

RESEARCH GRANTS COUNCIL

Hong Kong PhD Fellowship Scheme Explanatory Notes for completing the Application Form

IMPORTANT NOTE:

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

GENERAL

- (a) These notes are intended to be read by applicants before their completion and submission of their Hong Kong PhD Fellowship (HKPF) application.
- (b) The form, excluding these Explanatory Notes, is composed of the following 8 sections:
 - A. General Information
 - B. Choice of Institution
 - C. Research Proposal Summary
 - D. Recommendation and Reference
 - E. Academic Qualifications and Test Results
 - F. Publications, Professional Qualifications, Prizes and Awards
 - G. Working Experience, Extracurricular Activities and Volunteer Work/
Community Services
 - H. Application Submission
- (c) In order to ensure consistency and fairness to all applicants, **each applicant can only submit one application through the On-line Application System (OAS).** The application form *must* be completed in English unless specified otherwise.

- (d) The file size of each of the PDF documents attached to the applications should not exceed 500kb. The uploaded file must be a scanned copy in PDF image format or a PDF file that does not contain any cross-referencing such as hyperlinks and special features other than text.

Failure to comply with (c) and (d) of the above may lead to disqualification of their applications.

- (e) If problems are encountered when viewing a PDF document, applicants may try the following steps to disable the "View In Browser" or "Web Browser Integration" feature in the Adobe Acrobat viewer:

For Adobe Acrobat 5.0

- 1) Open Adobe Acrobat Reader
- 2) Go to <Edit><Preferences>
- 3) Remove "Check Mark" for "Display PDF in Browser"
- 4) Press <OK>
- 5) Close window
- 6) Go to browser and try again to view the PDF

For Adobe Acrobat 6.0/7.0/8.0

- 1) Go to <Edit> <Preferences>
- 2) Go to <Internet>
- 3) Remove "Check Mark" for "Display PDF in Browser"
- 4) Press <OK>
- 5) Close window
- 6) Go to browser and try again to view the PDF

- (f) Fields marked with an asterisk (*) are mandatory.
- (g) When an application account is created through the OAS, a reference number will be automatically generated for each of the applications for identification and reference purposes. The reference number should be used and quoted in all future correspondence.
- (h) Applicants should note that the OAS will time out automatically after idling for 30 minutes. Applicants are advised to save their entries regularly during the session to prevent data loss.

- (i) To save the information entered into the form, and/or to upload the supplementary documents, please click “**Save this page**” button at the bottom of each section. Applicants **MUST** save their entries upon completion and/or before proceeding to other sections; otherwise, all unsaved information will be lost. To prevent data loss, applicants must also save the entered information **before** any actions that may refresh the system page, such as deleting and / or updating a record in the process of completing the on-line application.
- (j) The deadline for HKPF application is **1 December 2009, 23:59 hrs (Hong Kong time)**. Applicants must submit their applications, as well as upload the required documents, through the OAS before the deadline for application.
- (k) While an applicant can choose a particular department in the application, the RGC shall have the discretion to decide on the Selection Panel responsible for the assessment of each application.
- (l) The HKPF supports the awardees to pursue their PhD studies at seven UGC-funded institutions in Hong Kong. Applicants **MUST** also comply with the admission requirements of the related institutions. Enquiries about the HKPF should be made through e-mail to HKPF@ugc.edu.hk, whilst **enquiries about admission requirements as well as other institutional information should be directed to the relevant institutions**. Detailed admission requirements and contacts of individual institutions are as follows:

City University of Hong Kong

Admission requirements:

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

Enquiry:

Chow Yei Ching School of Graduate Studies, 5/F., Cheng Yick Chi Building, City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong	Telephone number: (852) 3442 9076 Fax number: (852) 3442 0332 Email: sgfellow@cityu.edu.hk
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Hong Kong Baptist University

