



2009-10

THE UNIVERSITY OF HONG KONG
GRADUATE SCHOOL

Course Enrollment Brochure

for **Master of Philosophy (MPhil) &
Doctor of Philosophy (PhD)**

Semester 2

Accuracy of the Brochure:

This Brochure contains information known as of November 2009. Please refer to the Graduate School homepage for the most up-to-date course enrollment information (<http://www.hku.hk/gradsch/web/student/course>).

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I. COURSEWORK REQUIREMENT

Introduction

In addition to the traditional “one-to-one” mode of supervision, the incorporation of coursework into the MPhil/4-year PhD programmes serves to provide a form of structural supervision. The Graduate School courses aim to provide students from all faculties some basic knowledge on thesis writing and research skills and methods. They do not aim to provide students with the discipline-specific knowledge that the faculty/school/departmental courses will provide.

(A) Compulsory Coursework Component for MPhil and 4-year PhD Students

The coursework component is compulsory for all MPhil students registered on or after September 1, 1999 and 4-Year PhD students registered on or after September 1, 2001 unless exemption is granted by the Board of Graduate Studies under exceptional circumstances. The coursework component includes:

- (i) Graduate School Core Course I * (24 hours):
GRSC6001 Introduction to Thesis Writing; or
GRSC6020 Introduction to Thesis Writing (The Humanities & Related Disciplines); or
GRSC6021 Introduction to Thesis Writing (The Sciences & Related Disciplines)

* Students from the Faculty of Arts may take ENGL6070 ‘Introduction to Thesis Writing in English Studies’ or HIST6011 ‘Introduction to History Thesis Writing’ in lieu of the Graduate School Core Course I.

- (ii) Graduate School Core Course II Basic Research Skills and Methods (24 hours) consisting of:
- (a) one 12- hour compulsory module:
- GRSC6009 Research Ethics for Graduate Students (*The course is divided into 4 subclasses specifically developed for students in different disciplines. Students are required to select the subclass in accordance to their Faculties.*) ; and
- (b) one 12-hour elective module chosen from the list below** :
- GRSC6002 Making Your Writing Clear
 - GRSC6003 Reporting on Other Researchers’ Work
 - GRSC6004 Effective Academic Presentations
(*Students have to pass an assessment test conducted by the Centre for Applied English Studies to confirm a place on this module. Please refer to the flyer for detailed information.*)
 - GRSC6007 Data Analysis
(*Pre-requisite: GRSC6024/6025 Intermediate Quantitative Research Methods*)
 - GRSC6008 Transferable Skills
 - GRSC6010 Logic, Critical Thinking, and Creativity
 - GRSC6014 How to Publish Your Research (The Humanities & Related Disciplines)
(*Pre-requisite: GRSC6001/6020/6021 Introduction to Thesis Writing*)

- GRSC6015 How to Publish Your Research (The Sciences & Related Disciplines)
(Pre-requisite: GRSC6001/6020/6021 Introduction to Thesis Writing)
- GRSC6018 Qualitative Research Methods
- GRSC6022 Basic Quantitative Research Methods (The Humanities & Related Disciplines)
- GRSC6023 Basic Quantitative Research Methods (The Sciences & Related Disciplines)
- GRSC6024 Intermediate Quantitative Research Methods (The Humanities & Related Disciplines) (Pre-requisite: GRSC6022/6023 Basic Quantitative Research Methods)
- GRSC6025 Intermediate Quantitative Research Methods (The Sciences & Related Disciplines) (Pre-requisite: GRSC6022/6023 Basic Quantitative Research Methods)
- GRSC6026 Computer-Assisted Analysis of Qualitative Data
(Pre-requisite: Students must have their own set of research data for analyzing)
- GRSC6028 Biological Safety

(Note: In the academic year 2009-10, GRSC6010, GRSC6018, GRSC6025 and GRSC6028 are only offered in Semester 1 while GRSC6007, GRSC6024 and GRSC6026 will only be offered in Semester 2. Other modules are planned to be offered in both Semester 1 and Semester 2.)

** Students from the Faculty of Arts may take ENGL6068 'Foundations of Euro-American Critical Theory' or ENGL6071 'Foundations in Language and Human Communication' in lieu of the elective module of the Graduate School Core Course II 'Basic Research Skills and Methods'.

Students in the Faculty of Education may choose to take one of the following Faculty courses in lieu of the elective module of the Graduate School Core Course II:

EDUR7050 Measurement in Educational Research

EDUR7051 Design-based Research

EDUR7052 Questionnaire Development and Validation

EDUR7053 Making Your Research More Effective through Technology

EDUR7060 The Use of Qualitative Data in Educational Research

EDUR7061 Critical Discourse Analysis in Educational Research

EDUR7062 Doing Fieldwork in Educational Settings

EDUR7063 Introducing Critical Qualitative Research

(iii) 3 to 13 faculty/school / departmental courses

Faculty/School/Department/Centre	Compulsory course(s) required	Elective course(s) required
Faculty of Architecture		
Architecture	1	2
Real Estate & Construction	2	2
Urban Planning & Design	1	2
Faculty of Arts		
School of Chinese	3	0
School of English	2	2
School of Humanities		
<i>Comparative Literature</i>	0	3
<i>Fine Arts</i>	2	1
<i>History</i>	4	0
<i>Linguistics</i>	2	1
<i>Music</i>	4	0
<i>Philosophy</i>	2	1

Faculty/School/Department/Centre	Compulsory course(s) required	Elective course(s) required
School of Modern Languages and Cultures	3	1
Centre for Applied English Studies (Named 'English Centre' before July 1, 2008)	1	2
Centre of Buddhist Studies	1	2
Faculty of Business & Economics		
School of Business	1	3
School of Economics & Finance	For students of 2008-09 intake or after:	
	3 (MPhil) 12 (PhD)	3 (MPhil) 1 (PhD)
	For students of 2007-08 intake:	
	3 (MPhil) 8 (PhD)	3 (MPhil) 1 (PhD)
	For students of 2006-07 intake or before:	
2 (MPhil) 2 (PhD)	2 (MPhil) 4 (PhD)	
Faculty of Dentistry	3	0
Faculty of Education		
Division of Speech & Hearing Sciences	3	0
All other Divisions	0	3 *
Faculty of Engineering		
Civil Engineering	0	4 (including 1 RPg course)
Computer Science	0	2-3 (MPhil) 5-6 (PhD)
Electrical & Electronic Engineering	1	3 (MPhil) 4-5 (PhD)
Industrial & Manufacturing Systems Engineering	For students enrolled in or after September 2009	
	1	2 (MPhil) 4 (PhD)
	For students enrolled before September 2009	
0	3	
Mechanical Engineering	For students enrolled in or after September 2009	
	1	2 (MPhil) 4 (PhD)
	For students enrolled before September 2009	
1	2	
Faculty of Law	1	2
Li Ka Shing Faculty of Medicine	0	3
Faculty of Science		
School of Biological Sciences	1	2
Chemistry	1	2
Earth Sciences	1	2
	For students enrolled before September 2008: 2 compulsory courses and 1 elective courses	
Mathematics	1	3
Physics	1	2
Statistics & Actuarial Science	1	3
	For students enrolled before September 2007: 2 compulsory courses and 2 elective courses	
Faculty of Social Sciences		
Geography	3	0
Politics & Public Administration	3	0

Faculty/School/Department/Centre	Compulsory course(s) required	Elective course(s) required
Psychology	4 (8 for PhD in Clinical Psychology & Educational Psychology)	0
Social Work & Social Administration	2	2
Sociology	3	0
Teaching Centres and Institutes		
Centre of Asian Studies	1	2
Institute of Human Performance	0	3
Journalism and Media Studies Centre	2	3-4 units
Kadoorie Institute	1	2
Social Sciences Research Centre	1	2

* For Faculty of Education (all Divisions other than Division of Speech & Hearing Science): Students admitted in or after April 2008 are required to take 3 elective courses, of which not more than two should be courses offered by the Faculty's Taught Master's Degree programmes, and at least one should be chosen from the Faculty's Course on Primary Disciplines offered especially to the Faculty's Research Higher Degrees Students.

Please refer to the Graduate School homepage for the detailed faculty/school/departmental coursework requirement. A full list of courses to be offered in the coming semester and their syllabuses are available on the Graduate School homepage from December 2, 2009 onwards.

(Graduate School homepage: <http://www.hku.hk/gradsch/web/student/course>)

By the end of the probationary period, students are required to pass all Graduate School core courses, i.e. Core Course I, 1 compulsory and 1 elective module of Core Course II, and pass at least 50% of the faculty/school/departmental courses. ALL coursework requirements must be completed before thesis submission.

