香港都會大學
HONG KONG METROPOLITAN UNIVERSITY

# Academic rules and regulations


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# INTERPRETATION

Terms used in these Academic Regulations shall have the following meanings where the context so permits:

1 'University', 'Council', 'Senate', 'President', 'School' and 'Institute' shall have the same meaning as in the Ordinance and Statutes;

2 'Advanced standing' shall mean the assignment of value to a part or whole of quantifiable prior learning undertaken, and the acceptance of this value by the University as satisfying part of the requirements for a degree, diploma, certificate or other award;

3 'Assignment' shall mean an assignment that is submitted to and marked by a tutor or another University staff member or an assignment (multiple choice) that is submitted to the University and marked by a computer.

4 'Associate Sub-degree' shall refer to the Associate Diploma, Diploma and Higher Diploma that are normally vocational training programmes;

5 'Award Committee' shall mean the committee which, for each University course, assesses the performance of students and recommends results to the Senate for each student assessed;

6 'Claimant' shall mean any person who has applied to the University for a grant of advanced standing;

7 'Classification' shall mean one of the levels of Honours awarded by the University to recipients of a Bachelor's Degree with Honours;

8 'Course' shall mean a defined topic or field of study for which instruction is provided and which leads to the award of credits at a specified level;

9 'Credits' shall mean, according to the context, either

(a) the value assigned by the University to an individual course, which on successful completion of the course may be applied to the requirements of a University qualification; or

(b) the total value attached to all courses successfully completed by a student;

10 'Degree' shall refer to Bachelor's Degrees, Bachelor's Degrees with Honours and/or Postgraduate Degrees, including Master's and/or Doctor's Degrees;

11 'Level' shall mean one of the five ranks assigned to a course by the University, ascending from Pre-foundation, to Foundation, to Middle, to Higher, to Postgraduate;

12 'Non-defined (free choice) requirements' shall mean credits required for a University award under the relevant Programme Regulations that are not specified as to subject area or level;

13 'Ordinance' shall mean the Hong Kong Metropolitan University Ordinance (Cap. 1145);

14 'Programme' or 'programme of study' shall mean a selection of courses constituting an appropriate line of study leading to the award of a University qualification;

15 'Programme Regulations' shall mean regulations adopted by the Senate which prescribe the requirements for successful completion of a University programme of study;

16 'Registrar' shall mean the Registrar of Hong Kong Metropolitan University;

17 'Regulations', if not otherwise qualified, shall mean these Academic Regulations;

18 'Scholarship' shall mean an award granted by the University to a student in recognition of outstanding academic accomplishments;

19 'Statutes' shall mean the Statutes of the University adopted by the Council under section 18 of the Ordinance;

20 'Student' shall mean any person who has registered on a course of study offered by the University within the current or preceding twenty-four months;

21 'Sub-degree' shall refer to the Certificate, Diploma, Higher Diploma and Associate Degree that will articulate into a higher qualification.

# REGULATIONS FOR ADMISSION, REGISTRATION AND MAINTENANCE OF STATUS

## 1. Authority

1.1 These regulations are issued by the Senate under the authority granted to it by section 13(1)(c) of the Ordinance to regulate the admission of persons to courses of study offered by the University.

1.2 The Senate, or any committee of the Senate empowered by it to do so, may adopt implementing measures and procedures pursuant to any Regulation provided that such measures and procedures will have force only in so far as they are consistent with the Ordinance and these Regulations.

## 2. Open admissions policy

2.1 In keeping with the object of the University to provide educational opportunities for suitable persons regardless of their previous academic attainments, specified in section 3(2) of the Ordinance, the University shall maintain an 'open admissions' policy and shall not normally specify as a requirement for admission to any programme of study a required level of attainment on any public examination or other test of prior knowledge.

2.2 Unless otherwise specified in accordance with Regulation 3.2 or Regulation 4.1, the General Admission Requirements in Regulation 3.1 shall be the only requirements for admission to programmes of study offered by the University.

## 3. General admission requirements

3.1 For admission to programmes of study offered by the University, an applicant must be 17 years of age on the first day of the term or period for which admission is sought.

3.2 For programmes of study offered outside of Hong Kong under special arrangements approved by the Council, the University and/or any other institutions involved in the administration of such programmes may specify admission requirements which are in addition to those specified in Regulation 3.1.

## 4. Specific admission requirements

4.1 The University may specify in the Programme Regulations applicable to any given programme of study requirements for admission to the programme which are in addition to those specified in Regulation 3.1. These requirements may include but are not limited to:

(a) Possession of a specified professional qualification; or

(b) Possession of a degree or other specified award from a recognized institution of higher education; or

(c) Completion of a specified period of professional experience.

## 5. Registration requirements

5.1 The University will design relevant procedures for application for admission to the University, and for initial and subsequent registration on courses offered by the University, with which all applicants and enrolled students shall comply in the manner which the University shall from time to time specify.

## 6. Deferral of studies

6.1 A student who wishes to defer his/her studies until a later date should apply to the Registrar at such a time and by such procedures as the University shall from time to time specify. Approval of an application to defer studies is at the University's discretion.

