Handbook for Research Postgraduate Students
of Computer Science Department, HKBU
(December 2022)

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1. General Information

The Handbook[1] for Research Postgraduate Students of Department of Computer Science ("the Department" hereinafter) in Hong Kong Baptist University aims at providing our research postgraduate students with **additional departmental requirements, regulations, and guidelines**, as well as some relevant information extracted from the **University Calendar and University Student Handbook** as well as **Handbook for Research Postgraduate Student[1]**. The Department reserves the right to revise any part of the information in this Handbook without prior notice. In the event that changes are made, the updated information always supersedes earlier versions

1.1 Faculty Members

The programme at the Department of Computer Science is based on our desire to achieve excellence in teaching, research and consultancy. Our educational goal is to serve and support the current and future needs of Hong Kong and the global community as a whole. The current Computer Science faculty members and their research areas are:

Name	Research Area
Dr. CHAN Edison T N	*Kernel methods, Similarity Measures, Similarity Search and Pattern Matching, Spatial and Temporal Data Analysis*
Dr. CHAN Jacky C P	*Computer Graphics, Computer Vision, Machine Learning, Character Animation, Health Care Technology*
Dr. CHEN J	*Computational Photography, Computer Vision, Novel Imaging Systems and their ISP pipelines*
Dr. CHEN L	*Human-Computer Interaction, Web Personalization and Adaptivity, Recommender Systems*
Prof. CHEUNG William K W	*Machine Learning, Artificial Intelligence, Data Mining, Social Network Analysis, Health Informatics*
Prof. CHEUNG Y M	*Machine Learning, Visual Computing, Data Science, Pattern Recognition, Multi-objective Optimization, Information Security*
Prof. CHIN Ronald T	*Computer Vision, Image Processing, Pattern Recognition*
Dr. CHOI Byron K K	*Visual graph query processing, Time series analysis, Data security, view update and incremental maintenance*
Dr. CHOY M T	*Software Systems, Web Engineering, Mobile Computing, Computer Graphics, Data Visualization, Scheduling Algorithms, Quality of Service, Switching Architecture*
Prof. CHU X W	*Distributed Machine Learning Systems, GPU Computing, Parallel and*

1. The information given in this Handbook is accurate as of September 2022. As the information may be revised from time to time, in case of inconsistency between this handbook and the University's one, the University's handbook shall prevail. Should any dispute arise, the Departmental decision shall be final.

Name	Research Area
	Distributed Computing and Wireless Networks
Dr. DAI Henry H N	*Internet of Things, Blockchain, Big Data Analytics*
Dr. FENG J	*Digital Video Processing, Multimedia Communications, Internet Applications, Digital Watermarking, Video Transmission and Storage System*
Prof. GUO Y K	*Data Mining, Machine Learning and Large-Scale Data Management*
Dr. HAN B	*Weakly-supervised Machine Learning, Security, Privacy and Robustness in Machine Learning, Automated Machine Learning, Interdisciplinary Problems*
Dr. HUANG X	*Data Management, Big Graph Mining & Visualization, Social Network Analysis and Privacy-Aware Computing*
Prof. ISHIDA T	*Autonomous Agents and Multi-Agent Systems, Digital City / Metaverse, Intercultural Collaboration / Multi-Lingual Communication, Social Informatics / Field Informatics, Creative Learning / Design Thinking*
Dr. JIN Y C	*Recommender Systems, Intelligent User Interfaces, Augmented Creativity, Interactive Media Arts*
Dr. LAI Jean H Y	*Financial Decision Support Systems, E-Learning, Social Computing, and Intelligent Agent Technologies*
Dr. LEE Fion S L	*Virtual Community, Community Informatics, Collaborative Learning, Knowledge Management*
Prof. LEUNG Y W	*Networking, Internet Systems and Applications, Cybernetics and Systems Engineering*
Dr. LI Y X	*Semantic Multimedia Indexing and Retrieval, Adaptive Searching Engine, Link Prediction, Web Usability Testing and Design, Inclusive Education, Design Thinking Methodology*
Prof. LIU J M	*Data-Driven Modeling, Machine Learning, Complex Networks, Web Intelligence, Multi-Agent Systems, Autonomy-Oriented Computing Paradigms, AI for Social Good, Computational Sustainability*
Dr. LIU Y	*Artificial Intelligence, Machine Learning, Pattern Recognition, Dimensionality Reduction, Subspace Learning, Multi-way/Multi-view/Multi-label/Multi-task Learning, Computational Epidemiology, Infectious Disease Modeling*
Dr. LIU Q F	*AI Art Generation and Aesthetics, Federated Machine Learning, Natural Language Processing*

Name	Research Area
Dr. Ma J	*Information Verification, Information Retrieval, Natural Language Processing, Social Media Analytics, Artificial Intelligence*
Prof. NG Joseph K Y	*Real-Time and Embedded Systems, Cyber Physical Systems & IoT, Wireless Communications, Ubiquitous/Pervasive Computing, Mobile and Location-aware Computing, Ubiquitous Healthcare*
Dr. PENG Z	*Blockchain System, Mobile Computing, Data Security and Privacy*
Prof. TANG Y Y	*Pattern Recognition, Image/Signal Processing, Wavelet analysis, Chinese Computing, Machine Learning*
Dr. UMAIR Z	*Data Science and Analytics, Internet of Things, Wireless Networks, Software-defined Networking*
Dr. WAN R J	*Computational Photography, 3D Vision, AI security*
Dr. WANG Kevin K H	*Provable Cryptography, Mobile Security, Authentication*
Dr. WANG Q C	*Database Theory and Algorithms, Streaming Processing, Distributed and Parallel Query Computing, Privacy and Security in Query Processing*
Prof. XU J L	*Big Data Management, Blockchain, Mobile/Pervasive Computing, Data Security and Privacy*
Dr. XUE W	*AI Music and AI Singer Generation, Audio Enhancement and Separation for Music Applications, Recognition of Content and Type Information of Speech an Sound Events*
Dr. YIN K J	*Machine Learning for Healthcare, Healthcare Data Analysis, Computational Phenotyping, Temporal Data Analysis*
Dr. YU Wilson S B	*Data Science, Business Analytics, Web Analytics and Digital Transformation, Data Warehousing and Fintech Applications*
Prof. YUEN P C	*Human Face Recognition, Biometric and Privacy, Video surveillance*
Dr. ZHANG Eric L	*Computational Genomics, Data Analysis for High-throughput Sequencing, Deep learning in Genomics and Single-cell RNA-seq data, Network Biology, Machine Learning*

1.2 Requirement of PhD and MPhil Students

Both the Doctor of Philosophy (PhD) and Master of Philosophy (MPhil) degrees are research-oriented.
A student is required:

▪ to complete an approved programme of supervised research;

- to present a written thesis which demonstrates an advanced level of knowledge and understanding in the candidate's field of study which describes and summarizes the research undertakings and findings;
- to satisfy the Board of Examiners in an oral examination, (and any other examination if deemed necessary), on matters relevant to the subject of the thesis;
- to comply with supervision, attendance and all coursework requirements as laid down by the Faculty of Science and the Department of Computer Science; and
- to satisfy the University-wide graduation requirements (see Guidelines and Procedures for Research Postgraduate Degrees in the **Handbook for Research Postgraduate Student**).

A candidate registered provisionally for the MPhil degree is subject to a probationary period of up to 12 months for full-time and 18 months for part-time study.

3-year PhD Programme (Last Cohort: 2018-19): A candidate registered provisionally for the PhD (or MPhil/PhD) degree is subject to a probationary period of up to 18 months for full-time and 21 months for part-time study.4-year PhD programme: A candidate registered provisionally for the PhD (or MPhil/PhD) degree is subject to a probationary period of up to 30 months for full-time and 42 months for part-time study.

Before the end of probationary period, PhD and MPhil candidates are required to apply for confirmation of candidature based on the Departmental and the University's guidelines and procedures. Failure to attain full candidature in a timely manner may result in dismissal.

A candidate who is initially registered for the degree of Master of Philosophy and has completed at least the first year of his/her studies may be permitted, with the approval of the Research Postgraduate Studies Committee, to transfer to a programme of study for the degree of Doctor of Philosophy provided that the candidate meets the requirements as specified under section 9 of the General Regulations for the Doctor of Philosophy (PhD) Degree.