(B) Taking Courses from Other Local UGC-Funded Tertiary Institutions

In order to enhance the opportunities for postgraduate students to have access to courses and expertise at sister institutions in Hong Kong, the University has made an agreement with the other six UGC-funded tertiary institutions in HK to open up rpg courses to research postgraduate students of other institutions. Students who find the course(s) useful to their research may, with the endorsement from the supervisor and the Department Research Postgraduate Committee (DRPC), apply for taking the course(s). The detailed application procedures will be announced by email and posted on the Graduate School homepage (<http://www.hku.hk/gradsch/web/student/course/cross.htm>) from December 2, 2009 onwards. Please note that different universities have different deadlines for application and you should go to the above link for checking the relevant information and downloading the application form.

The result(s) of the course(s) taken from the other institutions will be included in the HKU official transcripts. MPhil and 4-year PhD students are allowed to take other institutions' courses in lieu of the faculty/school/departmental courses up to 50% of the faculty/school/departmental requirements.

(C) Courses Offered under the Joint Centre for Advanced Studies (JCAS)

The Joint Centre for Advanced Study (JCAS) is a joint effort among The University of Hong Kong, The Chinese University of Hong Kong and The Hong Kong University of Science and Technology in developing greater cooperation and deeper collaboration in response to the initiative of The University Grants Committee of Hong Kong in the development of strategic alliances and deep collaboration in higher education. The first initiative under this umbrella is the joint offering of courses for research postgraduate students.

Students may refer to the website of the JCAS (<http://www.jcas.edu.hk>) for the list of courses offered by each of the institutions. Interested students can select the course(s) via the on-line course registration system following the same course selection procedures as other departmental courses. Additionally, students should complete and return the student record form to the Graduate School. The student record form is downloadable from the Graduate School website (<http://www.hku.hk/gradsch/web/forms/student>). The result(s) of the course(s) taken under the JCAS scheme will be included in the HKU official transcripts.

Students enrolled in courses under JCAS scheme and have to travel to campuses of other universities may be offered a traveling subsidy. The Graduate School will inform the relevant students of the application procedure in due course.

(D) 3-Year PhD Students

3-year PhD students are not required by the degree regulations and procedures to complete coursework component. However, some Faculties/Schools/Departments may have an internal

policy to require 3-year PhD students to complete a number of courses as part of the degree requirement. Please consult the Faculty/School/Departmental Office for details.

3-year PhD students may take the courses offered to MPhil and 4-year PhD students if they find that the course(s) is/are relevant to their studies. Once they are officially enrolled in the course, they will be assessed like all other students in class and their results including failures will be printed on their transcripts.

(E) English Enhancement Opportunities

To provide more English enhancement opportunities for research postgraduate students, the course GRSC6027 Intensive English for Postgraduate Students will be offered starting from September 2009. Students admitted in the academic year 2009-10 will be identified of their need of English enhancement by their TOFEL or IELTS scores upon admission and those required to take the course will be notified individually by the Graduate School.

(F) Assessment

All courses/modules taken by research postgraduate students are assessed on a pass/fail basis. Students who fail a course at the first attempt may be re-examined in the same course or an alternative course as determined by the Faculty Higher Degrees Committees. A student who has not satisfied the examiners in any course (which, for this purpose, includes the alternative course) in a second attempt may be required to discontinue his or her studies.

(G) Application for Exemption

Students who have successfully completed the required course(s) or equivalent(s), either from HKU or a comparable institution, may apply for exemption from one or more course(s). Applications for exemption from any course(s) should be made in writing to your Faculty via the Chairman of your DRPC with the support of your supervisor within one month from your registration date. Students will need to produce documentary evidence of having attended and passed the relevant course(s) with an equivalent standing in HKU or other recognized academic institution. Exemption from courses is subject to the approval of the Board of Graduate Studies on a case-by-case basis, taking into account the individual circumstances.

(H) Cancellation Policy

The Graduate School reserves the right to cancel any course/module with insufficient enrollment number. The students concerned will be informed if a course/module they have enrolled is cancelled immediately after the Course Enrollment Period by email so that they have the opportunity to take another course/module during the On-line Add-drop Period.

II. GRADUATE SCHOOL CORE COURSE SYLLABUSES & TENTATIVE TIMETABLE

(i) Graduate School Core Course I

GRSC6001 Introduction to Thesis Writing

Content:

The course will consider all aspects of writing a thesis. It will look at the overall content and organization of the thesis and the concerns particular to each stage of the work, focusing on how the language used in each chapter makes the writing communicatively successful. Lessons will cover the following topics related to the thesis itself: identification of a research gap; the subsequent formulation of a research problem or research questions; acknowledging the work of others and commenting on the literature in the field; discussing the writer's own research findings; and presenting conclusions. The writing of abstracts and research proposals will also be covered, along with citation practices and bibliographic formats.

Organization:

This is a 24-hour course, consisting of two 2½ hour lessons (first or last lesson is 1 ½ hours) or three 2-hour lessons each week. Each lesson will consist of brief input sessions from the teacher followed by small group discussions of texts which illustrate the learning focus covered in the input sessions. There will be short language exercises to support some of the discussions.

Enrollment:

This course (or GRSC6020/6021) is compulsory for all MPhil and 4-year PhD students, but it is open to all research postgraduate students up to a maximum of 30 per class. It is not necessary for students to take this course in the first semester of their studies and very often students find it more beneficial if they take it in their second semester or the last semester in their probation period. This course (or GRSC6020/6021), however, is the pre-requisite for GRSC6014 and GRSC6015. Students who did not graduate from an English-medium university are advised to take GRSC6002 before taking this course.

Assessment:

Assessment will take the form of a 2000-word paper related to the students' research area. The topic should be chosen by the student, preferably in collaboration with his/her supervisor, and the paper must be submitted to the English Centre for assessment within two weeks of completion of the course. The student will be graded Pass or Fail on the basis of this paper.

Outcome:

At the end of the course, participants' awareness of the various concerns at different stages of writing a thesis should be enhanced and they should be able to move forward in their thesis writing systematically.

GRSC6020 Introduction to Thesis Writing (The Humanities & Related Disciplines)

Content:

The course will consider all aspects of writing a thesis. It will look at the overall content and organization of the thesis and the concerns particular to each stage of the work, focusing on

how the language used in each chapter makes the writing communicatively successful. Lessons will cover the following topics related to the thesis itself: identification of a research gap; the subsequent formulation of a research problem or research questions; acknowledging the work of others and commenting on the literature in the field; discussing the writer's own research findings; and presenting conclusions. The writing of abstracts and research proposals will also be covered, along with citation practices and bibliographic formats.

Organization:

This is a 24-hour course, consisting of two 2½ hour lessons (first or last lesson is 1 ½ hours) or three 2-hour lessons each week. Each lesson will consist of brief input sessions from the teacher followed by small group discussions of texts which illustrate the learning focus covered in the input sessions. There will be short language exercises to support some of the discussions.

Enrollment:

This course is specifically developed for students who are enrolled in and conducting research in the non lab-based disciplines, i.e. the Faculty of Architecture, Arts, Business & Economics, Education, Law and Social Sciences. This course (or GRSC6001/6021) is compulsory for all MPhil and 4-year PhD students, but it is open to all research postgraduate students up to a maximum of 30 per class. It is not necessary for students to take this course in the first semester of their studies and very often students find it more beneficial if they take it in their second semester or the last semester in their probation period. However, this course (or GRSC6001/6021) is the pre-requisite for GRSC6014 and GRSC6015. Students who did not graduate from an English-medium university are advised to take GRSC6002 before taking this course.

Assessment:

Assessment will take the form of a 2000-word paper related to the students' research area. The topic should be chosen by the student, preferably in collaboration with his/her supervisor, and the paper must be submitted to the English Centre for assessment within two weeks of completion of the course. The student will be graded Pass or Fail on the basis of this paper.

Outcome:

At the end of the course, participants' awareness of the various concerns at different stages of writing a thesis should be enhanced and they should be able to move forward in their thesis writing systematically.

GRSC6021 Introduction to Thesis Writing (The Sciences & Related Disciplines)

Content:

The course will consider all aspects of writing a thesis. It will look at the overall content and organization of the thesis and the concerns particular to each stage of the work, focusing on how the language used in each chapter makes the writing communicatively successful. Lessons will cover the following topics related to the thesis itself: identification of a research gap; the subsequent formulation of a research problem or research questions; acknowledging the work of others and commenting on the literature in the field; discussing the writer's own research findings; and presenting conclusions. The writing of abstracts and research proposals will also be covered, along with citation practices and bibliographic formats.

