

Research Postgraduate  
Programmes

# STUDENT HANDBOOK

研究式研究生課程 學生手冊

2023/2024





# Research Postgraduate Programmes Student Handbook

2023/2024

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Ho Man Tin, Kowloon, Hong Kong

*This Handbook is issued subject to the Statutes and Regulations of the University made under Hong Kong Metropolitan University Ordinance 1997.*

As the content of this Handbook may change from time to time, readers are advised to refer to the online version for the most updated information ([https://www.hkmu.edu.hk/ALTO/DL/Student Handbook RPG.pdf](https://www.hkmu.edu.hk/ALTO/DL/Student_Handbook_RPG.pdf)).



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# 1 Introduction

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We warmly welcome you as a student member of Hong Kong Metropolitan University.

This Student Handbook is specially prepared for students enrolled in research postgraduate programmes/courses. It provides essential information to guide your study at the University, including how to progress towards an award, related policies and procedures, communication channels, support services and facilities provided by the University.

Hong Kong Metropolitan University maintains a webpage where announcements of activities and functions will be made from time to time. We encourage you to visit our homepage regularly at <https://www.hkmu.edu.hk> to stay updated on the latest news and events. The HKMU website (Current Students) at <https://www.hkmu.edu.hk/research-students/> will enable you to access your personal and academic records, view class schedules, register for courses, download useful forms, read this *Student Handbook* and rules and regulations, learn about employment opportunities, and more.

We welcome and value your suggestions and enquiries. Apart from writing to us, you can send an email or fax. Please refer to Section 13 for our contact details.

## 2 Academic calendar


### 2023/2024 Academic Calendar for Research Postgraduate Programmes/Courses


#### 2023 Autumn Term

Week Acad yr	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Week Term	Remarks	
<b>2023</b>	<b>Sep</b>									
1	4	5	6	7	8	9	10	1	4/9	First day of term (13 teaching weeks)
2	11	12	13	14	15	16	17	2		
3	18	19	20	21	22	23	24	3		
4	25	26	27	28	29	30		4	30/9	The day following Mid-Autumn Festival
	<b>Oct</b>									
5	2	3	4	5	6	7	8	5	2/10	The day following National Day
6	9	10	11	12	13	14	15	6		
7	16	17	18	19	20	21	22	7		
8	23	24	25	26	27	28	29	8	23/10	Chung Yeung Festival
9	30	31						9		
	<b>Nov</b>									
10	6	7	8	9	10	11	12	10	12/11	Last day to apply for deferment of studies
11	13	14	15	16	17	18	19	11		
12	20	21	22	23	24	25	(26)	12	26/11	Last day to withdraw from courses/ programmes <sup>#</sup>
13	27	28	29	30				13		
	<b>Dec</b>									
14	4	5	6	7	8	9	10	14	4-9/12	Study break
15	11	12	13	14	15	16	17	15	11-31/12	Examination period (3 weeks)
16	18	19	20	21	22	23	24	16		
17	25	26	27	28	29	30	31	17	25-26/12	Christmas holidays
	<b>2024 Jan</b>									
18	1	2	3	4	5	6	7	18	31/12	Last day of term
19	8	9	10	11	12	13	14	19	1/1	New Year holiday
								19	1-14/1	Term break


#### Key

 Commencement of term

 Study break

 Examination period (including Sundays and public holidays when examination may be held)

 Term break

 Last day to apply for deferment of studies before the commencement of the examination period

( ) Last day to withdraw from courses/programmes<sup>#</sup>

The dates shown in red are Sundays and public holidays





**Explanatory notes:** <sup>#</sup> Upon withdrawal from a programme, students will be withdrawn from all courses they have enrolled which have not yet been completed under the programme. The withdrawal record will remain in the student's academic profile.



## 2024 Spring Term

Week Acad yr	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Week Term	Remarks
<b>2024</b>	<b>Jan</b>								
20	15	16	17	18	19	20	21	1	15/1 First day of term (13 teaching weeks)
21	22	23	24	25	25	27	28	2	
22	29	30	31					3	
	<b>Feb</b>								
				1	2	3	4		
23	5	6	7	8	9	10	11	4	10–13/2 Lunar New Year holidays
24	12	13	14	15	16	17	18	5	
25	19	20	21	22	23	24	25	6	
26	26	27	28	29				7	
	<b>Mar</b>								
					1	2	3		
27	4	5	6	7	8	9	10	8	
28	11	12	13	14	15	16	17	9	
29	18	19	20	21	22	23	24	10	24/3 Last day to apply for deferment of studies
30	25	26	27	28	29	30	31	11	29/3–1/4 Easter holidays
	<b>Apr</b>								
31	1	2	3	4	5	6	(7)	12	4/4 Ching Ming Festival
32	8	9	10	11	12	13	14	13	7/4 Last day to withdraw from courses/programmes <sup>#</sup>
33	15	16	17	18	19	20	21	14	15–20/4 Study break
34	22	23	24	25	26	27	28	15	22/4–12/5 Examination period (3 weeks)
35	29	30						16	
	<b>May</b>								
			1	2	3	4	5		
36	6	7	8	9	10	11	12	17	1/5 Labour Day 12/5 Last day of term

### Key

 Commencement of term	 Last day to apply for deferment of studies before the commencement of the examination period
 Study break	( ) Last day to withdraw from courses/programmes <sup>#</sup>
 Examination period (including Sundays and public holidays when examination may be held)	The dates shown in red are Sundays and public holidays

**Explanatory notes:** <sup>#</sup>Upon withdrawal from a programme, students will be withdrawn from all courses they have enrolled which have not yet been completed under the programme. The withdrawal record will remain in the student's academic profile.


2024 Summer Term


(Applicable to some programmes only)

Week Acad yr	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Week Term	Remarks
<b>2024</b>	<b>May</b>								
37	13	14	15	16	17	18	19	1	13/5 First day of term (12 teaching weeks)
38	20	21	22	23	24	25	26	2	15/5 Buddha's Birthday
39	27	28	29	30	31			3	
	<b>Jun</b>								
						1	2		
40	3	4	5	6	7	8	9	4	
41	10	11	12	13	14	15	16	5	10/6 Tuen Ng Festival
42	17	18	19	20	21	22	23	6	
43	24	25	26	27	28	29	30	7	
	<b>Jul</b>								
44	1	2	3	4	5	6	7	8	1/7 HKSAR Establishment Day
45	8	9	10	11	12	13	14	9	7/7 Last day to apply for deferment of studies
46	15	16	17	18	19	20	(21)	10	21/7 Last day to withdraw from courses/ programmes <sup>#</sup>
47	22	23	24	25	26	27	28	11	
48	29	30	31					12	
	<b>Aug</b>								
				1	2	3	4		
49	5	6	7	8	9	10	11	13	5-18/8 Examination period (2 weeks)
50	12	13	14	15	16	17	18	14	18/8 Last day of term
51	19	20	21	22	23	24	25	15	19/8-1/9 Academic year break
52	26	27	28	29	30	31		16	
	<b>Sep</b>								
							1		

Key

 Commencement of term

 Examination period (including Sundays and public holidays when examination may be held)

 Last day to apply for deferment of studies before the commencement of the examination period

 Academic year break

( ) Last day to withdraw from courses/programmes<sup>#</sup>

The dates shown in red are Sundays and public holidays

**Explanatory notes:** <sup>#</sup> Upon withdrawal from a programme, students will be withdrawn from all courses they have enrolled which have not yet been completed under the programme. The withdrawal record will remain in the student's academic profile.

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# **3 Procedures and Guidelines Governing Research Degree Programmes**

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## **1 Authority**

- 1.1 The procedures and guidelines in this Student Handbook are drawn up based on Academic Rules and Regulations issued by the Senate under the authority granted to it by section 13(1)(c) of the Cap. 1145 Hong Kong Metropolitan University Ordinance. You can access the HKMU Academic Rules and Regulations on the HKMU website.

## **2 Research Degrees Committee**

- 2.1 The Research Degrees Committee (the RDC) shall approve applications for admission and oversee the progress of all students registered on the research degree programmes.

## **3 Admissions**

- 3.1 An applicant seeking admission to a research degree programme shall satisfy the entry requirements of the research degree programme concerned.
- 3.2 An applicant shall satisfy the RDC that he/she has sufficient command of the language (normally Chinese or English) in which the course of study and research is to be undertaken and in which the thesis is to be presented. At the time of admission, the RDC shall stipulate whether the thesis is to be presented in Chinese or English.
- 3.3 No applicant who is already a candidate for a research degree at this or another institution may be admitted to the programme, unless the express permission of the RDC is obtained.

## **4 Registration**

- 4.1 The RDC may approve or prescribe special conditions for any applicant or student, including but not limited to the requirement to undertake a preliminary course of study and/or performing satisfactorily in an oral or written examination, either before the date of commencement, or during the period of, the programme of study and research.
- 4.2 When imposing conditions in offers of admission, Schools would consider carefully to ensure fairness to the candidates in terms of the impact such conditions may have on the duration of their study. Offers so made will be reported to the Senate.
- 4.3 The RDC shall determine the date of commencement of study. For the PhD and MPhil programmes, the date shall normally be the commencement date of the Autumn or Spring term after the date of approval of the application by the RDC and payment of all fees due. For professional doctoral degree programmes involving coursework, the date of commencement of study shall normally be the commencement date of the Autumn term.

- 4.4 PhD/MPhil candidates, regardless of whether they are full-time or part-time, are regarded as provisionally registered until their candidature is confirmed via the Candidature Confirmation process as stipulated in Section 4.
- 4.5 A registered student shall, subject to the approval of the School Research Degrees Committee (SRDC), re-register annually throughout the period of study and research in accordance with arrangements prescribed by the Registrar.
- 4.6 A registered student shall follow under supervision a prescribed programme of study and research for the specified period in a field approved by the RDC.
- 4.7 A registered student may not register or enroll for any other research degree of the University or of any other institution during the period of study and research, unless the express permission of the RDC is obtained.
- 4.8 The Senate may, on the recommendation of the RDC, terminate the registration of any student at any time on the grounds of unsatisfactory performance or of failure to comply with the Academic Regulations of the University.
- 4.9 Interruption of studies — applications for leave of absence should be submitted by the students to his/her Principal Research Supervisor and Dean of School for approval. If the cumulative leave of absence goes beyond 3 weeks in an academic year, the student will need to submit an application for leave of absence to the SRDC for approval via his/her Principal Research Supervisor. The application should be endorsed by the Principal Research Supervisor for consideration by the SRDC. Approval for leave of absence would be granted on valid grounds. Approved applications shall be sent to the Registrar for record.

**5 Period of Study**

5.1 The maximum period of study and research from admission to the programme to the satisfactory completion of the thesis, including periods of leave of absence and/or suspension of studies (if any), shall be subject to the following time frame:

<b>Programme</b>	<b>Full-time</b>	<b>Part-time</b>
MPhil	Three years	Six years
PhD	Four years	Eight years
Professional doctoral degrees	Four years	Eight years

## 6 Selection of Courses

6.1 Submission of the thesis for examination shall be subject to the following time frame:

Programme	Mode of Study	Time Frame for Submission of Thesis
MPhil	Full-time	No less than one and no more than two years after a student's first registration for the thesis of the MPhil degree
	Part-time	No less than two and no more than five years after a student's first registration for the thesis of the MPhil degree
PhD	Full-time	No less than one and no more than three years after a student's first registration for the thesis of the PhD degree
	Part-time	No less than two and no more than six years after a student's first registration for the thesis of the PhD degree
Professional doctoral degrees	Full-time	No less than one and no more than two years after a student's first registration for the thesis of the doctoral degree with coursework components
	Part-time	No less than two and no more than five years after a student's first registration for the thesis of the doctoral degree with coursework components

Submission of thesis outside the stipulated timeframe should require the approval of the RDC.

- 6.2 Any period outside the range prescribed in 5.1 and 6.1 above should require the approval of the RDC after taking into account the recommendation of the SRDC and the Principal Research Supervisor.
- 6.3 Applications for extending the maximum period or shortening the minimum period of thesis submission or study duration should be made by students with the support of the Principal Research Supervisor and endorsement by the relevant SRDC to the RDC at least three months ahead of time. The RDC will consider such applications and decide on behalf of the Senate. Where an extension of the maximum period is permitted, the RDC will stipulate the final date after which extension of the period of study and research will not be permitted. Students will be informed of the outcome of their applications by the Registry.
- 6.4 A registered student who wishes to be examined for the degree shall give notice, as specified by the University, of the intention to present a thesis. The student shall be required to attend an oral examination, and present the thesis in the form prescribed by the University. Once submitted, the thesis shall become the property of the University. Consultation of the theses shall follow the policies of the University.