Admission requirements:

http://www.hkbu.edu.hk/~gs/hkpfs/ent_req.html

Enquiry:

Office of Graduate School, Level 7, Fong Shu Chuen Library, Ho Sin Hang Campus, Hong Kong Baptist University, Kowloon Tong, Kowloon, Hong Kong	Telephone number: (852) 3411 5127 Fax number: (852) 3411 5133 Email: rpgs@hkbu.edu.hk
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Lingnan University

Admission requirements:

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

Enquiry:

Registry, Lingnan University, Tuen Mun, Hong Kong	Telephone number: (852) 2616 8750 Fax number: (852) 2572 5178 or (852) 2463 9104 Email: rpgadm@LN.edu.hk
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The Chinese University of Hong Kong

Admission requirements:

<http://www2.cuhk.edu.hk/gss/entry.php>

Enquiry:

Graduate School, Room G01, G/F, Academic Building No.1, The Chinese University of Hong Kong, Shatin, N.T., Hong Kong	Telephone number: (852) 2609 8976 Fax number: (852) 2603 5779 Email: gradschool@cuhk.edu.hk
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The Hong Kong Polytechnic University

Admission requirements:

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

Enquiry:

Research Office, Room M501, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong	Telephone number: (852) 3400 3635 Fax number: (852) 2355 7651 Email: roro@polyu.edu.hk
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The Hong Kong University of Science and Technology

Admission requirements:

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

Enquiry:

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	Telephone number: (852) 2623 1120 Fax number: (852) 2358 2463 Email: hkpfs@ust.hk
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The University of Hong Kong

Admission requirements:

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

Enquiry:

Graduate School, Room P403, Graduate House, The University of Hong Kong, Pokfulam, Hong Kong	Telephone number: (852) 2857 3470 Fax number: (852) 2857 3543 Email: gradsch@hku.hk
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- (m) While applicants are not required to submit separate applications for PhD admission to relevant institutions, they should fully comply with the registration procedures of respective institutions, including payment of application fee as well as other requirements as stipulated. **However, applicants should strictly adhere to the submission deadline of the Hong Kong PhD Fellowship Scheme, i.e. on 1 December 2009 (Hong Kong time) or their applications for this Scheme will not be processed.**

IMPORTANT NOTE:

To complete the application procedure, applicants are required to pay a non-refundable application fee to their selected institution(s). Applications without submitting proof of payment of application fee through the OAS will not be considered. Since the OAS will close on the deadline for application at 23:59 hrs (Hong Kong time) on 1 December 2009, applicants should ensure that the payment has been made and proof of payment has been submitted via the OAS before the system closes.

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

Section A General Information

Item

I. Personal Particulars

Applicants should complete all information in Section A **except** for HKID number, Chinese name, office telephone, mobile phone and fax numbers which are only required upon availability.

Applicants are also required to upload a copy of their passport /national identification document / HKID Card (if applicable) in PDF format (with requirement as stated in (d) of the “**GENERAL**” section in the Explanatory Notes) for identification purpose. Information provided will be **automatically generated to all relevant documents**, such as the referee’s report form, in this application.

Detailed requirements for the application for student visa / entry permit, please refer to the “Guidebook for Entry for Study in Hong Kong” issued by the Immigration Department, The Government of the Hong Kong Special Administrative Region, at <http://www.immd.gov.hk/ehtml/id996.htm#top>

II. Authorization and Declaration

Applicants should make their authorization and declaration properly by ticking the boxes of relevant statements. The application will not be processed without the proper authorization and declaration.

Applicants are required to make authorization and declaration again if they have revised the entries of the application after making the authorization and declaration.

Section B Choice of Institution

Applicants may choose **up to two programmes in total in one or two institutions with priority** in their application. In the event that the application is successful, an awardee should only be allowed to enrol at the institution which selects the applicant in accordance with the priority indicated.