Organization:

This is a 24-hour course, consisting of two 2½ hour lessons (first or last lesson is 1 ½ hours) or three 2-hour lessons each week. Each lesson will consist of brief input sessions from the teacher followed by small group discussions of texts which illustrate the learning focus covered in the input sessions. There will be short language exercises to support some of the discussions.

Enrollment:

This course is specifically developed for students who are enrolled in and conducting research in the lab-based disciplines, i.e. Faculty of Dentistry, Engineering, Medicine and Science. This course (or GRSC6001/6020) is compulsory for all MPhil students and 4-year PhD students, but it is open to all research postgraduate students up to a maximum of 30 per class. It is not necessary for students to take this course in the first semester of their studies and very often students find it more beneficial if they take it in their second semester or the last semester in their probation period. However, this course (or GRSC6001/6020) is the pre-requisite for GRSC6014 and GRSC 6015. Students who did not graduate from an English-medium university are advised to take GRSC6002 before taking this course.

Assessment:

Assessment will take the form of a 2000-word paper related to the students' research area. The topic should be chosen by the student, preferably in collaboration with his/her supervisor, and the paper must be submitted to the English Centre for assessment within two weeks of completion of the course. The student will be graded Pass or Fail on the basis of this paper.

Outcome:

At the end of the course, participants' awareness of the various concerns at different stages of writing a thesis should be enhanced and they should be able to move forward in their thesis writing systematically.

(ii) (a) Graduate School Core Course II - Compulsory Module**GRSC6009 Research Ethics for Graduate Students****Content:**

The purpose of this course is to familiarize graduate students with the standards of ethical research practice required of them as members of the research and education profession. To become familiar with these standards, students will be introduced to the major texts, treaties, cases, vocabulary, and themes of "good research" that guide research conduct today. Relying on historical and contemporary cases, as well as presentation of similar cases in the popular media, students will become familiar with conducting ethically acceptable research.

This is not a class on morality or ethics, broadly understood. The context of this course is "professional ethics" or "applied ethics". While students will learn the basic vocabulary and differences among various approaches to ethics, the major theme of the course will be the application of conventional ethics standards to issues pertinent to research and instruction in higher education. These approaches and issues will vary according to the subheadings of the course (e.g., engineering or humanities and social sciences) and students are encouraged to take the course most relevant to their intended research or teaching careers.

Organization:

Each offering of the module comprises twelve hours (two hours per week for six weeks). The class will include a brief lecture, offered in conjunction between the course convenor, and an in-class, case-based discussion.

Enrollment:

This course is compulsory for all MPhil and 4-year PhD students registered on or after September 2009. There is no assumption that students will be familiar with ethical concepts or standards of ethical research conduct prior to their enrollment. The course is divided into 4 subclasses specifically developed for students in different disciplines. Students are required to select the subclass in accordance to their Faculties.

Subclass A

Clinical Sciences (i.e. Students enrolled in the Faculties of Medicine and Dentistry)

This course covers the international standards of ethical research as applied to the conduct of clinical research (i.e., pharmaceutical and medical device trials, epidemiological studies, and the concepts of good clinical practice and clinical equipoise).

Subclass B

Non-clinical Laboratory Sciences (i.e. Students enrolled in the Faculty of Science)

This course covers the international standards of ethical research as applied to the conduct of basic science research in a laboratory setting. This course reviews the standards of good laboratory practice and laboratory safety from the perspective of an ethical commitment. This course also reviews the standards of scientific research misconduct in the laboratory setting.

Subclass C

Engineering Sciences (i.e. Students enrolled in the Faculty of Engineering)

This course covers topics such as international standards for good engineering practice, laboratory safety, human subjects research protections, conflicts of interest and good scientific conduct. Students of education interested in issues of engineering and technology education may also find this course useful.

Subclass D

Social Sciences, Education, and the Humanities (i.e. Students enrolled in the Faculties of Architecture, Arts, Business & Economics, Education, Law and Social Sciences)

This course covers the international standards associated with the conduct of human subjects research, with a particular focus on survey, ethnographic, archival, and qualitative research. Topics also covered include issues of authorship, mentoring, and other topics associated with the ethics of professionalism for university professors.

In the academic year 2009-2010, subclasses A & B will be offered in Semester 1 only while subclasses C & D will be offered in Semester 2 only.

Assessment:

Students must complete the following assignments to pass the course: 1) web-based learning modules, 2) pass with marks greater than 80% a multiple choice examination, and 3) attend at least 4 of 6 possible lectures.

Outcome:

At the end of the course, students should have a basic understanding of the principles and norms guiding the conduct of ethically acceptable research. Students will be able to identify potential problems in research design and conduct and apply the terms and standards learned in this course to their own research.

(ii) (b) Graduate School Core Course II - Elective Modules

GRSC6002 Making Your Writing Clear

Content:

This course focuses on how to create well connected text by the correct use of paragraph development, given-new information structure, vocabulary and pronoun reference. It also looks at the importance of certain grammatical choices, such as verb tense and voice, subordination and co-ordination and relative clauses to indicate the relative importance of ideas to the writer. This course is particularly useful for students who have difficulty in organizing information and developing ideas within and across paragraphs in their academic writing. It is not recommended for students who are already good writers at this level.

Organization:

This is a 12-hour course, consisting of one or two 2-hour lessons per week, making a total of six lessons. Each lesson will consist of brief input sessions from the teacher with small group discussions of examples and exercises allowing for maximum practice.

Enrollment:

Each offering of the module is limited to a maximum of 30 students.

Assessment:

Assessment will take the form of two short in-class tests, one mid-course and one at the end of the course. Students will be graded Pass or Fail on the basis of this work.

Outcome:

At the end of the course, participants should be more aware of appropriate paragraph structures and the correct uses of some grammatical forms such as verb tenses and connectors when writing research papers.

GRSC6003 Reporting on Other Researchers' Work

Content:

This course covers certain micro aspects of language use which are of particular relevance to reviewing the work of other researchers in academic discourse. It focuses on how to report on other researchers' work and how to use language to adjudicate on conflicting research positions and present a critical evaluation of an issue. It also demonstrates useful paraphrasing and summarizing techniques. As such, it expands on and provides additional practice for an aspect covered in GRSC6001/6020/6021 'Introduction to Thesis Writing'.

Organization:

This is a 12-hour course, consisting of one or two 2-hour lessons per week, making a total of six lessons. Each lesson will consist of brief input sessions from the teacher with small group discussions of examples and exercises allowing for maximum practice.

Enrollment:

Each offering of the module is limited to a maximum of 30 students.

Assessment:

Assessment will take the form of an in-class writing assignment at the end of the course. Students will be graded Pass or Fail on the basis of this work.

Outcome:

At the end of the course, participants should be more aware of the appropriate language to use when reporting on the work of other researchers and should be able to present a critical evaluation in an academic context.

GRSC6004 Effective Academic Presentations**Content:**

This course teaches students the skills required to make an effective academic presentation in English. It provides students with the opportunity to practise presentations in front of a small audience. It teaches students how to select appropriate content for a presentation, how to organize that content, how to use appropriate visuals to illustrate the presentation, how to present naturally in front of an audience, and how to answer questions.

Organization:

This is a 12-hour module, consisting of one 3-hour session per week over a period of four weeks. Students are expected to view two websites between sessions and to prepare parts of their presentation between each session. In each session, students will review what they have learnt from the websites, practice their presentations and be given feedback by peers and teachers.

Enrollment:

Each offering of the module is limited to a maximum of 30 students. Students who did not graduate from an English-medium university have to pass an assessment test conducted by the English Centre to confirm a place on this module. Please refer to the flyer or the Graduate School homepage for detailed information. Exemption from the assessment test could be granted if students could produce certification from their supervisors that they are proficient in oral English.

Assessment:

Each student is expected to give a 7-minute presentation related to his/her field of research in the final session. Students must make their research understandable to an educated but not expert audience. Given the short length of the module, students are expected to have achieved a reasonable standard of proficiency in spoken English before they enroll for the module.

Outcome:

At the end of the course, students' awareness of what a good presentation involves should be enhanced and they should be able to prepare for presentations systematically.

GRSC6007 Data Analysis**Content:**

Based on students' basic knowledge in measurement and statistical concepts, this course aims to equip students with computer-aided skills in organizing, transforming and analyzing data. It emphasizes proper usage of data analysis by computer software and intelligent interpretation of results, through hands-on learning during and after classes. Interactive statistical data analysis software such as JMP or SPSS will be used in the course.

