

**THE EDUCATION UNIVERSITY OF HONG KONG**  
**DOCTOR OF EDUCATION**

**Frequently Asked Questions (FAQs) – For Current Students**

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## **Section 1 – About the Programme**

**a) *What is the programme structure of the Doctor of Education programme?***

Information on the programme structure of the Doctor of Education programme is available at the website of the Graduate School ([www.eduhk.hk/gradsch/eddcurent/](http://www.eduhk.hk/gradsch/eddcurent/) → *Programme Information*).

**b) *What are the Specialized Areas in the Doctor of Education programme?***

Please refer to the Online Prospectus at the website of the Graduate School at [www.eduhk.hk/gradsch/edd/](http://www.eduhk.hk/gradsch/edd/) for details.

**c) *Who to contact for academic advices on the Specialized Area?***

You may contact the Specialized Area Coordinators. Their contact information is available at the website of the Graduate School ([www.eduhk.hk/gradsch/eddcurent/](http://www.eduhk.hk/gradsch/eddcurent/) → *Contact Information of EdD Specialized Area Coordinators*).

**d) *Where can I find the information on taught courses?***

Information on taught courses is available at the website of the Graduate School ([www.eduhk.hk/gradsch/eddcurent/](http://www.eduhk.hk/gradsch/eddcurent/) → *Course Information*).

**e) *How long will it take to complete the Doctor of Education programme?***

The study period of the Doctor of Education (EdD) full-time programme is 3 years and the EdD part-time program is 4 years. Full-time students are allowed to use maximally 5 years to complete the full program while part-time students are allowed to use maximally 7 years to complete the programme.

	<b>Normal Period of Study</b>
<b>EdD (Full-time)</b>	3 years
<b>EdD (Part-time)</b>	4 years

**f) *Are there any recommended study flows for my study in the Doctor of Education programme?***

Recommended study flows for full-time and part-time students are available at the website of the Graduate School ([www.eduhk.hk/gradsch/eddcurent/](http://www.eduhk.hk/gradsch/eddcurent/) → *Study Flow for EdD*).

Students are required to follow closely the recommended study flow in order to complete the programme within the stipulated period.

**g) Who to contact if I have enquiries about the Doctor of Education programme?**

For enquiries about the Doctor of Education programme, please contact the Graduate School with the following details:

Phone	:	(852) 2948 8939
Fax	:	(852) 2948 6619
Email	:	<a href="mailto:edd@eduhk.hk">edd@eduhk.hk</a>
Website	:	<a href="http://www.eduhk.hk/gradsch/">www.eduhk.hk/gradsch/</a>
In-person	:	Graduate School Office, Room B4-G/F-02 The Education University of Hong Kong 10 Lo Ping Road, Tai Po, New Territories, Hong Kong
Office Hours	:	(Monday – Friday) 8:30am – 5:20pm (Saturdays, Sundays & Public Holidays) Closed

## **Section 2 – Course Registration and Course-related Issues**

### ***a) What are the steps for online course registration?***

Students will normally be informed of the exact online Course Registration (CR) period in May/June to register for courses offered in Semester 1. For courses offered in Semester 2, students will be informed of the exact online course registration period in October / November.

Students are advised to familiarise themselves with the online CR procedures before they perform CR. A Quick Guide and other course registration-related information are available at The Portal (<http://portal.eduhk.hk/> → under “Course Reg Links”).

### ***b) What should I do if I miss the online course registration deadline?***

If you missed the online course registration, you may still register during the Add-Drop period (first two weeks of the semester). Yet, priority will be given to students who have done the online course registration.

### ***c) Can I apply for any course change(s) after the Add/Drop period?***

Students are permitted to add / drop a course after the Add-Drop period only with strong personal reasons. Granting of approval is not automatic.

To apply for course add / drop after the Add-Drop period, please:

- (i) Send a request for application form(s) by email to [edd@eduhk.hk](mailto:edd@eduhk.hk)  
(Email Subject: “Application for Course Change” – Adding a Course” / “Application for Course Change – Dropping a Course”);
- (ii) Seek approval (signature) from respective Course Lecturer(s) and complete the application form(s); and
- (iii) Return the signed form(s) to the Graduate School [Location: B4-G/F-02, Tai Po Campus; Email: [edd@eduhk.hk](mailto:edd@eduhk.hk); Fax: (852) 2948 6619].

### ***d) What are the class schedules for taught courses and where are they held?***

The taught courses are normally offered on Saturdays and weekday evenings at Tai Po campus. Depending on enrolment, some specialized and elective courses may be delivered in directed study mode. For courses delivered via directed study mode, the meeting time and venue will be discussed and decided by the Course Lecturer(s) and student(s) of that course.