## 7 Termination of Registration

- 7.1 PhD/MPhil candidates who do not pass the confirmation of candidature process will have his/her registration terminated by the University.
- 7.2 The Principal Research Supervisor may recommend to the RDC, through the relevant SRDC, termination of registration of any student due to lack of progress of the student's studies and research or failure to comply with the University's Academic Rules and Regulations.
- 7.3 The RDC will consider the recommendation and, if appropriate, request the Senate to terminate registration. The Registry will issue a notice of termination to the student concerned in accordance with the decision of the Senate.

- 7.4 A student who wishes to appeal against the decision of the Senate to terminate registration shall do so in writing to the Registrar within 10 calendar days of the date of notice of termination.
- 7.5 The Registrar shall direct the appeal to the Dean of the School or, if the Dean is a supervisor, to a senior academic appointed by the RDC for investigation. The appeal shall be considered only if there has been a material administrative error, or some other material irregularity. The Registrar will report the matter to the Senate for consideration together with the Dean/Senate nominee's recommendation. The decision of the Senate shall be final.

## 8 Re-registration

- 8.1 A registered student shall, subject to the approval of the SRDC, re-register annually throughout the period of study and research in accordance with arrangements prescribed by the Registrar. PhD/MPhil candidates, either full-time or part-time, are regarded as provisionally registered before their candidature is confirmed.
- 8.2 A registered student may not register or enroll in any other research degree of the University or of any other institution during the period of study and research, unless the express permission of the RDC is obtained.
- 8.3 Upon completion of the annual re-registration procedure, students shall be reminded of the maximum allowable periods for satisfactory completion of their thesis and for submitting it for examination. Students who intend to submit thesis for examination will need to serve notice by the stipulated deadline.

## 9 Deferment of Studies

- 9.1 A student who wishes to defer his/her studies shall submit an application online via MyHKMU with supporting documents to the Registry. Approval of an application to defer studies shall be granted entirely at the University's discretion.
- 9.2 The University recognizes the following grounds as a basis for deferment of studies:
  - (a) Illness or medical emergency;
  - (b) Family crisis or other special circumstances which constitute compassionate grounds.

Proof of medical advice is required from students who seek for deferment of studies on medical ground.

- 9.3 A student who has applied for deferment of studies shall continue with his/her studies and attend classes, where applicable, until formal approval is given by the University. The maximum period allowed for deferment of each course shall normally be one academic year. If a student has completed some assignments or other continuous assessment requirements before deferral of study is granted, the School offering the course, may at its discretion, waive these requirements when study is resumed.
- 9.4 A student who has been granted deferment of studies shall not be entitled to a refund of fees paid to the University. A student resuming studies shall not have to pay additional fees provided that study is resumed at the agreed time.

## **10 Change of Programme or Study Mode**

- 10.1 Upon registration, a student shall follow under supervision a prescribed programme of study and research for a specified period in a field approved by the RDC.
- 10.2 During the course of study and research, a student can apply to the RDC, with the support of the Principal Research Supervisor and endorsement by the relevant SRDC, for a change of programme of study and research. The RDC will consider each application taking into account the recommendations of the SRDC and the Principal Research Supervisor. Students will be notified of the outcome of their applications by the Registry.
- 10.3 A student can apply to the RDC, with the support of the Principal Research Supervisor and endorsement by the relevant SRDC, for a change in the study mode of the programme of study. The change, if approved, shall take effect from the commencement of the Autumn or Spring term of an academic year. Part-time studies shall be counted as 50% of full-time studies for the conversion.

## **11 Withdrawal from Studies**

- 11.1 A student who wishes to withdraw from studies at the University shall submit an application for withdrawal to the Registrar via MyHKMU according to the deadline stipulated on the Academic Calendar.
- 11.2 A student who withdraws from studies shall not receive a refund of course fees paid to the University. Re-admission will depend on the availability of places and will require payment of a new fee.

## **12 Place of Study and Research**

- 12.1 A candidate may, subject to the recommendation by the Principal Research Supervisor, undertake all or part of the programme of study and research elsewhere than at the University provided that:
  - (a) the place where the study and research is to be conducted is considered appropriate by the RDC; and
  - (b) the Principal Research Supervisor is able to effect proper control of the student's study and research.

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# 4 Candidature Confirmation Procedures and Guidelines (for PhD and MPhil)

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## 1 Candidature of PhD and MPhil Students

- 1.1 PhD/MPhil candidates, regardless of whether they are full-time or part-time, are regarded as provisionally registered until their candidature is confirmed via the Candidature Confirmation process stipulated below.

## 2 Candidature Confirmation Process

### 2.1 Schedule

The confirmation of candidature process for PhD/MPhil candidates shall normally be subject to the following timeframe:

Programme	Full-time	Part-time
MPhil	By the 12th month of study	By the 24th month of study
PhD	By the 18th month of study	By the 36th month of study

- 2.2 Students can submit request for confirmation of candidature with the support of the Principal Research Supervisor anytime 3 months after initial registration to have their candidature confirmation process take place within the abovementioned timeframe.
- 2.3 Any period outside the range should require the approval of the RDC. Written work and oral presentation as part of the candidature shall be due 4 weeks in advance of the confirmation date.
- 2.4 Application for extension of Confirmation of Candidature would normally be considered on medical grounds only. Medical proof must be attached to the application for approval of the RDC with School Research Degrees Committee (SRDC)'s endorsement.

## 3 Assessment

- 3.1 For MPhil candidates, they must submit:

- (a) A written proposal/chapter of their research of approximately 12-18 pages\* long (in double space format, 12 font size, Times New Roman), and include details with regard to the central questions of their research and literature review, methodology and chapter/research proposal, and the outline of work completed and planned for in the future, and
- (b) Complete an oral presentation of not less than 15 minutes to present their research proposal. The assessment panel will ask questions on the presented work or related general topics on the paper readings assigned by the supervisor(s). The oral presentation should normally be around 1 hour in total including the presentation by the student and the Q&As. The language of the oral exam will be conducted in the same language of the thesis.



3.2 For PhD candidates, they must submit:

- (a) A written proposal/chapter of their research of approximately 20-30 pages\* long (in double space format, 12 font size, Times New Roman) of the student's intended research area, and include details with regard to the central questions of their research and literature review, methodology and chapter/research proposal, and the outline of work completed and planned for in the future, and
- (b) Complete an oral presentation of not less than 25 minutes to present their research proposal. The assessment panel will ask questions on the presented research or related general topics on the paper readings assigned by the supervisor(s). The oral presentation should normally be around 1.5 hours in total including the presentation by the student and Q&As. The language of the oral exam will be conducted in the same language of the thesis.

\* Citations or references do not count towards the total 'page count' in written assessments.

#### 4 Assessment Panel and Assessment Criteria

4.1 The assessment panel is formed by the SRDC, which shall consist of the candidate's Principal Research Supervisor, and Associate Research Supervisor (if any), and one independent academic staff member from the School at Associate Professor rank or above. An external member may be appointed if internal expertise is not available. The SRDC shall inform RDC of the assessment panel composition prior to the arrangement of the assessment. The panel shall decide whether or not:

- (a) The student possesses sufficient general knowledge in the broad research field;
- (b) The student has a good understanding of the literature in the intended research area;
- (c) The student is able to express and explain clearly the chosen research methodology;
- (d) The student is prepared to conduct research in the intended research area.

4.2 The assessment panel shall make one of the following decisions after the oral examination:

- (a) Candidature be confirmed, or
- (b) Candidature be terminated if the performance is deemed unsatisfactory, or
- (c) The candidate shall be allowed to transfer from PhD to MPhil candidature, or transfer from MPhil to PhD candidature under certain requirements (e.g completion of coursework), or
- (d) Candidate shall remain provisionally registered for an extended period of no more than three months from the date of the first oral examination, and in such case, the student will be required to go through the confirmation process again and the final outcome will be one of (a) to (c) above. Only a maximum of two attempts are allowed for the confirmation process.

4.3 The outcome of the candidature confirmation process will be communicated to the candidate in writing by the Registry. Application for extension of confirmation of candidature process would only be considered on medical grounds with the provision of certified supporting documents. Candidates who fail to have their candidature confirmed by the deadlines or the approved extended deadlines will be terminated from the PhD/MPhil programme immediately.

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## 5 Thesis Stage Procedures and Guidelines

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### 1 Thesis Supervision

- 1.1 At the time of registration, the RDC shall appoint a full-time member of the academic staff, or another person other than a full-time staff of the University approved by the Senate for this purpose, as the Principal Research Supervisor of the student.
- 1.2 The RDC may in addition appoint an Associate Research Supervisor in connection with the student.
- 1.3 In the case that the supervisor(s) nominated is/are not (a) full-time member(s) of academic staff, the RDC will forward the nomination to the Senate for approval together with its recommendation.
- 1.4 Where the Principal Research Supervisor is absent from the University for a period of three months or more, the RDC may make alternative arrangements for the period of absence.
- 1.5 The duties of the Supervisor(s) are set out in *Appendix 4 Research Degree Supervision: A Code of Practice*.
- 1.6 It shall be the responsibility of the student to report regularly to the Principal Research Supervisor and the Associate Research Supervisor, if any.
- 1.7 A student will be required to submit an interim report (IR) by the end of the tenth month of each year of the student's period of study and research based on which an assessment of the student will be made by the Principal Research Supervisor.
- 1.8 The Principal Research Supervisor shall present to the RDC through the SRDC not later than the eleventh month of each year of the student's period of study and research a progress report (PR) on the student's work during the previous year and a recommendation on whether the student should be permitted to re-register. The student shall be given the opportunity to comment on the PR.
- 1.9 Three months before the PR is due, the Secretary of the RDC will remind the student and the appropriate Principal Research Supervisor of the due date for the IR and PR respectively. The student should submit two copies of the IR directly to the Principal Research Supervisor who should inform the RDC Secretary.
- 1.10 The SRDC will consider the IR in conjunction with the recommendations of the Principal Research Supervisor in the PR and make appropriate recommendations to the RDC on the annual progress of candidates by the end of the twelfth month of the student's period of study and research.
- 1.11 The Principal Research Supervisor need not wait for an annual Progress Report if he/ she wishes to recommend termination of studies due to lack of progress of a candidate's studies and research. Any recommendation for termination should be submitted to the RDC via the SRDC.

- 1.12 RDC's recommendations for progression will be conveyed to the students by the Registry when a report will also be made to the Senate. Any recommendation for termination will be submitted to the Senate for approval.

## 2 Presentation/Submission of Theses

- 2.1 A registered student who wishes to be examined for the research degree shall give notice to the Registrar of his/her intention to present a thesis and shall at the same time indicate the proposed title of the thesis, which shall be subject to the approval of the RDC via the SRDC, and submit a short summary of 200 to 300 words of its proposed contents. The notice shall be accompanied by the prescribed fee, if any.
- 2.2 A registered student shall give notice of the intended presentation of a thesis at least three months in advance of the intended date of presentation.
- 2.3 A registered student may present a thesis only after the expiry of the minimum period of the submission of the thesis for examination.
- 2.4 A student who anticipates that the thesis cannot be submitted by the expiry of the maximum period of the submission of the thesis for examination should apply for extension of the period at least three months in advance. The application should be submitted via the Principal Research Supervisor (endorsed by the relevant SRDC) who will fill in his/her recommendations. The RDC will consider such applications and decide on behalf of the Senate. The RDC will stipulate the final date after which presentation of the thesis will not be permitted.
- 2.5 On receipt of notice of intention to present a thesis, the Registrar shall request the Principal Research Supervisor to complete a certificate on whether the thesis is *prima facie* worthy of examination. The Principal Research Supervisor may so confirm in writing or dissociate himself/herself from the thesis. The Principal Research Supervisor will also be requested to certify that the student has complied with any conditions laid down at registration or re-registration. The Registry will then inform the Dean and arrange for the thesis to be examined.
- 2.6 Having given proper notice, a student shall subsequently submit to the Registrar a soft copy and four unbound copies of a thesis embodying the results of the study and research undertaken during the programme. For this purpose, 'unbound' means that the pages need not be bound with a hard cover, but must be fastened in a manner which is secure and in which the pages will not detach. The thesis shall include:
  - (a) a certificate from the Principal Research Supervisor to the effect that the thesis is *prima facie* worthy of examination;
  - (b) a short abstract of approximately 500 words summarizing the contents of the thesis; and
  - (c) a certificate signed by the student to the effect that the thesis, which embodies the results of the study and research, has been composed by him/herself and has not been presented to any other institution for a higher degree or any other award.