The course will cover statistical analysis for the following topics:

- Describing and summarizing data;
- Measuring associations for qualitative and quantitative data;
- Hypothesis testing and estimation problems;
- Analysis of Variance;
- Regression models.

Organization:

Each offering of the module comprises a total of twelve hours over four weekly sessions. Each weekly session will involve at least one hour of hands-on experience of using statistical software.

Enrollment:

Enrollment is restricted to students who have passed GRSC6024 'Intermediate Quantitative Research Methods (The Humanities & Related Disciplines)' or GRSC6025 'Intermediate Quantitative Research Methods (The Sciences & Related Disciplines)', or who are able to provide documentary evidence that they have passed an equivalent course. In the academic year 2009-10, this course will be offered in Semester 2 only.

Assessment:

Pass/Fail: Report on manipulation of a data set.

Outcome:

At the end of the course, students should have the practical skills to undertake simple statistical analysis themselves.

GRSC6008 Transferable Skills

Content:

This course aims at enhancing practical skills for postgraduate students and to prepare them to manage pro-actively the major concerns in their study from a psychosocial perspective. The major contents fall into four areas including Learning System and Learning Style, Relating with Supervisors and Peers, Managing Emotion and Time, and Planning for Oral Defense and Career Development. Focuses for each area include:

- Learning System and Learning Style: Learning environment at institutional, departmental and individual level; and major types of learning styles and learning motivation;
- Relating with Supervisors and Peers: Roles and responsibilities for both students and supervisors; major difficulties in student-supervisor and peer relationships; and good practice in interpersonal communication;
- Managing Emotion and Time: Major emotions experienced during postgraduate study; basic concepts of emotion equation; balance of emotions in daily life; steps in planning a research degree; and good practice in dealing with time theft;
- Planning for Oral Defense and Career Development: Basic elements for a good oral presentation; general procedure for an oral defense; skills for preparing an oral defense; and competence and skills for career development.

This course adopts an interactive teaching mode, in which each student is encouraged to fully participate in discussion as well as individual and group exercises. Students may be required to present or practice skills openly. Students will find this course an excellent opportunity to obtain more successful learning experiences through sharing and support from the tutor and their fellow classmates.

Organization:

Each module comprises twelve hours (three hours per week for four weeks).

Enrollment:

Enrollment of each module is limited to 40 students.

Assessment:

1. Participation in class activities (60%)
2. Homework exercise and assignment (40%)

Outcome:

The students will be equipped with competent in transferable skills such as system analysis, interpersonal communication, emotion intelligence, time management and presentation skills, which are significant for their postgraduate study, career and whole person development.

GRSC6010 Logic, Critical Thinking, and Creativity**Content:**

This course is about basic thinking skills, and how they can be applied in research and practical situations. Critical thinking is a matter of thinking clearly and rationally. Creativity is a matter of discovering new and useful alternatives. Topics to be discussed include conceptual and argument analysis, problem-solving methods, fallacies, logic and scientific methodology.

Organization:

Each offering of the module comprises twelve hours (two hours per week for six weeks). The module is offered once per year.

Enrollment:

In the academic year 2009-10, this course will be offered in Semester 1 only.

Assessment:

Pass/Fail: Written assignments and/or exam

Outcome:

At the end of the course, students should have a basic understanding of the principles of critical thinking.

GRSC6014 How to Publish your Research (The Humanities & Related Disciplines)**Content:**

This course is designed to introduce students in the humanities and related disciplines to the basics of converting their research findings into publishable form. The course will systematically go through the complete cycle from deciding what to write and where to publish, through getting started, organizing one's ideas, structuring the paper, and writing the first draft, to submitting the paper and revising it on the basis of reviewers' comments. A special feature of the course is that experts with extensive publishing experience will be invited to share their experiences at different stages of the course.

Organization:

Each offering of the module comprises twelve hours (two hours per week for six weeks). The module is offered twice per year.

Enrollment:

Enrollment is restricted to a maximum of 30 students, who must have passed 'Introduction to Thesis Writing' (GRSC6001/6020/6021), or who are able to provide documentary evidence that they have passed an equivalent course. Students are not allowed to take GRSC6001/6020/6021 and GRSC6014 concurrently under normal circumstances. However, students who can complete all classes of GRSC6001/6020/6021 before the start date of GRSC6014 are allowed to register for both courses in the same semester.

Assessment:

Assessment will be based on course participation and a short (1-page) written task to be submitted after the completion of the course.

Outcome:

At the end of the course, participants' awareness of how to publish their research should be enhanced and they should be able to approach this matter systematically.

GRSC6015 How to Publish your Research (The Sciences & Related Disciplines)**Content:**

This course is designed to introduce students in the sciences and related disciplines to the basics of converting their research findings into publishable form. The course will systematically go through the complete cycle from deciding what to write and where to publish, through getting started, organizing one's ideas, structuring the paper, and writing the first draft, to submitting the paper and revising it on the basis of reviewers' comments. A special feature of the course is that experts with extensive publishing experience will be invited to share their experiences at different stages of the course.

Organization:

Each offering of the module comprises twelve hours (two hours per week for six weeks). The module is offered twice per year.

Enrollment:

Enrollment is restricted to a maximum of 30 students, who must have passed 'Introduction to Thesis Writing' (GRSC6001/6020/6021), or who are able to provide documentary evidence that they have passed an equivalent course. Students are not allowed to take GRSC6001/6020/6021 and GRSC6015 concurrently under normal circumstances. However, students who can complete all classes of GRSC6001/6020/6021 before the start date of GRSC6015 are allowed to register for both courses in the same semester.

Assessment:

Assessment will be based on course participation and a short (1-page) written task to be submitted after the completion of the course.

Outcome:

At the end of the course, participants' awareness of how to publish their research should be enhanced and they should be able to approach this matter systematically.

GRSC6018 Qualitative Research Methods

Content:

This course introduces some of the most fundamental and commonly used qualitative research methods, and explains the value and rationale of this type of research. It is aimed primarily at students who expect to use such methods in their research, as well as students who do not expect to use such methods in the immediate future, but want to understand them better and gain a basic training in them with an eye to their longer-term career. The course will examine the value and rationale of qualitative research methods, looking at various modes of observation, interviewing, and other means of data collection, together with methodological issues involved in using such means. We will also deal with how to record and analyze data. The course is not normally recommended for students in natural sciences or engineering, unless they expect to use social research methods in their research.

Organization:

The module comprises twelve class hours. Additional workshop hours on more specialized and advanced topics may be organized for interested students, but attendance at these will not be necessary for successful completion of the course, nor will they be assessed. The module is offered once per year.

Enrollment:

There are no prerequisites for this module. In the academic year 2009-10, this course is offered in Semester 1 only.

Assessment:

Pass/Fail: assessment of coursework, consisting of practical assignments and *either* a plan for a qualitative research project *or* an essay. There is no examination.

Outcome:

At the end of the course, students should understand the value and rationale of qualitative research, and should understand some of the methods used in this type of research and the reasons for using these methods. They should also understand some of the pitfalls to beware of when using these methods, and should be able to conduct semi-structured interviews and simple social observations.

GRSC6022 Basic Quantitative Research Methods (The Humanities & Related Disciplines)

Content:

Basics of quantitative research methods including sufficient statistical concepts to allow students to make good sense of the statistical figures and numbers they are exposed to in daily life. The following topics will be covered in the courses:

- Basics of quantitative research including the key types of research designs
- Presentation of data – a brief discussion on different types of data and data collection process; summarizing the data using tabulation methods such as frequency table and stem-and-leaf display; graphical presentation techniques such as bar chart, pie chart, histogram and boxplot;
- Measures of central tendency and dispersion and their interpretation – mean, median, mode, range, quartile and standard deviation;
- Probability and its applications – a brief review of the concept of probability which is a basis of statistical inference;

- Standard probability distributions – binomial distribution, normal distribution and standard normal distribution;
- Concepts of statistical inference, estimation and hypothesis testing – inference on population based on sample; sampling distributions; point estimate and interval estimate for a mean and a proportion; setting up statistical hypothesis; testing a statistical hypothesis; hypothesis testing concerning means;
- Categorical data and contingency table – estimation and hypothesis testing concerning a proportion; Chi-square goodness of fit test; testing of independency in a 2-way contingency table.

This course is designed for students who are conducting research in non lab-based disciplines, including the Arts and Humanities. Students from lab-based disciplines are recommended to take the parallel course designed for them.