**e) How can I view my personal timetable?**

The personal timetable can be accessed through the following path:

*Login The Portal (<http://portal.eduhk.hk/>) → e-SIS → Student Services → Personal Timetable*

The meeting time and venue for courses in directed study mode (i.e. specialized and electives courses) are decided and agreed by the student(s) and Course Lecturer(s) of that course. Please contact the respective Course Lecturer(s) for more details.

**f) Where can I find the University's academic calendar?**

The University's academic calendar can be found at the website of the Registry (<http://www.eduhk.hk/registry/> → *Publication*).

The important dates for the Doctor of Education programme are available at the website of the Graduate School (<http://www.eduhk.hk/gradsch/eddcurent/> → *Programme Information*).

**g) Who should I contact for advices on courses to be taken in the Doctor of Education programme?**

You can contact the Specialized Area Coordinators. Their contact information is available at the website of the Graduate School (<http://www.eduhk.hk/gradsch/eddcurent/> → *Contact Information of EdD Specialized Area Coordinators*).

**h) How to access the Moodle?**

Students can access to Moodle by logging in at <https://moodle.eduhk.hk/>.

**i) How can I apply for a leave of absence?**

According to Section 13 "Leave of Absence" of the General Academic Regulations for Taught Postgraduate Programmes (GAR), in exceptional circumstances where students need to take a leave of absence for 30% of scheduled classes/lectures or more, students should inform their Course Lecturers and are required to obtain prior approval from the Programme Director by submitting a leave application form.

**j) *How can I apply for late submission of assignment?***

Please complete the application form of “Application for Late Submission of Assignment” and submit it to the Course Lecturer(s) with a copy to the Graduate School ([edd@eduhk.hk](mailto:edd@eduhk.hk)). The form can be downloaded from the website of Graduate School (<http://www.eduhk.hk/gradsch/index.php/current-students/forms.html>).

**k) *How can I check my course grades?***

All released course grades will be posted in the “Grade Enquiry” page on The Portal. Students can view their assessment results after the Grade Release Date by going through the following path:

*Login The Portal (<http://portal.eduhk.hk/>) → Teaching & Learning → Grade Enquiry → Select the corresponding Programme and Academic Term*

Students may print an unofficial transcript via The Portal, or may apply, using the relevant application form, for an official copy of transcript via Registry for HK\$50 per copy (<http://www.eduhk.hk/registry/view.php?m=2448&secid=2456>).

**l) *What should I do if I disagree with a course grade after the announcement of the assessment results approved by Board of Examiners?***

Please refer to Section 8.2 “Review of Course Grade” of the General Academic Regulations for Taught Postgraduate Programmes (GAR).

GAR for 2013/14 Cohort or Before:

[http://www.eduhk.hk/gradsch/resource/regulation/GAR\\_taught\\_before2013.pdf](http://www.eduhk.hk/gradsch/resource/regulation/GAR_taught_before2013.pdf)

GAR for 2014/15 Cohort and Thereafter:

[http://www.eduhk.hk/gradsch/resource/regulation/GAR\\_taught.pdf](http://www.eduhk.hk/gradsch/resource/regulation/GAR_taught.pdf)

**m) *What are the arrangements of classes when Typhoon or Black Rainstorm Warning Signal is hoisted?***

Please refer to Chapter 15 “Class / Examination Arrangements during Tropical Cyclone / Rainstorm” of the EdUHK Student Handbook at [http://www.eduhk.hk/reg/student\\_handbook/](http://www.eduhk.hk/reg/student_handbook/) for the arrangement of the University.

### **Section 3 – Classroom Related Issues**

- a) ***Who should I contact if the classroom facilities (e.g. air conditioning, lighting, audio system, class computer, projector, screen) are not working properly?***

For issues related to air conditioning and lighting at Tai Po Campus, please contact the Estate Office (EO) with the following details:

Phone	:	(852) 2948 6714
Email	:	<a href="mailto:webmaster.eo@eduhk.hk">webmaster.eo@eduhk.hk</a>
In-person	:	Estate Office Room A-2/F-01, Administration Building The Education University of Hong Kong 10 Lo Ping Road, Tai Po, New Territories, Hong Kong
Office Hours	:	(Monday – Friday) 8:30am to 5:20pm (Saturdays, Sundays & Public Holidays) Closed
<i>Note: After office hours, students who need immediate assistance can contact the Security Control Centre at (852) 2948 8002 or Room A-G/F-03.</i>		

For issues related to audio system, class computer, projector and screen at Tai Po Campus, please call the Classroom Services Hotline or approach the IT Help Desk of the Office of the Chief Information Officer (OCIO) with the following details:

<u>Classroom Services Hotline, Tai Po Campus</u>		
Phone	:	(852) 2948 6529
Service Hours	:	(Monday – Friday) 8:30am to 9:30pm (Saturdays) 8:30am to 6:20pm (Sundays & Public Holidays) Closed
<u>IT Help Desk, Tai Po Campus</u>		
Phone	:	(852) 2948 6601 / 2948 7053
Email	:	<a href="mailto:helpdesk@ocio.eduhk.hk">helpdesk@ocio.eduhk.hk</a>
In-person	:	Room C-LP-20 The Education University of Hong Kong 10 Lo Ping Road, Tai Po, New Territories, Hong Kong
Service Hours	:	(Monday – Friday) 8:30am to 6:30pm (Saturdays) 8:30am to 5:00pm (Sundays & Public Holidays) Closed

## **Section 4 – Supervisory Arrangement**

### ***a) How to find Supervisors?***

Students should prepare an initial research plan and seek advice from their respective Area Coordinator to identify the most suitable Supervisors. After discussion with the Area Coordinator, students should start to approach the potential Supervisors and obtain initial consent from their potential Supervisors.

### ***b) How many members are there in the Supervision Panel? Are there any criteria to qualify to be my Supervisors?***

The appointed Supervision Panel for professional doctorate students comprising at least two members, a Principal Supervisor and at least one Associate Supervisor.

For details about the criteria for Supervisors, please refer to Section 1.1 “Supervisory Arrangements” of the General Academic Regulations for the Research Component of the Research Postgraduate and Professional Doctorate Programmes at the website of the Graduate School:

([http://www.eduhk.hk/gradsch/resource/regulation/GAR\\_research\\_component.pdf](http://www.eduhk.hk/gradsch/resource/regulation/GAR_research_component.pdf)).

### ***c) Can I invite any academic staff who is external to the EdUHK to be my Supervisor?***

Only additional Associate Supervisors can be external to the EdUHK.

For details about the criteria for Supervisors, please refer to Section 1.1 “Supervisory Arrangements” of the General Academic Regulations for the Research Component of the Research Postgraduate and Professional Doctorate Programmes at the website of the Graduate School:

([http://www.eduhk.hk/gradsch/resource/regulation/GAR\\_research\\_component.pdf](http://www.eduhk.hk/gradsch/resource/regulation/GAR_research_component.pdf)).

### ***d) What are the procedures to confirm my supervisory arrangement?***

Students are required to submit the completed “Supervisory Arrangement Form”, with endorsements and signatures of Supervisors, Area Coordinator and Head of Department(s), to the Graduate School for consideration and approval by the EdD Programme Committee. The Supervisory Arrangement Form can be downloaded from the website of the Graduate School:

(<https://www.eduhk.hk/gradsch/index.php/current-students/forms.html>).



Once the supervisory arrangement is approved by the EdD Programme Committee, students will be informed of the result by a confirmation email. The process usually takes about one month.

**e) *What should I do if there are updates or changes on my Supervision Team?***

Students are required to submit a completed “Application for Change of Supervisor” form, with endorsements and signatures of Supervisors, Area Coordinator and Head of Department, to Graduate School for further approval by the EdD Programme Committee. The application form can be downloaded from the website of the Graduate School (<https://www.eduhk.hk/gradsch/index.php/current-students/forms.html>).

**f) *Who to contact if I have further enquiries about the supervisory arrangement?***

For enquiries about the supervisory arrangement, please contact the Graduate School with the following details:

Phone	:	(852) 2948 8939
Fax	:	(852) 2948 6619
Email	:	<a href="mailto:edd@eduhk.hk">edd@eduhk.hk</a>
Website	:	<a href="http://www.eduhk.hk/gradsch/">www.eduhk.hk/gradsch/</a>
In-person	:	Graduate School Office, Room B4-G/F-02 The Education University of Hong Kong 10 Lo Ping Road, Tai Po, New Territories, Hong Kong
Office Hours	:	(Monday – Friday) 8:30am – 5:20pm (Saturdays, Sundays & Public Holidays) Closed

## **Section 5 – Thesis Proposal**

**a) *What is the format of Thesis Proposal?***

Students can refer to the Thesis Proposal Template, which can be downloaded from the website of the Graduate School for the format of Thesis Proposal.

(<https://www.eduhk.hk/gradsch/index.php/current-students/forms.html>),

**b) *When to conduct the Thesis Proposal presentation?***

After students have completed all the taught courses, they will be registered in the course “EDD8004 Presentation of Thesis Proposal” in the following semester automatically. Students are required to present the thesis proposal by the end of that semester.