- 2.7 Each copy of the thesis presented shall be in the form prescribed in the guidelines below. In addition, thesis must meet the University's English language standard expectations, which must clearly convey its content and meanings; follow a clear and appropriate organization; be fully spell-checked to remove typographical errors and any other labelling/formatting errors; and have an accurate and complete set of references and appendices conforming to the University's Style Guide published by the Office for Advancement of Learning and Teaching.

### 3 Contents and Length of Theses

- 3.1 The length of the thesis for research degrees shall comply with the following guidelines:
- MPhil thesis: 20,000 to 40,000 English words or a maximum of 60,000 Chinese characters (excluding references, tables and appendices)
  - Doctoral thesis: 50,000 to 100,000 English words or a maximum of 150,000 Chinese characters (excluding references, tables and appendices)
- 3.2 If the length of the thesis is not in line with the above guidelines, flexibility may be allowed with good justifications, subject to the judgement of the Principal Research Supervisor. Any deviation from the above guidelines will require the approval of the RDC based on the recommendation of the SRDC and the Principal Research Supervisor.
- 3.3 A student may not present, as the main content of the thesis, work previously accepted for a degree or other award of the University or any other institution, but may incorporate such work or material in the thesis if he/she specifies the work or material which has been so incorporated.
- 3.4 If any of the work presented has been carried out in collaboration with another person, the student should state clearly and fully the extent of the collaboration, and shall clearly identify in the thesis the parts of the thesis which are not the result of his/her own work.
- 3.5 The thesis shall include a detailed statement of the sources of information which the student has made use of in the preparation of the thesis, the extent to which they have been used and the nature of the use made of them. Where written material directly attributable to others has been incorporated, this shall be specified in the statement.

### 4 Format of Theses

#### 4.1 Thesis Contents

Besides the main chapters, the following elements are required to be included in the thesis:

- A title page containing the title of the study, the student's name (in English and Chinese, if applicable), a statement indicating the degree the thesis is submitted for, and the date of submission. For example,

A Constructivist Approach  
to Developing Teachers for Change

LAU Sin Ling  
劉倩玲

Thesis submitted to the Hong Kong Metropolitan University  
in partial fulfilment of the degree of Master of Philosophy

March 2023

- An abstract, which is a synopsis of the study in approximately 500 words.
- Acknowledgements, which are used to recognize and thank those who have supported the student during his/her study.
- A table of contents, which lists the main content of the thesis with corresponding page numbers. When listing the chapters, only the chapter titles and section headings should be included.
- A list of tables, which should include all tables used in the thesis along with corresponding page numbers.
- A list of figures, which should include all figures used in the thesis along with corresponding page numbers.
- References, which should list all the references used in the thesis.
- Appendices, which should include materials of contextual nature, such as copies of research instruments used or a synopsis of relevant documents. It is recommended that complete interview transcripts, observation notes, or data sets not be included in the appendices, unless they directly enhance the argument being advanced in the thesis. Processed data used for discussion must be placed in the main text.

## 4.2 Formatting Guidelines

The thesis, whether presented in Chinese or English, shall be arranged in such a way that it opens out to the left. In any case, the words shall be typed across the page from left to right and on one side of the page only.

Page size:	A4 (210 mm wide x 297 mm high)
Page margins:	left 4 cm (for binding), right 3 cm top 3 cm, bottom 3 cm
Font (main text):	12 point, Times New Roman
Page numbers:	bottom centre, no brackets around (Table of contents and other material preceding the beginning of the general text may be numbered with lowercase roman numerals.)
Line spacing:	double spaces
Paragraphs:	left justified only
Heading style:	chapter: level 1 (all capitals, centre, point 14, bold) section: level 2 (all capitals, left, point 12, bold) sub-section: level 3 (1st letter capital, left, point 12, bold) sub-sub-section: level 4 (1st letter capital, left, point 12, italics)
Quotes in text:	plain text, within single inverted commas; reference should include page number
Block quotes:	plain text, indented from left margin, no inverted commas needed; reference should include page number
Terms with acronyms:	full term the first time it appears, with acronym within brackets; thereafter, can use acronym alone

## 4.3 Binding and Formatting of Cover

The thesis shall be bound in boards covered in dark blue material. The binding shall be of a fixed kind with leaves permanently and appropriately secured.

The outside front cover shall bear in gold lettering the title of the thesis, the full name of the candidate, the degree for which the thesis is submitted, the name of the University and the month and year of submission.

The spine shall bear in gold lettering:

- 20 mm from the bottom and across — HKMU
- 70 mm from the bottom and across — the degree and year of submission — e.g. MPhil 2013
- Evenly spaced between the statement of the degree and year of submission and the top of the spine and across or down — the name of the author and if necessary an abbreviated title of the thesis.

Where lettering runs down the spine it shall be printed in such a direction that it is upright when the thesis is lying flat with the front cover uppermost.

## 5 Deposition of and Access to the Theses

- 5.1 After the candidate has amended the thesis to the satisfaction of the Examiners, he/ she is required to submit two hard copies and a soft copy in the prescribed format to the Registrar. The soft copy and one hard copy of the thesis will be

deposited with the University Library. The second hard copy will be deposited with the School in which the programme was conducted.

- 5.2 It may be appropriate for a further copy or copies to be presented by the candidate to any collaborating or cooperating establishments.
- 5.3 The thesis submitted by a candidate for the degree has the status of an unpublished manuscript. The author remains the copyright holder and deposit of a copy in the Library or the School does not transfer the copyright.
- 5.4 Consultation of the theses should follow the policies of the University. However, the author of a thesis for the degree deposited in the University Library may apply to the RDC for the imposition of a period of restriction of up to two years in the first instance during which time the author's permission is necessary for access to the thesis. Such an application must contain specific reasons to support it. The period of restriction may be extended for further periods each not exceeding one year at the RDC's discretion provided that the total period of restriction does not normally exceed five years.

## 6 Submission of Electronic Theses to the University Library

Students are required to submit the electronic version of their theses to the University Library for posting on the Electronic Theses and Dissertations (ETD) system. The ETD system makes use of Web technology to facilitate access and retrieval of the theses and dissertations by the University community. The following specifies the requirements of the electronic files to be submitted by students.

### 6.1 General requirements

- Submit the electronic files in the latest storage media, e.g. CD-ROM, DVD-ROM, USB flash drive, etc. All submitted media will not be returned to the student.
- The electronic files should be organized according to the structure of the original thesis. For example, the files might include 1-cover.doc, 2-abstract.doc, 3-table\_of\_content.doc, 4-chapter1.doc, 5-chapter2.doc, 6-references.doc, etc.
- For electronic files with a complicated structure, please include a 'readme.txt' text file to cover the following:
  - (a) Description about the directory structure of the thesis files in the submitted media.
  - (b) Notes about special programs, if any, required for accessing the files, e.g. information about the operation system or software required to open specific files of the theses.
  - (c) Notes that help Library staff during the conversion of the files, e.g. "abc.avi file is used for the xyz part of Chapter N".

### 6.2 File format requirements

- (a) The electronic files should be supported by the latest Microsoft Windows (Chinese or English) and Microsoft Office. File formats such as doc/docx, xls/xlsx, ppt/pptx, plain text are preferred.
- (b) Graphic file format should be supported by the latest Microsoft Office, e.g. jpeg, gif, png and tiff.

- (c) Import special formula or content to a Microsoft Office document. If possible, use MS Equation Editor to create equations.
- (d) Special characters or symbols that are not supported by Microsoft Office should be converted to image format.
- (e) Multimedia files should be compatible with popular multimedia players such as Windows Media Player, RealPlayer, etc.
- (f) If other file formats have to be used, follow the widely-used international standards. Information about the files, such as software and vendor details, should be provided.
- (g) Files that need a server program to run would not be accepted or converted.
- (h) Adopt the native file extensions for the submitted files. Files submitted in an unacceptable or corrupted format will be rejected.

### 6.3 Others

- (a) The submitted electronic files would be converted by the Library before they can be posted on the ETD system. The Library follows the principle that there will be no change in the content or data loss because of the conversion. No conversion will be done if there is such a risk. The Library reserves the right to decide to convert or not to convert the work or parts of it. Students should note that the pagination, the layout and the file/path/URL names may be changed because of the conversion. However, paragraphing and chapter breakdown should remain the same.
- (b) The technical requirements above will be updated as and when necessary to keep pace with technology change. Students are encouraged to contact the Library at the time of thesis/dissertation preparation.



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## 6 Examination Arrangement and Results

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### 1 Appointment of Examiners

- 1.1 After the candidate has given notice of his/her intention to present a thesis, the RDC, on the recommendation of the SRDC, shall appoint an Award Committee. The Award Committee shall be chaired by the Dean of the School (except where the Dean is the Principal Research Supervisor, in which case, a senior academic shall be appointed as Chair by the RDC) and consist of at least three examiners nominated by the School, including two internal examiners one of whom shall be the candidate's Principal Research Supervisor without voting rights, and one external examiner who has had no supervisory relationship with the student. If the appointed External Examiner is based overseas and cannot attend the oral examination, an additional local examiner may be appointed to act for the External Examiner on that occasion. The Guidelines for the appointment of External Examiners clearly set out further requirements.
- 1.2 The School should also identify the subject area of research of the student and the proposed thesis title for inclusion in the award certificate.

### 2 Oral Examination

- 2.1 Thesis will be dispatched in hardcopies to Examiners after they have been received from the student. The Examiners shall consider the thesis presented by the student.
- 2.2 Each Examiner shall submit a report on the thesis to the Award Committee Chairman, through the Registrar, within approximately four to six weeks in normal circumstances, upon receipt of the thesis.
- 2.3 The Examiners shall normally jointly examine the student orally on the subject of the thesis and on the area of study within which the thesis falls.
- 2.4 The Examiners may at their discretion require a student to present him/herself for a written or practical examination or other test.
- 2.5 After the Examiners' reports on the thesis are received, the Registry will arrange an oral examination for the student. The oral examination can take the form of telephone or online conferencing, where possible, if the External Examiner is overseas and no local examiner has been appointed in place of the External Examiner for the purpose of the examination. The Award Committee will meet and the student may be required to amend the thesis.
- 2.6 Oral examination is compulsory, while there is no formal time limit, it ranges from one to three hours. The language used at the oral examination should be the same as the language used in the thesis. A consensus is required for all decisions. The oral examination comprises but is not limited to the following parts in the sequence as determined by individual Award Committee:
  - A closed session in which the Award Committee holds a preliminary discussion in the student's absence;

- Full oral presentation by the student to the Award Committee in attendance;
- Open question period from the Award Committee in attendance;
- A closed session in which the Award Committee assesses the thesis and the student's performance in the student's absence;
- A closed session in which the Award Committee informs the student of the Award Committee recommendations.