Organization:

Each offering of the module comprises a total of twelve hours over four weekly sessions.

Enrollment:

Enrollment is restricted to students who have no, or a very limited background in statistics. There is no formal limit to the number of students who can enroll in this module.

Assessment:

Pass/Fail: Continuous assessment of weekly assignments

Outcome:

At the end of the course, students should understand the basics of quantitative research and be able to critically review simple statistical analysis.

GRSC6023 Basic Quantitative Research Methods (The Sciences & Related Disciplines)

Content:

Basics of quantitative research methods including sufficient statistical concepts to allow students to make good sense of the statistical figures and numbers they are exposed to in daily life. The following topics will be covered in the courses:

- Basics of quantitative research including the key types of research designs
- Presentation of data – a brief discussion on different types of data and data collection process; summarizing the data using tabulation methods such as frequency table and stem-and-leaf display; graphical presentation techniques such as bar chart, pie chart, histogram and boxplot;
- Measures of central tendency and dispersion and their interpretation – mean, median, mode, range, quartile and standard deviation;
- Probability and its applications – a brief review of the concept of probability which is a basis of statistical inference;
- Standard probability distributions – binomial distribution, normal distribution and standard normal distribution;
- Concepts of statistical inference, estimation and hypothesis testing – inference on population based on sample; sampling distributions; point estimate and interval estimate for a mean and a proportion; setting up statistical hypothesis; testing a statistical hypothesis; hypothesis testing concerning means;

- Categorical data and contingency table – estimation and hypothesis testing concerning a proportion; Chi-square goodness of fit test; testing of independency in a 2-way contingency table.

This course is designed for students who are conducting research in lab-based disciplines, including the Sciences and Technology. Students from non lab-based disciplines are recommended to take the parallel course designed for them.

Organization:

Each offering of the module comprises a total of twelve hours over four weekly sessions.

Enrollment:

Enrollment is restricted to students who have no, or a very limited background in statistics. There is no formal limit to the number of students who can enroll in this module.

Assessment:

Pass/Fail: Continuous assessment of weekly assignments

Outcome:

At the end of the course, students should understand the basics of quantitative research and be able to critically review simple statistical analysis.

GRSC6024 Intermediate Quantitative Research Methods (The Humanities & Related Disciplines)

Content:

The course will cover the following topics:

- Identifying relationship between data variables – graphical tools such as scatterplots; measuring association of data variables using correlation coefficients;
- Simple linear regression – concept of a regression model; estimating a simple linear regression model; inference and prediction on a simple linear regression model and their interpretation;
- Multiple regression – inference and prediction on a regression model and their interpretation; model and variable selection; regression model with qualitative variables; regression diagnosis;
- Experimental designs and analysis of variance – a brief discussion on experimental designs; simple techniques, such as randomization and blocking, for experimental designs; analysis of variance model; concept of general linear model; multiple comparisons; contrasts;
- Logistic regression.

This course is designed for students who are conducting research in non lab-based disciplines, including the Arts and Humanities. Students from lab-based disciplines are recommended to take the parallel course designed for them.

Organization:

Each offering of the module comprises a total of twelve hours over four weekly sessions. In the academic year 2009-10, this course will be offered in Semester 2 only.

Enrollment:

This module is designed for students who are familiar with basic statistical concepts or have

obtained a PASS in 'Basic Quantitative Research Methods' (GRSC6022 or GRSC6023). There is no formal limit to the number of students who can enroll in this module.

Assessment:

Pass/Fail: Continuous assessment

Outcome:

At the end of the course, students should understand intermediate level quantitative research and be able to critically review the statistical analysis in most research papers.

GRSC6025 Intermediate Quantitative Research Methods (The Sciences & Related Disciplines)

Content:

The course will cover the following topics:

- Identifying relationship between data variables – graphical tools such as scatterplots; measuring association of data variables using correlation coefficients;
- Simple linear regression – concept of a regression model; estimating a simple linear regression model; inference and prediction on a simple linear regression model and their interpretation;
- Multiple regression – inference and prediction on a regression model and their interpretation; model and variable selection; regression model with qualitative variables; regression diagnosis;
- Experimental designs and analysis of variance – a brief discussion on experimental designs; simple techniques, such as randomization and blocking, for experimental designs; analysis of variance model; concept of general linear model; multiple comparisons; contrasts;
- Logistic regression.

This course is designed for students who are conducting research in lab-based disciplines, including the Sciences and Technology. Students from non lab-based disciplines are recommended to take the parallel course designed for them.

Organization:

Each offering of the module comprises a total of twelve hours over four weekly sessions. In the academic year 2009-10, this course is offered in Semester 1 only.

Enrollment:

This module is designed for students who are familiar with basic statistical concepts or have obtained a PASS in 'Basic Quantitative Research Methods' (GRSC6022 or GRSC6023). There is no formal limit to the number of students who can enroll in this module.

Assessment:

Pass/Fail: Continuous assessment

Outcome:

At the end of the course, students should understand intermediate level quantitative research and be able to critically review the statistical analysis in most research papers.

GRSC6026 Computer-Assisted Analysis of Qualitative Data

Content:

This course focuses on the fundamentals and procedures of computer-assisted analysis of qualitative data using NVivo 8. It will introduce the NVivo 8 workspace and provide a hands-on experience in order for students to explore qualitative data analysis within the context of the principles of individual research approaches in greater depth. Students will learn to create and navigate around an NVivo 8 project; manage sources (documents, audio/video media files, memos and annotations); create and apply various types of coding; explore cases and their attributes; group and explore data through queries; use NVivo's visualization and modeling tools; chart data and create summary reports. The processes, principles, and application of selected analytic schemes will be considered, and students will have an opportunity to apply specific approaches, as well as compare and contrast manual and IT based analytic procedures. There will be discussion of project/file management and using NVivo 8 in teams.

Organization:

Each offering of the module comprises twelve hours (two hours per week for six weeks).

Enrollment:

Each offering of the module is limited to a maximum of 20 students. Students must have their own set of research data for analyzing. In the academic year 2009-10, this course will be offered in Semester 2 only.

Assessment:

The assessment for this course will be on a continuous basis and provides an opportunity to demonstrate development and understanding of and critical reflection on issues involved in analyzing qualitative data in addition to demonstrating skills in analytic practice. The assessment will include laboratory-based assessment related to qualitative data analysis issues in research and a writing task (total 1500 - 2000 words) and a report based on an analysis of a suitable qualitative data set using NVivo. Detailed guidance will be given. Assessment is graded as pass/fail.

Outcome:

At the end of the course the students will be able to

- critically evaluate the strategic use of the software from study conceptualization to research output
- manage and use the software within specific analytic schemes and contemporary qualitative practice
- develop appropriate strategies for analysis of a variety of data
- demonstrate practical and intellectual skills of data management and analysis of qualitative data

GRSC6028 Biological Safety

Content:

This course covers the theoretical and practical aspects of working safely with biological materials. Topics to be discussed include:- laboratory acquired infections; recognizing and assessing biological hazards in the laboratory; classification of microorganisms according to hazard and levels of containment; relevant legislation in Hong Kong and a brief comparison with other countries; good microbiological practice and universal precautions; *E.coli* and

molecular biology; work with virus vectors; appropriate equipment and facilities; emergency procedures and an introduction to biosecurity, dual use technology and bioterrorism.

Organization:

The module comprises twelve hours of class time (two hours per week for six weeks). Classes will include lectures, video demonstrations and some in-class discussion.

Enrollment:

There is no assumption that students will be familiar with concepts in biosafety or the management of risks prior to their enrollment. There is no limit on the number of students that can enroll. In the academic year 2009-10, this course will be offered in Semester 1 only.

Assessment:

Pass/Fail: there is no exam but students will carry out a risk assessment for their own work (50%) and complete an assignment (50%) they choose from a selection of relevant topics.

Outcome:

At the end of the course, students should have a basic understanding of the principles that govern safe work with biological materials. They should be able to identify the major sources of biological hazards, assess the risks involved and determine the appropriate controls.

(iii) English Enhancement Opportunities

GRSC6027 Intensive English for Postgraduate Students

Content:

This course will mainly focus on writing and speaking.

Writing

The aim of this part of the course is to develop students' ability to produce coherent academic texts with a strong focus on grammatical accuracy. Students will practice writing descriptive, process and argumentative texts; the focus will not be on thesis writing as this is the focus of other graduate school courses.

In terms of grammatical accuracy, students will be given intensive work on grammatical features which are commonly problematic for Chinese students, such as tense, word formation, sentence construction, use of articles and prepositions. Students will also practice introducing and concluding written texts, paragraph formation, summarizing, and paraphrasing.