1.3 Period of Study

Both the PhD and MPhil degree programmes may be pursued either on a full-time or a part-time mode. For any approved extensions beyond the maximum study period, either in full-time or part-time mode, the student is required to pay the full tuition fee (i.e. the amount of tuition fee paid by a full-time student during normal study period.)

Programme	PhD Degree				MPhil Degree	
	3-year Programme^		4-year Programme			
	Full-time	**Part-time**	**Full-time**	**Part-time**	**Full-time**	**Part-time**
Minimum Period	24* or 30 months	36* or 60 months	36 months	48 months	21 months	36 months

Normal Period	36 or 48** months	72 months	48 months	72 months	24 months	48 months
Maximum Period	60 months	96 months	72 months	96 months	48 months	72 months

^   The last admission cohort of 3-year PhD Progarmme is 2018-2019. This is applicable to students who have commenced their studies on or before 16 August 2019.

*   The shorter period is applicable to PhD entrants who possess a Master's degree in a closely related field.

**   The longer period is applicable to PhD entrants who do not possess a research Master's degree. A studentship is normally provided for 36 months. If students wish to extend to beyond 36 months, they should apply in writing, with the recommendation of the Dean, for approval by the Graduate School.

Note: Any exception to these rules requires the approval of the University Research Postgraduate Studies Committee.

1.4 Commencement of Study

The student is required to fill out the **Study Commencement Form** (Note: This form will be given by the Graduate School (GS) when the student makes a registration.) stating the date that he/she intends to begin study. The form should be returned to the Graduate School within 10 days of the commencement date. The calculation of the period of study is based on the commencement date.

Students shall abide by the current ethical/safety clearance procedures in relation to their research projects. Relevant approval should be obtained prior to commencement of the projects. The student should provide documentary evidence for ethics/safety approval and include in the thesis a standard statement indicating that the project has obtained the relevant ethical/safety clearance.

Students should also register, via BUniPort, for an ORCID iD, a unique digital identifier for researchers to maintain professional information, to facilitate collection of research outputs of students.

1.5 Qualifying Examination (4-year PhD Programme)

Requirements

- The qualifying examination will be conducted during the first semester of Year 2 (i.e. between the 13th and 18th month).
- Candidates who have failed the examination may attempt again in the second semester of Year 2 (i.e. between the 19th and 24th month).
- If a candidate fails to obtain a pass in the second attempt, Faculty shall determine whether the candidate be transferred to a programme leading to an MPhil degree, or be dismissed.

Examination Format

The qualifying examination consists of a written critical survey of the student's intended research area and an oral examination. The written survey should identify important research issues in the student's intended research area. This involves assimilating the significant research papers in that area, understanding how they relate to one another, and identifying valid open research questions. The written survey should normally cover tens of highly relevant papers and be approximately 20-30 pages long (in double space format). The oral examination will take the following format:

- 25 minutes for student to present the survey results and identified research questions.
- 35 minutes for panel members to ask questions. Questions can be on the presented research or related general topics on the paper readings assigned by the supervisor(s).

Assessment and Procedure

An Assessment Panel must be set up and approved by the Department Head at least four weeks before the qualifying examination. The Assessment Panel should consist of at least three members (including the Principle Supervisor) and the majority of the panel members must be from the Department of Computer Science.

The written survey should be distributed to the panel members at least two weeks prior to the oral examination. The Panel shall assess the written survey, the relevant documents, and the oral examination.

After the oral examination, the Panel should decide whether or not:

1. the student possesses sufficient general knowledge in the broad research field;
2. the student has a good understanding of the literature in the intended research area;
3. the student is prepared to conduct research in the intended research area.

Guidelines on the Qualifying Examinations for PhD Students are available at https://www.comp.hkbu.edu.hk/v1/?file=1510.

1.6 Confirmation of Candidature

According to the regulations of Graduate School, a candidate registered provisionally for the MPhil degree / PhD degree is subject to a probationary period as follows:

Degree	Probationary Period	
	Full-time	**Part-time**
MPhil	Up to 12 months	Up to 18 months
PhD (4-year Programme)	Up to 30 months	Up to 42 months

1.6.1 Procedures for Application for Confirmation of MPhil Candidature

An MPhil student must have successfully completed the Mandatory Common Core programme (by obtaining a satisfactory grade before arranging confirmation of candidature.

Between the 9th and 12th month after commencement of study (for a part-time student, between the 15th and 18th month), a full-time MPhil student should apply for confirmation of his/her MPhil candidature. He/she must submit an application form, together with research prospectus, through the supervisors for the consideration of the Departmental Research Committee prior to scheduling an open presentation. After the presentation, the Principal Supervisor is required to complete the **Supervisors' Report Form** for confirmation of the candidature, by giving the comments on the research prospectus and making a recommendation as to whether or not to confirm the student's candidature.

1.6.2   Procedures for Application for Confirmation of PhD Candidature

The following procedures are applicable to students who are:

(a)   admitted directly as provisional PhD candidates; or
(b)   admitted as provisional MPhil/PhD candidates who need to pass the assessment to confirm PhD candidature; or
(c)   admitted as provisional MPhil candidates who want to transfer to the PhD programme.

Requirement before confirmation of candidature (4-Year PhD programme): A PhD student must have successfully completed the Mandatory Common Core Programme by obtaining a "satisfactory" grade and passed the qualifying examination before the arrangement of confirmation of candidature. By the 30th month after commencement of study, a full-time PhD student should apply for confirmation of his/her PhD candidature, and a part-time candidate should do so by the 42nd month.

The student should submit a research prospectus whose guidelines can be found in the **Handbook for Research Postgraduate Student**; and conduct an open presentation. Prior to arranging an open presentation, an application form, together with research prospectus, must be submitted to the Departmental Research Committee for the consideration.

The department will set up an Assessment Panel chaired by the Department Head (or designate). The Panel shall have at least two members in the field, who may come from the same department or other department, to assess the research prospectus, the relevant documents, and the seminar presentation. The Principal Supervisor and Co-supervisor can serve on the Panel as non-voting members. The Department Head's designate shall be a senior academic of the Department. If the Department Head is the Principal Supervisor of the candidate, a designate must be appointed to chair the Panel. Failure to attain full candidature in a timely manner may result in dismissal. The Panel should decide whether or not:
(a)   the prospectus indicates independent work by the student;
(b)   the student has the ability to define the problem and is familiar with the literature; and
(c)   the research provides sufficient basis for work at a standard/level appropriate for the PhD award.

An open seminar will be held with the following procedures:

(a) a preliminary brief meeting (15-30 minutes) of the Assessment Panel should be held prior to the open seminar for the members to exchange views on the general standard of the submitted prospectus;

(b) during the open seminar, questions may be raised by any participants;

(c) immediately after the open seminar, a closed meeting of the Assessment Panel should be held to arrive at a recommendation on the confirmation of candidature (voting may be required if consensus is not reached); and

(d) the Principal Supervisor should verbally inform the student of the recommendations/advice given by the Panel.

As usual, his/her presentation in the most recent **Postgraduate Research Symposium**, organized by the Department in each June, can be used for this purpose. The student's assessment panel members should fill out an evaluation form dispatched in the Postgraduate Research Symposium and hand it to the Chairman for attachment to the **Assessment Panel Chairman's Report**.

The completed Assessment Panel Chairman's Report, together with individual panel members' reports, the student's research prospectus and other relevant/supporting documents, should be submitted to the Graduate School. The recommendation on confirmation of candidature should be jointly endorsed by all members of the Assessment Panel.

Students who are not able to fulfil the requirements of Confirmation of Candidature within the said period are required to submit a written request for extension of studies to the Graduate School with a proposed due date duly endorsed by their Principal Supervisor, Department Head and Faculty Dean.

1.7   Change of Status

During their course of study, students are permitted to change their status from full-time to part-time or from part-time to full-time. Students should complete the **Request for Extension of Studies/Change of Student Mode Form** endorsed by the Principal Supervisor, Department Head and Faculty Dean for approval by the Graduate School. Upon approval, the calculation of the study period will be adjusted accordingly. Below are examples of the conversion:

Example 1

If a full-time MPhil student who has studied for 8 months applies to change to part-time study, the normal completion time is calculated as follows:

$$(24 \text{ months - } 8 \text{ months}) \times 48/24 = 32 \text{ months}$$

(This means that the student has 32 more months to complete his/her part-time studies.)