### 3 Report of the Award Committee

- 3.1 After the examination has been completed, the Award Committee shall report to the RDC via the SRDC.
- 3.2 If the Examiners are unanimous in their recommendation, the Award Committee's report will be given to the SRDC, which will make a recommendation on the examination results to the RDC for approval.
- 3.3 If there is disagreement amongst Award Committee members concerning the performance of the candidate, the Examiners should submit individual reports to the SRDC. An additional External Examiner may then be appointed who will be required to make a report and recommendation to the SRDC.
- 3.4 After considering the report of the Award Committee and of the additional External Examiner, the SRDC will make a final recommendation on the examination result for consideration by the RDC.
- 3.5 In its report, the Award Committee shall make one of the following recommendations:
  - (a) that the degree be awarded; or
  - (b) that the degree be awarded subject to the candidate making minor corrections to the thesis (where the corrections are not so substantial as to justify a recommendation that the student should submit a revised thesis); or
  - (c) that the degree not be awarded but that the candidate be permitted to submit a revised thesis and to present him/herself for examination again on a subsequent occasion; or
  - (d) that the degree not be awarded and that the candidate's registration be terminated.
- 3.6 The Report of the Award Committee shall be confidential to the SRDC and to the RDC.
- 3.7 Where a recommendation is made under para 3.5(b), the Chair of the Award Committee shall be responsible for confirming to the SRDC that the corrections required by the Award Committee have been satisfactorily carried out.
- 3.8 In the event of the SRDC recommending to the RDC that a student be permitted to present a revised thesis and to present himself/herself for examination again on a subsequent occasion in the terms of para 3.5(c), the SRDC shall also recommend the further work required and shall specify the period, which shall normally be no longer than 18 months, within which the thesis may be represented. The Registry shall make the decision of the RDC known to the student.
- 3.9 The SRDC shall not recommend to the RDC that the degree be awarded unless the Award Committee has reported:

- (a) that the student possesses a sound general knowledge of the area of study within which the subject of the thesis falls; and
- (b) that the candidate has critically investigated and evaluated the approved topic, has acquired competence in the methods of research and scholarship, has displayed sustained independent effort and has lucidly presented the results of his/her work in the thesis; and
- (c) that the candidate has satisfied the examiners in the oral examination; and
- (d) that, in the opinion of the award committee, the award of the degree is merited.

#### 4 Re-examination

- 4.1 Where a student has been permitted to present a revised thesis and to present him/herself for examination again on a subsequent occasion, the arrangements and rules for the re- examination would be as if the candidate was being examined for the first time, unless the RDC has, on the original recommendation of the Award Committee and the SRDC, excused the student from a further oral examination.
- 4.2 The Examiners for the re-examination shall be the same as those for the first examination unless otherwise determined by the RDC on the recommendation of the SRDC.
- 4.3 A candidate for re-examination shall pay the prescribed re-examination fee, if any, at the time of giving notice of intention to submit a revised thesis.
- 4.4 The re-examination should follow the procedures as given in sections 2 and 3 above unless specified otherwise by the RDC.
- 4.5 If the candidate is required to make minor corrections to the thesis prior to the granting of the award, the Chair of the Award Committee shall be responsible for confirming to the SRDC that the corrections required by the Award Committee have been satisfactorily carried out.
- 4.6 A candidate who has failed to satisfy the Examiners in re-examination shall not be permitted to present him/herself for re-examination on a further occasion.

#### 5 Appeals

- 5.1 A student who wishes to appeal against the decision of the RDC to terminate registration, or in an examination or re- examination shall do so in writing to the Registrar, within 10 calendar days of the date of receipt of notification of the decision. The Registrar shall report the matter to the RDC.
- 5.2 In case of appeal, the Registrar shall direct the appeal to the Dean or, where the Dean is a supervisor, to a senior academic appointed by the RDC for investigation. The appeal shall be considered only if there has been a material administrative error, or some other material irregularity or new information/justifications. The Registrar will report the matter to the RDC for consideration together with the Dean/RDC nominee's recommendation. The decision of the RDC shall be final.
- 5.3 For an appeal against a course result (i.e. for coursework subject), a student should refer to the assessment and examinations section of the Student Handbook of the respective course and submit "appeals against course result" form by the deadline stipulated in the Student Handbook.

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## **7 Conferment of the Degree**

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- 7.1 The date of award by the Council shall be considered as the date on which a degree is conferred.
- 7.2 The University confers awards three times a year, in March, July and September respectively. Graduates will be invited to attend the Congregation within the same year.

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# 8 Regulations Governing Academic Integrity and Student Discipline

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## 1 Authority

- 1.1 These Regulations are issued by the Senate under the authority granted to it by section 10(15) of the Statute governing operations of the Senate.
- 1.2 The Senate, or any committee of the Senate empowered by it to do so, may adopt implementing measures and procedures pursuant to any Regulation provided that such measures and procedures will have force only in so far as they are consistent with the Ordinance and these Regulations.

## 2 Academic Integrity

- 2.1 The University expects that its students will act at all times to uphold academic integrity, which is a requisite for effective learning and sound scholarship and which is essential in achieving the objectives of the University as stated in the Ordinance.
- 2.2 Activities which violate the University's expectation of academic integrity include, but are not limited to, the following:
  - (a) Submission for assessment purposes of material that is not a student's own work;
  - (b) Copying, either entirely or in part, and whether using the exact words or with some substitution of words, of the published or unpublished work of others without acknowledgement of the original source;
  - (c) Presentation of another person's argument as the student's own without giving due credit to the originator;
  - (d) Dishonesty in publication, the use of false or fabricated data or experimental results;
  - (e) Obtaining or seeking to obtain unauthorized access to question papers or other assessment materials;
  - (f) Misconduct during examinations such as:
    - i. having or seeking access to any unauthorized information, material or electronic device during the examination;
    - ii. aiding or attempting to aid another candidate, or obtaining or attempting to obtain aid from any other person;
    - iii. obtaining or attempting to obtain aid unfairly from any officer of the University or any person as appointed by the University for the conduct of an examination or the assessment activities, either during the period of an examination or afterwards;
  - (g) Impersonating another student, or seeking to have another person impersonate oneself, during an examination, tutorial or other exercise;
  - (h) Misrepresentation of information on academic matters, including but not limited to knowingly making any false statement or falsifying any evidence in support of admission, deferment of studies or examination, exemption from programme requirements, the award of a degree, diploma, course credit or other distinction by the University.

- 2.3 A University teacher, tutor or other staff member who suspects that a breach of academic integrity has taken place should first investigate and discuss the matter with the student concerned and, where appropriate, with the Internal Examiner of the relevant course. If a mutually acceptable resolution is reached, which shall fall within Regulation 2.5 (a) – (e) below, the staff member concerned shall report the case and resolution to the Dean of the relevant school for record. An annual report of all cases of the school shall be submitted to Student Disciplinary Committee. If a mutually acceptable resolution is not possible or if the breach is of a serious nature, the staff member shall submit a report with evidence of the alleged breach of academic integrity to the Dean.
- 2.4 On receipt of a report that alleges a breach of academic integrity, the Dean shall review the case and decide whether there are reasonable and probable grounds to proceed with a charge of breach of academic integrity. If positive, the student suspected for breaches of academic integrity should be informed of the case and be provided with an opportunity to respond to the accusation and to present any relevant evidence.
- 2.5 Upon reviewing all evidence presented, the Dean shall, in consultation with the Registrar, take one or more of the following actions:
- (a) Dismiss the case (no further action);
  - (b) Require student to complete an academic honesty assignment;
  - (c) Issue an oral or written reprimand by the Dean, the former in the presence of at least two witnesses, which shall be recorded in the student's file;
  - (d) Require student to complete a make-up assignment, examination or rewriting a work subject to a lower grade;
  - (e) Award a lowered grade or a Fail grade, as appropriate, on the assignment(s), examination(s) or course(s) concerned;
  - (f) Issue a directive that the University not take into account the work in question for assessment purposes including record of Absence for the examination concerned;
  - (g) Recommend a disciplinary hearing be convened under the procedures of Regulation 4 below.
- 2.6 The decision of the Dean shall be communicated to the student. A report of the case shall be passed to the Registrar for record and report to the Student Disciplinary Committee annually.
- 2.7 For alleged examination misconduct occurred in a setting which is formally invigilated, the incident shall be noted in the invigilator's written report, which shall be submitted to the Sub-Committee for Alleged Examination Misconduct (SCAEM) together with any evidence for consideration. A student accused of examination misconduct should be informed of the case and be provided with an opportunity to respond to the accusation and to present any relevant evidence to SCAEM. SCAEM shall review all evidence and decide on dismissal of the case or any penalty to be imposed. The penalty shall fall within Regulation 2.5 (a) – (g) above. The decision of SCAEM shall be communicated to the student. A record of the case shall be passed to the Registrar for record and be reported to the Student Disciplinary Committee annually.

### 3 Student Conduct

#### I. Expectations

- 3.1 The University encourages students to cultivate a sense of responsibility, promote reflection, and foster accountability and mutual respect. Students are expected, as any other University's member, to act in the best interests of the University community at all times.
- 3.2 All students are expected to:
- (a) act in accordance and comply with the law;
  - (b) observe rules, regulations and policies of the University;
  - (c) uphold the virtues of honesty and righteousness;
  - (d) act with regard to the health and safety of others;
  - (e) act with regard to the University's reputation and to ensure that their behaviors as students, do not adversely affect the University's reputation and interests;
  - (f) respect the rights and dignity of others, including but not limited to privacy and personal data rights, irrespective of their ethnicity and race, sex and gender identity, sexual orientation, abilities and disabilities, age, religion and family status.

#### II. Discipline

- 3.3 The University expects good conduct of students and may take disciplinary action against a student who commits any of the following disciplinary offences or who violates any rules, regulations or policies established by the University:
- (a) Defamation of, assault on or harassment against any member(s) of the University;
  - (b) Willful damage to or defacement of any property of the University or the property of its member(s);
  - (c) Theft, fraud, misapplication of University funds or property of any kind;
  - (d) Conduct which unreasonably obstructs the teaching, learning, assessment, research or consultative activities of the University, its staff or students;
  - (e) Misbehavior of a nature which brings the name of the University into disrepute;
  - (f) Falsification, distortion or misrepresentation of information to the University that is intended to mislead administrative processes, including but not limited to supporting an application to any person or organization for a grant, bursary, prize, scholarship or any other form of award, allowance or assistance;
  - (g) Unauthorized disclosure of confidential information including that relating to the proceedings of any board, council or committee of the University, subject to the provision of relevant codes of practice which may be issued from time to time;
  - (h) Posting unlawful, defamatory, indecent or offensive messages or activities via any media platforms, including but not limited to paper-form media, social media or any public communication channels; and/or making any

communications that may incite hatred or violence, or maybe pornographic, proprietary, libelous or derogatory that directly or indirectly damages the reputation and interests of the University or any member(s) of the University;

- (i) For gain or otherwise, without the written permission of the University, copying any material provided by the University in any form whatsoever;
  - (j) Students are not allowed to use video recorders, cameras or voice recorders (including those embedded in mobile phones) in a classroom during classes, unless authorized by the instructor or academic staff member in charge of the class;
  - (k) Subject to the provisions of Regulation 6 below regarding rights of appeal, failing to comply with any penalty imposed by a University disciplinary authority.
- 3.4 Notwithstanding the provisions of Regulation 3.3, the conduct of a student of the University while on the premises of another institution shall be subject to the requirements imposed by that institution.
- 3.5 Any member of the University who suspects that a student has committed a disciplinary offence should report the alleged offence, together with any evidence available, to the Vice President (Research and Student Development).
- 3.6 On receipt of a report that alleges commission by a student of a disciplinary offence, the Vice President (Research and Student Development) shall review the case and decide whether there are reasonable and probable grounds to proceed with a charge of student misconduct. If positive, the student accused of the misconduct should be informed of the case and be provided with an opportunity to respond to the accusation and to present any relevant evidence.
- 3.7 Upon reviewing all evidence presented, the Vice President (Research and Student Development) shall, in consultation with the Director of Student Affairs, take one or more of the following actions:
- (a) Dismiss the case (no further action);
  - (b) Issue an oral or written reprimand, the former in the presence of at least two witnesses, which shall be recorded in the student's file;
  - (c) Require completion of University community service;
  - (d) Impose a requirement to make good any loss of or damage to the property or premises arising from the student misconduct;
  - (e) Recommend a disciplinary hearing be convened under the procedures of Regulation 4 below.
- 3.8 The decision of the Vice President (Research and Student Development) shall be communicated to the student. A report of the case shall be passed to the Registrar for record and report to the Student Disciplinary Committee annually.
- 3.9 In the event that a student has been subject to law-enforcement actions and/or criminal prosecution during the course of study, regardless of whether he/she is convicted, the student's case shall be considered by the Chair of the Student Disciplinary Committee, who will decide on one of the following actions:
- (a) No further action is necessary;



- (b) The case shall be transferred to Student Affairs Office for student support service;
- (c) The case shall be taken up by the Student Disciplinary Committee in accordance with relevant University Rules and Regulations.