For “EDD8015 Development of Thesis Proposal”, student will be registered in Semester 2 of Year 1 study automatically. They are required to complete the presentation of thesis proposal within 2 semesters (for full-time students) / 3 semesters (for part-time students).

**c) *What is the flow of presentation of Thesis Proposal?***

Students can refer to the “Flowchart of Presentation of Thesis Proposal” / “Flowchart of Development of Thesis Proposal”, which can be downloaded from the website of the Graduate School ([www.eduhk.hk/gradsch/eddcurent/](http://www.eduhk.hk/gradsch/eddcurent/) → *Study Flow for EdD*).

**d) *Who will be on the Presentation Panel?***

The Presentation Panel should include a Chairperson (i.e. Area Coordinator or nominee), Principal Supervisor and Associate Supervisor(s).

**e) *What is the procedure for Ethical Review?***

Students can refer to the Brief Guidelines for Ethical Review of Research Projects, which can be downloaded from the website of the Graduate School ([www.eduhk.hk/gradsch/eddcurent/](http://www.eduhk.hk/gradsch/eddcurent/) → *Programme Information*).

For more details, please contact your Supervisor(s) or the Secretary of Human Research Ethics Committee (HREC) at [hrec@eduhk.hk](mailto:hrec@eduhk.hk).

**f) *What should I include in the rebuttal?***

Students are required to provide responses to comments raised by the Panel in the oral presentation. The rebuttal form can be downloaded from the website of the Graduate School (<https://www.eduhk.hk/gradsch/index.php/current-students/forms.html>).

**g) When will I know the result of the Presentation of Thesis Proposal?**

Students will be informed of the result from the Presentation Panel after the Closed-door Assessment of the oral presentation. In some special cases, the result may not be announced until the Panel is satisfied with the rebuttal.

**h) Who to contact if I have further enquiries about Thesis Proposal?**

For enquiries about Thesis Proposal, please contact the Graduate School with the following details:

Phone	:	(852) 2948 8939
Fax	:	(852) 2948 6619
Email	:	<a href="mailto:edd@eduhk.hk">edd@eduhk.hk</a>
Website	:	<a href="http://www.eduhk.hk/gradsch/">www.eduhk.hk/gradsch/</a>
In-person	:	Graduate School Office, Room B4-G/F-02 The Education University of Hong Kong 10 Lo Ping Road, Tai Po, New Territories, Hong Kong
Office Hours	:	(Monday – Friday) 8:30am – 5:20pm (Saturdays, Sundays & Public Holidays) Closed

## **Section 6 – Thesis Submission and Viva Examination**

**a) *When should I submit the Intention to Submit Thesis form?***

Students should submit the Intention to Submit Thesis form to Graduate School at least 6 weeks before the expected date of submission. For those who wish to participate in the Congregation (normally held in Mid-November), they should submit the completed form by the end of 2<sup>nd</sup> week of April in that academic year.

**b) *Are there any guidelines or templates for Thesis preparation?***

Students can refer to the “Thesis Submission Guideline” and “Template of Thesis Format”, which can be downloaded from the website of the Graduate School (<https://www.eduhk.hk/gradsch/index.php/current-students/forms.html>).

**c) *Is there any timeline for Thesis submission?***

The “Timeline for Thesis Submission” can be downloaded from the website of the Graduate School ([www.eduhk.hk/gradsch/eddcurent/](http://www.eduhk.hk/gradsch/eddcurent/) → *Study Flow for EdD*).

**d) *How long will the Examiners take to examine the Thesis?***

The Thesis Examiners normally take about 6 weeks to assess the Thesis.

**e) *Who will be responsible for the nomination of Thesis Examiners?***

The Principal Supervisor is responsible for the nomination of the Thesis Examiners.

**f) *What should I do before submitting the hard copies for examination?***

Please notify the Graduate School by sending an email to [edd@eduhk.hk](mailto:edd@eduhk.hk) with a soft copy of your Thesis. Our staff will then upload your Thesis to Turnitin for similarity checking.

Students are also required to complete the Thesis Submission Form and return the completed form to the Graduate School before submitting the hard copies. The Thesis Submission Form can be downloaded from the website of the Graduate School (<https://www.eduhk.hk/gradsch/index.php/current-students/forms.html>).

**g) *How many copies should I submit for examination purpose?***

Two soft copies (one in Word format and one in PDF format) of Thesis and three hard copies are required to be submitted to the Graduate School for examination purpose.

***h) Are there any specific requirements for Thesis binding?***

No. However, students are highly recommended to use plastic comb binding. Please note that students are responsible to bind the Thesis and submit the bound copies to the Graduate School for examination purpose.

***i) When will the Viva Examination be scheduled after submission of Thesis?***

Normally, the Viva Examination will be arranged within 8 weeks after the submission of Thesis, subject to the availability of the Thesis Examination Panel.