Example 2

If a part-time MPhil student who has studied for 8 months applies to change to full-time study, then the normal completion time is calculated as follows:

$$(48 \text{ months} - 8 \text{ months}) \times 24/48 = 20 \text{ months}$$

(This means that the student has 20 more months to complete his/her full-time studies.)

1.8 Extension of Study

Students who cannot successfully complete their studies within the normal study period should apply for extension 1 month before the study period lapses. Normally, an extension period of 3 or 6 months is granted each time. Under exceptional circumstances, an extension period of 12 months is granted upon strong justification from the student's Principal Supervisor, to be endorsed by Department Head and Faculty Dean for approval by the Graduate School.

Applications should be made on the **Request for Extension of Studies/Change of Student Mode Form** endorsed by the Principal Supervisor, Department Head and Faculty Dean before being submitted for approval.

Any extension beyond the maximum period of study requires approval by the Research Postgraduate Studies Committee and the student is required to pay the full tuition fee (i.e. the amount of tuition fee paid by a full-time student during normal study period).

1.9 Suspension of Studies

This arrangement applies to full-time and part-time students within their normal study period. Any request for suspension of studies must be approved by the Graduate School. This is granted in cases of health problems, financial difficulty, job related problems, or urgent family matters. The student shall not receive studentship support during the approved suspension period. Normally, each suspension period granted will not exceed 6 months. The total length of all periods of suspension shall not exceed 12 months.

Students applying for suspension of studies should complete the form **Application for Suspension of Studies**, which must be endorsed by the Principal Supervisor, the Department Head and the Faculty Dean. The completed form should then be submitted to the Graduate School for approval.

Students applying for resumption of study after suspension should complete the form **Application for Resumption of Studies** and submit it to the Graduate School for approval one month before the end of the suspension period. Students who fail to report to the Graduate School according to schedule will be classified as unofficially withdrawn.

1.10 Withdrawal from Study

In case students intend to discontinue their studies prior to graduation, they should apply for official withdrawal using the **Application for Official Withdrawal Form** and complete the clearance procedures at various offices. Those not following the proper procedures will be considered unofficially withdrawn. No official documents, e.g., transcript and certificate letter, will be issued to such students, and they will not be re-admitted under this status.

1.11 Deferment of Study/ On Leave

With regard to deferment of study/ on leave, non-local students should note the regulations imposed by the Immigration Department of the Government of the Hong Kong Special Administrative Region in relation to their condition of stay in HK. Students may be required to re-apply for a new student visa permit upon resumption of study.

2. Programme of Study and Coursework

2.1 Programme of Study

Candidates will pursue a course of study approved by the Graduate School, and shall present themselves for relevant examinations and at such times as may be required by the examiners.

The course of study shall comprise:

(i) supervised original research work culminating in the submission of a thesis;

(ii) *coursework as required by the Department of Computer Science, as well as the Faculty of Science;*

(iii) mandatory research seminars and mandatory course(s) on research methodology;

(iv) active participation in lectures, study groups and workshops, seminars, colloquia and conferences as directed by the supervisor(s) and the Department. *Please note that students are requested to attend all seminars (e.g., Colloquia, Distinguished Lectures, etc.) organized/indicated by the Department* **by default**. Students who are unavailable to attend a seminar should report to the Seminar Coordinator in advance, if possible;

(v) any other courses needed to make up for the candidate's deficiencies as required by the supervisor(s) and the University; and

(vi) the Mandatory Common Core Programme (MCCP).

The following are also mandatory for students undertaking the 4-year PhD Programme:

(vii) 1-6 months overseas learning experience;

(viii) oral/poster presentation at a reputable international conference, workshop or exhibition;

(ix) publications as required by the Faculty; and

(x) any other discipline-specific requirements.

2.2 Coursework Requirements

Candidates should respectively successfully complete a minimum of 12 units of coursework for MPhil programme, 15 units for 3-year PhD programme, and 22 units for 4-year PhD programme (including three units of mandatory common core courses) as laid down by the Faculty and achieve a minimum GPA score of 2.67, except candidates who (i) have a relevant Master's degree may be exempted from 3 units of coursework; or (ii) have been transferred from MPhil candidature and have successfully completed the MPhil coursework requirements, the units gained in their MPhil coursework requirements can be counted towards their PhD coursework requirements if deemed appropriate by the Faculty.

As a departmental requirement, students should take the seminar course: COMP7080 Postgraduate Seminar per semester in their normal study period, except for those who have been approved to engage in 3 to 6 months' overseas attachments. The unit of this course is, however, **NOT** counted towards the coursework requirement for MPhil and 3-year PhD candidates. Further, students who take the course COMP7080 are required to submit five seminar reports per semester. The report form can be downloaded from https://www.comp.hkbu.edu.hk/v1/?file=351.

Make-up courses and laboratory courses which are required to cover the candidate's deficiencies are not counted towards the coursework requirements.

2.3 Mandatory Common Core Programme

Students are required to complete the Mandatory Common Core Programme before finishing confirmation of MPhil candidature or taking the PhD qualifying examination. The programme aims to equip students with the necessary skills and knowledge to better prepare themselves for their academic career at HKBU and beyond. The programme comprises two credit-bearing courses (equivalence of three units), namely, Advanced English for Academic Purposes and Teaching University Students. Others are still mandatory yet non-credit bearing, including research ethics, entrepreneurship, research support skills and laboratory safety.

Students are pre-registered to all required MCCP courses in their first year and in case of time conflict with other classes, these courses should take priority. Students are grouped accordingly to their discipline as far as possible. There is no provision for students to change groups.

Students who fail to complete MCCP will be barred from (a) the arrangement for confirmation of candidature; and (b) access to the academic transcript/testimonial (official copy and student copy).

2.4 Academic Standard of Required Courses

Any course to be taken by a candidate will need to be recommended by the Principal Supervisor and endorsed by the Department Head with due reference to the candidate's academic background.

In course selection, please note that not more than two courses (which must have direct relevance to the research area of the student) are to be taken at advanced undergraduate level (i.e. 3XXX or 4XXX series courses, or upper division courses in a 4-year UG curriculum). As a reference, the detailed courses offered by the Department can be found at: https://www.comp.hkbu.edu.hk/v1/?pid=86.

If a required course cannot be offered by the University at a given time, an equivalent course may be taken from another university in Hong Kong with the approval of the Principal Supervisor and the Department Head.

2.5 Registration of Courses

Students who wish to take or drop courses at the University should complete the **Application for Course Add/ Drop/ Withdrawal (For Research Postgraduate Students Only)**. Applications should be submitted to the Graduate School.

Students who wish to take or drop courses at other local institutions/universities under the Cross-institutional Course Enrolment Scheme should complete the University's **Application for Course Add/ Drop/ Withdrawal (For Research Postgraduate Students Only) and the Combined Application Form for Cross-institutional Course Enrolment (used by all local institutions/universities)**. All applications should be submitted through the Graduate School.

2.6 Exemption from Coursework

PhD students who have a relevant Master's degree may be exempted from 3 units. Exemption is granted upon the approval of the Graduate School at the time when a student submits his/her **Commencement Form**. For students approved to transfer from MPhil to PhD programme, application for coursework exemption should be submitted within six months from the confirmation of PhD candidature.

2.7 Transfer of Units/Credits from Other Institutions/Universities

Students who have taken course(s)/subject(s) under the Cross-institutional Course/Subject Enrolment Scheme at other local institutions/universities are automatic upon fulfilment of the grading requirement. The number of units to be transferred is in accordance with the unit/credit as recorded in the transcript provided by the local institution. Only those courses listed under the cross-institutional course enrolment scheme are allowed for transfer. These courses will only be shown on the student's grade record after transfer at the end of semester.

2.8 Coursework Administration

Candidates should officially enroll in the chosen courses through the Graduate School. For courses successfully completed at other institutions/universities under the cross-institutional course enrolment scheme, transfer of units/credits is allowed but the letter grades would not be included in the GPA

calculation. Courses without letter grades and courses with grade "S" will not be counted towards GPA calculation. Students who take all courses under the cross-institutional course enrolment scheme for fulfilment of coursework requirements would not have a GPA score.

