submit one initial application** through the Hong Kong PhD Fellowship Scheme Electronic System (HKPFSES) at <https://cerg1.ugc.edu.hk/hkpfs/InitApplication.jsp>. In the event that an applicant is revealed to have submitted more than one initial application, all applications submitted by the same applicant for the HKPFS may be **disqualified even it is subsequently nominated by an institution to compete for the HKPFS award** (please refer to paragraph (q) below regarding nomination of applicants).
- (d) The initial application form must be completed in English unless otherwise specified.
- (e) Upon the submission of initial application, a HKPFS reference number will be automatically generated for each applicant. The reference number must be quoted when applicants proceed with applications for their chosen University Grants Committee (UGC)-funded institutions and PhD programmes as indicated in the initial applications, as well as in all correspondence with the RGC. Applicants are hence strongly advised to **save and/or print out the HKPFS reference number** for future reference.

- (f) Only one initial application will be accepted per applicant, and once an initial application is submitted via HKPFSES, **change to choice(s) of institution, department and programme is not permitted.**
- (g) Personal particulars provided in the initial application **must be accurate and consistent** with those submitted to institution(s) for PhD admission. Information provided will be cross-checked with applications to be submitted to institutions for verification purpose.
- (h) In the event that an applicant has genuine need to access or correct his/her personal particulars submitted in the initial application, the procedural arrangement is as follows:
 - (1) The relevant applicant should first make a request for accessing to his/her personal particulars, which should be made in writing and submitted to the RGC at HKPF@ugc.edu.hk via the e-mail address as provided in Section A of the initial application. This request will be handled within 15 working days.
 - (2) If any personal particular subsequently retrieved by the RGC requires amendment, the relevant applicant should make another request for correcting his/her personal particular(s) in writing and submit to the RGC at HKPF@ugc.edu.hk via the e-mail address as provided in Section A of the initial application. This request will be handled within 15 working days.

Please make reference to the Section 22, Chapter 486, Personal Data (Privacy) Ordinance at http://www.pcpd.org.hk/english/ordinance/section_29.html on “Data Correction Request” as stipulated under the Hong Kong Law.

- (i) To avoid delay or interruptions in processing initial application, applicants are strongly advised to **double check their entries before submission.**
- (j) Applicants should note that the HKPFSES will time out automatically after idling for 30 minutes. All un-submitted entries will be lost upon system time-out.
- (k) The deadline for the submission of Hong Kong PhD Fellowship Scheme initial application is **1 December 2011 at 12:00 noon** (Hong Kong time or GMT +8 hours). Late submission will not be considered.
- (l) After submitting the initial application, applicants must proceed with submitting full application(s) for their chosen institutions / PhD programmes in accordance

with the institutions' prevailing policy before the deadlines specified in paragraph (t). Otherwise, their application status will be incomplete for consideration.

- (m) The RGC will forward each applicant's reference number and data containing in the initial application to the institution(s) concerned. The transfer of data will be done separately without disclosing the other choice of the applicant if more than one institution is chosen.
- (n) Institutions will **only accept applications for HKPFS when the following conditions are met:**
 - (1) HKPFS reference number, which is in the format of **PF11-[five digits]**, is quoted in PhD programme applications for HKPFS; and
 - (2) the PhD programmes/institutions applied are consistent with the choices indicated in the initial applications.
- (o) In the event that an application does not comply with conditions set out in paragraph (n) above, institutions will only process the relevant application(s) as normal one(s) through regular admission procedure.
- (p) The HKPFS supports awardees to pursue PhD studies at one of the eight UGC-funded institutions in Hong Kong. Applicants must comply with the admission and application requirements of the related institutions. Individual institutions will conduct interviews with applicants as part of the assessment for selection.
- (q) **The RGC will only process applications nominated by the eight UGC-funded institutions to compete for the HKPFS award.** In the event that an applicant is nominated by two institutions, the RGC will only process the nomination tendered by the institution that the relevant applicant has indicated priority. If an applicant selects two different programmes of the same institution and is nominated subsequently, the institution concerned shall have the discretion to decide on which programme for nomination.
- (r) While a nominated candidate can choose a particular department in his/her initial application, the RGC shall have the discretion to decide on the Selection Panel responsible for the assessment of application.
- (s) Applicants who are not selected for the award of HKPFS may be accepted by the institutions concerned for PhD admission and offered with postgraduate studentship or other funding support by the institutions.