***j) How long is the Viva Examination? How will the Viva Examination be conducted?***

The Viva Examination usually last for around 1.5 hours which includes the following 3 sessions:

- (i) Student Presentation : 25-30 mins
- (ii) Q&A Session : 35-40 mins
- (iii) Closed-door Assessment : 15-20 mins

***k) How long would be given to student for doing the revision and rebuttal after the Viva Examination?***

It depends on the decision of the Thesis Examination Panel. Students will be informed after the Viva Examination.

***l) What should be included in the rebuttal?***

The following two parts are normally included in the rebuttal:

- Part I – for the response to comment raised by the Chairperson and Supervision Panel Members
- Part II – for the response to comments raised by External examiner(s) and Internal Examiner

The rebuttal form can be downloaded from the website of the Graduate School (<https://www.eduhk.hk/gradsch/index.php/current-students/forms.html>).

***m) Do I need to submit the hard copies for the finalized Thesis after submission of revised Thesis and rebuttal?***

NO hard copy of the Thesis is needed to be submitted to the University. However, one soft copy (in PDF format) of the approved Thesis should be submitted to the Thesis Repository of the University Library and ProQuest by following the instructions and specifications provided in the “Thesis Submission” section on the website of the Library ([www.lib.eduhk.hk/gs/thesis/](http://www.lib.eduhk.hk/gs/thesis/)). Students should read the submission guideline before submitting the Thesis.

***n) After submission of the revised Thesis and rebuttal, when will I receive the Statement of Results?***

The Statement of Results (SoR) will be sent to students by the Registry after their graduation status has been approved by the Academic Board (AB). If students would like to get the SoR earlier, please send an email to the Graduate School at [edd@eduhk.hk](mailto:edd@eduhk.hk) after they have passed the Viva Examination.

***o) Who to contact if I have further enquiries about the submission of Thesis and Viva Examination?***

For enquiries about the submission of Thesis and Viva Examination, please contact the Graduate School with the following details:

Phone	:	(852) 2948 7326
Fax	:	(852) 2948 6619
Email	:	<a href="mailto:edd@eduhk.hk">edd@eduhk.hk</a>
Website	:	<a href="http://www.eduhk.hk/gradsch/">www.eduhk.hk/gradsch/</a>
In-person	:	Graduate School Office, Room B4-G/F-02 The Education University of Hong Kong 10 Lo Ping Road, Tai Po, New Territories, Hong Kong
Office Hours	:	(Monday – Friday) 8:30am – 5:20pm (Saturdays, Sundays & Public Holidays) Closed

## **Section 7 – Student Support**

***a) Are there any supports on enhancement of academic writing skills and research skills for students in the Doctor of Education programme?***

Supports are provided for the enhancement of academic writing skills and research skills. These include Academic Writing Workshops, Statistical Consultation Services, Postgraduate Conference and Summer School. Students will be informed about the details via email. Information is also available at the website of the Graduate School at <https://www.eduhk.hk/gradsch/index.php/student-support.html>.

***b) Are there any award schemes for students in the Doctor of Education programme?***

The following award schemes are available for students in the Doctor of Education (EdD) programme:

- Postgraduate Students Publication Awards Scheme – The Scheme aims to reward postgraduate students who produce quality research outputs in the form of journal articles. For more details, please refer to the website of the Graduate School (<https://www.eduhk.hk/gradsch/index.php/scholarship/awards.html>).
- Conference Award – The Award aims to support EdD students to present their work at international / national / local conference(s) which are related to their research areas. For more details, please refer to the website of the Graduate School (<https://www.eduhk.hk/gradsch/index.php/scholarship/awards.html>).
- Financial supports are offered to EdD students who were selected to join the International Outreach Study Programme (IOSP) (if any in that academic year). Students will be informed about the details via email.

***c) Can I participate in the activities / programmes organized by the Student Affairs Office?***

To support postgraduate students' studies at the University and to enrich their learning in non-formal curriculum, the Student Affairs Office (SAO) offers a wide range of activities and programmes. Postgraduate students can take part in any programmes that will be completed during their courses of studies.

A list of services and programmes provided by SAO are outlined below:

- Counselling Service
- Career Development Support

- Leadership and Service Learning
- Financial Assistance
- Accommodation
- Health Service
- Student Achievement

Details can be found in the website of the SAO at [www.eduhk.hk/sao](http://www.eduhk.hk/sao).

***d) Are there any study areas for postgraduate students?***

To facilitate peer support and interaction with staff, a comfortable environment is provided for postgraduate students to study, to exchange ideas in small groups, and to do their research. The Study Area for Postgraduate Students is located in the office of Graduate School at B4-G/F-02 and open for postgraduate students throughout the year. Students are most welcome to drop by anytime.