6.2 The University recognizes the following grounds as a basis for deferral of studies:

(a) Illness or medical emergency;

(b) Family crisis, or similar special circumstances;

(c) A need, owing to previous failure in University courses, to resit two or more examinations in any one term.

6.3 A student who has applied for deferral of studies should continue with his/her studies until formal approval is given by the University.

6.4 The maximum period allowed for deferral of studies is normally two terms.

6.5 If a student has completed some assignments/dayschool requirements before deferral of study is granted, the School/Institute offering the course, may at its discretion, allow him/her to waive these requirements when study is resumed.

6.6 A student who has received deferral of studies shall not receive a refund of course fees paid to the University. The student is required to resume study of the same course for which deferral was granted. A student resuming studies shall not have to pay additional course fees provided that study is resumed at the agreed time.

## 7. Withdrawal from studies

7.1 A student wishing to withdraw from studies must submit notification in writing of his/her intention to withdraw to the Registrar, at such a time and by such procedures as the University shall from time to time specify.

7.2 An application to withdraw from studies will only be entertained if it is received by the University at least fourteen days before the beginning of the relevant examination period.

7.3 A student who withdraws from studies shall not receive a refund of course fees paid to the University. Readmission will depend on the availability of course places and requires payment of a new course fee.

7.4 Courses from which a student withdraws are recorded on his/her transcript of studies at the University.

7.5 A student who withdraws from all University courses he/she is studying shall remain a registered student of the University. If after twenty-four months he/she has not enrolled in a University course, the student's status shall lapse.

## 8. Reinstatement of student status

8.1 A person whose status as a student of the University has lapsed under the provisions of Regulation 7.5 shall be entitled to reinstate himself/herself as a registered student of the University by giving notification of his/her intention to seek reinstatement to the Registrar, at such a time and by such procedures as the University shall from time to time specify.

# REGULATIONS FOR THE AWARD OF SUB-DEGREE QUALIFICATIONS

## A. SUB-DEGREES

### 1. Authority

1.1 These Regulations are issued by the Senate under the authority granted to it by section 13(1)(e) of the Ordinance to regulate the requirements for any academic award of the University.

1.2 The Senate, or any committee of the Senate empowered by it to do so, may adopt implementing measures and procedures pursuant to any Regulation provided that such measures and procedures will have force only in so far as they are consistent with the Ordinance and these Regulations.

### 2. Sub-degrees

2.1 The University is empowered to award the following Sub-degrees:

(a) Certificate

(b) Diploma

(c) Higher Diploma

(d) Associate Degree

### 3. General provisions for the award of Sub-degrees

3.1 A student may be considered for the award of a Sub-degree after accumulating credits to the total number required for each qualification in accordance with these Regulations.

3.2 Credits counting towards the requirements of a Certificate, Diploma, Higher Diploma or Associate Degree may include credits gained by advanced standing, subject to the provisions of the 'Regulations Governing the Grant of Advanced Standing'.

3.3 Where a student is excused from having to pass a particular course as a result of a grant of advanced standing, for the purposes of these Regulations unless otherwise stated that course shall be regarded as having been successfully completed.

3.4 The University may, in the relevant Programme Regulations, prescribe that certain combinations of courses shall form excluded combinations in which only the credits from one of the courses can be counted towards a Sub-degree qualification.

3.5 The University reserves the right to set a limit, expressed in terms of years, after which credits awarded for successful completion of a course may not be counted towards a Sub-degree. The University shall give due notice of the introduction of any such limit.

3.6 The University may from time to time give notice of its intention to discontinue a certificate programme. In such cases, Certificates will continue to be conferred upon students who have successfully completed the requirements of the Certificate for which notice of discontinuation has been given for up to 3 years after the date set by the Senate for termination of the programme.

3.7 The University may from time to time give notice of its intention to discontinue a diploma programme. In such cases, Diplomas will continue to be conferred upon students who have successfully completed the requirements of the Diploma for which notice of discontinuation has been given for up to 3 years after the date set by the Senate for termination of the programme.

3.8 The University may from time to time give notice of its intention to discontinue a higher diploma programme. In such cases, Higher Diplomas will continue to be conferred upon students who have successfully completed the requirements of the Higher Diploma for which notice of discontinuation has been given for up to 4 years after the date set by the Senate for termination of the programme.

3.9 The University may from time to time give notice of its intention to discontinue an associate degree programme. In such cases, Associate Degrees will continue to be conferred upon students who have successfully completed the requirements of the Associate Degree for which notice of discontinuation has been given for up to 4 years after the date set by the Senate for termination of the programme.

3.10 The date on which the Sub-degree is awarded shall be the date of its award by Council.

3.11 The University shall not award a Sub-degree to a person in debt to the University.

## 4. Programme of study

4.1 The University may issue Programme Regulations prescribing a programme or programmes of study for any Sub-degree, and may from time to time add to, amend or discontinue such programmes.

