

## 9. Financial Assistance and Fees

### 9.1 Postgraduate Studentship

Postgraduate studentship (PGS) is available to full-time RPg students and is awarded to them at the time of admission. Students awarded PGS will receive stipends in return for assisting in the teaching and research work of the Graduate Division. The monthly stipend for 2019-20 is HK\$17,330 for M.Phil. and Ph.D. (pre-candidacy), and HK\$17,810 for Ph.D. (post-candidacy). This monthly stipend is payable only within the normative study period and is subject to revision by the University from time to time as it considers fit.

The PGS is a form of financial assistance. Holders of PGS are not employees of the University. PGS is payable monthly in arrears, except in the following situations:

(a) Termination

- (i) For students who are discontinued or withdraw from studies for whatever reason, the award of PGS will automatically be withdrawn with immediate effect.
- (ii) The Graduate Division may terminate the PGS if the student's study performance is found to be unsatisfactory in relation to academic results and/or teaching assistant related duties by giving one month notice in writing to the student. The student may relinquish the PGS award at any time by giving one month notice in writing to the Graduate School or payment equivalent to one month award in lieu of notice.

(b) Suspension

- (i) The PGS award is tenable in Hong Kong. Award of the PGS will be suspended for any period of absence away from Hong Kong unless otherwise approved by the University.
- (ii) The Graduate Division may suspend the PGS for a certain period of time if the student's study performance is found to be unsatisfactory in relation to academic results and/or teaching assistant related duties.
- (iii) For Ph.D. students (without research master's) who cannot pass the candidacy requirement by the end of the 24<sup>th</sup> month of their studies, PGS will be suspended from the 25<sup>th</sup> month and will resume upon passing the candidacy requirement.

(c) Curtailment

The Graduate Division may also curtail the PGS award if the student's study performance is found to be unsatisfactory in relation to academic results and/or teaching assistant related duties. To curtail the PGS award, the student's PGS will be reduced by 20%.

(d) Academic probation

If a student is put on academic probation due to unsatisfactory progress of his/her studies, he/she may be barred from performing teaching or other duties carrying studentships/bursaries, until he/she is advised that probation has been lifted.

Any decision for termination/suspension/curtailment of PGS must be endorsed by the Department/Faculty Board and be approved by the Head of the Graduate Division. The Head of the Graduate Division shall inform the Graduate School about the decision, and the Graduate School shall take follow-up action on financial matters and notify the student concerned.

Termination/suspension/curtailment of PGS can only be made on the basis of unsatisfactory study performance in relation to academic results and/or teaching assistant related duties. Any violation of University rules which falls within the scope of authority of the Graduate School Disciplinary Committee or the Faculty Disciplinary Committee is not covered by this Section and cannot result in a Graduate Division's recommendation to terminate/suspend/curtail student's PGS. In case of doubt, it is for the Dean of the Graduate School to decide whether the Graduate Division can terminate/suspend/curtail the PGS.

A student may submit his/her appeal within two weeks from the date of notification of the termination/suspension/curtailment to the Dean of the Graduate School for review. The Dean of the Graduate School has the discretion to take any steps deemed appropriate during the review process. The Graduate School will notify the student of the result of his/her appeal.

## **9.2 Grants for academic travel and Global Scholarship**

- (a) Research Postgraduate Student Grant for Overseas Academic Activities are available for full-time RPg students to conduct academic activities abroad, such as presenting papers at academic conferences or conducting research or academic visits overseas. Applications for conference grants will be vetted and approved by Graduate Divisions. Applications for conducting other academic activities will be considered and approved by the Graduate School Bursary Sub-Committee.
- (b) With effect from 2017-18, a research master's student and a research doctoral student can claim up to a maximum of \$10,000 and \$15,000 respectively during his/her whole normative study period. For attending academic conferences, preference will be given to applicants who i) should have at least one accepted paper in a pre-approved conference determined by his/her Graduate Division; ii) should be the presenting author of an accepted paper in that conference; and iii) may be required to comply with additional requirements(s) determined by his/her Graduate Division. For other academic activities, higher priority will be given to those which are directly related to the applicants' research, e.g., field trip for collecting data for thesis, attending workshop/laboratory for acquiring skills which are essential for the applicants' research work.
- (c) Global Scholarship Programme for Research Excellence - to provide funding to support academic exchange of RPg students and junior faculty with a selected group of leading research universities. Full-time Ph.D. students are eligible to apply for the award. For details, please visit the Office of Academic Links website at [www.oal.cuhk.edu.hk/gspre/](http://www.oal.cuhk.edu.hk/gspre/).

## **9.3 Other financial assistance and scholarships**

Besides PGS and the grant/scholarship programme mentioned above, there are Government grants and loans, University bursaries and loans, scholarships and prizes, and financial assistance for disabled

students. For more details and application, please consult the Office of Admissions and Financial Aid website at <http://admission.cuhk.edu.hk/finance.html>.

#### 9.4 Student fees

Some student fees applicable to RPg students are listed below for reference. For information on other fees, please refer to the Fees table published in the CUHK Calendar at [www.iso.cuhk.edu.hk/english/publications/calendar/](http://www.iso.cuhk.edu.hk/english/publications/calendar/). Fees are subject to revision from time to time.

Types of Fees	HK\$
Tuition fee for UGC-funded RPg Programmes (per annum)	
Full-time students	42,100
Part-time students (2009-10 intake and beyond):	42,100
- Ph.D. Programme	
- M.Phil. Programme	
- Doctor of Music Programme	
- Master of Music Programme	
Continuation fee (per term)	
No course taken	Approx. 1/8 of current annual tuition fee
Any course taken	1/2 of current annual tuition fee
Thesis/Portfolio Examination	
Research doctoral programmes	2,400
Research master's programmes	2,000
Re-submission of thesis in revised form	
Research doctoral programmes	2,400
Research master's programmes	2,000
Fee for application for course and unit exemptions	160
Fee for transcript or certifying letter (per copy)	40
Fee for report on curriculum details	
First copy	120
Each subsequent copy	30
Fee for replacement of graduate certificate (per copy)	800
Fee for replacement of CU Link Card (each card)	130
Administrative fee for award of taught postgraduate degree to Ph.D. student	8,000
Caution money	450
Graduation fee	450
Fee for reinstatement of studentship	430
Fine for fee payment in arrears	200

## 9.5 Payment schedule of tuition fee

Tuition fee notes are issued by the Donations and Projects Management Unit (DPU) of the Finance Office in electronic format by emails to students' @Link mailbox two weeks prior to the payment due date. Students are advised to check their mailbox according to the following schedules to receive the fee notes and make payments accordingly:

Students of	During Normative Period of Study	After Normative Period of Study
Doctoral programmes	Fee notes will be issued every 6 months of studies - Full fee	Fee notes will be issued every 6 months of studies - Continuation fee if no taught course is taken; or - Full fee if taught course(s) is/are taken.
Master's programmes	Fee notes will be issued in early September (Term 1) and early January (Term 2) - Full fee	Fee notes will be issued every term after the course add/drop period - Continuation fee if no taught course is taken; or - Full fee if taught course(s) is/are taken.

A student who is in arrears shall be subject to fines. Unless written approval is given by the University to defer payment, a student who is in arrears, whether in part or in full, or who has outstanding fees/fines unpaid for more than two weeks shall be considered to have withdrawn from studies.

Apart from caution money, all fees once paid shall not be refunded, unless exceptionally approved by the Bursar and Director of Finance.