#### 4 Disciplinary Hearings

- 4.1 On the recommendation of a School Dean, or SCAEM or Vice President (Research and Student Development) (where appropriate) for a hearing, the Student Disciplinary Committee shall appoint a Student Disciplinary Panel (Panel) from its members to convene a hearing in relation to allegations of a breach of academic integrity pursuant to Regulation 2 or commission of a disciplinary offence pursuant to Regulation 3.
- 4.2 The student alleged to have committed the breach of academic integrity or disciplinary offence shall have the right to:
  - (a) appear before the Student Disciplinary Panel;
  - (b) submit a written statement or present other evidence to the Panel;
  - (c) be accompanied at the hearing by a University staff member or student of his/her choice, who shall however not have the right to speak or present evidence to the Panel.
- 4.3 The Panel's deliberations shall be held in camera. The student shall be advised on conclusion of the hearing of the verdict of the Panel, the outcome and imposition of any sanctions or penalties as provided for in Regulation 5.

#### 5 Sanctions and Penalties

- 5.1 On conclusion of a hearing conducted under Regulation 4 above, the Student Disciplinary Panel may impose any of the following sanctions or penalties, singly or in combination, as it may consider appropriate:
  - (a) Dismissal of the case;
  - (b) Completion of an academic honesty assignment;
  - (c) Completion of University community service;
  - (d) Issuance of an oral or written reprimand, the former in the presence of at least two witnesses, which shall be recorded in the student's file;
  - (e) Completion of a make-up assignment, examination or rewriting a work subject to a lower grade;
  - (f) The award of a lowered grade or a Fail grade, as appropriate, on the assignment(s), examination(s) or course(s) concerned;
  - (g) Issuance of a directive that the University not take into account the work in question for assessment purposes including record of Absence for the examination concerned;
  - (h) A requirement to make good any loss of or damage to the property or premises arising from the misconduct;
  - (i) Notation on transcript;
  - (j) Exclusion from further registration on courses offered by the University for a definite period;

- (k) Suspension or dismissal from any course(s) in progress;
- (l) Suspension from all or specific programme(s) for a definite period;
- (m) Expulsion from the University;
- (n) The withholding or revocation by the University of a degree or other academic award;
- (o) Any other penalties, as deemed appropriate for certain offences.

## 6 Appeal of Disciplinary Measures

- 6.1 A student may appeal to the Chair of the Student Disciplinary Committee any decisions taken by a Dean, or SCAEM, or Vice President (Research and Student Development), or Student Disciplinary Panel in respect of an alleged breach of academic integrity pursuant to Regulation 2, or an alleged disciplinary offence pursuant to Regulation 3, other than a decision to convene a disciplinary hearing.
- 6.2 An appeal shall be in writing and shall reach the Chair of the Student Disciplinary Committee no later than fourteen days after the student is informed of the relevant decision.
- 6.3 If the Chair of the Student Disciplinary Committee considers the appeal to have merit, he/she shall appoint a Student Disciplinary Panel to review the case. If the appeal is against the decision of a Student Disciplinary Panel, he/she shall convene a hearing of the Student Disciplinary Committee to discuss the appeal. The student who submitted the appeal shall have the right to:
  - (a) appear before the Student Disciplinary Committee/Panel;
  - (b) submit a written statement or present other evidence to the Committee/Panel;
  - (c) be accompanied at the hearing by a University staff member or student of his/her choice, who shall however not have the right to speak nor present evidence to the Committee/Panel.
- 6.4 After the hearing, the Student Disciplinary Committee shall make a decision to either:
  - (a) Uphold the decision reached by the relevant University disciplinary authority; or
  - (b) Direct the relevant University disciplinary authority to take one of the alternative courses of action provided for in Regulation 5.1.
- 6.5 The decision reached by the Student Disciplinary Committee in respect of an appeal launched shall be communicated to the student concerned.
- 6.6 A student may lodge a final appeal to the President on the verdict reached by the Student Disciplinary Committee following a hearing conducted under Regulation 6.3. Normally appeals will be considered only on the basis of procedural irregularities or new evidence.
- 6.7 A final appeal under Regulation 6.6 shall be in writing and shall reach the President no later than fourteen days after the student is informed of the relevant decision.
- 6.8 The President or his/her nominee, shall review the case and decide whether the decision of the Student Disciplinary Committee pursuant to Regulation 6.4

shall stand. If he/she considers the appeal to have merit, he may constitute and convene a meeting of an Appeals Panel to discuss the appeal. The Appeals Panel shall make a recommendation to the President to either:

- (a) Uphold the verdict and/or penalties determined by the Student Disciplinary Committee; or
  - (b) Direct the Student Disciplinary Committee to record an alternative verdict and/or impose alternative sanctions or penalties provided for under Regulation 5.
- 6.9 The President, taking into account the recommendation of the Appeals Panel, shall make a decision on the appeal. The President's decision shall be final.
- 6.10 Pending the outcome of an appeal, a student shall observe any suspension imposed by the Student Disciplinary Committee.

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## 9 Scholarships

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### 1 Postgraduate Studentships (PGS)

The University offers Postgraduate Studentships (PGS) to support full-time PhD or MPhil research students. In addition to the monthly payments, tuition fee waiver is also provided to PGS recipients.

PGS is offered through nomination by the School in which the students are/will be enrolled in. Nominations will be considered by the Research Degrees Committee in two rounds each year (in May and September). The Research Degrees Committee has the discretion to offer half-studentships.

PGS is normally granted on a yearly basis, candidates are assessed based on various factors including but not limited to academic ability and research strengths. Renewal of PGS is subject to satisfactory academic and research performance and the approval of the RDC.

### 2 President Yuk-Shan Wong Scholarship for Outstanding Research Postgraduate Students

The President Yuk-Shan Wong Scholarship for Outstanding Research Postgraduate Students aims to award and recognise outstanding research degree students who have achieved very satisfactory progress or developed research proposal of special merit in the MPhil or PhD programmes. The awards are offered through nomination by the School in which the students are/will be enrolled.

### 3 HKMU Conference Award for Research Students (CARS)

The HKMU Conference Award for Research Students (CARS) provides financial support to PhD or MPhil students for attending conferences and presenting their research findings, so as to nurture their academic and professional development. The maximum amount of award is HK\$20,000 for a PhD student, and HK\$10,000 for an MPhil student throughout his/her period of study on the research degree programme. The application is open throughout the year and should first be endorsed by School Dean at least one month before the conference takes place.

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## 10 Fees

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Item	Fee (HK\$)
Tuition fee	Please refer to URL: <a href="https://admissions.hkmu.edu.hk/rpg/fees-payment-methods/">https://admissions.hkmu.edu.hk/rpg/fees-payment-methods/</a>
Student ID card replacement	\$100
Transcript/Testimonial fee	\$100 per copy
Certification fee	\$50 per copy
Graduation fee	\$500 per award
Replacement award certification fee	\$800
Course Result Appeal	\$650 per course

Notes:

- The above fees are subject to change.
- Fees paid are non-refundable and non-transferable for other purposes unless specified otherwise.
- Applicants/students are responsible to pay the fees before the specified deadline.
- Applicants/students should follow the University's instructions concerning acceptable forms of payment for the above fees.
- Academic awards will NOT be made to persons in debt to the University.

# 11 Adverse Weather Arrangements

Guidelines for retention/cancellation/postponement of various activities under Typhoon Signal No. 8 or above / Black Rainstorm Warning

Activities	Signal issued		Signal lowered
	Before activity hours	During activity hours	
Classes (including lectures, tutorials, day schools, surgeries, laboratory sessions, PC laboratory sessions, and all other face-to-face meetings/activities)	Cancelled if the signals are still in force: 1. at 6:30am — for classes before 2:00pm 2. at 10:00am — for classes between 2:00pm– 6:00pm 3. at 2:00pm — for all classes on that day	<u>Typhoon Signal No. 8 or above</u> All classes to be terminated; self-study facilities will close  <u>Black Rainstorm Warning</u> Classes already in progress will continue; self-study facilities will remain open	Classes are to be held as scheduled* if the signals are lowered: 1. before/at 6:30am — for all classes on that day 2. before/at 10:00am — for classes at 2:00pm and after 3. before/at 2:00pm — for classes at 6:00pm and after
Examinations	Postponed if the signals are still in force or expected to be issued <i>within 4 hours</i> from the scheduled examination time	<u>Typhoon Signal No. 8 or above</u> All examinations to be terminated  <u>Black Rainstorm Warning</u> Examinations already in progress will continue	Examinations will be held as scheduled* if the signals are lowered <i>4 hours before</i> the scheduled examination time
Stanley Ho Library and Ho Sik Yee Library	Will not open	<u>Typhoon Signal No. 8 or above</u> To be closed  <u>Black Rainstorm Warning</u> Remain open; to be closed at 6:00pm if the signal is still in force at 4:00pm.	Will open <i>within 2 hours</i> if the signals are lowered before/at 1:00pm (if situation allows) Will open at 6:00pm if the signals are lowered after 1:00pm (if situation allows) Will remain closed if the signals are lowered after 4:00pm
Free-access PC Labs Main Campus (MC) Jockey Club Campus (JCC) Kwai Hing Campus (KHC) HKMU–CITA Campus (MCC)	Will not open	<u>Typhoon Signal No. 8 or above</u> To be closed  <u>Black Rainstorm Warning</u> Remain open; to be closed at 6:00 pm if the signal is still in force at 4:00 pm.	(If situation allows) Will open <i>within 2 hours</i> if the signals are lowered before/at 4:00 pm (before/at 1:00 pm on Sundays and public holidays for the KHC lab) Will remain closed if the signals are lowered after 4:00 pm (after 1:00 pm on Sundays and public holidays for the KHC lab)

Activities	Signal issued		Signal lowered
	Before activity hours	During activity hours	
Information Centre	Will not open	<u>Typhoon Signal No. 8 or above</u> To be closed  <u>Black Rainstorm Warning</u> Remains open	<u>Mondays to Fridays</u> Will open <i>within 2 hours</i> if the signals are lowered before/at 4:00 pm (if situation allows) <u>Saturdays and Sundays</u> Will open <i>within 2 hours</i> if the signals are lowered before/at 1:00 pm (if situation allows)
Walk-in Registration	Will not open	<u>Typhoon Signal No. 8 or above</u> To be closed  <u>Black Rainstorm Warning</u> Remains open	Will open <i>within 2 hours</i> if the signals are lowered before/at 1:00 pm (if situation allows)
Remarks	<ul style="list-style-type: none"> <li>All University activities will normally be held as scheduled when Typhoon Signal No. 3 or below is in force or when a Red/Amber Rainstorm Signal is in force.</li> <li>When the Pre-No. 8 Special Announcement is made by the Hong Kong Observatory, all University activities/facilities/services will be terminated or closed as soon as possible.</li> <li>Public announcements will be made as soon as possible whenever necessary. <b>General public announcements from the Education Bureau do NOT apply to the HKMU.</b></li> <li>Students may call the Information Centre on 2711 2100 for information. Also, students may call the following hotlines: 2768 6688 (examinations) and 2768 6677 (tutorials).</li> <li>If necessary, examinations will be rescheduled and students will receive information about new arrangements within two weeks of the original examinations.</li> </ul>		

\* Subject to availability of centres and traffic conditions

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## 12 Facilities and Student Services

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### Information Centre

If you need information or advice on matters relating to your study, you are welcome to contact the appropriate offices of the University detailed in Section 12. The University also welcomes criticism, complaints, comments and constructive suggestions from students, alumni, and the general public. However, as a policy, the University will NOT respond to those who do not disclose their identity. Individuals should supply their real name, student number or past student number and correspondence address. Since some of the suggestions, complaints or criticism may concern individuals, the University will reply in writing.

### Information Centre

The Information Centre, located on the ground floor of HKMU's Main Campus, provides enquiry services to both students and visitors. Most of the forms you need can also be obtained from the centre. The counter service hours and contact information of the centre are:

Mondays to Fridays	9:00 am–7:30 pm
Saturdays	9:00 am–5:30 pm
Sundays	12:00 noon–5:30 pm
Public holidays	closed
Telephone hotline	2711 2100
Fax	2715 0760
Email	<a href="mailto:info@hkmu.edu.hk">info@hkmu.edu.hk</a>

### Registry

Address: Registry, Room A0511, Block A, 5/F, Main Campus,  
Hong Kong Metropolitan University, Ho Man Tin.

