Department of Civil and Environmental Engineering
PG Administration Guidelines for EVNG RPg Students
(2022-2023)

1   Measures to Improve Spoken English Language Proficiency

1.1   University Policy

1.1.1 All new full-time research post-graduate (RPg) students are required to take a spoken English test - English Language Proficiency Assessment (ELPA) Speaking Test administered by the Center for Language Education before the start of the first term of their study at HKUST.

1.1.2 RPg students whose ELPA score is lower than Level 4, or who fail to take the Test in the 1st term of study are required to take an English Language course, LANG 5000, *Foundation in Listening & Speaking for Postgraduate Students*, until they pass the course by attaining at least Level 4 in the ELPA Speaking Test before graduation.

1.1.3 RPg students whose ELPA score is lower than Level 4, or who fail to take the Test are <u>not allowed</u> to take up teaching assistant duties involving direct classroom interaction with UG students or any teaching-related duties involving communication with UG students in spoken English until they have passed LANG5000.

1.1.4 Heads/ Program Directors should ensure that RPg students with grade pended in LANG5000 will not be permitted to take up teaching duties that required interacting with UG students in English, unless otherwise approved by the Centre for Language Education on a case-by-case basis.

1.1.5 Heads of Department/ Program Directors will be provided with the list of RPg students who failed to take the ELPA or have not achieved the ELPA score of Level 4.

1.1.6 Departments/ Program Offices may have the discretion to link the performance of students in LANG5000 with the PGS rate that RPg students receive by reducing the PGS rate by 25% for those students who fail LANG5000 after the first attempt.

1.2   Environmental Engineering Program (EVNG) Policies

1.2.1 PGS rate will be reduced by 25% if the RPg students achieved an ELPA score lower than Level 4 and failed LANG5000.

1.2.2 All RPg students are required to take and pass LANG5001, PDEV 6770 and ENGG 6780 during their studies.

1.2.3 The grades of LANG5000, LANG5001, PDEV 6770, PDEV 6800 and ENGG 6780 are exempted from the CGA calculation. The eligibility for receiving PGS by RPg students is not affected if the student obtains a grade D or above in the two language courses.

1.2.4 The Program and the supervisors should closely monitor the academic performances of their RPg students, including their levels of English proficiency, on a continuous and consistent basis.

2 Allocation of PGS

2.1 The PGS allocation policy is subject to the availability of PGS funding from the University.

2.2 In-time/ out-time status for all RPg students are defined as follow:

MPhil(EVNG)	2 years
PhD(EVNG) with an MPhil degree	3 years
PhD(EVNG) with an MSc degree	4 years
PhD(EVNG) with a Bachelor's degree	4 years

2.2.1 If an HKUST MPhil student with MSc or Bachelor's degree, without completing the study, transfers to PhD (EVNG), the number of years spent on MPhil study will be counted toward the in-time period of 4 years.

2.2.2 In-time clock starts ticking from the time when an RPg student registers in PG study at HKUST. It is advisable to identify an EVNG faulty member as the major supervisor to embark thesis research. Changing major supervisor, especially back and forth between faculty members, is discouraged.

2.3 RPg students who fail to maintain good academic standing (e.g. CGA under 2.85 or unsatisfactory research progress) in a term may have PGS reduced or suspended until satisfactory academic standing is reached.

3 TA Assignment for Full-time RPgs Students who <u>hold TA seats in CIVL</u> Department

3.1 Newly admitted RPg students may not be assigned any TA duties during their first semester study at HKUST.

3.2 RPg students who previously pursued UG or Master's (TPg or MPhil) studies at one of the eight UGC-funded tertiary institutions in Hong Kong or passed ELPA test are exempted from this policy. That is, they could be assigned TA duties in their first semester study at HKUST.

3.3 RPg students occupying TA seats in CIVL are required to take up TA duties.

3.4 RPg students in the first semester and in the *Graduating Semester*, that is the semester they are going to graduate, and/or out-time period might be exempted from taking up TA duties. The supervisors will declare the Graduation Semester of their students and notify the department for exempting the TA duty, whilst, their supervisors and/or the department can

still request students to participate in the TA activities in the Graduating Semester if necessary.

3.5   There is only one declared Graduating Semester. If the student does not graduate in the declared semester, s/he will be required to take up the TA duties in the subsequent semester in regardless of his/her graduation status in that semester.

3.6   Each TA is required to serve teaching related services for two out of three terms (Fall, Spring, Summer) in each academic year.

3.7   If PGS is partially cut in the middle of the semester, corresponding RPg students are required to continue the TA duties in order not to affect the learning status of the UG students and to shoulder their responsibilities as TAs as agreed at the beginning of the semester.

3.8   As advised by Provost Office, out-time RPg students who are supported as "part-time Research Assistants" can be assigned TA duties.

3.9   As teaching training is an important and integral part of RPg education in the Program Office, this TA assignment policy applies to all full-time EVNG RPg students who hold TA seats in CIVL regardless of the source of PGS funding used to support the student.

3.10   If the TA performance is reported as unsatisfactory by the course instructor, the supervisor / department reserves the rights to reduce the PGS rate to the particular TA.

4   Others

4.1   All full-time RPgs admitted in 2022/23 and onwards are required to take and pass PDEV 6800 to equip necessary knowledge and skills in delivering teaching duties. Upon satisfactory completion of the training, MPhil and PhD students will be assigned GTA duties for at least one term and two terms respectively, and the GTA duties for each term must include at least a 30-minute session of instructional delivery in front of a group of students.

4.2   PhD students are required to take the PQE within 18 months after their admission.

4.3   RPg students should apply for study or annual leave (as appropriate) from the Program Office for proper record keeping and accurate calculation of their normative study periods.

<u>August 2022</u>