Students are also welcome to try out the Research Commons located on 4/F of the Mong Man Wai Library at Tai Po Campus.



## **Section 8 – Tuition Fees**

**a) *How does the tuition fee be collected?***

The tuition fee is charged by the number of credit point students take in each semester.

**b) *How does the tuition fee be charged for course EDD8015 Development of Thesis Proposal?***

The course “EDD8015 Development of Thesis Proposal (6 cps)” will be registered in Semester 2 of Year 1 study automatically and the tuition fees for the 6 credit points will be charged in that semester.

**c) *How does the tuition fee be charged for course EDD8011 Thesis?***

The tuition fees of “EDD8011 Thesis (42 cps)” will be charged at the semester after the student has been given a “PASS” grade of “EDD8004 Presentation of Thesis Proposal” / “EDD8015 Development of Thesis Proposal” in the following ways:

- If you have 3 semesters or more before reaching the maximum study period to finish your Thesis, the tuition fees will be collected by instalments of 14 cps per semester for 3 semesters.
- If you have 2 semesters left before reaching the maximum study period to finish your Thesis, the tuition fees will be collected in instalments for 2 semesters (i.e. 14 cps in 1<sup>st</sup> Term; 28cps in 2<sup>nd</sup> Term).
- If you have only 1 semester left before reaching the maximum study period to finish the Thesis, you have to pay for the total credit points (i.e. 42 cps) for Thesis in that semester.

**d) *Will there be any charges if I want to extend my studies beyond the normal period of study?***

Extension fee will be charged to students who have to extend their studies beyond the normal duration. (i.e. 15% of the tuition fee of “EDD8011 Thesis” per semester for 3 years for full-time students; 10% of the tuition fee of “EDD8011 Thesis” per semester for 4 years for part-time students).

**e) *How and when will I know my tuition fees payment?***

Tuition fees are normally collected twice in an academic year, i.e., after the Add-Drop Period in each semester:

- 1<sup>st</sup> Semester – by the end of September

- 2<sup>nd</sup> Semester – by the end of January

An e-billing notice will be issued by Finance Office via email after the Add-Drop Period. Students can view their consolidated outstanding institutional fees in The Portal by going through the following path:

*Login The Portal (<http://portal.eduhk.hk/>) → e-SIS → Student Services → Student Account → Account Summary*

Should there be any log-in problems, please contact the IT Helpdesk of OCIO via phone at (852) 2948 6601 / 2948 7053 or email at [helpdesk@ocio.eduhk.hk](mailto:helpdesk@ocio.eduhk.hk).

**f) *What is the due date for tuition fees payment?***

Students can refer to the e-billing notice issued by Finance Office or the Student Account Summary in The Portal for the specific payment schedule.

*Login The Portal (<http://portal.eduhk.hk/>) → e-SIS → Student Services → Student Account → Account Summary*

**g) *Will there be any charges for late tuition fees payment?***

Failure to settle the payment by the stipulated deadline without prior approval from the University will result in the following consequences:

- withholding the issue of academic documents
- de-activation of student cards
- suspension of access to the University's Library / other facilities / accommodation in the student hall
- termination of student status

These students will be treated as “UNOFFICIALLY WITHDRAWN” from the programme with immediate effect. They are required to pay an administration fee of HK\$300 for re-activating their student status in addition to the full settlement of overdue institutional fees. They are also required to re-apply for admission again if their student status has been terminated because of prolonged outstanding debts even they have settled their previous debts with the University thereafter.

**h) *How can I settle my tuition fees payment?***

Please refer to the Student Account Summary in The Portal for the detailed payment methods.

Login The Portal (<http://portal.eduhk.hk/>) → e-SIS → Student Services → Student Account → Account Summary

Should there be any enquiries regarding the billing and payment methods, please contact the Finance Office via phone at (852) 2948 7440 / 2948 6083 or email at [fees@eduhk.hk](mailto:fees@eduhk.hk).

**i) Can I apply for a deferral of tuition fees payment?**

Students are required to make financial planning to ensure all fees to be settled on time. Students with sudden financial difficulties, please seek advice from the Student Affairs Office and the Finance Office.