Mondays to Fridays 9:00 am–5:40 pm  
Closed on Saturdays, Sundays and Public holidays

Tel: 2768 6633  
Fax: 2789 2725

### Opening hours

Unless otherwise stated, the normal opening hours of the offices of the University are:

Mondays–Fridays (including festival days* which fall on a working day)	9:00 am–1:00 pm 2:00 pm–5:40 pm
Saturdays, Sundays and public holidays	closed
Special occasions	Notice of changes in opening hours will be put up in advance at the entrance of the office.

\* Festival days include Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year's Eve and Lunar New Year's Eve.



## HKMU Main Campus

The Main Campus (MC) is located at 30 Good Shepherd Street, Ho Man Tin, Kowloon. It covers an area of approximately 34,000 m<sup>2</sup>, and contains a multi-purpose hall, lecture theatres and tutorial rooms. Learning facilities on campus include a library, computer laboratories and various science laboratories.

### Campus opening hours

Mondays to Sundays and public holidays 8:00 am–12:00 midnight

### Facilities Management Office opening hours

Mondays to Fridays 9:00 am–5:38 pm

Saturdays, Sundays and public holidays closed

Tel: 3120 2413

Fax: 2624 7608

## HKMU Jockey Club Campus

The Jockey Club Campus (JCC) is located at 81 Chung Hau Street, Ho Man Tin, Kowloon, which is within five minutes' walk from the Main Campus. JCC occupies 25,000 m<sup>2</sup> and contains an auditorium, a sports hall, lecture theatres, tutorial rooms and Exhibition Gallery. Specially designed facilities include a library, a computer centre, testing and certification laboratories, creative arts studios and laboratories, etc.

### Campus opening hours

Mondays to Sundays and public holidays 8:00 am–12:00 midnight

## HKMU Jockey Club Institute of Healthcare

The HKMU Jockey Club Institute of Healthcare (IOH) is located at 1 Sheung Shing Street, Ho Man Tin, Kowloon, and is within five minutes' walk from the Main Campus. IOH occupies 18,000 m<sup>2</sup> and contains a grand theatre, lecture theatre and classrooms. Specially designed facilities include physiotherapy laboratories, the clinical nursing education centre, child development centre, sports and wellness centre, and academic concourse, etc.

### Campus opening hours

Mondays to Sundays and public holidays 8:00 am–10:00 pm

*The above opening hours of the campuses are for reference only and may change or be adjusted on an as-needed basis without further notice.*

## HKMU Kwai Hing Campus

The Kwai Hing Campus (KHC) is conveniently located on Levels 8–11, Tower 2 of Kowloon Commerce Centre, which is about two minutes' walk (under the covered walkway) from Kwai Hing MTR Station. With a gross area of over 9,290 m<sup>2</sup>, the Campus comprises fully equipped classrooms, a lecture theatre, PC and languages laboratories and learning resource centre, but also several purpose-built teaching/learning facilities such as Jockey Club STEAM Education Laboratory, Media Production Laboratory, Aviation Services Training Zone, SMART Hotel Room, Mock-up Ward, etc. The opening hours, counter service hours and contact information are as follows:

### Campus opening hours

Mondays to Saturdays 8:30 am–10:00 pm  
Sundays and public holidays closed  
Lunar New Year public holidays closed  
Festival days\* 8:30 am–8:00 pm

### LiPACE Counter service hours

Mondays to Fridays 9:00 am–7:00 pm  
Saturdays 9:30 am–2:00 pm  
Sundays and public holidays closed

Enquiry line: 3120 9988 (LiPACE Programmes)  
2540 0072 (Campus Management Office)

Enquiry fax: 2381 8456 (LiPACE Programmes)

\* Festival days include Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year's Eve and Lunar New Year's Eve.

## Campus Tour

You may visit the following webpages for campus tours of the Main Campus, Jockey Club Campus and Jockey Club Institute of Healthcare.

Main Campus

<http://www.hkmu.edu.hk/fmo/campus-information/main-campus/floor-directory>



Jockey Club Campus

[http://www.hkmu.edu.hk/fmo/campus-information/jockey\\_club-campus/floor-directory](http://www.hkmu.edu.hk/fmo/campus-information/jockey_club-campus/floor-directory)



Jockey Club Institute of Healthcare

<https://www.hkmu.edu.hk/ioh/overview/facilities-features/>



## Use of HKMU Facilities

### HKMU Library

Knowing how to find and use information effectively is vital to your study here at HKMU and your lifelong learning. The Library provides you with quality information resources and services and helps you to acquire information skills necessary for academic pursuit and lifelong learning.

In the Stanley Ho Library (Main Campus) and the Ho Sik Yee Library (Jockey Club Campus), you can find course set books, course materials, course-related audio-visual materials, monographs, journals, reference materials and much more.

The Electronic Library at [www.hkmu.edu.hk/lib](http://www.hkmu.edu.hk/lib) provides abundant learning resources including full-text e-books, e-journals, e-news, databases, reference resources, selected past examination papers/specimen examination papers from academic departments and supplementary readings. You can access the Electronic Library anytime, anywhere.



Library staff are happy to assist you in using our services and resources. We offer library guides, orientation programmes, and workshops throughout the year to help you. You can also visit our Library homepage or click on 'Library' at the HKMU website for details.

We hope that you will make the Library services and resources an indispensable part of your academic life at HKMU.

### Location and contact information

Enquiry: 2768 6777

Email: [libwww@hkmu.edu.hk](mailto:libwww@hkmu.edu.hk)

#### Stanley Ho Library

1-2/F, Main Campus, Good Shepherd Street, Ho Man Tin, Kowloon.

Service counter: 2768 6778

#### Ho Sik Yee Library

5/F, Jockey Club Campus, 81 Chung Hau Street, Ho Man Tin, Kowloon.

Service counter: 3120 2555

Visit the Library homepage ([www.hkmu.edu.hk/lib](http://www.hkmu.edu.hk/lib)) to learn more about the HKMU Library's resources, services and facilities.



### Opening hours of Stanley Ho Library and Ho Sik Yee Library

Mondays to Fridays (excluding public holidays) 9:00 am–10:00 pm

Saturdays, Sundays and public holidays\* 12:00 noon–9:00 pm

Festival days\*\* early closing at 5:40 pm

\* The Library will be closed on the first three days of the Lunar New Year.

\*\*Festival days include Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year's Eve and Lunar New Year's Eve.

Notice of opening hours and any subsequent changes will be posted in advance at the Library entrance and on the Library homepage.

## Public libraries with HKMU course materials

Public libraries	Telephone
<b>Hong Kong District</b>	
Aberdeen Public Library 3/F, Aberdeen Municipal Services Building, 203 Aberdeen Main Road, Aberdeen, Hong Kong.	2921 1055
City Hall Public Library* 2-6/F & 8-11/F, City Hall High Block, Central, Hong Kong	2921 2672
Central Reference Library, 8/F, Hong Kong Central Library* 66 Causeway Road, Causeway Bay, Hong Kong.	2921 0222
Quarry Bay Public Library 4-5/F, Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Quarry Bay, Hong Kong.	2922 4058
<b>Kowloon District</b>	
Kowloon Public Library* 5 Pui Ching Road, Kowloon.	2926 4062
Lai Chi Kok Public Library G/F-1/F, 19 Lai Wan Road, Lai Chi Kok, Kowloon.	2746 4270
Ngau Chi Wan Public Library 5-6/F, Ngau Chi Wan Municipal Services Building, 11 Clear Water Bay Road, Kowloon.	2927 6055
Shui Wo Street Public Library 5-6/F, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon.	2927 3055
Yau Ma Tei Public Library G/F & 1-3/F, Block A, 251 Shanghai Street, Yau Ma Tei, Kowloon.	2928 6055
<b>New Territories</b>	
Cheung Chau Public Library 2/F, Cheung Chau Municipal Services Building, 2 Tai Hing Tai Road, Cheung Chau.	2981 5455
Sha Tin Public Library* 1 Yuen Wo Road, Sha Tin.	2694 3729
Tseung Kwan O Public Library 9 Wan Lung Road, Tseung Kwan O.	2706 8101
Tsing Yi Public Library 1/F, Tsing Yi Municipal Services Building, 38 Tsing Luk Street, Tsing Yi.	2497 2904
Tsuen Wan Public Library* 38 Sai Lau Kok Road, Tsuen Wan.	2490 3891
Tuen Mun Public Library* 1 Tuen Hi Road, Tuen Mun.	2450 7129
Yuen Long Public Library G-1/F, Yuen Long Leisure & Cultural Building, 52 Ma Tin Road, Yuen Long.	2479 2511

\* Materials for postgraduate courses are available only in these locations.

## Computing facilities and laboratories

### PC laboratories

Courses with a practical computing component will normally have timetabled computer laboratory sessions. These sessions will generally be held at the Main Campus, Jockey Club Campus or Kwai Hing Campus. Free-access computing facilities are also available at the Main campus, Jockey Club Campus, Kwai Hing Campus and HKMU-CITA Campus for general use by students. The PC Labs are equipped with PCs as well as diverse, popular PC applications and course-specific software. The latest 'Registration and Booking Policies' are displayed at the entrance of the Labs. In addition, PCs have also been set up in common areas, such as B-1/F of the Main Campus and Room C0310, to facilitate learning and studying.

### Locations of HKMU PC laboratories

#### Main Campus (MC):

Solomon Lee Computer Laboratory  
4/F, Block B, 30 Good Shepherd Street  
Ho Man Tin, Kowloon, Hong Kong  
Tel: 2768 6524

#### Jockey Club Campus (JCC):

Fong Connie Computer Centre  
6/F, Block D, 81 Chung Hau Street  
Ho Man Tin, Kowloon, Hong Kong  
Tel: 2768 6524

#### Kwai Hing Campus (KHC):

The Jockey Club Computer Laboratory  
Room K0812, Level 8,  
Tower 2, Kowloon Commerce Centre,  
51-53 Kwai Cheong Road, Kwai Chung, N.T., Hong Kong  
Tel: 2768 6524

#### HKMU-CITA Campus (MCC):

Level 1, CITA Training Centre,  
201-203 Lai King Hill Road, Kwai Chung, N.T., Hong Kong  
Tel: 3588 7887

#### Hours of free-access computing facilities:

Main Campus and Jockey Club Campus	Mondays to Sundays and public holidays	9:00 am–9:00 pm*
Kwai Hing Campus	Mondays to Fridays	9:00 am–7:00 pm*
	Saturdays, Sundays and public holidays	closed
	Lunar New Year's public holidays	closed
HKMU-CITA Campus	Mondays to Fridays	9:00 am–7:00 pm*
	Saturdays, Sundays and public holidays	closed

\* Special opening hours on festival days (Main Campus, Jockey Club Campus, Kwai Hing Campus and HKMU-CITA Campus):

Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year's Eve, Lunar New Year's Eve and Lunar New Year's Day

9:00 am–5:40 pm

Special occasions: Notice of changes in opening hours will be put up in advance at the entrance of the PC labs.

The PC Lab at HKMU-CITA Campus is closed on Saturdays, Sundays and public holidays. For information regarding the opening hours for Yi Jin students, please refer to the separate *Student Handbook* for the Yi Jin programme.

### Internet service

All PCs on campus are connected to the Internet, except for some special task PCs, e.g. Print Queue Monitor. Students can access the Internet with their own devices via the University Wi-Fi network.

### HKMU website (Current Students)

The HKMU website (Current Students) provides students with student related information and a number of online services (<http://www.hkmu.edu.hk/current-students>).



### Student Mobile App

The official mobile app of HKMU provides students with quick access to important information including academic records, class schedules, profiles and more. The HKMU Student Mobile App is available to all students of HKMU and uses the same User ID and password as MyHKMU.

The latest version of the HKMU Student Mobile App is available through the Apple App Store and Google Play.

#### iPhone users



#### Android users



### MyHKMU

This part of the HKMU website (Current Students) serves as a single entry point to all of the University's online services and content requiring a user log in. MyHKMU has many useful features. It enables you to:

- *Single-Sign-On* — access the University's secure online services including the OLE and various student services by logging in just once;
- *Personalization* — personalize your page by selecting the University's online content and services that you use most; and
- *Communication* — open a communication channel to allow the University to send you personalized messages to keep you informed of news and events related to your studies.

