

CITY UNIVERSITY OF HONG KONG**COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES****Department of Social and Behavioural Sciences****Requirements on Research Degree Students**

To cultivate a vibrant academic environment and support the academic and professional development of research students, the Department has adopted the following requirements. These requirements take account of relevant practices, the support available to research students, and the practical constraints they may face. They may be updated when necessary.

1. Departmental seminar attendance

All research students must attend at least three departmental seminars, such as seminars delivered by faculty members or visiting scholars, during their period of study. Attendance will be recorded by the Department.

2. SS8800 Departmental Research Degree Student Seminar

All research students must complete at least three presentations in SS8800 during their period of study:

1. a presentation of their own research before submitting the qualifying report;
2. a presentation of their own research before submitting the thesis; and
3. a presentation of an advanced journal paper related to their research project.

Research students must also attend at least three Journal Club presentations, normally during their first year of study. Completion of this attendance requirement is also required for eligibility to apply for the Department's Research Student Grant.

In addition to these minimum requirements, full-time research students are expected to participate regularly in SS8800 and may be assigned as discussants. Students who are unable to attend a required session should seek approval from their supervisor. Attendance records will be maintained by the Department. Part-time research students are strongly encouraged to participate.

3. Conference presentation

All research students must present at least once at a local or overseas conference.

Subject to approval, financial support may be available for conference attendance. Students seeking reimbursement of conference expenses must also present their conference work in SS8800 within two months after the conference. Students should consult their supervisor and the applicable funding guidelines for details.

4. Publication

All PhD research students must obtain at least one publication that has been accepted or published. There is no restriction on the language of the publication. The Appendix provides the main categories of outputs accepted by the Department, although the list is not exhaustive. This requirement does not apply to MPhil research students.

Students are strongly encouraged to work towards publication in Social Sciences Citation Index journals for their academic development. They should discuss their publication plans with their supervisor at an early stage.

Compliance and thesis examination

Performance in these areas will be considered in the assessment of research students' annual progress. Students should plan ahead to complete all applicable requirements before submitting their thesis for examination.

Where a requirement remains unmet, the student should consult the supervisor and the Department at an early stage. The supervisor and the Department reserve the right not to approve the student to proceed to the oral examination. When special support is given for the student to proceed, the supervisor should inform the Head before or when submitting the Certifying Form for Submission of Thesis for Examination (SGS09A) for the Head's endorsement.

Revised October 2026

Appendix: Categories of Publication

The following major categories, drawn from the Research Assessment Exercise format and used by the School of Graduate Studies for research students' annual reporting, are accepted in the context of social sciences research:

- 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 another person's work
- 48. Consulting or contract research report
- 49. Written teaching case study or extensive note
- 64. Other outputs

These categories are not exhaustive. Students should consult their supervisor regarding the appropriate category of an output.