Speaking

The aim of this part of the course is to develop students' confidence, fluency, communicative strategies, and pronunciation. Students will be given many opportunities to speak about their current academic studies, participate in discussions as well as to give short oral presentations. Particular emphasis will be placed on overcoming pronunciation difficulties of *Putonghua* speakers.

Reading and Listening

Students will be asked to bring to class and discuss articles that they are reading. The aim is to get students to practice their reading skills as they develop their academic vocabulary,

and their ability to summarize academic concepts and express them clearly to others in spoken English. Similarly, students will be encouraged to identify and listen to texts which they find interesting and enjoyable, such as documentaries, TV programmes, online lectures, pod casts, etc. These will also be the subject of discussion and sharing in class.

The integration of writing and speaking about the listening and reading texts into the classes will help to recycle work on grammatical accuracy and text construction.

Organization:

This 30 hour (inclusive of 5 hours of individual consultation) intensive course will take place over one semester. Students are expected to contribute an additional 60 hours in homework, and group and/or individual study and project work.

Enrollment:

Students admitted in the academic year 2009-10 will be identified by their TOEFL or IELTS scores. Those required to take the course will be notified individually by the Graduate School.

Assessment:

Students will be assessed through a combination of speaking and writing tasks as well as performance on online and self-access tasks.

Outcome:

On successful completion of this course, students should have a stronger foundation to proceed to GRSC6001 and GRSC6002.

**Graduate School Core Courses
Tentative Timetable - Semester 2, 2009-10**

1. The timetable is **TENTATIVE**, subject to the availability of classrooms. Please refer to the Graduate School homepage (www.hku.hk/gradsch -> "Information for Current Students" -> "Coursework Enrollment" -> "Graduate School Courses") from December 2, 2009 onwards for the updated information and venue.

2. After the Course Enrollment Period, the Graduate School has the discretion to cancel class(es) with insufficient enrollment number.

Course Title	Course code	Dates	Days/Time	Quota	Teaching Dept
Introduction to Thesis Writing	GRSC6001N#	Feb 1, 3, 8, 10, 22, 24 & Mar 1 & 3	Mon, Wed 6 pm - 9 pm	30	Centre for Applied English Studies
	GRSC6001P	Feb 2, 4, 9, 11, 23, 25, Mar 2 & 4	Tue, Thu 9:30 am - 12:30 pm	30	
	GRSC6001Q	Feb 8, 11, 22, 25, Mar 1, 4, 8 & 11	Mon, Thu 2 pm - 5 pm	30	
	GRSC6001R	Feb 25, Mar 1, 4, 8, 11, 15, 18 & 22	Mon, Thu 9:30 am - 12:30 pm	30	
	GRSC6001S#	Mar 1, 4, 8, 11, 15, 18, 22 & 25	Mon, Thu 6 pm - 9 pm	30	
	GRSC6001T	Mar 5, 8, 12, 15, 19, 22, 26 & 29	Mon, Fri 2 pm - 5 pm	30	
	GRSC6001U	Mar 9, 11, 18, 23, 25, 30, Apr 1, 8, 13, 15, 20 & 22	Tue, Thu 2 pm - 4 pm	30	
	GRSC6001V	Mar 9, 11, 18, 23, 25, 30, Apr 1 & 8	Tue, Thu 9:30 am - 12:30 pm	30	
	GRSC6001W	Mar 19, 23, 26, 30, Apr 9, 13, 16 & 20	Tue, Fri 9:30 am - 12:30 pm	30	
Introduction to Thesis Writing (The Humanities & Related Disciplines)	GRSC6020B	Feb 22, 25, Mar 1, 4, 8, 11, 15 & 18	Mon, Thu 9:30 am - 12:30 pm	30	
Introduction to Thesis Writing (The Sciences & Related Disciplines)	GRSC6021B	Mar 22, 25, 29, Apr 1, 8, 12, 15 & 19	Mon, Thu 2 pm - 5 pm	30	
Making Your Writing Clear	GRSC6002E	Feb 1, 8, 22, Mar 1, 8 & 15	Mon 10:40 am - 12:40 pm	30	
	GRSC6002F#	Mar 4, 11, 18, 25, Apr 1 & 8	Thu 6 pm - 8 pm	30	
Reporting on Other Researchers' Work	GRSC6003C	Mar 2, 4, 9, 11, 18 & 23	Tue, Thu 10:40 am - 12:40 pm	30	
^Effective Academic Presentations	GRSC6004E#	Feb 1, 8, 22 & Mar 1	Mon 6 pm - 9 pm	15	
	GRSC6004F	Feb 26, Mar 5, 12 & 19	Fri 2 pm - 5 pm	15	
	GRSC6004G	Feb 26, Mar 5, 12 & 19	Fri 2 pm - 5 pm	15	
	GRSC6004H	Mar 23, 30, Apr 13 & 20	Tue 9:30 am - 12:30 pm	15	
	GRSC6004I	Mar 23, 30, Apr 13 & 20	Tue 9:30 am - 12:30 pm	15	
^Data Analysis	GRSC6007A	May 22, 29, Jun 5 & 12	Sat 9 am - 12 pm	38	Social Sciences Research Centre
Transferable Skills	GRSC6008C	Jan 12, 19, 26 & Feb 2	Tue 9:30 am - 12:30 pm	40	Nursing Studies
	GRSC6008D#	Mar 24, 31, Apr 7 & 14	Wed 6 pm - 9 pm	40	
^Research Ethics for Graduate Students	GRSC6009C# <i>Engineering Sciences</i>	Mar 1, 8, 15, 22, 29 & Apr 12	Mon 6:30 pm - 8:30 pm	230	Politics & Public Administration
	GRSC6009D# <i>Social Sciences, Education, and the Humanities</i>	Mar 2, 9, 23, 30, Apr 13 & 20	Tue 6:30 pm - 8:30 pm	230	
^How to Publish Your Research (The Humanities & Related Disciplines)	GRSC6014B	Mar 10, 17, 24 & 31	Wed 2 pm - 5 pm	30	Centre for Applied English Studies
^How to Publish Your Research (The Sciences & Related Disciplines)	GRSC6015B#	Apr 13, 20, 27 & May 4	Tue 6 pm - 9 pm	30	Centre for Applied English Studies
Basic Quantitative Research Methods (The Humanities & Related Disciplines)	GRSC6022B	Jan 23, 30, Feb 6 & 20	Sat 9 am - 12 pm	120	Social Sciences Research Centre
Basic Quantitative Research Methods (The Sciences & Related Disciplines)	GRSC6023B	Mar 6, 13, 20 & 27	Sat 9 am - 12 pm	120	
^Intermediate Quantitative Research Methods	GRSC6024A	Apr 10, 17, 24 & May 8	Sat 9 am - 12 pm	120	
^Computer-Assisted Analysis of Qualitative Data	GRSC6026A#	Mar 1, 4, 11, 18, 25 & Apr 1	Mon, Thu 6:30 pm - 8:30 pm	20	Faculty of Education

Evening classes are primarily for part-time students who have a full-time job and cannot attend courses during day-time.

^ Please check the relevant pre-requisite.

III. COURSE SELECTION PROCEDURES

(A) Course Enrollment Period (14/12/09 - 23/12/09)

Students are required to register the core courses and faculty/school/departmental courses **by semester**, i.e. students will only register for Semester 1 courses in August/September 2009 and Semester 2 courses in December 2009.

The Course Enrollment Period for Semester 2 is from December 14, 2009 (9 am) to December 23, 2009 (5 pm). Priority will be given to (i) part-time students since the choice of evening courses are very limited and the total number of our part-time students is small; and (ii) all MPhil and 4-year PhD students who are in the last semester before their probation end date since they must complete all Graduate School courses and 50% of the faculty/school/departmental course requirement before their candidature can be confirmed. Other students may register for the courses starting from December 16, 2009. The Course Enrollment Period is divided as follows

Dec 14, 09 (9 am) - Dec 15, 09 (5 pm) (Mon - Tue) :	for part-time students and MPhil & 4-year PhD students in the last semester before their probation end date ONLY
Dec 16, 09 (9 am) - Dec 23, 09 (5 pm) (Wed - Wed) :	for ALL students

(B) Accessibility of the System

Students are allowed to do the on-line course registration anytime during the above period except the system backup time from 12am to 6am everyday. The On-line Course Registration System can be accessed using any computers connected to the world-wide-web. Within the campus, you may make use of computers in the computer laboratories managed by the Computer Centre (Rooms 101, 103 & 201 of the Run Run Shaw Building; Rooms 134, 135 & 136 of the Library Building Old Wing). To access the system outside the campus, please see the step-by-step guide in Section (C) below.

