

**THE EDUCATION UNIVERSITY OF HONG KONG  
RESEARCH POSTGRADUATE PROGRAMMES –  
DOCTOR OF PHILOSOPHY & MASTER OF PHILOSOPHY**

**Frequently Asked Questions (FAQs) – For Applicants**

**Contents**

Section 1 – Application & Admission .....	2
Section 2 – Student Visa / Entry Permit Application .....	9
Section 3 – Programmes / Tuition Fees / Financial Assistance .....	10

*Probity Requirements: Other than the application fee, applicants are not required to pay any additional fees during the application process. In addition, please be reminded not to offer any advantage to EdUHK staff and/or any person involving admissions at EdUHK in connection with your application. Otherwise, your action may violate [Hong Kong's Prevention of Bribery Ordinance \(Cap. 201\)](#).*

*EdUHK does not encourage students to entrust their application to any third-party agents and we always contact applicants directly on updates regarding the applications. You must complete and submit your own application and provide your own personal and contact details. Please refer to the official EdUHK channels, such as programme websites and the [admission system](#), for the required information to complete your application.*

## **Section 1 – Application & Admission**

### **1) Where can I obtain information about the PhD and MPhil programmes?**

Detailed information on PhD and MPhil programmes is available in the [online Prospectus](#) at the website of the [Graduate School](#).

### **2) What are the entrance requirements of the PhD and MPhil programmes?**

Please refer to the section of “[Admission Requirements](#)” at the website of the [Graduate School](#).

### **3) When can I apply for PhD and MPhil programmes?**

The application for PhD and MPhil programmes usually begins in September and closes in December of the same year for September intake of next academic year. Due to limited places available (while a great number of applications are received) each year, late applications will not be considered. We will sometimes offer January intake, please refer to the website of the [Graduate School](#) for the most updated information.

### **4) How do I submit my application for PhD and MPhil programmes?**

Please submit your application through [EdUHK Online Application Systems](#). NO paper or hardcopy application will be accepted. Each applicant should create **only one** application account.

You will receive an application acknowledgement through email which contacts an **Application Number**. The acknowledgement email sometimes goes to your Junk/Spam mailbox, please check your message there as well.

You are always advised to use your registered email account AND quote your Application Number and full name when making enquiries to us.

**5) How much is the application fee and how should I pay it?**

Application fee for local and non-local applicants is HK\$150 and HK\$300 (per programme choice) respectively. Application fee once paid is non-refundable and nontransferable unless the programme you have applied is cancelled by the University.

Please refer to "[How to Submit Application Fee](#)" for the procedures.

When you proceed to the “Payment” page, application fee can be paid by:

	Online Payment	<a href="#">Other Payment Methods</a>
Payment Methods	- Visa / Master credit card; or - UnionPay	- Bank deposit / ATM in Hong Kong; or - T/T remittance from overseas
Procedures	Please follow the website instructions to pay.	i) Fill in the payment method in the appropriate space; and ii) Quote your Application Number on the payment receipt for identification. iii) Then, upload the payment receipt onto your account and select the file type “Payment Proof (Application Fee)”.
Application Status will be	Submitted <sup>^</sup>	Submitted

<sup>^</sup> If “Online Payment Failed” is indicated, please login your application account again after 60 minutes and try again to complete the payment procedures. Sometimes, unsuccessful payment may be due to circumstances such as:

- Your credit card has already exceeded credit limit; or
- There is system interruption during your payment process.

For any problems with the online payment, please contact the Graduate School ([rpg@eduhk.hk](mailto:rpg@eduhk.hk)) for assistance.

**6) What documents have to be submitted with my application?**

You should upload the following documents online at [EdUHK Online Application Systems](#):

	<b><u>Documents to be submitted</u></b>	<b><u>Note to applicants</u></b>
i.	Academic Transcript(s)	A certified English translation is required if the document is issued in language(s) other than English and Chinese