4.2 Each programme of study shall define the courses which it comprises, their level and value in credits, and any prerequisites or excluded combinations of courses.

## 5. The award of the Certificate

5.1 To be eligible for the award of the Certificate, a student shall have satisfied in full the requirements for the Certificate, which are that he/she shall not be in debt to the University and shall have:

(a) given notice to the University, at such a time and by such procedures as the University shall from time to time prescribe, of his/her wish to be awarded a Certificate, having at the same time made a declaration of the Certificate desired, and

(b) satisfied in full the specific admission requirements for the programme of study, if any, as defined in the relevant Programme Regulations, and

(c) obtained at least 30 credits in courses prescribed by the relevant Programme Regulations as appropriate to the Certificate, except for the following programmes, for which notice has been given:

(i) obtained at least 20 credits in the case of the Certificate in Education;

(ii) obtained at least 20 credits in the case of the Certificate in the Teaching of Chinese through Putonghua (Pathway II).

5.2 Credits awarded for the successful completion of a course shall not be counted towards more than one award simultaneously except in the case of conversion of a lower qualification to a higher qualification as specified in Regulations 2.1, 3.1 and/or 4.1 of the 'Regulations Governing the Articulation of Qualifications'.

## 6. The award of the Diploma

6.1 To be eligible for the award of the Diploma, a student shall have satisfied in full the requirements for the Diploma, which are that he/she shall not be in debt to the University and shall have:

(a) given notice to the University, at such a time and by such procedures as the University shall from time to time prescribe, of his/her wish to be awarded a Diploma, having at the same time made a declaration of the Diploma desired, and

(b) satisfied in full the specific admission requirements for the programme of study, if any, as defined in the relevant Programme Regulations, and

(c) obtained at least 60 credits in courses prescribed by the relevant Programme Regulations as appropriate to the Diploma for which notice has been given, of which

(i) no more than 10 credits may be obtained at Pre-foundation level;

(ii) at least 20 credits must be obtained at Middle level;

(iii) no more than 20 credits can be obtained from general education courses approved by the University.

6.2 Credits awarded for the successful completion of a course shall not be counted towards more than one award simultaneously except in the case of conversion of a lower qualification to a higher qualification as specified in Regulations 2.1, 3.1 and/or 4.1 of the 'Regulations Governing the Articulation of Qualifications'.

## 7. The award of the Higher Diploma

7.1 To be eligible for the award of the Higher Diploma, a student shall have satisfied in full the requirements for the Higher Diploma, which are that he/she shall not be in debt to the University and shall have:

(a) given notice to the University, at such a time and by such procedures as the University shall from time to time prescribe, of his/her wish to be awarded a Higher Diploma, having at the same time made a declaration of the Higher Diploma desired, and

(b) satisfied in full the specific admission requirements for the programme of study, if any, as defined in the relevant Programme Regulations, and

(c) obtained at least 90 credits in courses prescribed in the relevant Programme Regulations as appropriate to the Higher Diploma for which notice has been given, of which

(i) no more than 10 credits may be obtained at Pre-foundation level;

(ii) at least 10 credits must be obtained at Higher level;

(iii) no more than 30 credits can be obtained from general education courses approved by the University.

7.2 Credits awarded for the successful completion of a course shall not be counted towards more than one award simultaneously except in the case of conversion of a lower qualification to a higher qualification as specified in Regulations 2.1, 3.1 and/or 4.1 of the 'Regulations Governing the Articulation of Qualifications'.

## 8. The award of the Associate Degree

8.1 To be eligible for the award of the Associate Degree, a student shall have satisfied in full the requirements for the Associate Degree, which are that he/she shall not be in debt to the University and shall have:

(a) given notice to the University, at such a time and by such procedures as the University shall from time to time prescribe, of his/her wish to be awarded an Associate Degree, having at the same time made a declaration of the Associate Degree desired, and

(b) obtained at least 80 credits in courses prescribed in the relevant Programme Regulations as appropriate to the Associate Degree for which notice has been given, of which at least 40 credits must be obtained at Middle or Higher level, and (for students registering for the first time with the University on 1 October 2005 or thereafter) no more than 10 credits of which may be obtained at Pre-foundation level.

8.2 Credits awarded for the successful completion of a course shall not be counted towards more than one award simultaneously except in the case of conversion of a lower qualification to a higher qualification as specified in Regulations 2.1, 3.1 and/or 4.1 of the 'Regulations Governing the Articulation of Qualifications'.

8.3 The Provost is empowered to approve requirements, procedures and measures appropriate for the implementation of the above programmes offered in face-to-face mode so long as they are considered to be consistent with the provisions of the Ordinance and the Academic Regulations. These will be promulgated by the Registrar.

## 9. Certification

9.1 The University shall mark the award of a Sub-degree by the presentation of a certificate of award to each successful student. The certificate shall be in English and Chinese and will include the student's full name, Sub-degree awarded, and Sub-degree programme completed. Where no appropriate name in Chinese exists for a student, the name in English will be used throughout. Such a certificate shall be issued free of charge only once in respect to each award.