Since course enrollment is first-come-first-served, new students are advised to check if your Student Connect account is working properly before the Course Enrollment Period and seek help from the Computer Centre Help Desk (Room 104, Run Run Shaw Building; tel: 2859-2480) if you have problems with your account.

Opening hours of Computer Laboratories:

RRS101	Mon-Fri: 8:15am-10pm; Sat: 8:15am-1pm
RRS103	Mon-Sun: 24 hours
RRS201	Mon-Fri: 8:15am-6pm; Sat: 8:15am-1pm
OLB134, 135 & 136	Mon-Fri: 8:15am-8pm (close at 10pm during Nov-Dec and Apr-May); Sat: 8:15am-6pm

Please refer to the website of Computer Centre for the most updated schedule and opening hours during summer holidays (<http://www.hku.hk/cc/home/about/openinghour.htm>).

(C) On-line Course Selection

The on-line course registration system allows students to select courses and obtain approval on-line. After the course selection is finalized, the supervisor and the Departmental Research Postgraduate Committee (DRPC) will be invited to indicate their approval on-line. The students could NOT choose the courses again during the Course Enrollment Period if the supervisors/DRPCs disapprove some of the courses. In the light of the above, students are strongly encouraged to consult their supervisors on the courses they should take before the course selection.

The following is a step-by-step guide for selecting the courses on-line:

Step 1 - Log-in

If you are accessing the system from a computer within the HKU campus network, you can login directly to your Student Connect account by using the correct username and password to authenticate your identity. Otherwise, you are required to supply also your HKU Portal account and PIN. The computer account information will be sent to new students to be registered in January 2010. The log-in procedures are as follows:

- (i) Launch the web browser and visit the HKU homepage (www.hku.hk);
- (ii) click "Student Connect" → click either "Access Student Connect through HKU Portal" or "Student Connect Login page";
- (iii) if you have clicked "Access Student Connect through HKU Portal", please enter your HKU Portal account name and password into the corresponding fields of the login page to get access to the menu page, then choose "Course Selection" from the "Student Connect" tag;
- (iv) if you have clicked "Student Connect Login page", please enter your Student Connect account name and password into the corresponding fields of the login page to get access to the menu page (the system will prompt for your HKU Portal account login first if you are outside the campus network); then click "Course Selection" to enter the course selection screen.

(Students may also access the system directly via the "HKU Portal" at the HKU homepage. Please follow the steps in (iii) above.)

Step 2 - Course Selection

You may now choose your courses on-line. Courses available for selection will be shown at the bottom right-hand side of the screen. Click "Details" after each course title to view the course syllabus and click course code to show the sub-classes of the course at the top right-hand corner of the screen. The timetable of each sub-class can also be shown at the top right-hand side of the screen. Click the sub-class number to add the course to your enrollment list. Sub-classes which are full cannot be added. Places will be filled on a first-come-first-served basis.

You can save your course selection and go back to modify it as long as you have not finalized your course selection. Press “Save” before you exit the screen or else the data will be lost the next time you log into the system. After pressing the “Save” button, the system will temporarily reserve a place in the chosen sub-class for you. It will also check possible timetable clash and the fulfillment of pre-requisite and co-requisite requirement for the courses you have selected. A remark code will be shown after each course if the system detects problems in the above two aspects. Please try your best to rectify the problems by choosing another course or sub-class.

Please refer to the “User Guide on On-line Course Selection & On-line Add-drop” put on the Graduate School homepage (www.hku.hk/gradsch/rcsmain/online-course-selection.pdf) for the detailed procedures.

Step 3 - Finalization of Course Selection

Your data will be submitted only after you have finalized your selection. No further changes can be made once you have clicked the “Finalize” button on the course selection screen. Hence, please only finalize your course selection when you are absolutely sure that you will not make further changes to your course selection. You do not need to finalize your selection in order to secure a place, since a place will be reserved for you once you have successfully saved your selection. As you press the “Finalize” button, an email will be sent to your supervisor by the system and invite him/her to endorse your course selection on-line. The system will finalize the course selection for you at the end of the Course Enrollment Period even though you have not clicked the “Finalize” button.

Step 4 - Approval

Your course selection should be endorsed by your primary supervisor and approved by the Chairman of the Departmental Research Postgraduate Committee (DRPC). Supervisors will be invited by email to endorse the course selection on-line. The DRPC will be invited to approve the course selection after the supervisor endorsement period. An email will be sent to each student informing him/her about the decision of his/her supervisor and the DRPC.

Step 5 - View Course Selection via the Student Connect

Students may check the approval status of the course selection anytime from the Student Connect. The DRPC approval is expected to be completed by January 6, 2010.

(D) On-line Add-Drop (11/1/10 - 22/1/10)

Starting from the first day of teaching, students are allowed to change their course selection and obtain approval on-line. New students who arrive after the Course Enrollment Period may also make use of this period to do the course selection on-line. The on-line add-drop period is as follows:

Jan 11, 10 (2 pm) - Jan 22, 10 (5 pm)

The interface of the on-line add-drop will be the same as the one used in the on-line course selection. Students may follow the step-by-step guide in (C) above to enter the system, save the course selection and finalize the change for approval by the supervisor and the DRPC. Supervisor and DRPC approval is required to add or drop a course. For change of sub-class, approval is not required. Please refer to the user guide put on the Graduate School homepage (www.hku.hk/gradsch/rcsmain/online-course-selection.pdf) for the detailed procedures.

Students can do more than one round of add-drop during the on-line add-drop period as long as the supervisor and the DRPC have completed approving the course selection of the last round. For example, if a student adds a course on January 11, 2010 and finalizes the course selection on the same day, the student's supervisor will be invited to indicate his/her endorsement to the student's course selection within 2 working days, i.e. by January 13. The DRPC will then be invited to indicate their approval to the student's course selection within 2 working days, i.e. by January 15. After the DRPC approves/disapproves the course selection by January 15, an email will be sent to the student and one round of add-drop will then be completed. This student can make further changes to the course selection anytime after January 15 until January 22.

(E) Course Which Cannot be Enrolled via the On-line Course Registration System

In some cases students may wish to take courses which are not offered to them via the On-line course registration system. They should complete a hard-copy application form (Form GS2) given at the back of the Brochure. The form can also be downloaded from the Graduate School homepage. Please seek endorsement from your supervisor and the Chairman of the Departmental Research Postgraduate Committee by asking them to sign on the relevant sections of the form. If you are taking course(s) from another department's MPhil/PhD curriculum, please obtain the approval and signature from the relevant Head of Department. The duly signed forms have to be submitted to the Graduate School office for processing within 2 weeks after the commencement of the relevant course(s). However, requests for adding those 4-week Graduate School courses have to reach the Graduate School office within the first week after commencement of the relevant course(s).

(F) Course Enrollment / Change of Course after the On-line Add-Drop Period

Students who are not able to do the on-line course selection during the Course Enrollment Period and On-line Add-drop Period, or those who would like to change their course enrollment after the On-line Add-drop Period will have to complete a hard-copy application form (Form GS2) given at the back of the Brochure. Please follow the procedure in (E) above.