		If you are a current final year student in an undergraduate / postgraduate programme, please upload your testimonial and a copy of your current year results when they are available. Your application will remain incomplete until all the necessary supporting documents are received.
ii.	Certificate(s) of Graduation	<p>Graduates from Mainland institutions are required to provide:</p> <p>Degree certificate (學位證書 - 中文原件掃描)</p> <p>Degree verification report (<a href="#">學位在線驗證報告</a>)*</p> <p>Graduation certificate (畢業證書 - 中文原件掃描)</p> <p>Graduation verification report (<a href="#">學歷證書電子註冊備案表</a>)*</p> <p><i>*The verification reports should be valid for six months and in pdf format.</i></p>
iii.	English Proficiency Test Score Report	IELTS (Academic Module) and TOEFL test scores are valid for two years after the test date.
iv.	Research Proposal	<p>HKPFS applicants are required to submit a research proposal with a maximum limit of 7,500 characters to the UGC. Additionally, upon request by the relevant faculties/departments at EdUHK, a more comprehensive proposal without any word limit may be required.</p> <p>Non-HKPFS applicants must submit a full research proposal (without a character/word limit) via the “Upload Documents” section on the online application system.</p> <p>Applicants are suggested to clearly present the following content in your proposal:</p> <ul style="list-style-type: none"> <li>• Aims and objectives of the project;</li> <li>• Significance and/or impact of the proposed study;</li> <li>• Brief theoretical, empirical and/or conceptual basis, and background evidence, for the proposed research; and</li> <li>• Research design and methods.</li> </ul>
	Research Plan and Vision Statement	For HKPFS applicants only <i>(Template is available on the online application form.)</i>
v.	Publications (if any)	

vi.	Two Referee's Reports	Refers to Section 1 paragraph (i) to paragraph (j)
vii.	Other Supporting Documents	You may provide any of the following documents: [1] A proof of Medium of Instruction (This is to confirm your obtained degree from an institution where the medium of instruction is English.) [2] Curriculum Vitae (CV); and [3] Any additional information, certifications or qualifications regarding your application

*Remarks:*

- *Please DO NOT post any original graduation certificate(s) to the University in any circumstances as the University will not be responsible for any documents mislaid.*
- *The University reserves the right to request you to apply for official transcripts (either electronic transcript or hardcopy) and / or language test reports to be sent directly to EdUHK from the issuing universities / authorities before confirming your admission offer and upon programme registration.*
- *The maximum file capacity is 25MB in total with 4MB for each file. All files must be in GIF, JPG, MS Word or PDF format only.*

**7) Can I submit the English Proficiency Test results later?**

Your application will remain incomplete until all necessary supporting documents are received. You are required to upload all the application documents through [EdUHK Online Application Systems](#) on or before the application deadline.

Please check the box “Grade/Score Pending” if you have any pending grade(s) for the examination record(s). Once your test results are available, please uncheck the box, fill in the grade(s), upload a copy of the official test report **and** inform us by email ([rpg@eduhk.hk](mailto:rpg@eduhk.hk)) as soon as possible.

**8) Is it mandatory to complete the field on “Proposed Research Area” and indicate the proposed supervisor? How can I find the information about the research areas of EdUHK academic staff as well as looking for a potential supervisor?**

You are required to fill in the proposed research area, and it is optional for indicating any proposed supervisor. You may indicate the potential supervisor(s) who has/ have relevant expertise / knowledge in the field of study of the applicant. Please note that the proposed supervisor(s) is /are only a preliminary nomination. Please click [here](#) for information about the research areas of EdUHK academic staff.

**9) Is there any specific format requirement for referee's report?**

The referees' reports should be written by those who know the applicant well rather than providing just another supporting letter from the nominating institution.

Please click the following hyperlinks to download documents:

- **Two Referee's Reports (for non-Hong Kong PhD Fellowship Scheme applicant)**  
[https://www.eduhk.hk/gradsch/rpg/Academic\\_Referee\\_Report.pdf](https://www.eduhk.hk/gradsch/rpg/Academic_Referee_Report.pdf)
  
- **Two Referee's Reports (for Hong Kong PhD Fellowship Scheme applicant only)**  
[https://www.eduhk.hk/gradsch/rpg/\(Confidential\)\\_HKPFS\\_Referee's\\_Report\\_Form.pdf](https://www.eduhk.hk/gradsch/rpg/(Confidential)_HKPFS_Referee's_Report_Form.pdf)

**10) How to submit the referee's reports?**

Two referee's reports are required to be submitted to the Graduate School in support of your application. All information given in the referee's report will be treated as strictly confidential. Please ask your Referees to send the reports (with signature) directly to the Graduate School by email at [rpg@eduhk.hk](mailto:rpg@eduhk.hk) or by post to the address below:

Graduate School  
Room B4-G/F-02  
The Education University of Hong Kong  
10 Lo Ping Road, Tai Po, New Territories, Hong Kong

Please remind your Referee(s) to include the following information in the reports:

- Your Full Name;
- Your Application Number; and
- Your Applied Programme.