<u>Student Affairs Office</u>	
Phone	: (852) 2948 6720 / 2948 6721
Fax	: (852) 2948 6240
Email	: <a href="mailto:saoemail@eduhk.hk">saoemail@eduhk.hk</a>
Website	: <a href="http://www.eduhk.hk/sao">www.eduhk.hk/sao</a>
In-person	: Student Affairs Office 1/F, Block A, Administration Building The Education University of Hong Kong 10 Lo Ping Road, Tai Po, New Territories, Hong Kong
<u>Finance Office (Student Tuition Fee)</u>	
Phone	: (852) 2948 7440 / 2948 6083
Fax	: (852) 2948 6107
Email	: <a href="mailto:fees@eduhk.hk">fees@eduhk.hk</a>
Website	: <a href="http://www.eduhk.hk/fo/">www.eduhk.hk/fo/</a>
In-person	: Room A-3/F-09, Administration Building The Education University of Hong Kong 10 Lo Ping Road, Tai Po, New Territories, Hong Kong
Office Hours	: (Monday – Friday) 8:30am – 1:00pm & 2:00pm – 5:20pm (Saturdays, Sundays & Public Holidays) Closed

**j) How can I obtain a payment proof of my tuition fees?**

An unofficial receipt for the settled tuition fees can be downloaded and printed by going through the following path:

Login The Portal (<http://portal.eduhk.hk/>) → e-SIS → Student Services → Student Account → Account Summary → Tuition Fees Receipt

If an official receipt is needed, students should write to Finance Office at [fees@eduhk.hk](mailto:fees@eduhk.hk). Please be reminded to include the following details in the email:

- Full Name in English
- Student Number
- Programme of Study
- Academic Term & Year requested
- Course Code & Course Title of the registered course(s)
- Reason(s) for the request
- Contact Phone Number
- Postal Address

Please note that no receipt can be issued if there is outstanding balance in the Student Account.

***k) Do I need to pay tuition fees if I drop the courses after the Add/Drop Period?***

Students are required to pay the full tuition fees for any courses dropped after Add-Drop period of the programme.

***l) Do I need to pay tuition fees for the deferred semester?***

If the application for deferment of studies is submitted before the completion of the first half of a semester according to the academic calendar of the programme, any tuition fees paid for the deferred semester will be carried forward.

If the application for deferment of studies is submitted after the first half of a semester, the tuition fees paid for the deferred semester will not be refunded nor carried forward to the resumed semester; tuition fees not paid for the deferred semester has to be paid when resuming studies.

***m) Do I need to pay tuition fees if I withdraw from the Doctor of Education programme?***

For application submitted after the commencement of a semester, students are required to pay the full tuition fees for the whole semester and other outstanding fees before such application will be processed.

**Section 9 – Application for Academic Documents / Change of Specialized Area / Change of Study Mode / Change of Programme / Late Submission of Assignment / Credit Transfer / Extension of Study Period / Leave of Absence / Deferment of Studies / Withdrawal**

**a) *How can I apply for an official Transcript / Testimonial?***

Please complete the online application form at [https://banner.eduhk.hk/BANPRD/!szkoaad.p\\_login\\_page](https://banner.eduhk.hk/BANPRD/!szkoaad.p_login_page) or download the form “Application for Academic Documents” from the website of the Registry at [www.eduhk.hk/registry/view.php?sso=y&m=2448&secid=2456](http://www.eduhk.hk/registry/view.php?sso=y&m=2448&secid=2456) and submit the completed form to the Information Centre (A-G/F-11).

**b) *How can I apply for a change of Specialized Area / Study Mode / Programme?***

Please complete the form “Application for Change of Programme / Specialist Route / Major or Minor / Mode of Study” and return the completed form to the Information Centre (A-G/F-11). The form can be downloaded from the website of the Registry at [www.eduhk.hk/registry/view.php?sso=y&m=2448&secid=2456](http://www.eduhk.hk/registry/view.php?sso=y&m=2448&secid=2456).

**c) *How can I apply for a late submission of assignment?***

Please complete the form “Application for Late Submission of Assignment” and submit the completed form to the Course Lecturer(s) with a copy submitted to the Graduate School by email at [edd@eduhk.hk](mailto:edd@eduhk.hk). The form can be downloaded from the website of the Registry at [www.eduhk.hk/registry/](http://www.eduhk.hk/registry/).

**d) *How can I apply for credit transfer?***

Please complete the form “Application for Credit Transfer” and submit the completed form to the Information Centre (A-G/F-11). The form can be downloaded from the website of the Registry at:

[www.eduhk.hk/registry/view.php?sso=y&m=2448&secid=2456](http://www.eduhk.hk/registry/view.php?sso=y&m=2448&secid=2456).

Please read carefully:

- (i) The regulations and policy on credit transfer at the website of the Registry; and
- (ii) The important notes on the application form.

