

## Checklist for Applicants of EE Research Degree Programmes

To apply for any of the research degree programmes (code: EE2/P for *PhD* or EE2/M for *MPhil*) in Electrical Engineering (EE), prospective applicants should refer to the following step-by-step guidance notes when preparing their applications using the [online admission system](#). Incomplete submissions will result in delaying the processing of the application.

### **Step 1: Complete an online application**

*Points to note:*

- Applicants must indicate ALL **university degree** qualifications earned or currently in progress (i.e. undergraduate and graduate (if applicable)) in the online application.
- Applicant's unique Skype Name (NOT email address nor phone number nor full name) must be provided under the section "*Proposed Candidature*" for the possibility of a video interview.  
[Skype](#) | [How to find your Skype Name](#)
- Applicants should discuss their research area with an EE academic staff and identify ONE academic staff as their proposed supervisor and indicate his/her name under the section "*Other Information*" in the question of "*If you have contact any CityU academic staff member, please provide his/her full name*".  
If you have identified more than one prospective research supervisor, list their names in order of preference.  
[List of EE academic staff](#)
- Under "Proposed research area", applicants must state at least one technical keyword describing the research field of the proposed supervisor(s). Be specific in your keyword choice. Do not use generic descriptions such as Electronic or Electrical Engineering.  
[List of EE research areas](#) (A list of keywords for each EE faculty is provided for each of the five EE research areas).

#### ***For PhD applicants applying for the HKPFS:***

- First submit an initial application at RGC's online application system and quote the HKPFS reference number in CityU's online admission system.
- Plagiarism checking will be conducted on the "Research Plan" and "Vision Statement" submitted by HKPFS applicants. In the event that an applicant has submitted false information or committed plagiarism with suspicious contents, both applications for HKPFS and admission at CityU may be disqualified.

## **Step 2: Upload Images of Supporting Documents**

### **Official certificates and transcripts of ALL undergraduate and postgraduate qualifications**

- Any certificates and transcripts not in English should be accompanied by a formal certified translation in English.
- The grading system should be accompanied with the transcript, normally at the bottom or on the back side of the transcript. The maximum achievable grade/mark should also be included.

### ***For applicants with academic qualifications from institutions in mainland China:***

- Transcripts (成績單), graduation certificates (畢業證書) and diplomas (學位證書) must be provided; both Chinese and English versions are required, i.e. six documents in total if you have a Bachelor's degree; twelve documents in total if you have both Bachelor's and Master's degree.
- Applicants in their final year of studies are required to submit a Current Study Certificate (在讀證明) showing their study status and the expected graduation date. The latest transcript showing all courses taken at the time of application must be provided.

### **Proof of English Proficiency**

- Score result of IELTS or TOEFL, or
- Institutional proof that English is the medium of instruction for ALL courses taken during undergraduate and postgraduate (if applicable) studies, and/or

***For applicants with academic qualifications from institutions in mainland China:*** Score result of CET-6 (only for non-HKPFS applicants). Please note that CET-6 does not satisfy the English Proficiency requirement for the HKPFS.

### **Publication Record (if applicable)**

- The front page of published papers or the letter of acceptance for papers accepted for publishing.
- Name of the publication, abstract, list of authors, and publication status (published / in press / accepted / under review etc.) should be shown.

### **Two Referee's Reports from Academic Referees**

#### **Referee Eligibility**

- PhD holders in academic circles (including research laboratories under an academic institution)
- Being able to comment on the applicant's academic performance
- Have been in a supervisory role over the applicant
- Proposed supervisor/co-supervisor, post-doc, general technical/research staff, schoolmates, friends & etc. are **NOT** eligible to be academic referees.

**Procedure (non-HKPFS applications):** After being nominated by the applicant in the online admission system, referees will received an email from the University with instructions to complete an online Referee's Report

**Procedure (HKPFS applications):** HKPFS applicants must download and send the [HKPFS-specific Referee's Report Form](#) to their referees for completion. Referees should then return the completed Report Forms DIRECTLY to the Chow Yei Ching School of Graduate Studies (SGS) under confidential cover as indicated on the Report. **In addition, please advise referees to include [eelucia@cityu.edu.hk](mailto:eelucia@cityu.edu.hk) on CC when they email SGS with the report attached.**

### **Step 3: Pay the application fee and submit the online application**

- HK\$200 for each programme applied via online credit card payment.
- Applications can be processed ONLY AFTER payment has been settled.

For change of information after submitting the online application, applicants should inform SGS immediately via [sg@cityu.edu.hk](mailto:sg@cityu.edu.hk) stating clearly your full name and online application reference number. Applicants are welcome to provide any additional information for the admission committee's consideration, uploading these as supporting documents to the online admission system.

### **Useful Links**

- [EE Website – MPhil/PhD](#)
- [SGS Website – Application Procedures](#)
- [SGS Admission Handbook](#)
- [SGS Website – HKPFS](#)
- [HKPFS Website – FAQ](#)

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