

Application for Transfer from MPhil to PhD Candidature (SGS04)

Notes:

- (1) Students are required to complete Sections A to D and return the form to the Chow Yei Ching School of Graduate Studies.
- (2) For students who have been approved for transfer to a PhD programme, their MPhil study period shall count towards the PhD candidature. However, the period of PhD study shall not be less than 9 months from the transfer date. Upon transfer to a PhD programme, MPhil students should follow the study period as follows:
 - Students with a master's degree* before transfer: 3 years/4 years (FT) / 6 years/8 years (PT)
 - Students with a bachelor's degree before transfer: 4 years (FT) / 8 years (PT)

** For candidates who possess a master's degree, the programme duration shall be determined by Colleges/Schools/Departments. Colleges/Schools may devise their own policy for recommending 3 years or 4 years PhD study. For candidates started study on or after 1 September 2019, they must follow the 4 years PhD study.*
- (3) The effective date for the transfer is normally the first day of the month following its approval.
- (4) Studentship awarded, if any, during the MPhil period of study would count towards the award period for PhD candidature, provided that the student is still eligible for the Studentship. Please note that PhD students will normally be granted studentships supported by UGC funds for a maximum of 3 years (irrespective of their entry qualifications), and the studentship award period should not exceed students' stipulated study period.
- (5) Please note that the normal coursework requirement for PhD students is 14 credit units. (PhD students in the College of Business are required to complete more credits.) Students are reminded to carefully plan their coursework study when they apply for a transfer to PhD candidature.

Section A Personal Particulars (**please delete as appropriate*)

Name: _____ Student No.: _____ Department/School: _____
 Start Date: _____ Programme: MPhil/PhD* Mode of Study: FT/PT*
 Contact Phone No.: _____ Email: _____

Section B List of Publications (list only those published/produced during the current MPhil candidature)

(Please state the name of author(s), title of publication, year published, and name of journal or publisher. Use a separate sheet, if necessary.)

Section C Coursework Results

Academic Year	Semester	Course Title / Code	Credit Unit	Grade

Section D Proposed PhD Candidature

1. *(For part-time MPhil students only)* If my application is approved, I would like to apply for:

(a) change of study mode to full-time? ☐ Yes ☐ No

(b) a Postgraduate Studentship? ☐ Yes ☐ No

2. Proposed Research Topic: _____

3. Please describe how your MPhil project can be developed into a PhD project.

4. Please provide a study plan on completing your study within the stipulated study period.

Student's Signature

Date

(Please use separate sheets if necessary)

- (a) the student's learning attitude and abilities to undertake PhD studies;
- (b) whether the student's MPhil project can be developed into a PhD project;
- (c) the student's proposed study plan on completing his/her PhD study within the stipulated study period.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[Please note that PhD students are required to complete 14 credit units of coursework. Students in the College of Business are required to comply with the College's specified coursework requirements. (A list of approved courses for research students is available on the SGS website – <https://www.cityu.edu.hk/sgs/student/rpg/courses>.)]

Academic Year	Semester	Course Title/Code	Credit Unit
For students of the College of Business only:			
		Comprehensive Examination	N/A

(a) Recommendation for Transfer to PhD candidature

Other Comments: _____

Chairperson/Member	Signature	Name	Date
Supervisor/Chair, Qualifying Panel			
Qualifying Panel Member			
Qualifying Panel Member			

(This section is only applicable to students to be transferred to full-time PhD studies only. The Studentship award period should not exceed students' stipulated (normal) study period. For students who have transferred from MPhil to PhD or vice versa, the previous award period will be counted towards the new award period, if applicable. The Studentship will cease on completion of the examination requirements or on termination of the student's studies.)

Funding Period (Candidate's Year of Study)	Project/Account No.	Type of Fund [See Note 1]	Total Amount of Fund	Balance of Fund (if applicable)	Expected Completion Date (if applicable)
Year Three					
Year Four					

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- **UGC-related Funds:** *UGC/RGC grants (e.g. CERG/GRF, CAV/CRF, AoE)*
- **External Funds:** *Non-UGC/RGC grants, departmental non-UGC funds, funds of external sources (e.g. ITF funds, teaching company schemes, donations, industrial grants, external grants and scholarships, Croucher Foundation, etc.)*

(i) I confirm that I am the PI/Co-PI of a research project(s) indicated above.

Signature of PI PI Chop Date

Section F Endorsement of the Department Head/SGSC Chair (*please delete as appropriate)

I endorse/do not endorse*the Qualifying Panel's recommendations as detailed in Section E 3.

Comments: _____

Please contact: _____ (Ext. no) _____ in case further information is needed.

Signature of Department Head/SGSC Chair

Date

(Applicable for renewal of studentship to be supported by College/School/Department non-UGC reserve)

I agree to support the Studentship, as recommended by the Supervisor and indicated in Section E 3, and approve that the Finance Office can charge the **College/School/Department*** non-UGC reserves (account code: _____) based on the actual studentship budget required as stated below, upon approval of this application by CRDC:

Financial Year (July – June)	From (Mon/Year)	To (Mon/Year)	Duration (in month)	Budget involved (HK\$) [@]

[@] The budget involved is to be calculated based on the current studentship rate. The actual studentship budget may be adjusted due to revisions to the studentship rates.

Approver:	Budget Controller (For amount up to \$15,000)	Line Manager (For amount up to \$100,000)	Provost
Signed by:			
Date:			

Section G Endorsement of the CGSC Chair/School Dean (*please delete as appropriate)

For any queries or additional information, please contact the departmental/school contact person provided above.

I endorse/do not endorse*this application for transfer to PhD candidature.

Comments: _____

Signature of CGSC Chair/School Dean

Date

Please forward the Application to SGS for Consideration.

Section H Decision of the CRDC (**please delete as appropriate*)

The highest entrance qualification score was: _____.

I **support/do not support*** this application for transfer to PhD candidature.

Comments: _____

Signature of Deputy CRDC Chair

Date

I **approve/do not approve*** this application for transfer to PhD candidature.

Comments: _____

Signature of CRDC Chair

Date

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Jun 2025