**e) *Are there any maximum numbers of credit points / courses be transferred to the Doctor of Education programme?***

The total number of credit points transferred normally will not exceed 50% of the total credit points of the EdD programme. All applications are considered on case-by-case

basis, and are subject to approval by relevant departments. For the guideline of credit transfer, please refer to the Registry website at:

[https://oraas0.eduhk.hk/CourseRegLink/Programme\\_Info\\_Student\\_QRCT.html](https://oraas0.eduhk.hk/CourseRegLink/Programme_Info_Student_QRCT.html)

**f) *How can I apply for an extension of study period beyond the normal / maximum period of study?***

Beyond Normal Period of Study

Students, who are unable to complete the programme requirements within the normal period of study, are required to apply for an extension of study period.

For those students who are required to apply for extension beyond the normal study period, they will be informed via email before the end of the normal study period and are required to complete the online application form for submission to the Graduate School.

Beyond Maximum Period of Study

Extension beyond the maximum study period is not permitted except for special circumstances with very strong justifications. Students who wish to extend their period of study beyond the maximum programme duration are required to apply in writing to the Graduate School ([edd@eduhk.hk](mailto:edd@eduhk.hk)) to obtain approval from the EdD Programme Committee at least 3 months before the end of maximum study period. Approval for an extension is subjected to the considerations of the Program Committee on a case-by-case basis.

**g) *How can I apply for leave of absence?***

In exceptional circumstances where students need to take a leave of absence for 30% of scheduled classes/lectures or more, students should inform and obtain prior approval from their Course Lecturer(s).

Please note that students who are absent for 30% of scheduled classes or more in a course without prior permission will be given a grade F (Fail) by their Course Lecturer(s). The grade F will be recorded on the students' transcript.

Individual courses / Course Lecturers may have their attendance requirements, please approach the respective Course Lecturer / department for details.

**h) *How can I apply for deferment of studies?***

Please complete the form "Application for Deferment of Studies" and submit it to the Information Centre (A-G/F-11). The form can be downloaded from the website of the

Registry at [www.eduhk.hk/registry/](http://www.eduhk.hk/registry/). Students can apply for deferment of study if there is a genuine need. The period of deferment in each application is normally one semester. The deferment period is included in the maximum period of study. A continuation fee per semester is required upon approval of the application.

***i) How can I apply for withdrawal from my studies?***

Please complete the “Withdrawal Form” and submit the completed form to the Information Centre (A-G/F-11). The form can be downloaded from the website of Registry at [www.eduhk.hk/registry/](http://www.eduhk.hk/registry/). Effective date of withdrawal is normally 3 working days from the date of submission of the completed form.

## **Section 10 – Visa-related Issues (for non-local students)**

### ***a) How to apply for a visa extension to continue with my studies at the University?***

In case of special circumstances, non-local students who are unable to complete the Doctor of Education programme within the normal study period should approach the Graduate School at least three months before the expiry date of their Student Visa / Entry Permit.

### ***b) Who should I contact for enquiries about visa application?***

For Mainland, Taiwan and Macau students:

Phone	:	(852) 2948 6389
Fax	:	(852) 2948 8965

For International students:

Phone	:	(852) 2948 7654
Fax	:	(852) 2948 8198

Website	:	<a href="http://www.eduhk.hk/gao">www.eduhk.hk/gao</a>
E-mail	:	<a href="mailto:gao@eduhk.hk">gao@eduhk.hk</a>
In person	:	Global Affairs Office, Room A-G/F-10, Cho Kwai Chee Foundation Building, The Education University of Hong Kong 10 Lo Ping Road, Tai Po, Hong Kong



## **Section 11 – Transcript / Graduation / Award Certificate**

**a) *When will I receive my Statement of Results?***

The Statement of Results (SoR) will be sent to students by the Registry after their graduation status from the Doctor of Education programme has been approved by the Academic Board (AB). If students would like to request for the SoR earlier, please send an email to the Graduate School at [edd@eduhk.hk](mailto:edd@eduhk.hk) after they have passed the Viva Examination.

**b) *When will the Congregation be held?***

The congregation will normally be held in November. Details of the congregation will be sent to all graduates by the Registry in late September to early October.

**c) *Will the Specialized Area be shown on the Award Certificate or the Transcript of Studies?***

The chosen Specialized Area and the Thesis Title will be shown on the Transcript of Studies.

**d) *When will I receive my graduation certificate?***

Students will receive their graduation certificate after the congregation, normally in December.

**e) *How do I apply for an official transcript?***

Students can apply for an official transcript by submitting a request online through The Portal (<http://portal.eduhk.hk/> → e-SIS → Student Services → Application for Academic Documents) or fill out an application form which can be downloaded from the website of the Registry at [www.eduhk.hk/registry/view.php?m=2448&secid=2456](http://www.eduhk.hk/registry/view.php?m=2448&secid=2456).

November 2017