All courses attempted in the University will be recorded in the candidate's transcript with letter grades and the total number of units gained. For courses that cannot be assessed objectively (e.g. guided reading and seminar, etc.), candidates will only be given an "S" grade for satisfactory completion of a coursework subject or a "U" grade for unsatisfactory performance. For courses successfully completed without letter grades, only the units would be counted towards the total number of units gained. The grades would not be included in GPA calculation.

Courses taken in the University with grade below "C" will not be counted towards the units gained nor used in the GPA calculation.

For courses approved for transfer from another institution/university, the total number of units gained (but not the letter grade) will be recorded in the candidate's transcript. The University shall not approve transfer of units for courses with grades below the equivalence of grade "B-" in the University's grading system.

Any candidate who fails to satisfy the coursework requirements will be dismissed from the University.

4-year PhD Programme: Candidates are required to satisfy all coursework requirements including Mandatory Common Core Programme (MCCP) before the qualifying examination, except for Research Seminars which should be taken throughout the course of studies and completed before the submission of thesis for oral examination.

3-year PhD Programme: Candidates are required to complete the MCCP before the arrangement of confirmation of candidature, and satisfy all coursework requirements within the normal study period and prior to the submission of their theses for oral examination.

Note: *Candidates are required to satisfy all coursework requirements prior to the submission of their theses for oral examination. Any candidate who fails to satisfy the coursework requirements will be dismissed from the University.*

2.9   GPA Requirement for Research Postgraduate Student

- MPhil candidates should successfully complete a minimum of 12 units (including three units of mandatory common core courses for 2014-15 cohort and afterwards students) and attained a GPA score of 2.67 (B-). For courses without letter grades, the units (except for the course COMP7080) would be counted towards the total number of units gained but would not be included in the GPA calculation. (For candidates on joint or dual degree programmes, the unit requirement for graduation may vary.) All coursework courses taken for fulfilling the coursework requirement will be included in the GPA calculation. .

- PhD candidates should respectively successfully complete a minimum of 15 units for 3-year programme and 22 units for 4-year programme (including three units of mandatory common core courses) and attained a GPA score of 2.67 (B-). For courses without letter grades, the units (except for the course COMP7080 for 3-year programme) would be counted towards the total number of units gained but would not be included in the GPA calculation.   (For candidates on joint or dual degree programmes, the unit requirement for graduation may vary.) All coursework courses taken for fulfilling the coursework requirement will be included in the GPA calculation.

- For courses approved for transfer from another institution/university, the total number of units gained (but not the letter grade) will be recorded in the candidate's transcript.   The University shall not approve transfer of units for courses with grades below the equivalence of grade "B-" in the University's grading system.

- Courses taken in the University with grade below "C" will not be counted towards the units gained nor used in the GPA calculation.

- For candidates who have been transferred from MPhil candidature and have successfully completed the MPhil coursework requirements, the units gained in their MPhil coursework requirements can be counted towards their PhD coursework requirements if deemed appropriate by the Faculty.

- The letter grade of all attempted courses will be recorded on the candidate's transcript with letter grades and the total number of units gained.   For courses that cannot be assessed objectively (e.g. guided reading and seminar, etc.), candidates will only be given an "S" grade for satisfactory completion of a course or a "U" grade for unsatisfactory performance. For courses successfully completed without letter grades, only the units would be counted towards the total number of units gained. The grades would not be included in the GPA calculation.

3.   Supervision

Each research postgraduate student shall be assigned one Principal Supervisor from the corresponding department of the University and one Co-supervisor from the same or another department of the University.   When it is desirable to access specific expertise elsewhere, an additional Co-supervisor may be appointed from another department or from outside the University.

The major responsibilities of a Principal Supervisor are:

(a)   to get familiar with the development, regulations and guidelines of RPg programmes, and ensure that the student understands the postgraduate regulations and that all requirements are complied with;

(b)   to give orientation to the student as to the facilities, resources, library support and other services provided by the University;

(c)   to guide the student in the selection of the research topic and courses;

(d)   to facilitate interaction between the student and academics/professionals in the field, for example, through publications, conference attendance, professional/academic associations and workshops,

etc.;

(e)   to advise the student on how to conduct research, and to develop the student's skills in areas such as thesis writing, computing and data analysis, library searching, and the management of databases and archival material;

(f)   to meet the student regularly to read and supervise his/her work, discuss and advise on any problems encountered and to set deadlines or work schedules;

(g)   to monitor the student's progress and instruct the student to follow proper procedures (e.g., submit the bi-annual records, the annual reports and the required documents for confirmation of candidature at appropriate time);

(h)   to provide guidance to the student in completing the PhD qualifying examination as required in the 4-year curriculum where applicable;

(i)   to guide and support the student in his/her fulfilment of the following requirements for completion of degree:
   • coursework;
   • 1-6 months overseas learning experience;
   • oral/poster presentation at a reputable international conference,
   • workshop/exhibition;
   • publications as required by the Faculty;
   • other discipline-specific requirements, if any

(j)   to identify and recommend prospective external examiners(s) for the student;

(k)   to read and comment on the student's research thesis and to advise the student on possible revisions of the thesis before submission for examination;

(l)   to serve as a member of the Board of Examiners in the MPhil oral examination, or to serve as an invited member to give input in questioning the candidate in the PhD oral examination, if required.

(m)   where appropriate, to advise the student on revisions of the thesis after the oral examination according to the comments of the Board of Examiners; and

(n)   after the oral examination and on the final version of the thesis submitted by the student, to confirm that the student has made all necessary changes as recommended by the Board of Examiners and the final thesis has been approved by him/her.

The responsibilities of a Co-supervisor are:

(a)   to assist the Principal Supervisor in supervising the student, or serve in place of the Principal Supervisor when he/she is on approved leave;

(b)   to read and comment on the student's research prospectus and share any suggested revision with the Principal Supervisor;

(c)   to read and comment on the student's research thesis and share any suggested revision with the Principal Supervisor;

(d)   to work with the Principal Supervisor for completing the student's Bi-annual Progress Report;

(e)   to act for the Principal Supervisor if required, as a member of the Board of Examiners in the MPhil oral examination, or as an invited member to give input in questioning the candidate in the PhD oral examination, in the absence of the Principal Supervisor.

4. Monitoring of Progress

4.1 Probation

Department may check a student' research progress from time to time. The Research Postgraduate Committee has the right to call a presentation to review the student's performance if the student performance is far behind the normal expectations. To do so, the student's Research Committee members, including his/her supervisor, will be invited. The student should be informed for such an arrangement two months prior to the presentation.

4.2 Progress Report

Students are required to submit an online Bi-annual Progress Report on BUniPort to the Graduate School via the supervisors every 6 months starting from the student's commencement of studies. Supervisors shall also write an assessment of the student's performance on the online report and submit it to the Graduate School. The report can be submitted to the Graduate School online through the BUniPort under "Studies" - https://buniport.hkbu.edu.hk before the deadline. The report, after being endorsed by your Principal Supervisor, would be kept in the BUniPort until the termination of your access right (i.e. upon submission of final bound thesis or withdrawal of study).

4.3 Postgraduate Research Symposium

Furthermore, to closely monitor the progress of each postgraduate student, the Department organizes **Postgraduate Research Symposium** in each June. In this annual event, each postgraduate student normally needs to submit a research paper and give a public oral presentation. Also, the student's assessment panel members (consisting of Principal Supervisor and two internal faculty members with the rank of Research Assistant Professor or above) will evaluate the student's research performance. The assessment results will submit it to the student's Principal Supervisor or Panel Chairman to further follow-up.

5. Studentships

Candidates shall normally be provided with studentship up to 24 months for full-time MPhil, 36 months for 3-year PhD Programme and 48 months for 48-month PhD Programme respectively. There are two types of studentship awarded to qualified full-time students: University Grant (UG) Studentship and Research Grant (RG) Studentship. Students receiving University Grant studentship are subject to the Terms and Conditions of University Grant (UG) Studentship and students receiving Research Grant studentship shall be subject to the Terms and Conditions of Research Grant (RG) Studentship. A student

may be supported by a combination of UG and RG studentships during the course of study. The Principal Supervisor, Department and/or Faculty will determine the type of studentship to be used to support a student.