9.2 Upon successful completion of a Sub-degree each student shall be provided by the University a transcript of courses taken (including any course(s) from which the student was excused), including all the information given on the certificate of award, the name of the programme of study and, for each course, the level, the result, the number of credits obtained and the month and year of registration on the course. Such a transcript shall be issued free of charge only once in respect to each award.

# B. ASSOCIATE SUB-DEGREES

## 1. Authority

1.1 These Regulations are issued by the Senate under the authority granted to it by section 13(1)(e) of the Ordinance to regulate the requirements for any academic award of the University.

1.2 The Senate, or any committee of the Senate empowered by it to do so, may adopt implementing measures and procedures pursuant to any Regulation provided that such measures and procedures will have force only in so far as they are consistent with the Ordinance and these Regulations.

## 2. Associate Sub-degrees

2.1 The University is empowered to award the following Associate Sub-degrees:

(a) Associate Diploma

(b) Diploma

(c) Higher Diploma

The title of each Associate Sub-degree award will be specified in the relevant Programme Regulations.

## 3. General provisions for the award of Associate Sub-degrees

3.1 A student may be considered for the award of an Associate Sub-degree after accumulating credits to the total number required for that Associate Sub-degree in accordance with these Regulations.

3.2 The credits counted towards the requirements of an Associate Sub-degree may include credits gained by advanced standing (block credit transfer and specific credit transfer only), subject to the provisions of the 'Regulations Governing the Grant of Advanced Standing'.

3.3 Where a student is excused from having to pass a particular course as a result of a grant of advanced standing, for the purposes of these Regulations unless otherwise stated that course shall be regarded as having been successfully completed.

3.4 The University may, in the relevant Programme Regulations, prescribe that certain combinations of courses (including courses in respect of which advanced standing has been granted) shall form excluded combinations in which only the credits from one of the courses can be counted towards an Associate Sub-degree.

3.5 The University reserves the right to set a limit, expressed in terms of years, after which credits awarded for successful completion of a course may not be counted towards an Associate Sub-degree. The University shall give due notice of the introduction of any such limit.

3.6 The University may from time to time give notice of its intention to discontinue an Associate Sub-degree. In such cases, the Associate Sub-degree will continue to be conferred upon students who have successfully completed the requirements of the Associate Sub-degree for which notice of discontinuation has been given for up to 3 years after the date set by the Senate for termination of the programme.

3.7 The date on which an Associate Sub-degree is awarded shall be the date of its award by Council.

3.8 The University shall not award an Associate Sub-degree to a person in debt to the University.

## 4. Programme of study

4.1 The University may issue Programme Regulations prescribing a programme or programmes of study for any Associate Sub-degree, and may from time to time add to, amend or discontinue such programmes.

4.2 Each programme of study shall define the courses which it comprises, their level and value in credits, and any prerequisites or excluded combinations of courses.

## 5. The award of the Associate Diploma

5.1 To be eligible for the award of the Associate Diploma, a student shall have satisfied in full the requirements for the chosen associate sub-degree programme of study, which are that he/she shall not be in debt to the University and shall have:

(a) given notice to the University, at such a time and by such procedures as the University shall from time to time prescribe, of his/her wish to be awarded such an Associate Sub-degree, and

(b) satisfactorily completed at least 20 and no more than 34 credits in courses prescribed by the relevant Programme Regulations.

5.2 Credits awarded for the successful completion of a course shall not be counted towards more than one award simultaneously except in the case of conversion of a lower qualification to a higher qualification as specified in Regulations 3.1 and/or 4.1 of the 'Regulations Governing the Articulation of Qualifications'.

## 6. The award of the Diploma

6.1 To be eligible for the award of the Diploma, a student shall have satisfied in full the requirements for the chosen associate sub-degree programme of study, which are that he/she shall not be in debt to the University and shall have:

(a) given notice to the University, at such a time and by such procedures as the University shall from time to time prescribe, of his/her wish to be awarded such an Associate Sub-degree, and

(b) satisfactorily completed at least 35 and no more than 64 credits in courses prescribed by the relevant Programme Regulations.

6.2 Credits awarded for the successful completion of a course shall not be counted towards more than one award simultaneously except in the case of conversion of a lower qualification to a higher qualification as specified in Regulations 3.1 and/or 4.1 of the 'Regulations Governing the Articulation of Qualifications'.

## 7. The award of the Higher Diploma

7.1 To be eligible for the award of the Higher Diploma, a student shall have satisfied in full the requirements for the chosen associate sub-degree programme of study, which are that he/she shall not be in debt to the University and shall have:

(a) given notice to the University, at such a time and by such procedures as the University shall from time to time prescribe, of his/her wish to be awarded such an Associate Sub-degree, and

(b) satisfactorily completed at least 65 and no more than 90 credits in courses prescribed in the relevant Programme Regulations.

7.2 Credits awarded for the successful completion of a course shall not be counted towards more than one award simultaneously except in the case of conversion of a lower qualification to a higher qualification as specified in Regulations 3.1 and/or 4.1 of the 'Regulations Governing the Articulation of Qualifications'.