Further information is available at:

- HKMU website (Current Students) → Student Portal (choose your mode of study) → Services and Support → MyHKMU User guide
- HKMU website (Current Students) → Student Portal (choose your mode of study) → Services and Support → Single Password Management

Note: To log in to MyHKMU you will need to create a new Single-Password.

### University email (O365 email)

The University email is the main form of communication between university staff, Course Coordinators, tutors and students. During the study period, every student is given a University email account that is equipped with an email forwarding feature. Academic and administrative information will be sent to your University email account.\* Thus, it is essential that you check your University email frequently or set up email forwarding to an email address that you check often so that you will not miss any important updates.

\* To protect students' personal data, the University will only send emails to your University email account. This includes any responses to emails that you have sent from your personal email account. You are strongly advised to email the University with the University email account to protect your personal data. In case you have to email the University with a non-University email account, you will be required to quote your student number in the email. The University will reply to your University email account.

O365 account username and password:

- Username: 's' + first seven digits of your student number + '@live.hkmu.edu.hk'
- Initial password: 'HKmu' + last four digits of your HKID + day of birth (DD) + month of birth (MM).

You can activate or reset the password at:

<http://www.hkmu.edu.hk> → Current Students → Student Portal (Undergraduates & Sub-degree) → Services and Support → Email Services → O365 Email → Activate or Reset Password

Current students with active enrolled courses are entitled to use Microsoft Office software and licenses. Current students can download and install the latest versions of Microsoft Office software and apps to support their study. To access email messages via mobile devices, students can download and install the Outlook app from the Apple App Store or Google Play Store.

The license for Microsoft Office and One Drive will be terminated if you have not enrolled for any active courses. Please make sure to back up and download the necessary files from One Drive before service termination.

The HKMU O365 email account will be kept as a permanent communication channel with the University. Termination of the accounts is subject to the terms of Microsoft's policy.

Further information on O365 Email is available at:

<http://www.hkmu.edu.hk> → Current Students → Student Portal (Undergraduates & Sub-degree) → Services and Support → Email Services → O365 Email → FAQ

## Online support

All our courses are supported by an online delivery system, the Online Learning Environment (OLE), where you will be able to access your course materials. Through the OLE you can participate in online discussions with your instructors as well as other students. Other features include the dashboard, online news and course information, weblinks, online submission and return of assignments. More details about the online components of your course will be provided in the [OLE User Guide](#).

## Mobile learning — the HKMU iBookcase app

With a view to promoting mobile learning, the University has developed a new mobile app — the HKMU iBookcase. The app is best accessed via smartphones and tablets. After logging in, iBookcase enables seamless downloading of HKMU course materials to the student's personal smartphone or tablet for convenient self-study. The main benefits of mobile learning include increased flexibility as well as enhanced self-study and independent learning. More information about the iBookcase app is available on its webpage (<https://www.hkmu.edu.hk/alto/hkmu-ibookcase/ibookcase-app/>).

## Laboratories (Jockey Club Campus)

Practical laboratory sessions will be arranged as scheduled activities to support courses in applied science, construction and technology. The University has six specialist teaching and research laboratories. They are located on 9/F at the Jockey Club Campus and -1/F at the Main Campus. The six laboratories are:

- Lee Hysan Science Laboratory (Biology, Chemistry, Earth Science, Ecology, Molecular Biology);
- The Jockey Club Environmental Laboratory (Environmental Science, Analytical Chemistry, Nursing Foundation Courses);
- The Jockey Club Technology Laboratory (Electronics, Mechatronics, Physics);
- The Jockey Club Multimedia Laboratory (Research Project);
- Building Services Engineering Laboratory; and
- Civil Engineering Laboratory

These laboratories are equipped with modern teaching and research equipment, including items as diverse as UV spectrophotometers, ultra-performance liquid chromatography, logic analysers, lighting management simulating system, tensile test machine and hydraulics bench. These laboratories can accommodate up to 300 students at any one time.

## Testing and Certification Laboratories and STEAM Education Laboratories (Jockey Club Campus)

There are three testing and certification laboratories and three STEAM education laboratories on 10/F of Jockey Club Campus, namely:

- Chemical and Microbiological Testing and Certification Laboratory;
- Electrical and Electronic Testing and Certification Laboratory;
- Billion Charity Fund Physical and Mechanical Testing and Certification Laboratory;
- Jockey Club STEAM Education Integrated Laboratory;



- Jockey Club Innovative Media Laboratory; and
- Jockey Club STEAM Learning and Teaching Laboratory.

The Testing and Certification Laboratories are operated in reference to International Standard ISO/IEC 17025 and are specially equipped with state-of-the-art instruments and facilities to support the Testing and Certification programmes. The STEAM Education Laboratories provide reference for secondary schools that hope to implement a comprehensive STEAM education curriculum in the near future. Interested groups will have the chance to experiment with their own STEAM projects at the University's STEAM Education Laboratories before renovating their school's laboratories for STEAM education purposes. The Laboratories can accommodate up to 235 students each time.

The major instruments and facilities — such as anechoic chamber, Orbitrap mass spectrometer, flow cytometer, flow injection analyser, accelerated solvent extractor, liquid chromatographic/mass spectrometer, inductively coupled plasma mass spectrometer, acoustic chamber, and universal tester — make possible a wide range of testing to cater for industry demand, including chemical testing, testing of construction materials and electrical and electronic products, environment testing, food testing, microbiological testing, physical and mechanical testing, testing of textiles and garments, testing of toys and children's products, etc.

Name of Laboratory	Room No.	Student Capacity
Chemical and Microbiological Testing and Certification Laboratory	D1013–D1023	56
Electrical and Electronic Testing and Certification Laboratory	E1023–E1027	26
Billion Charity Fund Physical and Mechanical Testing and Certification Laboratory	E1011–E1020	33
Jockey Club STEAM Education Integrated Laboratory	D1010	40
Jockey Club Innovative Media Laboratory	D1009	40
Jockey Club STEAM Learning and Teaching Laboratory	E1030–E1031	40
		235

## Clinical Nursing Education Centre

The Clinical Nursing Education Centre is located at the HKMU Jockey Club Institute of Healthcare. This Centre is specially designed to provide a simulated environment to nurses and health care professions for clinical nursing and healthcare skill training, skill competency assessment, health promotion and research. The learning scope of nursing covers general nursing, mental health nursing, Chinese medicinal nursing and community health care, from fundamental to advanced level. The Centre is equipped with human patient simulators, virtual reality training facilities, community health care training facilities, Chinese medicinal electronic models and fundamental nursing equipment.

## Others

### Catering

There are three catering outlets on the Main Campus, one at the Jockey Club Institute of Healthcare and one on the Jockey Club Campus. On the Main Campus, MU Club provides fast food, cart noodles and beverages; Snack Bar provides street snacks; and MU Cafe offers coffee, sandwiches, cookies and muffins, salads, desserts, etc. At the Jockey Club Institute of Healthcare, IOH Mini Cafe provides light meals and coffee. On the Jockey Club Campus, Jubilee Club offers Hong Kong cuisine and local-style Western cuisine. All HKMU staff and students are entitled to discounts on food and beverage purchases at the catering outlets. The catering service is monitored by the University's Catering Committee. Students are welcome to voice their opinions through the student representative of the Catering Committee, or directly to the caterers.

#### Opening hours:

##### MU Club

Mondays to Sundays 7:30 am–9:00 pm

##### Snack Bar

Mondays to Saturdays 11:00 am–7:00 pm

Saturdays, Sundays and public holidays closed

##### MU Cafe

Mondays to Fridays 7:30 am–8:00 pm

Sundays and public holidays closed

##### IOH Mini Cafe

Mondays to Fridays 7:30 am–7:00 pm

Saturdays 7:30 am–5:00 pm

Sundays and public holidays closed

##### Jubilee Club

Mondays to Sundays 7:00 am–9:00 pm

The above opening hours are for reference only. The exact opening hours may be adjusted where required and appropriate.

### Car parking

Students with disabilities or special educational needs may apply to park for free on campus through the Student Affairs Office. Other students who need a parking space may purchase a carpark coupon from the Information Centre on the Main Campus, the Security Control Room on the Jockey Club Campus or the Security Control Centre at the carpark entrance of the Jockey Club Institute of Healthcare.

Students will be allowed to park their cars at the Main Campus, Jockey Club Campus or Jockey Club Institute of Healthcare, subject to availability of carparking space, by presenting carpark coupon(s) to the security guard at the carpark entrance within the specified parking period.

Mondays to Fridays 6:00 pm–12:00 midnight

Saturdays, Sundays and public holidays 8:00 am–12:00 midnight

## Booking of lecture theatres, halls, computer labs and tutorial rooms and classrooms

Lecture theatres, halls, computer labs, tutorial rooms and classrooms are primarily for teaching and academic purposes. SU or student societies may make use of these facilities during non-scheduled hours to organize activities by submitting applications directly to the Facilities Management Office. Booking charges will be settled by funding as approved by the Committee of Student Affairs (CSA).

Enquiry: Main Campus, Jockey Club Campus and Jockey Club Institute of Healthcare  
3120 2413

## Sports halls

There are two sports halls at HKMU. Multi-purpose Hall is located on the Main Campus and Agile Sports Hall on the Jockey Club Campus. The halls offer a wide range of sports facilities for students and staff. For more information about booking procedures and other details, please go to the hall webpage at:



<https://www.hkmu.edu.hk/fmo/university-facilities/sports-halls>

## Gymnasium

The Gymnasium is located in F0920, Sports and Wellness Centre, 9/F of the Jockey Club Institute of Healthcare. Fitness equipment is provided to full-time students free of charge for fitness training. To access the Gymnasium, full-time students must register as a user of the Gymnasium with the Student Affairs Office.

## Activity rooms

There is an activity room at the Main Campus and at the Jockey Club Campus. The rooms are ideal for group activities such as dance and martial arts practice sessions. For more details, please go to the activity rooms webpage at:



<https://www.hkmu.edu.hk/fmo/university-facilities/activities-amenities/activity-room>

## Student common rooms/leisure rooms/learning commons

Student commons rooms/leisure rooms/learning commons are located on the HKMU Main Campus/Jockey Club Campus/Jockey Club Institute of Healthcare. For the Main Campus/Jockey Club Campus, the opening hours are normally 8:00 am–12:00 midnight daily. For the Jockey Club Institute of Healthcare, the opening hours are 8:00 am–10:00 pm daily.

## Quiet room

The quiet room is located at C0930, 9/F of Kwok Tak Seng Building (Block C) of the Main Campus. The room serves for personal retreat and reflection. Opening hours are normally 8:00 am–12:00 midnight daily.

## Roof garden

The roof garden is an outdoor area located on 13/F of Kwok Tak Seng Building (Block C), Main Campus. The opening hours of the garden are from 8:30 a.m. to 6:30 p.m. daily (closed on public holidays).

## Student lockers

All active students are eligible to apply for storage lockers. Please contact Facilities Management Office at 3120 2413 for details.

## Lost and found property

In case of lost and found property (only for valuables or items with personal data), students may contact the security staff of the Security Control Rooms on the Main Campus or Jockey Club Campus (JCC), or the Security Control Counter of the Jockey Club Institute of Healthcare (IOH) respectively. A list of lost and found items for valuables and items with personal data is posted monthly on common area notice boards.

Claims for sundry items (e.g. umbrellas, water bottles, stationery, glasses, etc.) can be made at the Self-service Corners in the Security Control Rooms on the Main Campus and Jockey Club Campus (JCC) and the Security Control Counter of the Jockey Club Institute of Healthcare (IOH) respectively.

For the Kwai Hing Campus and HKMU-CITA Campus, students may contact the respective on-site staff at the Management Offices.

## Safety and security on campus

For security purposes, students on campus may be asked by the security guards to show their Student ID Cards to prove their identity. Students are responsible for their own belongings while on campus.

While on campus, students are strongly advised to study the fire escape routes shown on the floor plans and familiarize themselves with those routes and procedures to be taken in case of fire or emergency. Such information has been posted up on the communal area notice boards on the campus. An annual fire drill will be held to enhance fire safety awareness among campus users.