**11) What should I do if I wish to upload additional documents after my application has been submitted?**

You can only update your email address, contact number, correspondence address and pending examination grades directly through the system.

If you want to change other information, please submit an email request to us ([rpg@eduhk.hk](mailto:rpg@eduhk.hk)) using your registered email account, quoting your personal information (e.g. HKID / Mainland ID / Passport) and Application Number. Also, you need to upload the relevant documents in support of your change.

**12) Will there be any admission interviews?**

Shortlisted applicants are required to attend an admission interview. If you are selected for an interview, you will be informed via email or phone. You are strongly advised to check your registered email account regularly after submission of application.

**13) When will I be informed of the application result?**

Successful applicants will receive individual notification by email.

No individual notifications will be sent to unsuccessful or waitlisted applicants. If you do not receive any admission offer before the commencement of the programme, you may assume your application is unsuccessful.

Unsuccessful applicants are welcome to apply again on future application rounds.

**14) Can I apply for more than one programme at EdUHK?**

Yes. If you are applying multiple programmes, separate applications must be submitted and the application fee must be paid respectively by the required deadline. Different programmes may have different entrance requirements, normative study periods and application periods. Please make use of the file name to specify the purpose of your submitted documents if needed.

Please note that students enrolled in any full-time award-bearing programmes (lasting for one year or longer) of the University should not simultaneously register for study for another qualification at this University or for a post-secondary qualification at another institution, except with prior approval of the University. Students in breach of this regulation may be subject to discontinuation of studies at this University. In case of doubt, please seek advice from the Graduate School at [rpg@eduhk.hk](mailto:rpg@eduhk.hk).

**15) Can I apply for EdUHK PhD programme through the Hong Kong PhD Fellowship Scheme? What are the application procedures?**

You can apply for EdUHK PhD programme through the Hong Kong PhD Fellowship Scheme (HKPFS). Please click [here](#) for more details and guidelines about the fellowship scheme (e.g. eligibility, fellowship award, application procedures, etc.).

**Application Procedures**

**Step 1:** First make an Initial Application online through the HKPFS Electronic System to obtain a HKPFS Reference Number; and

**Step 2:** Submit your full application\* for PhD admission to EdUHK at [EdUHK Online Application Systems](#) and input your HKPFS Reference Number accordingly.

**Step 3:** Submit two Academic Referee's Reports in HKPFS format\*\*

\* For full application to EdUHK, in addition to those documents listed in Section 1 Paragraph (f), applicants are also required to submit a **Research Plan and Vision Statement** (Template is available on the online application system).

\*\* **Template of the Academic Referee's Report (for HKPFS applicant), please download [HERE](#).** All information given in the referee's report will be treated as strictly confidential. Please ask your Referees to send the reports (with signature) directly to the Graduate School by email at [rpg@eduhk.hk](mailto:rpg@eduhk.hk) or by post to the address below:

Graduate School  
Room B4-G/F-02  
The Education University of Hong Kong  
10 Lo Ping Road, Tai Po, New Territories, Hong Kong

Please remind your Referee(s) to include the following information in the reports:

- Your Full Name;
- Your Application No.; and
- Your Applied Programme.

**16) Whom to contact for enquiries about application and admission?**

For application and admission related enquiries, please contact the Graduate School via the following means:

Email	:	<a href="mailto:rpg@eduhk.hk">rpg@eduhk.hk</a>
Website	:	<a href="http://www.eduhk.hk/gradsch">www.eduhk.hk/gradsch</a>
In-person	:	Graduate School Room B4-G/F-02 The Education University of Hong Kong 10 Lo Ping Road, Tai Po, New Territories, Hong Kong



## **Section 2 – Student Visa / Entry Permit Application**

### **1) Am I a non-local applicant?**

If you hold one of the following documents issued by the Immigration Department of the HKSAR, you are regarded as a non-local student for the purpose of admission to our programmes:

- Student visa / entry permit; or
- Visa / entry permit under the Immigration Arrangements for Non-local Graduates (IANG)^; or
- Dependant visa / entry permit^ (You were 18 years old or above when you were first issued with such visa / entry permit by the Immigration Department of the HKSAR.)