Applicants should fill in their **first choice** of institution in **Section B1**, and the **second choice** in **Section B2**. For those who select two institutions as first and second choices, the application fees should be paid separately to **both** institutions. The levels of application fee in respect of individual institutions are listed in **Section H**.

For applicants who choose to apply for one program from a single institution, **they are only required to complete Section B1**.

Applicants are also permitted to choose **two programmes, with priority, from the same institution**. Under such circumstance, applicants are required to fill in their **first**

choice programme in Section B1, and the **second choice programme in Section B2**. As regards the application fee for the selection of two programmes under the same institution, please refer to **Section H** for details. Applicants are not allowed to select another institution if they opt for two different programmes from one institution.

Item

I. Name of Institution

Please select an institution from the drop down menu.

II. Choice of Department

Please select a department from the drop down menu, unless otherwise specified.

III. Choice of Programme

Applicants should choose a PhD programme from the institution(s) and department(s) selected, unless otherwise specified. For details of PhD programmes offered by individual institutions, please refer to the following websites:

City University of Hong Kong

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

Hong Kong Baptist University

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

Lingnan University

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

The Chinese University of Hong Kong

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

The Hong Kong Polytechnic University

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

The Hong Kong University of Science and Technology

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

The University of Hong Kong

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

Shortlisted applications, subject to their areas of studies, will be examined by one of the two HKPF Selection Panels composed of experts in the relevant broad areas -- one for science, medicine, engineering and technology, and another one for humanities, social science and business studies.

Successful candidates of the HKPF are normally required to admit to the respective institutions in September / October 2010. Recipients of the awards may delay the registration latest to **31 January 2011, with well justified reasons, and subject to the approval from the RGC.**

IV. Additional Information Required by the Institution(s)

Individual institutions may require information in addition to the data provided in the application form. The additional information is regarded as part of the application for the admission to the institutions concerned. Applicants should submit the additional information, if applicable, as required by the relevant institution(s).

Section C Research Proposal Summary

Item

I. Research Field

Applicants should select the research field in the drop down menu. If the research field cannot be best described by the terms available in the menu, please select “**Others (Please Specify)**” from the pull down menu, and specify the field of research in the text box provided.

II. Research Proposal

All information should be entered in the text box. It should be presented clearly and concisely and at the same time be detailed enough to indicate the significance and merits of the proposed research and to permit a meaningful evaluation of the worthiness of the project. “Background of Research” and “Research Plan and Methodology” together should be limited to 1000 words, “Research Significance

and Value” should be limited to 300 words. Word count is done automatically by the system.

The research proposal must be filled in **ENGLISH**. If the research title and/or proposal involved **subscripts/ superscripts**, please use a square bracket “[]” and curly bracket “{ }” respectively to indicate the character (e.g. Y[2] to stand for Y₂, and X{3} to stand for X³). For applicants who have **genuine special needs** to complete this part in a language other than English (for instance, the research is in the area of language and literature of a particular culture), they are required to upload their research proposal written in a language other than English to the OAS. Only such document should be saved in PDF with the following format:

Word limit: “Background of Research” and “Research Plan and Methodology” together should be limited to 1000 words, “Research Significance and Value” should be limited to 300 words.

File size limit: 500kb

File format: A scanned copy in PDF image format or a PDF file that does not contain any cross-referencing such as hyperlinks and special features other than text.

Font Size: Not smaller than Point 10

Margin: Two centimetres margin all round

Spacing: Single-line spacing

The RGC will not process applications with a proposal in a language other than English which does not comply with the aforementioned format. Such applications may be disqualified.

Section D Recommendation and Reference

Item

- I. Recommendation from past / current affiliated institution

If the application is supported by the applicant's past / current affiliated institution (including recommendation from the relevant department), the applicant should forward a copy of the recommendation letter (in PDF format) by e-mail to the chosen Hong Kong institution(s) by **1 December 2009**.