Either UG or RG studentships are granted to eligible full-time research postgraduate students of the University to provide them with the financial assistance for their academic studies and daily life. Based on the **Handbook for Research Postgraduate Students,** the detailed **conditions** of Studentships are:

5.1   Studentship recipients are required to perform duties related to research or teaching.

5.2   Studentship recipients should not engage in any kind of employment or remunerated work unless permitted by the Graduate School upon endorsement by the Principal Supervisor, Department Head and Faculty Dean, and are subject to the provisions as stipulated by the Hong Kong Immigration Department. Otherwise, the Faculty and the Department may cease their studentship suspended for a prescribed period of time. Under no circumstances can a full-time student receiving studentship from the University be engaged in full-time employment.

5.3   The award of studentships is conditional on the recipient undertaking and continuing full-time postgraduate research studies at the Hong Kong Baptist University. **Unauthorized leave** may result in the cancellation of the studentship. Recipients not performing satisfactorily in their study, or duties, may also lose their award or have their studentships suspended for a prescribed period of time.

5.4   The award of the UG Studentship will automatically cease in the month the recipient has completed his/her programme of study at the University within the normal study period (i.e., the submission of the memo from the Principal Supervisor confirming that the student's thesis has been properly revised according to the recommendation of the Examination Board). For all other cases, the UG Studentship will expire after two years for MPhil and three years for PhD study. For the RG Studentship, it is offered for the period stipulated in item 5.3 and is subject to satisfactory performance and the availability of funds.

5.5   Both of UG and RG Studentship recipients are not employees of the Hong Kong Baptist University, and the studentship is not salary payment.

Pursuant to the above conditions on studentships, it can be seen that both of UG and RG Studentships are offered provided that students perform **satisfactorily** in both **research studies** and **Teaching Assistantship duties**. In other words, the studentships supported by either UGC-funded quotas or research projects, are all linked with the postgraduate performance in research and teaching assistant duties. Accordingly, the Department has therefore implemented a performance linked adjustment in research postgraduate studentships since September 2004. The purpose is to encourage and stimulate postgraduate students to maintain high performance standard in both research and teaching assistant duties. Details can be found at **Appendix 1**.

All research postgraduate students who are studentship recipients, irrespective of funding source, are required to perform invigilation duties as assigned

6. Overseas Attachment

Full-time research postgraduate students are eligible to apply for overseas attachment. The interested student should first discuss the proposed attachment arrangement with his/her supervisor(s). The purpose of overseas attachment should be to acquire new skills, technology or knowledge not available locally. The period of overseas attachment shall normally not fall within the last six months of normal study period.

3-year PhD Programme: The normal maximum period of overseas attachment is 92 calendar days, or should there be a well-justified case, the period should last for not more than one semester (183 days)

4-year PhD Programme: Full-time research postgraduate students are required to attend a 1 to 6 months overseas research attachment during their study.

Students approved for overseas attachment shall be required to pay the normal tuition fees. If the student is a studentship recipient, he/she shall be eligible to continue to receive a studentship during the period of attachment. The leave of absence for approved attachment(s) shall be counted towards the period of study. Students may apply for "Research Student Expenses" to support the travel and taxes incurred for the attachment, subject to its rules and procedures. Any expenses outside the designated amount and categories such as subsistence, insurance, etc. shall be at the student's own expenses or from undesignated funds from within the department or Faculty / School, if approved. No additional funding will be provided from designated accounts (e.g. Graduate School, Staff Development, Equipment, etc.).

Students applying for overseas attachment should complete the **Application Form for Overseas attachment.** If the total attachment period exceeds 6 months or 183 calendar days for 4-year PhD Programme and 3 months or 92 calendar days for 3-year PhD Programme (counted cumulatively and including public holidays), the application must be approved by the Graduate School. Otherwise, it can be approved by the respective Faculty Dean upon endorsement by the Department Head and the Principal Supervisor. In either case, the Graduate School is responsible for the recording/processing of such attachment applications.

Furthermore, in order to best train the postgraduate students and to enable them to pursue cutting-edge research, the Department will strongly encourage and support students' Overseas Research Exchange experience during their studies. On top of the University research student expenses support, the Department supports each full-time postgraduate student with the extra amount of HKD7,000 (MPhil) & HKD10,000 (PhD) for the participation of conference, overseas exchange programme/attachment and other research-related activities within their normal study period. Each RPg student is, however, expected to apply for the university support first.

In addition, students will strongly be encouraged to engage in three months to one year overseas research attachment within the normal study period, reimbursement for actual expenses of airfare up to

HK$12,000; and overseas accommodation allowance at HK$3,000 per month with a cap at HK$18,000 per application, on top of the current financial support from Graduate School and the Department.

The Research Postgraduate Committee and the Department Head are responsible to grant the approval for such a visit/attachment. The approval for such activities/attachments will be subject to:

(1) their satisfactory performances in research and coursework,

(2) an exchange activity plan, and

(3) recommendations from the Supervisor and the Postgraduate Committee.

To apply for the "Research Student Expenses", student should submit the application form, together with the below supporting documents and endorsement of the Principal Supervisor, to the general office at least 3 weeks before departure for activities. Late application or with incomplete information/supporting documents will not be considered, unless with strong justifications.

- Programme information and date
- For conference: paper acceptance letter
- Conference registration record

For other academic activities: invitation letter or relevant documents:

- Evidence of Programme fee payment fee payment (e.g. conference registration fee, workshop fee, etc.)
- Evidence of air-ticket fee payment
- Evidence of accommodation fee payment
- A research activity plan, duly endorsed by supervisor and departmental research committee members (applicable to three months to one year overseas research attachment only)
- A completion report within 3 months after the attachment (applicable to three months to one year overseas research attachment only)

Students should refrain from undertaking the attachment in their home country.

Research Student Expenses Application Form - supported by the University.

Research Student Expenses Application Form - supported by the Computer Science Department

7.   Thesis Submission

Upon completion of the coursework requirements and the programme of supervised research, the student shall present a written thesis and satisfy the Board of Examiners in an oral examination. In general, the major steps are as follows:

Step 1:   Format of the thesis, details of which can be found at the **Handbook for Research Postgraduate Students**.

Step 2:   A memo to confirm the thesis title, with endorsement by the Principal Supervisor, should be

submitted to the Graduate School (GS) by the student normally not less than 2 months before thesis submission. Thereafter no modification of the title shall be made without approval.

Step 3: When the thesis title is approved, supervisors are required to nominate the External Examiner(s) for Oral Examination. The selection criteria and appointment procedures can be found at the **Handbook for Research Postgraduate Students**. The **Principal Supervisor's Declaration and Appointment of Board of Examiners** form should be accompanied with CV of each External Examiner including complete address, telephone number, fax number and email address. All the materials should be provided to the General office to follow up. *The External Examiners in a student's Examination Board should preferably come from different institutions.*

Step 4: Before the oral examination, RPg students are required to submit theses (for examination) via BUniport. Details and user guide can be found on webpage of GS at https://gs.hkbu.edu.hk/current-students/research-postgraduate-programmes/academic-requirements/thesis-submission-and-oral-exam.

Step 5: Students are required to have your thesis scanned by the University's designated anti-plagiarism software Turnitin. Please access the course "GS8008" in your HKBU Moodle account and upload your thesis to the online system. After completion of the scanning, please download the resulting similarity index report and pass it to your Principal Supervisor for review and endorsement.

In case that you are going to include published/ unpublished work in part/ full in your theses, please follow the standard guidelines and approval procedures.

If the thesis involves research that needs ethical/safety approval, students should provide relevant documentary evidence of ethics/safety approval from the University's Research Ethics Committee.

Student should submit thesis online *[location: BUniPort -> Studies -> My e-Application -> Online Form -> GTHUB - Submission of Thesis (for Examination)]*.

Step 6: Upon appointment of examiners and receipt of the above with the approval from the Principal Supervisor and respective academic units, the Graduate School will arrange circulation of the electronic copy of the thesis, together with the "Research Postgraduate MPhil and PhD Thesis Rubric", to the Board of Examiners.

