

RESEARCH GRANTS COUNCIL

Hong Kong PhD Fellowship Scheme 2016/17

Explanatory Notes to Applicants

IMPORTANT: You **must** read and take note of the Explanatory Notes carefully before completing and submitting your initial application. The Research Grants Council (RGC) of Hong Kong may stop processing your application if any parts of your application fail to comply with any of the requirements set out in these Explanatory Notes.

- (a) These notes are intended to be read by the applicants before their completion and submission of their Hong Kong PhD Fellowship Scheme (HKPFS) initial application and further actions in respect of HKPFS.
- (b) The deadline for the submission of initial application for the HKPFS is **1 December 2015 at 12:00 noon Hong Kong time**. Late submissions will not be considered.
- (c) Applicants should note that the Hong Kong PhD Fellowship Scheme Electronic System (HKPFSES) will **time out automatically after idling for 30 minutes**. All un-submitted entries will be lost upon system time-out.
- (d) The initial application, excluding these Explanatory Notes, is composed of the following sections:
 - A. Personal Particulars
 - B. Choice of Institution(s) and Programme(s) for PhD Studies
 - C. Authorization and Declaration
 - D. Source of Information
- (e) In order to ensure consistency and fairness to all applicants, **each applicant should only submit one initial application** through the HKPFSES at <https://cerg1.ugc.edu.hk/hkpfs/InitApplication.jsp>. In the event that an applicant is revealed to have submitted more than one initial application, all applications submitted by the same applicant for the HKPFS may be **disqualified even if it is subsequently nominated by an institution to compete for the HKPFS award**.
- (f) The initial application form, except for the field requiring the input of applicant's Name in Chinese (if applicable), must be completed **in English**.
- (g) Upon the submission of the initial application, an HKPFS Reference Number will be automatically generated for each applicant. An email confirmation stating the **HKPFS Reference Number** and details on **log-in password** will be sent to the email

address specified by the applicant. Applicants are strongly advised to **save and/or print out the email confirmation** for future reference. The **HKPFS Reference Number [PF15-xxxxx]** must be quoted by the applicant in all correspondence with the RGC and in all applications to the chosen University Grants Committee (UGC)-funded institutions as indicated in this initial application. An applicant will need to log-in using the HKPFS Reference Number and log-in password if he/she wishes to change the choice of institutions/department/programmes at a later stage.

- (h) An applicant **may make changes** to choice(s) of institution/department/programme **until** the initial application deadline, i.e. **1 December 2015 at 12:00 noon Hong Kong time**. However, only the two choices saved in the HKPFSES as at the stipulated deadline will be processed further.
- (i) After completing an initial application, applicants should submit a **full application to the chosen institution(s)** quoting the HKPFS Reference Number **before the institutions' deadlines** *[please note that each institution may have a different deadline]*. An initial application that is not followed up with a full application to the institution will not be processed further.
- (j) To avoid delay or interruptions in processing, applicants are strongly advised to ensure accuracy and consistency in the data submitted to the RGC through the HKPFSES and those submitted to individual institutions. Any inaccuracy or inconsistency in the data submitted may lead to an application not being considered under the HKPFS. Institutions may only process applications containing inaccurate/inconsistent data as regular PhD applications through regular admission procedure.
- (k) Information provided through the HKPFSES will be cross-checked with the information contained in applications submitted to institutions for verification purpose. The cross-checking will be done in such a way that in cases where an applicant chooses and submits full application to more than one institution, each institution is only aware of the submission to itself and not of the other submission.
- (l) Applicants must comply with the admission and application requirements of the individual institution(s) concerned. Individual institutions will usually conduct interviews with applicants as part of the assessment for selection. As regards programme information, requirements for PhD admission, application methods and deadlines, regulations and policy of individual institutions, please check with the individual institutions concerned.
- (m) Institutions will nominate selected candidates to the RGC to compete for the HKPFS award. In the event that an applicant is nominated by two institutions, the RGC will

only process the nomination tendered by the institution for which the relevant applicant has indicated priority. If an applicant selects two different programmes within the same institution and is nominated subsequently, the institution concerned shall have the discretion to decide on which programme the nomination is for.

- (n) Applicants who are not selected for the award of HKPFS may be accepted by the institutions concerned for regular PhD admission and may be offered postgraduate studentship or other funding support by the institutions accordingly.
- (o) Enquiries concerning the HKPFS should be made using the applicant's e-mail account specified in the initial application to HKPF@ugc.edu.hk quoting the HKPFS Reference Number. Questions regarding admission requirements as well as other institutional information should be directed to the relevant institutions.

Information on individual institutions are available on the following websites:

City University of Hong Kong (CityU)

<http://www.cityu.edu.hk/sgs/hkphd>

Hong Kong Baptist University (HKBU)

<http://gs.hkbu.edu.hk>

Lingnan University (LU)

<http://www.ln.edu.hk/reg/info/phd>

The Chinese University of Hong Kong (CUHK)

<http://www2.cuhk.edu.hk/gss/hkphd>

The Hong Kong Institute of Education (HKIED)

<http://www.ied.edu.hk/gradsch>

The Hong Kong Polytechnic University (PolyU)

<http://www.polyu.edu.hk/ro/hkphd-fellowship/>

The Hong Kong University of Science and Technology (HKUST)

<http://pg.ust.hk/hkpfs>

The University of Hong Kong (HKU)

<http://www.gradsch.hku.hk/gradsch/prospective-students/scholarship-funding-and-fee-s#1>

- (p) **The RGC does not charge any application fee for HKPFS.** However, institutions may charge application or other processing fees. Please check with the institutions of your choice for details.

- (q) The RGC reserves the right to amend the information contained in the Explanatory Notes and the related application form at any time at its absolute discretion without prior notice.

UGC Secretariat
27 August 2015