The original copy of the recommendation letter **MUST** be produced for verification in accordance with the registration procedure of the chosen institution(s). Failure to present the original copy of the recommendation letter(s) may lead to withdrawal of offer of the award.

II. Academic Referee's Reports

Applicants should invite **two academic referees** who are familiar with their academic achievements and research ability to complete the academic referee's report form. The "Referee's Report" form can be downloaded from Section D. **Please download and save the "Referee's Report" form in a personal setting for future use. The form will not be available for downloading after submission of application.**

Applicants should forward the "Referee's Report" to their referees as soon as possible for their action. Please note that for applicants who choose two institutions in the application, they should send two copies of the Referee's Report form to each of the two referees with the request that the referee returns the completed forms to the relevant institutions respectively. The Referee's Report should be completed in English.

Proposed supervisor(s) in Section B III and persons from non-academic background are not considered as appropriate academic referees. Completed Parts B and C of the Referee's Report form should be sent to the chosen institution(s) directly. Referees should return the completed report directly to the relevant institution by post (under confidential cover) or e-mail by **1 December 2009**.

Section E Academic Qualifications and Test Results

Applicants should give a complete profile (in reverse chronological order) of post-secondary education, including undergraduate and postgraduate programmes (completed or not), as well as results of tests and examinations. Applicants are also required to upload soft copies of each certificate / official transcript / qualification.

Applicants should upload the front and back sides of the transcript to show the grading as well as information on the grading system (where applicable).

Original award certificates in support of all the qualifications claimed in the application **MUST** be produced for verification in accordance with the registration procedure of the selected institution. Failure to do so may lead to withdrawal of offer of the award.

If the certificates / test results are not available at the time of submission, please submit the document(s) to the RGC via e-mail at HKPF@ugc.edu.hk **before** the application deadline (i.e. 1 December 2009). In the event that the relevant materials will only be available **after** the application deadline, please submit the document(s) directly to your chosen institutions for follow-up.

Item

I. Academic Qualifications

Applicants are required to provide **cumulative / overall average** points / scores achieved at the time the application is lodged as well as the highest score / point of the respective grading system.

For instance, if the Grade Point Average (GPA) achieved is 3.8 on a 4.0 scale, it should be presented as 3.8 / 4.0

II. Test Results

Should applicants consider appropriate, they may provide test results, preferably achieved in open tests widely recognized by international academic institutions, other than the tests / examinations stipulated in the application form.

Section F Publications, Professional Qualifications, Prizes and Awards

Item

I. List of Publications

Applicants must list the name(s) of all authors in the exact order as shown in the publication.

Applicants should provide a URL to each publication, if applicable, for inspection purpose.

II. Professional Qualifications, Prizes and Awards

Applicants should provide details of any professional qualifications, awards (such as scholarship, prizes, Dean's list, etc.) attained which may reflect properly their academic capability and research potential for Selection Panels' evaluation.

III. Training

Applicants should provide details of training attended. Trainings reported in the application must be relevant to the field of research / area of study proposed by the applicant.

Section G Working Experience, Extracurricular Activities and Volunteer Work / Community Services

Item

I. Working Experience

Applicants should report, in reverse chronological order, their working experience for Selection Panels' evaluation.

II. Extracurricular Activities

Applicants should report, in reverse chronological order, their participation in extracurricular activities during their post-secondary studies, which may reflect properly their strength / quality (such as organization and leadership skill, societal responsibility etc.) for Selection Panels' evaluation.

III. Volunteer Work / Community Services

Applicants should report, in reverse chronological order, the volunteer work or community services participated within the past 5 years which are considered

reflecting properly their strength / quality (such as organization and leadership skill, societal responsibility etc.) for Selection Panels' evaluation.

IV. Vision

Applicants should use not more than 300 words to elucidate their vision on their possible contribution to research development in their chosen area.