Step 7: After submitting their theses, students are required to pay an examination fee to sit for an oral examination and a fee for continuation of study in order to maintain their student status at the University until their graduation status is approved by the Senate. For details, please refer to relevant sections of the University Calendar/University Student Handbook (*http://ar.hkbu.edu.hk/curr/calendar_bulletin*) in relation to the tuition fees and related charges for all research postgraduate students (*https://rb.gy/yk5hjm*).

Step 8: After the oral examination and after the thesis is approved by the Principal Supervisor and Board of Examiners, students are required to submit an electronic copy (in PDF format) of the thesis and an abstract, as detailed below, to the Graduate School via BUniPort by a specified date for format review: (1) An electronic copy (in PDF) of the final thesis, the format of which has been reviewed and accepted by the Graduate School, and (2) an abstract (in a separate file from the thesis), in either word or another text format, should be submitted via BUniPort, and (3) justification, with endorsement by your Principal Supervisor, if an

embargo for more than two years is requested. The electronic thesis copy shall be kept by the Library and deposited in the Institutional Repository administered by the Library. It will be available for open access to the community unless an embargo is requested. A bound thesis copy should also be provided to the Faculty /Department/Principal Supervisor if so required. The detailed operational procedures for submission of the Final Bound Thesis for Graduation can be found at **Handbook for Research Postgraduate Students in Annex 4 and the summary at webpage of GS**.

Furthermore, for better preparation of the oral presentation, some information on enhancing **Presentation Skills** can be viewed in the following websites:

■ **Hints for making oral presentations**
Please visit http://lorien.ncl.ac.uk/ming/Dept/Tips/present/comms.htm

■ **How to present a paper**
Please visit http://www.cc.gatech.edu/faculty/ashwin/wisdom/how-to-present-a-paper.html

Starting from the Academic Year 2014-15, RPg students are required to publish at least one high-quality journal before their graduation, e.g., in reference to Tsinghua Conference and Journal Rankings A categories (link: https://numbda.cs.tsinghua.edu.cn/~yuwj/TH-CPL.pdf).

8. Avoiding Plagiarism

8.1 What is "Plagiarism"?

Plagiarism means taking someone else's words or ideas and passing them off as your own, which includes:

(1) Copy the words from the published or unpublished materials of someone else and pass them off as your own writing;

(2) Paraphrase or summarize someone else's idea or work and call it your own.

Plagiarism is a form of academic dishonesty, and is therefore viewed as a serious offence, and punishable under University regulations. In particular, if academic dishonesty is found in the submission of a thesis, the Board of Examination could fail the student concerned and allow for a re-submission of work or terminate the candidacy of the student concerned.

For details regarding plagiarism how the official procedures to be taken against it, please refer to the **Handbook of Avoiding Plagiarism by Tony T.N. Hung, 3rd Revison.**

Furthermore, "self-plagiarism" should be avoided as well. Based on the explanation of Wikipedia (details can be found at: **http://en.wikipedia.org/wiki/Plagiarism#Self-plagiarism**), self-plagiarism is "the reuse of significant, identical, or nearly identical portions of one's own work without

acknowledging that one is doing so or without citing the original work". Students are strongly encouraged to follow these best practices as suggested in Wikipedia:

1. "Provide full disclosure — mention in the introduction that the new or derivative work incorporates texts previously published;"
2. "Ensure there is no violation of copyright;"
3. "Cite the old works in the references section of the new work."

8.2 How to Cite Published Sources

Students are reminded of the need in any written work to acknowledge whatever words or ideas contained in your work which are not your own, and to cite the sources from which you have taken them. The preferred practice is to cite the source in the appropriate place in the text, and list the full bibliographical details in the Reference section at the end of your article. Further, if a whole sentence/paragraph is exactly extracted from someone else's work, students should use quotation marks to indicate them in the text, however short. Different disciplines may adopt different practices, thus please seek the advice of your supervisor. For details regarding how to cite published sources, please refer to the Handbook of Avoiding Plagiarism by Tony T.N. Hung, 3rd Revision.

9. Residency Requirement and Leave of Absence

9.1 Residency Requirement

Regardless of the mode of study (i.e., full-time or part-time), a student who is receiving regular supervision in Hong Kong or in a location approved by the University is classified as being in residence. The required residence period for research postgraduate studies is equivalent to half of the relevant normal study period.

All research postgraduate students must fulfill the residency requirement before thesis submission.

9.2 Leave of Absence

1. Candidates who wish to be absent from their studies in Hong Kong must apply for leave of absence by completing the form on Application for Study Leave via BUniport.
2. Any leave of absence granted for special purposes connected with studies will be counted towards the period of study.
3. Any leave of absence granted for special purposes not connected with studies will not be counted towards the period of study and will result in an extension of the period of study by the length of the period of absence.
4. Leave of absence for more than 12 cumulative months will not be granted.
5. For application procedures, please refer to Section 10 of the **"Guidelines and Procedures for Research Postgraduate Degrees"** in *Handbook for Research Postgraduate Student*.

The following leave arrangements are applicable only to **full-time** students during normal study period:

■ **Annual Leave**

A maximum of 14 working days of annual leave will be granted in a year.   It is preferable for students to take leave during the summer months.   Leave from the following year can also be taken in advance but in any case such advance leave should not exceed 7 working days.   (Calculation is based on 5.5 working days in a week.)   All annual leave taken will be counted towards the period of study.

■ **Sick Leave**

A maximum of 24 days of sick leave will be granted in a year.   These days of leave will be counted towards the period of study. Medical certificates are required for sick leave of 2 days or more.

■ **Special Leave Connected with Studies**

A request for special leave connected with studies not exceeding 28 days (including public holidays) must be approved by the Faculty Dean upon endorsement by the Department Head and the Principal Supervisor. All approved special leave applications not exceeding 28 days should be submitted to the Graduate School for information. Any request exceeding 28 days must be submitted to the Graduate School for approval 2 weeks before the proposed starting date of leave. Special leave connected with studies approved shall be counted towards the period of study. Studentship may be suspended during the leave period.

■ **Special Leave Not directly Connected with Studies**

If necessary, students may apply for special leave not directly connected with studies which can nevertheless enrich learning experiences and bring positive outcomes to the studies for up to 28 days (including public holidays). Any approved special leave not directly connected with studies shall not be counted towards the period of study. Studentship will be suspended during the leave period. A request for special leave not directly connected with studies must be submitted to the Graduate School for approval 2 weeks before the proposed starting date of leave.

Students applying for special leave (connected or not directly connected with studies) should complete the Leave Application form.   The Graduate School is responsible for recording/processing special leave applications. The Finance Office shall be informed to withhold the studentship temporarily, if applicable.

For other leave arrangement, please refer to the **Handbook for Research Postgraduate Student**. All research postgraduate students *must* obtain an **approval** from his/her principal supervisor and the endorsement from the Department Head, *prior to* taking any type of leave (including special leave, annual leave, and sick leave). Below are the guidelines for leave of absence:

• Except for very special cases, e.g. sick leave, all research postgraduate students should fill out **Leave Application Form**, together with the supported documents, if any, to his/her principal supervisor to obtain the approval in advance;

• If applicable, student needs to get the endorsement from your course instructor(s) so that your TA duties, if any, can be always appropriately arranged;

• The principal supervisor endorses the application form and submit it in person (rather than by the

student) to the departmental office for the endorsement from Department Head;

- As soon as the RPg student comes back, he/she should contact the General Office as soon as possible to resume the duties. If necessary, the General Office will send an e-mail to this student and his/her principal supervisor for a reminder.
- No annual leave for students under Extended period of study;
- A half-day annual leave would be deducted for leave taking on Saturday.

Based on the Graduate School/Departmental regulations, a full-time RPg student should be in duty during the normal office hours at least. In case he/she does not submit the leave application BEFORE the leave (except for the special sick leave), they will be regarded as being absent from study without reason. The Department will reserve the rights to take the further actions.

10. Scholarship Information

10.1 University Scholarships

Scholarships are bestowed upon the selected recipients including new students on the basis of academic merits and other criteria stipulated by the donors. The list of scholarships and prizes available for application is available at the **webpages** of Academic Registry and Office of Student Affairs.

10.2 RPg Performance Award Scheme

10.2.1 Objective
To recognize research postgraduate (RPg) students who have achieved performance excellence in postgraduate research.