## Emergency call service

In case of an emergency or accident on the HKMU campuses, students may contact or directly go to the following security control rooms for assistance:

Security control room of Main Campus

Rm C-141, -1/F, Kwok Tak Seng Building (Block C), Main Campus (near the carpark)

Tel: 2768 6260 or 2624 5767

Security control room of Jockey Club Campus

Rm E0G07, G/F, Block E, Jockey Club Campus (near the drop-off area)

Tel: 3120 2403 or 2406 2098

Security control room of Jockey Club Institute of Healthcare

Rm FG012, G/F, Block F, Jockey Club Institute of Healthcare

Tel: 3641 1056 or 2716 5199

## Breastfeeding-friendly premises

FMO has made available some spaces with seating for lactating mothers. Locations of these facilities are listed below:

Main Campus	C0722, 7/F, Kwok Tak Seng Building (Block C)
Jockey Club Campus	D0107, 1/F Block D
Kwai Hing Campus	Executive Female Toilet on Level 9
Jockey Club Institute of Healthcare	F1121, 11/F and F1207, 12/F Block F

## Student Activities and Support

The University encourages students to organize student-related activities to enrich their campus life and broaden their horizons. The University provides financial and other support to student-related activities through the Committee on Student Affairs and the Student Affairs Office (SAO). Currently there are more than 30 Student Societies which have been granted HKMU recognition and supported with the University funding. Students are encouraged to participate in diverse activities from programme-based and interest-based Student Societies.

The HKMU Students' Union aims to enhance the quality of campus life experience for all students.

A Student Activity Centre has been established on the Main Campus to provide a venue for student activities. Only the office-bearers of recognized Student Societies are eligible to use the Centre.

Students can contact SAO staff (tel.: 2768 6267 or email: [ssa@hkmu.edu.hk](mailto:ssa@hkmu.edu.hk)) for enquiries related to student activities.

## Students with Disabilities or Special Educational Needs

HKMU encourages students with disabilities or special educational needs to participate in its courses to the maximum of their ability. We have taken practical steps to help students with disabilities or special educational needs. The Committee on Student Affairs advises the University on the adequacy of the services provided and ensures that individual needs are met as far as possible.

Before enrolling in a course, you should read the requirements and course information in the Course Guides or course outlines. Students should carefully consider their study load. They are encouraged to seek further advice from their respective Course Leader(s) or calling the Research Postgraduate Team of the Registry at 2768 6606.

The University provides services to students with disabilities or special educational needs. Services include class and campus support for study and assessment accommodation, and special examination arrangements, subject to the University's discretion. Students have to apply for the support services via Student Affairs Office before the stipulated deadline and should indicate the type of disabilities or special educational needs in the application/registration form to facilitate the University in

providing the appropriate services for them. The University will try to provide the required services according to circumstances; however, it may not always be possible to do so if there are insufficient resources or other constraints. If applicants do not indicate their disabilities or special educational needs in their applications or do not provide the necessary medical proof(s) and supporting document(s), they might not be able to obtain timely support services from the University should needs arise during their studies.

HKMU allows some flexibility in terms of arrangements for students with disabilities or special educational needs. However, students with disabilities or special educational needs will be assessed by the same academic performance measures as other HKMU students.

The Student Affairs Office is responsible for the overall coordination and provision of services for students with disabilities or special educational needs. Please contact the staff at 2768 6059 or email [dl\\_sen@hkmu.edu.hk](mailto:dl_sen@hkmu.edu.hk) or fax 2712 2301 for details.

## Career Services

Students can find job vacancy information posted by various employers as well as links to sites with useful career resources on the SAO homepage. For enquiries, please contact SAO staff (tel: 2768 6644 / email: [career@hkmu.edu.hk](mailto:career@hkmu.edu.hk)).

## Financial Assistance

HKMU students taking research postgraduate programmes may be able to apply for the following financial assistance:

### Interest-free Tuition Installment Plan

Students who are principal cardholders of the BOC HKMU Dual Currency Platinum Card can apply for the Interest-free Tuition Installment Plan to pay their tuition fees. For details, please refer to the University website (<https://www.hkmu.edu.hk/daao/giving/boc-hkmu-dual-currency-platinum-card/>).

### Government Extended Non-means-tested Loan Scheme (ENLS)

The ENLS, which is administered by the government Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency, provides financial assistance in the form of loans to eligible students to pay their tuition fees. For details, please visit the SFO website (<https://www.wfsfaa.gov.hk/sfo/postsecondary/enls/overview.htm>) or contact Tel 2150 6223 (during office hours) or 2802 2345 (24-hr hotline) for enquiry.

# 13 Useful Contacts and Forms

## 1 Useful Forms

Please visit <http://www.hkmu.edu.hk/research-students/useful-forms> to download useful forms that you may need for at various stages of your studies or requesting various services from the Registry.

## 2 Useful Contacts

Enquiries	Contact	Phone	Fax	Email
Advanced Standing (e.g. request for information, claims processing)	Advanced Standing & Graduation Team	2768 6624	8148 3375	<a href="mailto:regaso@hkmu.edu.hk">regaso@hkmu.edu.hk</a>
Course Enrolment (e.g. re-registration, change of programme/course, late registration, deferment/ withdrawal of studies)	Admissions & Enrolment Team (Research Postgraduate)	2768 6606	8148 3380	<a href="mailto:regrdo@hkmu.edu.hk">regrdo@hkmu.edu.hk</a>
Class Sections (e.g. reallocation of class section, class schedule)	Class Scheduling & Tutors Team	2768 6677	8148 3377	<a href="mailto:regcsat@hkmu.edu.hk">regcsat@hkmu.edu.hk</a>
Examinations & Assessment (e.g. assignments, examination timetable, deferment of examination, examination, course results)	Examinations & Assessment Team	2768 6688	8148 3378	<a href="mailto:regexam@hkmu.edu.hk">regexam@hkmu.edu.hk</a>
Graduation Enquiries	Advanced Standing & Graduation Team	2768 6683 2768 6692	8148 3379	<a href="mailto:reggrad@hkmu.edu.hk">reggrad@hkmu.edu.hk</a>
Student Records (e.g. change of personal particulars, request for certification/transcript, student ID cards)	Student Records Team	2768 6623	8148 3374	<a href="mailto:regrec@hkmu.edu.hk">regrec@hkmu.edu.hk</a>
Special Education Needs (e.g. special learning materials)	Student Affairs Office	2768 6059	2712 2301	<a href="mailto:dl_sen@hkmu.edu.hk">dl_sen@hkmu.edu.hk</a>
Student Career Services (e.g. career information and development)		2768 6644	2712 2301	<a href="mailto:career@hkmu.edu.hk">career@hkmu.edu.hk</a>
Student Financial Services (e.g. bursary, loan)		2768 6636	2712 2301	<a href="mailto:sao_sfs@hkmu.edu.hk">sao_sfs@hkmu.edu.hk</a>
Student Scholarships		2768 6730	2712 2301	<a href="mailto:sao_sch@hkmu.edu.hk">sao_sch@hkmu.edu.hk</a>
Student Activities (e.g. student societies)		2768 6267	2712 2301	<a href="mailto:ssa@hkmu.edu.hk">ssa@hkmu.edu.hk</a>

Enquiries	Contact	Phone	Fax	Email
Course / Assignment Materials (e.g. set books, course materials dispatch)	Office for Advancement of Learning and Teaching (ALTO)	2768 6446	2714 3324	<a href="mailto:hkmu_dist@hkmu.edu.hk">hkmu_dist@hkmu.edu.hk</a>
Library	Information enquiries Stanley Ho Library Ho Sik Yee Library	2768 6777 2768 6778 3120 2555	2715 1950	<a href="mailto:libwww@hkmu.edu.hk">libwww@hkmu.edu.hk</a>
Short Course Enquiries	LiPACE	3120 9988	2381 8456	<a href="mailto:lipace@hkmu.edu.hk">lipace@hkmu.edu.hk</a>
Computer Laboratory	–	2768 6524	2762 7469	<a href="mailto:ituhelp@hkmu.edu.hk">ituhelp@hkmu.edu.hk</a>
Advice on Course Choices and Programme of Study	Course Coordinators of Schools: <ul style="list-style-type: none"> <li>• School of Arts &amp; Social Sciences</li> <li>• Lee Shau Kee School of Business &amp; Administration</li> <li>• School of Education &amp; Languages</li> <li>• School of Nursing &amp; Health Studies</li> <li>• School of Science &amp; Technology</li> <li>• Bachelor of General Studies (Registry)</li> </ul>	2768 5717 2768 6940 2768 5809 3970 2968 3120 2693 2768 6601	2391 3184 2391 9095 2395 4235 2406 2375 2789 1170 2761 3935	<a href="mailto:as@hkmu.edu.hk">as@hkmu.edu.hk</a> <a href="mailto:ba@hkmu.edu.hk">ba@hkmu.edu.hk</a> <a href="mailto:el@hkmu.edu.hk">el@hkmu.edu.hk</a> <a href="mailto:nhs@hkmu.edu.hk">nhs@hkmu.edu.hk</a> <a href="mailto:sct@hkmu.edu.hk">sct@hkmu.edu.hk</a> <a href="mailto:regadm@hkmu.edu.hk">regadm@hkmu.edu.hk</a>
Telephone Transfer	–	2711 2100	–	–
General Enquiries	Information Centre	2711 2100	2715 0760	<a href="mailto:info@hkmu.edu.hk">info@hkmu.edu.hk</a>
Emergency	Main Campus	2768 6260/ 2624 5767	–	–
	Jockey Club Campus	3120 2403/ 2406 2098	–	–
	Jockey Club Institute of Healthcare	3641 1056/ 2716 5199	–	–
	Kwai Hing Campus (campus management)	2540 0072	–	–



Enquiries	Contact	Phone	Fax	Email
Others				
Booking of Venue (e.g. tutorial room, classrooms and sports halls)	Facilities Management Office	3120 2413 (Main Campus, Jockey Club Campus and Jockey Club Institute of Healthcare)	-	<a href="mailto:hkmumc@hongyip3.com">hkmumc@hongyip3.com</a>
Lost and Found		3120 2413 (Main Campus, Jockey Club Campus and Jockey Club Institute of Healthcare) 2540 0072 (Kwai Hing Campus)	-	<a href="mailto:hkmumc@hongyip3.com">hkmumc@hongyip3.com</a>  <a href="mailto:fmukhc@hkmu.edu.hk">fmukhc@hkmu.edu.hk</a>

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# 14 Appendices

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## Appendix 1: Ethical Review Regarding Human and Animal Research

All research studies that involve human participants and animals as research subjects are required to obtain ethical approval from the Research Ethics Committee (REC), regardless of whether the research studies are unfunded or funded by internal or external source(s). For research studies that involve human participants as research subjects, this requirement applies to those collecting new data and/or using pre-existing data. For details, please refer to <https://www.hkmu.edu.hk/ora/research-related-services/ethical-review-regarding-human-and-animal-research/>

## Appendix 2: Research Safety Review

All research studies that involve potential safety issues in chemical, biological and radiation areas are required to seek prior safety approval from the Research Safety Committee (RSC) before commencement of the research projects. This requirement applies to all research studies conducted within the University premises or at other off-campus locations, and if necessary, for applications of internal or external funding source(s). For details, please refer to <https://www.hkmu.edu.hk/ora/research-related-services/research-safety-review/>

## Appendix 3: Guidelines for the Appointment of Research Degree Supervisors

<https://admissions.hkmu.edu.hk/rpg/regulations-for-research-degrees/>

## Appendix 4: Research Degree Supervision: A Code of Practice

<https://admissions.hkmu.edu.hk/rpg/regulations-for-research-degrees/>

## Appendix 5: General Regulations (Library/Computer Laboratory)

Students shall observe the 'General Regulations' prescribed by the University. Details of these regulations can be found at <https://www.hkmu.edu.hk/research-students/policies-and-guidelines/>

## Appendix 6: Personal Data Privacy Ordinance and Policy

The University undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance of Hong Kong. Details of the policy of the University can be found at:

University Policy on Protection of Personal Data  
<https://www.hkmu.edu.hk/privacy-policies/>

Personal Data (Privacy) Notice  
<https://www.hkmu.edu.hk/reg/personal-data-privacy-notice/>

## Appendix 7: Policy on Equal Opportunities

The University advocates equal opportunities for all staff and students irrespective of gender, marital status, disability, race and family status, and seeks to create and promote a working and learning environment free of discrimination and harassment. For more information of the University's Position on Equal Opportunities, please refer to <https://www.hkmu.edu.hk/equalopportunities/>.

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