## 8. Certification

8.1 The University shall mark the award of an Associate Sub-degree by the presentation of a certificate of award to each successful student. The certificate shall be in English and

Chinese and will include the student's full name, Associate Sub-degree awarded, and associate sub-degree programme completed. Where no appropriate name in Chinese exists for a student, the name in English will be used throughout. Such a certificate shall be issued free of charge only once in respect to each award.

8.2 Upon successful completion of an Associate Sub-degree each student shall be provided by the University with a transcript of courses taken (including any course(s) from which the student was excused), including all the information given on the certificate of award, the name of the programme of study and, for each course, the level, the result, the number of credits obtained and the month and year of registration on the course. Such a transcript shall be issued free of charge only once in respect to each award.

# REGULATIONS FOR THE AWARD OF UNDERGRADUATE DEGREES

## 1. Authority

1.1 These Regulations are issued by the Senate under the authority granted to it by section 13(1)(e) of the Ordinance to regulate the requirements for the award of degrees.

1.2 The Senate, or any committee of the Senate empowered by it to do so, may adopt implementing measures and procedures pursuant to any Regulation provided that such measures and procedures will have force only in so far as they are consistent with the Ordinance and these Regulations.

## 2. Degrees

2.1 The University is empowered to confer the undergraduate degrees listed in the Appendix (please refer to page 43).

In these Regulations the degrees are referred to respectively as BAPHBM (Honours), BAP (Honours), BA, BA (Honours), BBA, BBA (Honours), BBM, BComp, BComp (Honours), BEd, BEd (Honours), BEDELSEH, BEDHACLS, BEC, BEC (Honours), BEng (Honours), BFA (Honours), BGB (Honours), BHM, BIHAM (Honours), BLS, BLS (Honours), BLSBCGB (Honours), BNursing, BNursing (Honours), BPA (Honours), BSc, BSc (Honours), BSocSc, BSocSc (Honours), BSM, BSRM (Honours), BGS and BTPM.

## 3. General provisions for the award of degrees

3.1 A student may be considered for the award of a degree after accumulating credits to the total required for that degree in accordance with these Regulations.

3.2 The credits counted towards the requirements of a degree may include credits gained by advanced standing, subject to the provisions of the 'Regulations Governing the Grant of Advanced Standing'.

3.3 Where a student is excused from having to pass a particular course as a result of a grant of advanced standing, for the purposes of these Regulations unless otherwise stated that course shall be regarded as having been successfully completed.

3.4 The University may, in the relevant Programme Regulations, prescribe that certain combinations of courses (including courses in respect of which advanced standing has been granted) shall form excluded combinations in which only the credits from one of the courses can be counted towards a degree.

3.5 The University reserves the right to set a limit, expressed in terms of years, after which credits awarded for successful completion of a course may not be counted towards a degree. The University shall give due notice of the introduction of any such limit.

3.6 The University may from time to time give notice of its intention to discontinue a degree programme. In such cases, Degrees will continue to be conferred upon students who have

successfully completed the requirements of the Degree for which notice of discontinuation has been given for up to five years after the date set by the Senate for termination of the programme.

3.7 The date on which a degree is conferred shall be the date of its award by the Council.

3.8 The University shall not confer any degree on a person in debt to the University.

3.9 The University may, by regulation, prescribe the number of credits obtained by a student at which the student shall be required to take a degree.

## 4. Programme of study

4.1 The University may issue Programme Regulations prescribing a programme or programmes of study for any degree or degree with honours, and may from time to time add to, amend or discontinue such programmes.

4.2 Each programme of study shall define the courses which it comprises, their level and value in credits, any prerequisites or excluded combinations of courses, and any special value to be assigned to courses for the purposes of classifying the degree with honours.

## 5. The award of the BA, BBA, BBM, BComp, BEC, BHM, BNursing, BSc, BSocSc, BGS, BSM and BTPM Degrees

5.1 To be eligible for the award of the BA, BBA, BBM, BComp, BEC, BHM, BNursing, BSc, BSocSc, BGS, BSM or BTPM, a student shall have satisfied in full the requirements for the chosen degree, which are that he/she shall not be in debt to the University and shall have:

(a) given notice to the University, at such a time and by such procedures as the University shall from time to time prescribe of his/her wish to be awarded such a degree, having at the same time made a declaration of the degree desired, and

(b) obtained at least 120 credits (only credits obtained from Foundation, Middle and/or Higher level can be counted towards the free choice credits at first degree level), of which no more than 40 credits shall be at Foundation level, and

(c) obtained at least 100 credits in courses prescribed by the relevant Programme Regulations as appropriate to the degree for which notice has been given, including at least 20 credits in courses at Higher level, and

(d) satisfied in full the specific admission requirements for the programme of study, if any, as defined in the relevant Programme Regulations.

5.2 Credits awarded for the successful completion of a course shall not be counted towards more than one award simultaneously except in the case of conversion of a lower qualification to a higher qualification as specified in Regulations 2.1, 3.1 and/or 4.1 of the 'Regulations Governing the Articulation of Qualifications'.