10.2.2 Details of RPg Performance Award Scheme
RPg students who (i) have at least one first-authored research paper published or accepted for publication in a top journal/conference or (ii) have received a Best Paper Award from a reputable international journal/conference are eligible to be considered for the award. Awardees will entitle to receive a one-off cash prize of HK$10,000 from the Department. More details can be found at: **https://www.comp.hkbu.edu.hk/v1/?file=1059**

11. Academic Writing

Full-time PhD and MPhil Students receiving full studentship are eligible to apply for thesis editing fee of Graduate School capped at HK$6,000, on a one-to-one matching basis between the University and Faculty/Department/Principal Supervisor. Besides, each RPg student can reimburse for the actual

expenses of academic writing service up to HK$5,000 in the Department during their study period. A quotation or invoice should be provided with the application.

12. General Regulations on Departmental Research Offices

To provide a quiet, comfortable and safety environment to our postgraduate students, each student should always abide by the policies and regulations on laboratories, if applicable. Furthermore, they must also abide by the general regulations on departmental research offices as follows:

(1) Students shall not change their offices without prior permission from the Department.
(2) Office doors should be firmly locked at all times.
(3) Without being accompanied by the departmental students or staff, any outside person/visitor is NOT allowed to enter the office.
(4) Cooking and smoking are NOT allowed at all times.
(5) Students should always keep the office environment clean and tidy.
(6) Students must NOT disturb others (e.g., talk loudly) or behave rudely in office.
(7) Students are liable for any equipment damage due to their negligence. It is NOT allowed to unlock and open computer cases/compartments to remove any parts or the Department labels without permission.
(8) Students are strictly PROHIBITED from taking out any departmental items from the office without prior permission.
(9) Students are NOT allowed to change the office setting by themselves.
(10) The last student leaving the office late at night is responsible for turning off all lights.
(11) Students should always take care of their own valuable belongings, such as notebook computer, mobile phone, and so forth.

A person who observes any violation of the above regulations should report to the general office immediately by e-mail: comp@comp.hkbu.edu.hk, or make a call at: 3411 2782 / 3411 7901. The Department reserves the rights to take any disciplinary actions.

13. Services to Students

13.1 Interlibrary Loan and Use of Other Local University Libraries

Besides using our University Library, students may also use the Interlibrary Loan (ILL) through the electronic ILL system on the **Library's homepage**. At present, the Library has access to the holdings of academic institutions' libraries supported by the UGC.

13.2 University Health Services and Environmental Health & Safety Unit

13.2.1 Serious Accidents and Injuries

If serious accidents and injuries occur, e.g. chemical burn, eye injury, suspected fractures, convulsions, loss of consciousness, severe lacerations, head injury etc., please:

(1)   call the Health Services Centre at ext. 7447 (location: RRS 502), and

(2)   report to the Security Office through the **emergency phones** (which are installed near the main exit on each floor of the Science Tower) or at ext. 7777. These phones are manned 24 hours daily.

Please note that it is not practicable to send the injured to the Baptist Hospital because they do not accept casualty cases.

If doubt arises as to the severity of the patient's condition or the necessity of ambulance service, the Health Services Centre could be consulted before calling 9-999 for help.

13.2.2   Less Severe Accidents and Injuries

For less severe cases, e.g. fainting attacks, severe abdominal pains etc., please call ext. 7447 for help and advice. At the time of calling, the Health Services Centre may have to know in advance some details of the patient's condition over the phone, so that they can give appropriate advice and/or bring along the necessary medicine and instruments if needed. First aid kits are available in all teaching and research laboratories for treatment of minor injuries. An Eye Wash and Shower are located next to the teaching laboratory on each floor.

13.2.3   Materials Safety Data Sheet (MSDS)

MSDS provides safety information on chemicals such as safety precautions and first aid treatment. The MSDS is accessible through the University network. Please note that MSDS should be consulted prior to handling any dangerous or unknown chemicals.

13.2.4   Follow-up

A hazardous occurrence investigation report form should be filled and returned to the Environmental Health and Safety Unit of the Estates Office.

13.2.5   Night Escort Services

Security escort service from the campus to the student residence hall is available after 11:00pm at night. Anyone who needs help should call ext. 7777. The escort service is available in late evening if specially requested.

13.2.6   Insurance

All our students (full time and part time) are covered under a group personal accident insurance for accidents occurring to students in the course of normal local or overseas activities organized by the University. The coverage is basically identical among all UGC-funded institutions.

13.3   Office of Information Technology (ITO)

All students of Hong Kong Baptist University are welcome to use the computer facilities provided by ITO. The ITO supports and manages three User Computing Centres at Room OEE-702, RRS-302 and WLB-303. All networked PC's and Macintosh's can access Internet services, CD-ROM services and a large number of PC software packages for Windows, Unix and Mac environments. Output can be printed via different network servers to high quality laser printers. For details, please visit http://ito.hkbu.edu.hk/.

14. Frequently Asked Questions (FAQ)

Q1: As a full-time research postgraduate (RPg) student, how many working hours do we have to stay at our office each week?

Answer: Research studies very often require considerable hard-working efforts, which are beyond the so-called working hours. Nevertheless, all RPg students are reminded that they should be able to be contacted at their offices (except special circumstances), during the normal office hours of 9:00am till 5:30pm from Monday to Friday, and 9:00am till 12:30pm on Saturday.

Q2: Why each full-time research postgraduate student needs to take the Teaching Assistantship (TA) duties per semester?

Answer: As shown in the **Handbook for Research Postgraduate Student**, each full-time RPg student is required to take the teaching assistantship duty in his/her normal study period, besides performing the research. Actually, the Department believes that the opportunity of being involved in teaching assistance practice is an essential component of an RPg student's academic experience. Hence, all students should make the best use of this opportunity, and under the direct supervision of a teaching staff, seriously and actively participate in required activities and perform assigned duties throughout this process.

Q3: How much time does an RPg student spend performing TA duty per semester?

Answer: Appropriate TA duties include: (1) preparing and assisting tutorials (except for the ones specified in the subject syllabus) and laboratory section(s), (2) coordinating discussions, (3) marking/grading assignment, and (4) providing contact hours. The subjects to be supported will be assigned by the departmental TA Coordinator based on the preference of students and the subject needs or requirements. The teaching load would be normally no more than 6 hours per week on average, which is, however, slightly varied subject to the subject requirements and the number of available postgraduate students.

Q4: Is there any award or penalty for the TA duties?

Answer: At the end of each semester, the TA performance of each RPg student will be evaluated by the subject instructor(s) and the students, respectively. Based on their evaluation results, the Department will award those students with a certificate in recognition of their outstanding teaching assistantship. Meanwhile, the Departmental Research Committee will investigate on those students with a poor TA

performance, and if necessary, may report the result to his/her supervisor and take the further action based on the Performance Linked Adjustment (see Appendix 1) with effect from September 2004.

Q5: Is there any penalty for Absence from Invigilation for COMP Exam?

Answer: Exam invigilation duty is very important and your absence will severely affect the exam operation. For such case, the concerned student will not only receive a warning letter from AR, but also be excluded from candidates for TA award at least one/two semester(s) and required to see the RPg coordinator.

Q6: Do we have to attend each seminar?

Answer: All RPg students are **required** to take the subject: COMP7080 Postgraduate Seminar, **per semester** within their normal study period, and need to submit the seminar reports at the end of each semester, as indicated in the syllabus of this subject. Furthermore, all RPg students should attend all seminars organized or designated by the Department. The departmental secretariat will record the students' attendance, as one of indices for your annual performance evaluation. Nevertheless, to broaden the knowledge, RPg students are always strongly encouraged to attend the seminars organized by Faculty, University or the outside, related to your research areas.

Q7:Do we have to attend and present a research paper in Postgraduate Research Symposium (PG Day) each June in our normal study period?

Answer: It is true as stated in the paragraph of Page 8, except that your presentation in the forthcoming PG Day may be optional only when the period of your studies is less than three months prior to the forthcoming PG Day. The exemption of presentation should, however, be endorsed by your Principal Supervisor.

Q8: Is there any course for us to improve writing?

Answer: Every year GS cooperates with the Language Centre to arrange such kind of courses. GS will notify all RPg students via email as soon as they have made an arrangement.

