City University of Hong Kong
College of Liberal Arts & Social Sciences
Department of Social and Behavioural Sciences

Requirements on Research Degree Students

The efforts to cultivate and foster a more vibrant academic environment for SS Research Students (RS) has been raised in the latest quality audit exercise conducted by Prof Phil Moore in October 2009. The Department has discussed the possible means to achieve these objectives. Considering existing practices adopted in other local and overseas Universities, the resources support offered to our RS, and the constraints that they are facing, we would like to propose the following methods. These suggestions have been discussed, and endorsed, in principle in the DEC meeting held in March 2010; and revised based on the suggestions received in the consultation period for colleagues and research students until mid-April 2010.

Below please find the approved requirements on Research Students of the Department, which took effect from Semester A 2010/11 for cohort 2010 and thereafter.

1. Seminar attendance	1.1 All <u>RS</u> are <u>strongly encouraged</u> to attend the SS seminars, and must attend those prescribed by their teachers. Attendance of RS students to SS seminar will be kept for record.
2. SS RS Seminar	2.1 All <u>RS</u> <u>must</u> present in SS RS Seminar at least twice during their entire period of study: first at the time of submitting the qualifying report; and the second will be in submitting the thesis. 2.2 All <u>full-time RS</u> <u>must</u> attend these RS Seminar, and be arranged as discussants for the presentations. Attendance record will be kept by the Department. In case of absence, the RS has to seek approval and acceptance from supervisor. *<u>Part-time RS</u> are <u>strongly encouraged</u> to attend.*
3. Conference presentation	3.1 All <u>RS</u> <u>must </u>present at least once in a conference, local or overseas*.
4. Publication	4.1 All <u>PhD RS</u> <u>must</u> publish / or being accepted at least one piece of publication. There is no restriction on the language of the publication, which preferred to be within certain categories (*see Appendix for the categories*). *This clause <u>does not apply to MPhil RS</u>.* Although it is not a requirement, students are strongly encouraged to progress to publish in SSCI journals for their own academic development. Please discuss with your own supervisor and plan ahead in early time.

* Subject to approval, there will be financial subsidy supporting RS attending conference. Please consult your supervisor for the details.

1. Performance in these areas will be incorporated into the assessment of student's annual progress report. Any RS who failed to comply with these requirements, the supervisor and the Department will reserve the right not to approve the students to proceed to his/her oral examination.

2. In this case, the candidate needs to explain to and satisfy the supervisor; and the supervisor has to inform the Head of the support granted, together or before sending the **Certifying Form for Submission of Thesis for Examination (SGS09A)** for Head's endorsement for formal submission of thesis.

10 May 2010 (updated on 4 September 2017)

Appendix: Categories of Publication

1. The following categories are extracted from the latest format adopted for the RAE, and shall be revised and updated accordingly. Below are the major categories that we accept, in the context of social sciences research. These are also the standard categories used by the SGS for annual report for RS.

   11. Research book or monograph (author)
   12. Chapter in an edited book (author)
   13. Textbook (author)
   14. Edited book (editor)
   21. Publication in refereed journal
   22. Publication in policy or professional journal
   45. Translation of other's work
   48. Consulting or contract research report
   49. Written teaching case study or extensive note
   64. Other outputs

2. These categories are not exhaustive, and please consult your supervisor the appropriate category of your output.