5.3 The Provost is empowered to approve requirements, procedures and measures appropriate for the implementation of the above programmes offered in face-to-face mode so long as they are considered to be consistent with the provisions of the Ordinance and the Academic Regulations. These will be promulgated by the Registrar.

## 6. The award of the BEd Degree

6.1 To be eligible for the award of the BEd, a student shall have satisfied in full the requirements for the degree, which are that he/she shall not be in debt to the University and shall have:

(a) given notice to the University, at such a time and by such procedures as the University shall from time to time specify of his/her wish to be awarded such a degree, and

(b) satisfied in full the specific admission requirements for the programme of study, as defined in the relevant Programme Regulations, and

(c) obtained at least 60 credits at Middle and Higher levels of which at least 20 credits shall have been obtained at Higher level, and

(d) satisfied the requirement of the chosen programme of study.

6.2 Credits awarded for the successful completion of a course shall not be counted towards more than one award simultaneously except in the case of conversion of a lower qualification to a higher qualification as specified in Regulations 2.1, 3.1 and/or 4.1 of the 'Regulations Governing the Articulation of Qualifications'.

## 7. The award of the BLS Degree

7.1 To be eligible for the award of the BLS, a student shall have satisfied in full the requirements for the chosen degree, which are that he/she shall not be in debt to the University and shall have:

(a) given notice to the University, at such a time and by such procedures as the University shall from time to time specify, of his/her wish to be awarded such a degree, having at the same time made a declaration of the desired degree and chosen programme of study, and

(b) as prescribed by the relevant Programme Regulations:

(i) obtained at least 120 credits (only credits obtained from Foundation, Middle and/or Higher level can be counted towards the free choice credits at first degree level), of which no more than 40 credits shall be at Foundation level, and obtained at least 20 credits in courses at Higher level;

**OR**

(ii) in the case of the BLS (Pathway II) satisfied in full the specific admission requirements for the programme of study and obtained at least 40 credits at Middle or Higher levels of which at least 20 credits shall have been obtained at Higher level;

**OR**

(iii) in the case of the BLS (Pathway III) satisfied in full the specific admission requirements for the programme of study and obtained at least 60 credits at Middle or Higher levels of which at least 20 credits shall have been obtained at Higher level, and

(c) satisfied the requirements of the chosen programme of study.

7.2 Credits awarded for the successful completion of a course shall not be counted towards more than one award simultaneously except in the case of conversion of a lower qualification to a higher qualification as specified in Regulations 2.1, 3.1 and/or 4.1 of the 'Regulations Governing the Articulation of Qualifications'.

## 8. The award of the BEd (Honours) and BNursing (Honours) Degrees

8.1 To be eligible for the award of the BEd (Honours) or BNursing (Honours), a student shall have satisfied in full the requirements for the chosen degree, which are that he/she shall not be in debt to the University and shall have:

(a) given notice to the University, at such a time and by such procedures as the University shall from time to time specify of his/her wish to be awarded the specified degree with Honours, and

(b) satisfied in full the specific admission requirements for the programme of study, as defined in the relevant Programme Regulations, and

(c) obtained at least 80 credits at Middle and Higher levels of which at least 40 credits shall have been obtained at Higher level, and

(d) satisfied the requirements of the chosen programme of study.

8.2 Credits awarded for the successful completion of a course shall not be counted towards more than one award simultaneously except in the case of conversion of a lower qualification to a higher qualification as specified in Regulations 2.1, 3.1 and/or 4.1 of the 'Regulations Governing the Articulation of Qualifications'.

## 9. The award of the BAP (Honours), BA (Honours), BBA (Honours), BComp (Honours), BEC (Honours), BEng (Honours), BFA (Honours), BGB (Honours), BIHAM (Honours), BPA (Honours), BSc (Honours) and BSRM (Honours) Degrees

9.1 To be eligible for the award of the BAP (Honours), BA (Honours), BBA (Honours), BComp (Honours), BEC (Honours), BEng (Honours), BFA (Honours), BGB (Honours), BIHAM (Honours), BPA (Honours), BSc (Honours) and BSRM (Honours) Degrees, a student shall have satisfied in full the requirements for the chosen degree, which are that he/she shall not be in debt to the University and shall have:

(a) given notice to the University, at such a time and by such procedures as the University shall from time to time specify, of his/her intention to proceed to Honours, having at the same time made a declaration of the desired degree and chosen programme of study, and

(b) obtained at least 160 credits (only credits obtained from Foundation, Middle and/or Higher level can be counted towards the free choice credits at first degree level), of which no more than 40 shall be at Foundation level, and

(c) obtained at least 40 credits in courses at Higher level, and

(d) satisfied the requirements of the chosen programme of study.

9.2 Credits awarded for the successful completion of a course shall not be counted towards more than one award simultaneously except in the case of conversion of a lower qualification to a higher qualification as specified in Regulations 2.1, 3.1 and/or 4.1 of the 'Regulations Governing the Articulation of Qualifications'.