Q9: Must we get the approval prior to taking a leave, e.g., annual leave and special leave?

Answer: It is definitely true. All RPg students are required to obtain (1) an approval from his/her principal supervisor, and (2) an endorsement from the Department Head, prior to taking any leaves (including special leave, sick leave, and annual leave). According to the University regulations, you should fill out an appropriate leave form and submit it, **together with the supported documents**, if any, to the general office in advance. In case it is impossible to get a prior approval for the sick leave, the leave form together with the supported documents should be submitted as soon as you come back to resume your studies.

Q10: Is there any grant to support my research activities such as conference?

Answer: The University has a certain amount to support each RPg student for research activities. Students should submit the Application Form for Research Student Expenses with the support of the Principal Supervisor, the Department Head and the Dean to the Graduate School for approval at least 3 weeks before departure for activities.

Q11: Is there any useful link for RPg students?

Answer:

	Items	Links
1.	Avoiding Plagiarism	http://ar.hkbu.edu.hk/curr/avoid_plagiarism/
2.	Academic Calendar	http://ar.hkbu.edu.hk/curr/acad_calendar/
3.	Coursework Enrolment	https://gs.hkbu.edu.hk/current-students/research-postgraduate-programmes/study-journey
4.	Cross-institutional Course Enrolment	https://gs.hkbu.edu.hk/current-students/research-postgraduate-programmes/academic-requirements/course-registration/cross-institutional-course-enrolment-scheme
5.	Departmental Incentive Scheme for RPg Students/Graduates	https://www.comp.hkbu.edu.hk/v1/?page=rpg_scheme
6.	Download Areas for Current RPg Students	https://gs.hkbu.edu.hk/current-students/research-postgraduate-programmes/download-area/for-current-students
7.	Thesis Submission & Oral Examination	https://gs.hkbu.edu.hk/current-students/research-postgraduate-programmes/academic-requirements/thesis-submission-and-oral-exam
8.	Student Handbook	https://gs.hkbu.edu.hk/handbook/handbook-for-research-postgraduate-students
9.	University Calendar / Bulletin	http://ar.hkbu.edu.hk/curr/calendar_bulletin/
10.	Research Ethics Policies and Procedures	https://gs.hkbu.edu.hk/current-students/research-postgraduate-programmes/ethics-and-regulations
11.	General Regulations and IT Policies for Research and Development Laboratories	https://www.comp.hkbu.edu.hk/v1/?file=210
12.	Policies and Regulations on Computer Systems	https://www.comp.hkbu.edu.hk/v1/file/general/Lab_Rules-Regulation_web(Aug2022)_web.pdf
13.	HKBU Survival Guide	https://sa.hkbu.edu.hk/cdc/mssu/practical-information/guide
14.	Common Telephone Deception in Hong Kong (information provided by Mainland Student Services Unit)	https://sa.hkbu.edu.hk/cdc/mssu/practical-information/common-telephone-deception
15.	Common Deception Case in Hong Kong 香港常見騙案 (Information provided by COMP)	https://www.comp.hkbu.edu.hk/v1/?file=1592

15. Acknowledgment

The contents of this handbook are partially extracted from the Handbook for Research Postgraduate

Students (Version: July 2008), Calendar/Bulletin 2008-2009, Handbook of Avoiding Plagiarism by Tony T.N. Hung (3rd Revision), and the Student Handbook of BSc (Hons) Degree in Computing Studies (Information Systems) (Version: 2008-2009) and the Handbook for Research Postgraduate Students 2022-2023.

Performance Linked Adjustment in Postgraduate Studentships

Department of Computer Science, HKBU
(September 2004)

Objective:

To encourage and stimulate research postgraduate (RPg) students to maintain high performance standard in research and teaching assistant duties.

Performance Review and Related Adjustment of Research Postgraduate Studentships:

The existing RPg studentships via UGC or research projects are provided under the condition that students perform satisfactorily in both research studies and TA duties. In other words, the studentships, regardless of UGC funded or supervisor's project self-funded, are all linked with the RPg performance in research and teaching assistance duties.

In order to meet this requirement, **commencing from September 1, 2004**, the Department will follow the practice of performance evaluation, which will be conducted **once a semester** in the following two aspects:

(1) Performance in Research

The research performance of an RPg student will be evaluated by: his/her research committee, RPg coordinator, and Departmental Head.

(2) Performance in TA

The TA performance of a student will be evaluated by: his/her course lecturer, RPg coordinator, and Departmental Head.

The student's overall performance will be the weighted results of (1) and (2).

In the case that the overall evaluation of an RPg student is **unsatisfactory**, an initial amount of HK$4,000 will be deducted from his/her normal monthly studentship. Such an adjustment will be reviewed on a **semester** basis. For those who fulfill the minimum requirement, their studentships will not be affected.

< END >

Hong Kong Baptist University
Department of Computer Science

Guidelines for Handling Electronic Files with Personal Data

(Considered in Departmental Meeting on 6 June 2013 and updated on 10 July 2013)

1. Background

This document is prepared with the aim to supplement the University/Faculty's existing code of practices and policies related to personal data privacy protection. It focuses on handling information in electronic form which has been a major form of communication and information dissemination in Department of Computer Science.

2. Target Audience

The target audience of this guideline is the stakeholders taking different roles in the departmental activities related to students and staff, including (1) Academic Staff / Teaching Support Staff / Teaching Assistant; (2) Administrative and Technical Staff; (3) Peer Tutors/Student Helpers; and (4) Research and Development Staff.

3. Guidelines

3.1 *Emails with Content/Attachment Containing Personal Data*:   When there is a need to send out emails together with personal data as part of the email contents for internal communication to facilitate day-to-day administrative duties, the need-to-know principle has to be carefully observed before sending out.

3.2 *Email Attachments with Personal Data*:   Files containing a large amount of personal data are recommended to be password-protected or encrypted before sending out via emails. The password, if applicable, is recommended to be sent in a separate email and carefully managed. In case the attachment is not protected,

one should remove it as soon as possible after use and inform the sender that the attachment contains personal data and that protection is expected.

3.3 *Sharing Files with Personal Data in Removable Storage Devices (e.g. USB flash disks) or External Network Storage (e.g., dropbox)*:   While there exists the need to share files via removable storage devices and cloud storage, files containing personal data should be password-protected or encrypted before storing in the device/cloud. The password, if applicable, should not be stored in the device/cloud but communicated using other means instead. In case the file is not password-protected, one should remove it as soon as possible after use and inform the file owner that the file contains personal data and that protection is expected.

3.4 *Sending Mass Emails*: When mass emails are to be sent by putting a long list of email addresses as recipients directly in the email, the email addresses should be put in the "bcc" field as far as possible to avoid the list of email addresses to be publicly released. When mass emails are to be sent via email alias, the owner of the email alias (e.g., AAO owns the email alias of alumni) has to be checked to ensure that the latest version is to be used. The use of old versions of the email aliases should be avoided so that information will not be sent to recipients who have unsubscribed the corresponding email aliases. In general, other than the aliases provided by ITO and the Department, colleagues should contact the technical support team before using the other email aliases for message broadcasting.

3.5 *Disseminating Information with Personal Data via Web*:   When there exists the need to disseminate student related information via course web sites for managing course activities (e.g., grouping information, presentation schedule, etc.), the web sites should be password-protected. It is recommended to use either the student name or the student ID as the personal identifier. For releasing marks to students, it is necessary to ensure that each student can only have access to his/her own marks but not the others.

3.6 *Data Retention, Disposal, and Anonymization:*   Colleagues should observe the data retention policies of the University/Faculty/Department. Files containing personal data are recommended to be removed after the corresponding retention periods. For the sake of statistical analysis and planning (e.g. admission), data files after properly anonymized (i.e., with personal identifiers

removed) could be retained. It is also suggested that a related statement should be made known to the data owners when the personal information is first collected.

3.7 *Management Information Systems with Personal Data:* A number of management information systems are used to support different administration processes of the Department (refer to the *Information Systems Inventory Document*). For those containing personal data, the data access control should be carefully set based on the need-to-know principle and reviewed regularly. For the data stored in the systems, they should follow the University/Faculty/Department's personal data privacy policy according to their own nature. Most of the information systems allow data exporting and the exported files may contain personal data. The handling of the files should follow all the points listed in this document.