IV. ENQUIRIES

Faculty/School/Centre	Location	Tel No.	Fax No.	Email Address
<i>Graduate School</i>	P403, Graduate House	2857 3470	2857 3543	gradsch@hku.hk
<i>Faculty of Architecture</i>	Room 415, 4/F, Knowles Bldg	2219 4407	2857 2852	faculty@arch.hku.hk
<i>Faculty of Arts</i>	G14, Main Bldg	2219 4198	2548 5231	arts@hku.hk
<i>Faculty of Business & Economics</i>	Room 733, 7/F, Meng Wah Complex	2241 5544	2549 3735	fredatse@fbe.hku.hk
<i>Faculty of Dentistry</i>	6/F, Prince Philip Dental Hospital 34 Hospital Road	2859 0347	2517 0544	dental@hkusua.hku.hk
<i>Faculty of Education (Office of Research)</i>	Room 125, 1/F Hui Oi Chow Sc Bldg	2241 5728 2859 8015	2547 1924	edfacor@hkucc.hku.hk
<i>Faculty of Engineering</i>	Room 529, 5/F, Haking Wong Bldg	2859 2803	2546 9142	enggfac@hkucc.hku.hk
<i>Faculty of Law</i>	4/F, K.K. Leung Bldg	2859 2953	2559 5690	lawpgs@hkusua.hku.hk
<i>Li Ka Shing Faculty of Medicine</i>	6/F, William M. W Mong Blk., 21 Sassoon Road	2819 9333	2818 4913	medfac@hkucc.hku.hk
<i>Faculty of Science</i>	Room G12, Chong Yuet Ming Physics Bldg	2859 2681 2859 2683	2858 4620	science@hku.hk
<i>Faculty of Social Sciences</i>	Room 401, 4/F, Meng Wah Complex	2241 5370	2517 0806	socsc@hkucc.hku.hk
<i>Centre of Asian Studies</i>	G/F, Tang Chi Ngong Bldg	2859 2465	2559 3185	casgen@hkucc.hku.hk
<i>Kadoorie Institute</i>	8/F, T.T. Tsui Building	2219 4768	2857 2521	kadinst@hku.hk

**THE UNIVERSITY OF HONG KONG
GRADUATE SCHOOL**

Application for Change of Course(s) – Semester 2, 2009-10 (to be used after January 22, 2010)

Instructions

1. This form is only accepted by the Graduate School after January 22, 2010, unless the course(s) you would like to take cannot be registered via the On-line Course Registration System.
2. You should submit this form in person to your Supervisor(s) and Chairman of Departmental Research Postgraduate Committee (DRPC) for approval and signatures.
3. Duly signed application form has to reach the Graduate School office latest by 2 weeks after the commencement of the relevant course(s).
4. Requests for adding those 4-week Graduate School courses have to reach the Graduate School office within the first week after commencement of the relevant course(s).
5. The Graduate School will inform you of the result of your application for change of Graduate School courses in writing within 1 week after receiving this form. For the result of your application for change of Faculty/School/Departmental courses, please check your course enrollment record in the Student Connect, or contact the Faculty Office if you do not hear from them in 2 weeks.
6. If your application for change of courses has been successful, your course enrollment record in the Student Connect should be updated within 2 weeks. Please contact the Graduate School/Faculty Office as soon as possible if otherwise.

Name in BLOCK letters (Dr./Mr./Miss/Ms./Mrs.) _____
 (Please circle as appropriate) (Surname) (Given Names)

Programme: **MPhil / 3-year PhD / 4-year PhD** Study Mode: **Full Time / Part Time**
 (Please circle as appropriate) (Please circle as appropriate)

University Number

--	--	--	--	--	--	--	--	--	--

 Degree Registration Date

D	D	M	M	Y	Y	Y	Y

Department _____ Faculty _____

Contact Tel. No. _____ Fax _____ Email Address _____

Important: It is your responsibility to enter the CORRECT COURSE CODES and TITLES. Please refer to the Graduate School homepage for reference. Please note application for classes with a quota will be subject to availability of places.

Is this your first application for change of course(s) in Semester 2, 2009-10? (on-line add-drop not included)

- Yes
 No. This is my 2nd/3rd/4th* application, and it is to replace / add* to my previous application(s).
 (* Please delete as appropriate)

Part A - Graduate School Courses

<i>Action (Pls circle)</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Result (for official use)</i>
Add / Drop			
Add / Drop			
Add / Drop			
Add / Drop			
Add / Drop			

Part B – Faculty/School/Department Courses

<i>Action (Pls circle)</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Approval by relevant Head of Department/School @</i>	<i>Result (for official use)</i>
Add / Drop				
Add / Drop				
Add / Drop				
Add / Drop				
Add / Drop				

@ Note: If you are taking course(s) from another department's/School's MPhil/PhD curriculum, please obtain the approval and signature of the relevant Head of Department/School here.

Approval by Supervisor(s):

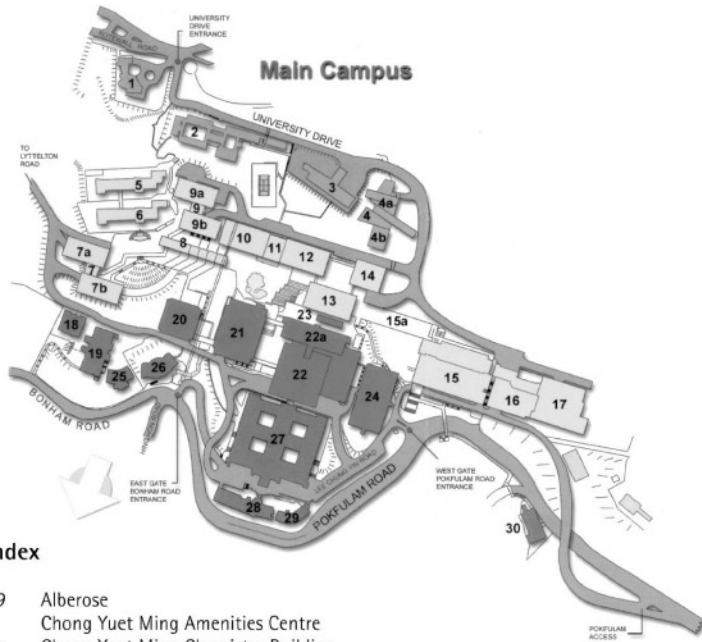
Approval by Chairman, DRPC

 Student's Signature
 Date :

 Name in BLOCK:
 Date:

 Name in BLOCK:
 Date:

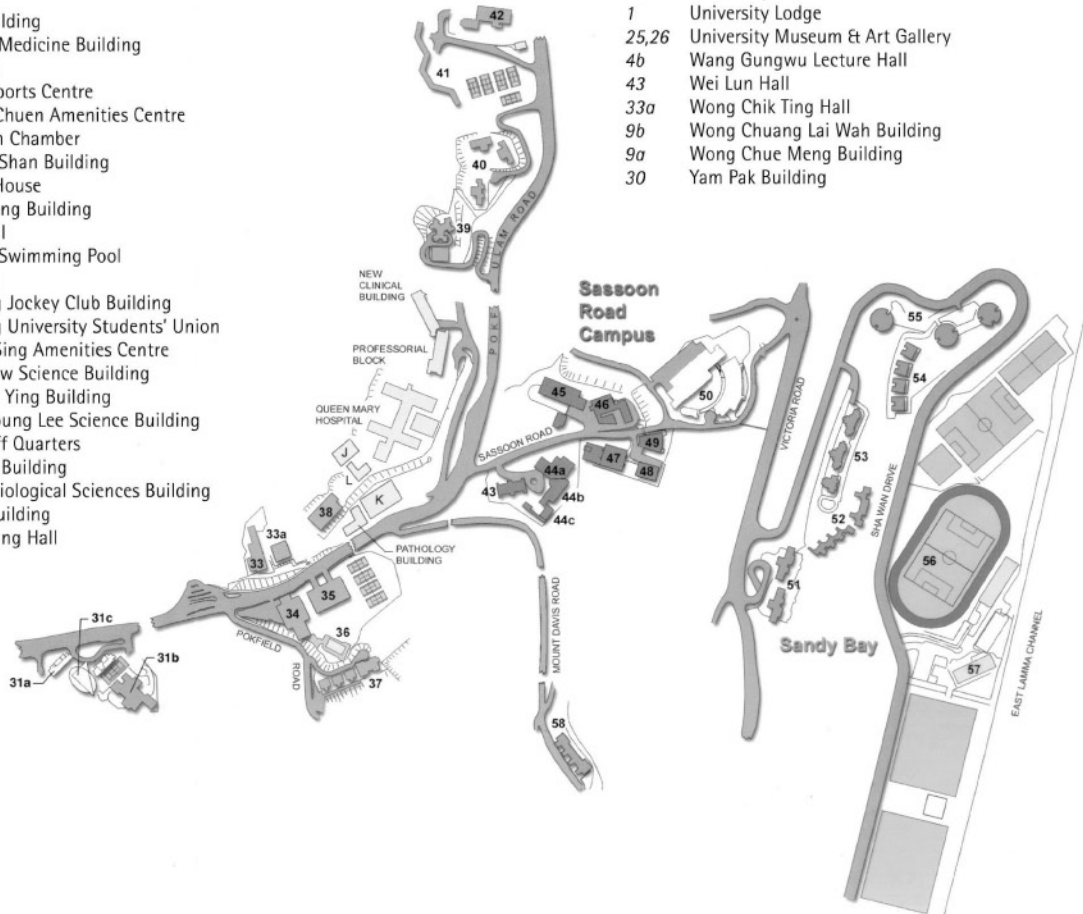
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- 30 Yam Pak Building





GRADUATE SCHOOL

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