9.3 The Provost is empowered to approve requirements, procedures and measures appropriate for the implementation of the above programmes offered in face-to-face mode so long as they are considered to be consistent with the provisions of the Ordinance and the Academic Regulations. These will be promulgated by the Registrar.

## 10. The award of BSocSc (Honours) Degree

10.1 To be eligible for the award of the BSocSc (Honours), a student shall have satisfied in full the requirements for the chosen degree, which are that he/she shall not be in debt to the University and shall have:

(a) given notice to the University, at such a time and by such procedures as the University shall from time to time specify, of his/her intention to proceed to Honours, having at the same time made a declaration of the desired degree and chosen programme of study, and

(b) as prescribed by the relevant Programme Regulations:

(i) obtained at least 160 credits (only credits obtained from Foundation, Middle and/or Higher level can be counted towards the free choice credits at first degree level), of which no more than 40 credits shall be at Foundation level, and obtained at least 40 credits in courses at Higher level;

**OR**

(ii) in the case of the BSocSc (Honours) in Law Enforcement and Security Management (Pathways II and IV) satisfied in full the specific admissions requirements for the programme of study and obtained at least 80 credits at Middle or Higher levels of which at least 40 credits shall have been obtained at Higher level;

**OR**

(iii) in the case of the BSocSc (Honours) in Law Enforcement and Security Management (Pathway III) satisfied in full the specific admissions requirements for the programme of study and obtained at least 100 credits at Middle or Higher levels of which at least 40 credits shall have been obtained at Higher level, and;

(c) otherwise satisfied the requirements of the chosen programme of study.

10.2 Credits awarded for the successful completion of a course shall not be counted towards more than one award simultaneously except in the case of conversion of a lower qualification to a higher qualification as specified in Regulations 2.1, 3.1 and/or 4.1 of the 'Regulations Governing the Articulation of Qualifications'.

## 11. The award of the BLS (Honours) Degree

11.1 To be eligible for the award of the BLS (Honours), a student shall have satisfied in full the requirements for the chosen degree, which are that he/she shall not be in debt to the University and shall have:

(a) given notice to the University, at such a time and by such procedures as the University shall from time to time specify, of his/her intention to proceed to Honours, having at the same time made a declaration of the desired degree and chosen programme of study, and

(b) as prescribed by the relevant Programme Regulations:

(i) obtained at least 160 credits (only credits obtained from Foundation, Middle and/or Higher level can be counted towards the free choice credits at first degree level), of which no more than 40 credits shall be at Foundation level, and obtained at least 40 credits in courses at Higher level;

**OR**

(ii) in the case of the BLS (Honours) (Pathway II) satisfied in full the specific admissions requirements for the programme of study and obtained at least 80 credits at Middle or Higher levels of which at least 40 credits shall have been obtained at Higher level;

**OR**

(iii) in the case of the BLS (Honours) (Pathway III) satisfied in full the specific admissions requirements for the programme of study and obtained at least 100 credits at Middle or Higher levels of which at least 40 credits shall have been obtained at Higher level, and

(c) satisfied the requirements of the chosen programme of study.

11.2 Credits awarded for the successful completion of a course shall not be counted towards more than one award simultaneously except in the case of conversion of a lower qualification to a higher qualification as specified in Regulations 2.1, 3.1 and/or 4.1 of the 'Regulations Governing the Articulation of Qualifications'.

## 12. Classification of the Degree with Honours

12.1 Each Degree with honours shall be conferred with a classification of First Class, Second Class (Upper Division), Second Class (Lower Division) or Third Class save that exceptionally a degree may be conferred without classification.

12.2 Where credits are to be taken into account for the purpose of assessing a degree classification, each credit shall bear a score determined by the course grade awarded to the student for the successful completion of the course with which the credits are associated.

12.3 The grade point for each course grade shall be as follows:

| Course Grade | Grade Point |
|---|---|
| A | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B | 3.0 |
| B- | 2.7 |
| C+ | 2.3 |
| C | 2.0 |

12.4 A course counted towards a degree with honours as a result of a grant of specific credit transfer shall be graded as if passed at the lowest grade of pass.

12.5 Students who have courses completed and awarded under the numeric course grades will have the course grade converted to grade point format for the purpose of assessing a degree classification. The converted grade point for each numeric course grade shall be as follows:

| Numeric Course Grade | Converted Grade Point |
|---|---|
| Pass 1 | 4.0 |
| Pass 2 | 3.3 |
| Pass 3 | 2.7 |
| Pass 4 | 2.0 |

12.6 (a) For the purpose of assessing a degree classification, the weighted grade point average (GPA) will be calculated for the best 80 credits (in terms of course grade) of courses at the Higher or Middle level as specified in the programme requirements. 40 of the best 80 credits will be from Higher level courses defined as 'Group (a) courses', and the remaining 40 from Higher or Middle level courses defined as 'Group (b) courses' which have not already been counted towards Group (a) courses. Group (a) and Group (b) courses may be given different weights in the calculation of the weighted GPA by the programme concerned. The formula for the calculation will be as follows:

$$\text{Weighted GPA} = \frac{\text{Sum of the grade point for each of the best 40 credits of Group (a) courses x weight of Group (a) courses + Sum of the grade point for each of the best 40 credits of the Group (b) courses x weight of Group (b) courses}}{\text{Total number of credits of Group (a) courses x weight of Group (a) courses + Total number of credits of Group (b) courses x weight of Group (b) courses}}$$

