

**SCHOOL OF AI AND LIBERAL ARTS**  
**Guidelines for the Research Project Supervision Scheme**  
(Version: 17 December 2025)

**1. Objectives**

- 1.1 To cultivate students' academic literacy and research capabilities by helping them master scientific research methods and skills through systematic training, laying a solid foundation for their future academic and professional development.
- 1.2 To encourage students to actively engage in scholarly activities, such as writing and publishing academic papers and participating in academic conferences, to present their findings and receive peer feedback.

**2. Appointment of Research Project Supervisor**

- 2.1 To accommodate diverse programme needs, each participating Faculty/School will define its own specific selection criteria.
- 2.2 The Faculty/School identify interested academic staff as the potential research project supervisor.
- 2.3 SAI Course Coordinators (SACCs) send the supervisor list to SAI for record. Normally, the list will be updated at the first semester of each academic year.

**3. Supervisor-Student Matching**

- 3.1 Supervisor-student matching should be based on the alignment between their research fields and the students' research interests to ensure effective and targeted guidance.
- 3.2 Supervisors are not definitely from the student's own Faculty or School. Cross-disciplinary supervision is encouraged to broaden academic perspectives.
- 3.3 SACCs will coordinate issues that arises during the matching process.
- 3.4 Students are required to report any updates about their supervisory arrangements (e.g., a change of supervisor or withdrawal from project) to their SACC and SAI at the end of each semester.

**4. Mode of Supervision**

4.1 Supervisors should communicate with students regularly, providing guidance on research direction and methodology, and assisting in resolving problems encountered during the research process.

4.2 Each research group generally consists of two students who may come from different Faculty/School. Group size may be subject to the project complexity and needs.

## **5. Student Portfolio**

5.1 Students are encouraged to maintain an online portfolio to record their research outputs (e.g., publications, conference presentations, academic awards)

5.2 The portfolio should normally be updated at the end of each semester.

## **6. Financial Support**

6.1 Financial support is available for each project to cover research-related expenses, including conference attendance, publication fees, data collection, and other approved costs.

6.2 Support is granted on a reimbursement basis against actual expenses.

6.3 Full or partial support will be determined based on the quality of research output, and the feasibility of the budget.