- (t) Enquiries concerning the HKPFS should be made through the e-mail address as provided in the initial application to HKPF@ugc.edu.hk with HKPFS reference number quoted, whereas questions regarding admission requirements as well as other institutional information should be directed to the relevant institutions. Contact and web information on admission requirements of individual institutions, as well as their deadlines for accepting full applications for HKPFS are as follows:

City University of Hong Kong (CityU)

Chow Yei Ching School of Graduate Studies,

Flat 7B, Block 1, To Yuen Building,

Tat Chee Avenue, Kowloon, Hong Kong

<http://www.cityu.edu.hk/sgs/hkphd>

Telephone number: (852) 3442 9076

Fax number: (852) 3442 0332

Email: sgfellow@cityu.edu.hk

Deadline for submitting full applications for HKPFS via CityU: 10 December 2011

Hong Kong Baptist University (HKBU)

Office of Graduate School,

Level 7, Fong Shu Chuen Library, Ho Sin Hang Campus,

Hong Kong Baptist University,

Kowloon Tong, Kowloon, Hong Kong

<http://gs.hkbu.edu.hk/hkpfs>

Telephone number: (852) 3411 5127

Fax number: (852) 3411 5133

Email: hkpfs@hkbu.edu.hk

Deadline for submitting full applications for HKPFS via HKBU: 1 December 2011

Lingnan University (LU)

Registry,

Lingnan University,

Tuen Mun, Hong Kong

<http://www.ln.edu.hk/reg/info/phd>

Telephone number: (852) 2616 8750

Fax number: (852) 2572 5178 or (852) 2463 9104

Email: rpgadm@LN.edu.hk

Deadline for submitting full applications for HKPFS via LU: 2 December 2011

The Chinese University of Hong Kong (CUHK)

Graduate School,

Room G01, G/F, Academic Building No.1,

The Chinese University of Hong Kong,

Shatin, New Territories, Hong Kong

<http://www2.cuhk.edu.hk/gss/hkphd>

Telephone number: (852) 3943 8976

Fax number: (852) 2603 5779

Email: gradschool@cuhk.edu.hk

Deadline for submitting full applications for HKPFS via CUHK: 1 December 2011

The Hong Kong Institute of Education (HKIED)

Graduate School,

10 Lo Ping Road, Tai Po,

New Territories, Hong Kong

<http://www.ied.edu.hk/gradsch/>

Telephone number: (852) 2948 7912 or (852) 2948 6611

Fax number: (852) 2948 6619

Email: rpg@ied.edu.hk

Deadline for submitting full applications for HKPFS via HKIED: 5 December 2011

The Hong Kong Polytechnic University (PolyU)

Research Office,

Room M501, Li Ka Shing Tower,

The Hong Kong Polytechnic University,

Hung Hom, Kowloon, Hong Kong

<http://www.polyu.edu.hk/ro/hkphd-fellowship>

Telephone number: (852) 3400 3635

Fax number: (852) 2355 7651

Email: roro@polyu.edu.hk

Deadline for submitting full applications for HKPFS via PolyU: 5 December 2011

The Hong Kong University of Science and Technology (HKUST)

Postgraduate Admissions Team,

Admissions, Registration and Records Office,

Room 1381, Academic Building,

The Hong Kong University of Science and Technology,

Clear Water Bay, Kowloon, Hong Kong

<http://www.ust.hk/hkpfs/>

Telephone number: (852) 2623 1120

Fax number: (852) 2358 2463

Email: hkpfs@ust.hk

Deadline for submitting full applications for HKPFS via HKUST: 6 December 2011

The University of Hong Kong (HKU)

Graduate School,

Room P403, Graduate House,

The University of Hong Kong,

Pokfulam, Hong Kong

<http://www.hku.hk/gradsch/web/apply>

Telephone number: (852) 2857 3470

Fax number: (852) 2857 3543

Email: gradsch@hku.hk

Deadline for submitting full applications for HKPFS via HKU: 1 December 2011

- (u) **The RGC does not have any involvement in the payment of application fee for PhD admission**, which is solely business between applicants and respective institutions. Furthermore, the RGC is not liable for any information or services which may appear on any websites linked to the homepage of the Hong Kong PhD Fellowship Scheme.

- (v) The RGC reserves the right to omit, suspend or amend the information contained in the Explanatory Notes and the related application form at any time at its absolute discretion without prior notice.

UGC Secretariat

25 August 2011