Section H Application Submission

Item

I. Submission of Application

Applicants should ensure that all information provided is **accurate and complete**. A preview of the completed application form in PDF format is available for proofreading before submission. The **RGC adopts a strict rule that NO CHANGE to information is allowed after submission of application**. However, **update** on personal particulars reported in Section A of the application after submission is permitted. In the event that an applicant **has a genuine need to update** his / her personal particulars in "General Information" (Section A) of the submitted application before 1 December 2009, please report to the RGC via e-mail at HKPF@ugc.edu.hk. If the update occurs after the aforementioned date, applicants should report to the institution(s) chosen for follow-up. Please quote the reference number in the e-mail when making such a request.

The deadline for HKPF application is **1 December 2009, 23:59 hrs (Hong Kong time)**. Applicants must submit their applications, as well as upload the required documents, through the OAS before the deadline for HKPF application.

If applicants wish to supplement any materials reported in the application not available at the time of submission, they should submit the document(s) to the RGC via e-mail at HKPF@ugc.edu.hk **before** the application deadline (i.e. 1 December 2009). In the event that the relevant materials will only be available **after** the application deadline, please submit the document(s) directly to your chosen institutions for follow-up.

Upon successful submission of an application, an acknowledgement notice will be sent to the relevant applicants through the e-mail address (i.e., the applicants' Login ID) for follow up. If applicants do not receive the acknowledgement within the next 24 hours, they should report to HKPF@ugc.edu.hk (with reference no. quoted) at once for assistance.

II. Application Fee Payment for Admission to Institutions

Once the application is successfully submitted, the OAS will switch to a status page "Payment of Application Fee for Admission to Institution" with the hyperlinks of payment instruction and gateway of the respective institutions. Applicants will not be able to retrieve any part of the completed application form at this stage. In this regard, applicants are **strongly advised** to save the preview form of the duly completed application for retention and future reference.

To complete the application process, applicants are required to pay a non-refundable application fee to their selected institution(s), and report proofs of payment of application fees by logging into the on-line application system with their Login ID and password. Applicants should submit all proofs of payment, as instructed by the relevant institutions, via the OAS before the close of the system at **23:59 hrs on 1 December 2009 (Hong Kong time)**.

The levels of application fees of individual institutions are appended below:

Institution	Application Fee (for one programme)	Application Fee (for two programmes)
City University of Hong Kong	HK\$100	HK\$200
Hong Kong Baptist University	HK\$200	HK\$400
Lingnan University	HK\$150	HK\$300
The Chinese University of Hong Kong	HK\$180	HK\$360
The Hong Kong Polytechnic University	HK\$150	HK\$150
The Hong Kong University of Science and Technology	HK\$150	HK\$150
The University of Hong Kong	HK\$150	HK\$300

All payment will be processed by the respective institutions directly. All institutions require applicants to produce proof of payment of application fee via the OAS. Applications without producing proof of payment of application fee accurately through the OAS will not be considered by institutions. **NO CHANGE** to entry regarding proof of payment is allowed after submission. All proofs of payment should be submitted through the OAS at the same time. Falsification of proof will lead to nullification of the application.

IMOPORTANT NOTE:

Since the OAS will close on deadline for application at 23:59 hrs on 1 December 2009 (Hong Kong time), applicants must ensure that payment has been made and proof of payment has been submitted before the close of the OAS.

General Reminder:

- Applicants are reminded to upload the following documents onto the system:
 1. A copy of your **passport** or national identity document (if passport is not available) in “Personal Particulars” (Section A I);
 2. Research proposal written in a language other than English in “Research Proposal” (Section C II), if necessary; and
 3. All **credential** stated in Section E Academic Qualifications and Test Results.
- Applicants are reminded to download the **Referee’s Report** in Section D Recommendation and Reference and save it in a personal setting for follow-up.
- Applicants are reminded to **download the PDF version of a duly completed application form** and preview it for proofreading before submission.

RGC Secretariat
October 2009