Please refer to the [Definition of Local and Non-local Applicants](#) for details.

*^ When you submit an online application, please upload a copy of the concerned visa label and indicate the expiry date. Please note that it is your responsibility to ensure that you have a valid visa which can cover your whole study period. You should inform the University about the change of your condition of stay by providing relevant documentary proof to us as soon as possible.*

### **2) How can I apply for a student visa after accepting the admission offer to the Research Postgraduate programmes?**

Our Global Affairs Office (GAO) will offer support to non-local students in student visa applications. Please refer to the offer notification email for details.

### **3) How long will the application for a student visa normally take?**

Since it normally takes 6 – 8 weeks for the Immigration Department to process your visa application upon receipt of all the required documents, please return the completed application form along with the required supporting documents to our GAO as soon as possible.

### **4) Whom to contact for enquiries about student visa application?**

Please contact the Global Affairs Office (GAO) via email ([stuvisa@eduhk.hk](mailto:stuvisa@eduhk.hk)).

## **Section 3 – Programmes / Tuition Fees / Financial Assistance**

### **1) How is the Research Postgraduate programme structured?**

Please refer to the section “PhD and MPhil Curriculum” at the website of the [Graduate School](#).

### **2) What is the medium of instruction of the PhD and MPhil programmes?**

The medium of instruction and assessment is English.

### **3) How long is the study period of PhD and MPhil programmes?**

Completion of a PhD degree normally requires 3 – 4 years of full-time study while completion of a MPhil degree normally requires 2 years of full-time study.

### **4) Are part-time PhD and MPhil programmes available at EdUHK?**

Currently, part-time PhD and MPhil programmes are not available at the University.

### **5) What are the differences between PhD and EdD programmes?**

The PhD programme is a research degree funded by the University Grants Council (UGC) while the EdD is a self-financed professional doctorate programme.

PhD emphasizes greater breadth and depth in theory and research methodology and more inclined to research nationwide or international trends or large-scale practices while EdD students focus their dissertation research more narrowly on particular practices or policies that affect schools or school systems. An EdD degree is a doctorate which is discipline-based and focuses more on questions of application and the immediate task of professional practice. The EdD is a combination of coursework with a shorter thesis than a PhD.

Click [here](#) for more information about the EdD programme.

### **6) How much is the tuition fee for PhD and MPhil programmes?**

Please refer to the section “Tuition & Fees” at the website of the [Graduate School](#) (Programme information → Tuition Fees).

## 7) Are there any financial supports for PhD and MPhil programmes?

There are several types of financial support for PhD and MPhil programmes:

### (i) Research Postgraduate Studentship

All full-time research students admitted to the PhD or MPhil programmes are automatically considered for Research Postgraduate Studentship (RPGS) as a form of scholarship for students to study the programme. No separate application is required. You may check out the updated rates of monthly stipend from the section of “Research Postgraduate Studentship” on the website of the [Graduate School](#). (Scholarships and Financial Assistance → Research Postgraduate Studentship)

### (ii) Research Support and Conference Support

PhD and MPhil students who have passed the qualifying examination and confirmed their candidature are eligible to apply for research support and conference support.

### (iii) Other Forms of Financial Aids

Contingent on satisfactory progress and availability of funding, research centres or academic units of the University may be able to offer part-time assistantships (research assistantships or teaching assistantships) to research students. You are advised to discuss with the department or research centre you affiliate with for such opportunities.

## 8) Is on-campus accommodation available for PhD and MPhil students?

The on-campus accommodation is available for UGC-funded Research Postgraduate (RPg) students. For enquiries, please contact the Student Affairs Office via email: [shostel@eduhk.hk](mailto:shostel@eduhk.hk).

## 9) Whom to contact for enquiries about the programmes?

For enquiries, please contact the Graduate School via the following means:

Email : [rpg@eduhk.hk](mailto:rpg@eduhk.hk)

Website : [www.eduhk.hk/gradsch](http://www.eduhk.hk/gradsch)

In-person : Graduate School

Room B4-G/F-02

The Education University of Hong Kong

10 Lo Ping Road, Tai Po, New Territories, Hong Kong