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

Requirements on Research Degree Students

To cultivate and foster a more vibrant academic environment for SS Research Students (RSs), the Department has adopted the following requirements. These have been considered in light of the existing practices in other local and overseas universities, the resources support offered to our RS, and the constraints they are facing. These requirements have been discussed and endorsed in the DEC meetings, and are subject to further update should it be necessary.

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	All RSs <u>must</u> attend at least three of the SS seminars (e.g., by faculty members, visiting scholars, etc.) during their studies. Attendance of RS students to SS seminar will be kept for record.
2. SS RS Seminar	All RSs <u>must</u> present in the SS RS Seminar (i.e., SS8800) at least twice during their entire period of study: the first presentation should be before submitting the qualifying report, and the second should be before submitting the thesis. All <u>full-time RSs</u> <u>must</u> attend these RS Seminars, and be arranged as discussants for the presentations. Attendance record will be kept by the Department. In case of absence, the RS must seek approval from their supervisor. *Part-time RSs* are *strongly encouraged* to attend.
3. Journal club	All Year-1 RSs <u>must</u> present at least once and attend at least three times in the journal club activities in their first year of study (effective from cohort 2024-25 and thereafter).
4. Conference presentation	All RSs <u>must</u> present at least once in a conference, local or overseas[*].
5. Publication	All <u>PhD RSs</u> <u>must</u> obtain at least one publication (accepted or published). There is no restriction on the language of the publication, though publications are preferably within certain categories (see Appendix for the categories). This clause <u>*does not apply to MPhil RSs*</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 RSs' 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.

Revised in Aug 2024

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 of the RSs.

   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 about the appropriate category of your output.