(b) Notwithstanding 12.6(a), in the case of a student who has completed less than 80 credits of courses in accordance with a prescribed Block Credit Transfer top-up list, the weighted grade point average (GPA) will be calculated for the best 40 credits of Group (a) Higher level courses and the remaining credits of Group (b) Higher or Middle level courses which have not already been counted towards Group (a) courses.

12.7 To qualify for the award of a particular class of honours, students are required to achieve the required weighted grade point average for the required number of credits of the Group (a) and Group (b) courses listed in the programme requirements:

| Honours classification | Weighted Grade Point Average |
|---|---|
| First Class | 3.50 – 4.00 |
| Second Class (Upper Division) | 3.00 – 3.49 |
| Second Class (Lower Division) | 2.50 – 2.99 |
| Third Class | 2.00 – 2.49 |

12.8 Subject to the Ordinance and Statutes, and notwithstanding Regulations 12.1 to 12.7 above, the Council may in exceptional circumstances, and on the advice of the Senate, award a classification to an individual student other than that which would be derived using these Regulations.

12.9 Irrespective of the total number of credits completed, a student who has satisfied the requirements for the award of a Degree with Honours is permitted to obtain up to 40 further credits before accepting the classification awarded. The date of award of the Degree with Honours will be the date of the conferment immediately following the acceptance of classification.

## 13. Certification

13.1 The University shall mark the conferment of a degree by the presentation of a certificate of conferment to each graduate. The certificate shall be in English and Chinese and will include the graduate's full name, degree awarded, degree programme completed, where applicable, and classification (if any). Where no appropriate name in Chinese exists for a graduate, the name in English will be used throughout. Such a certificate shall be issued free of charge only once in respect of each conferment.

13.2 The University shall provide each graduate with a transcript of courses taken (including any courses from which the graduate was excused), including all the information given on the certificate of conferment, the name of the programme of study where applicable and also for each course the level, the result (including Withdrawal, Deferment, Fail, Fail-Resit, etc.), the number of credits obtained and the month and year of registration on the course. Such a transcript shall be issued free of charge only once in respect of each conferment.

# REGULATIONS FOR THE AWARD OF POSTGRADUATE DIPLOMAS AND CERTIFICATES

## 1. Authority

1.1 These Regulations are issued by the Senate under the authority granted to it by section 13(1)(e) of the Ordinance to regulate the requirements for the conferment of any academic award of the University.

1.2 The Senate, or any committee of the Senate empowered by it to do so, may adopt implementing measures and procedures pursuant to any Regulation, provided that such measures and procedures will have force only in so far as they are consistent with the Ordinance and these Regulations.

## 2. Certificates and Diplomas

2.1 The University is empowered to confer the following awards:

(a) Postgraduate Certificate

(b) Postgraduate Diploma

## 3. General provisions for the award of Postgraduate Certificates and Diplomas

3.1 The University will, by regulation, prescribe the entry requirements to its Postgraduate Certificates and Postgraduate Diplomas.

3.2 A student may be considered for the award of a postgraduate qualification after accumulating credits to the total number required for each qualification in accordance with these Regulations.

3.3 Credits counting towards the requirements of a Postgraduate award may include credits gained by advanced standing (block credit transfer and specific credit transfer only), subject to the provisions of the 'Regulations Governing the Grant of Advanced Standing'.

3.4 Where a student is excused from having to pass a particular course as a result of a grant of advanced standing, for the purposes of these Regulations unless otherwise stated that course shall be regarded as having been successfully completed.

3.5 The University may, by regulation, prescribe that certain combinations of courses shall form excluded combinations, in which only the credits from one of the courses can be counted towards a postgraduate qualification.

3.6 The University reserves the right to set a limit, expressed in terms of years, after which credits awarded for the successful completion of a course may not be counted towards a postgraduate qualification. The University shall give due notice of the introduction of any such limit.

3.7 The University may from time to time give notice of its intention to discontinue a postgraduate certificate or diploma programme. In such cases, Postgraduate Certificates and Diplomas will continue to be conferred on students who have successfully completed the requirements of the Postgraduate Certificate and Diploma, for which notice of discontinuation has been given for up to 3 years after the date set by the Senate for termination of the programme.

3.8 The date on which the postgraduate qualification is awarded shall be the date of its award by Council.

3.9 The University shall not award a postgraduate qualification to a person in debt to the University.

## 4. Programme of study

4.1 The University may, by regulation, prescribe a programme or programmes of study for any postgraduate qualification and may from time to time add to, amend or discontinue such programmes.

4.2 Each programme of study shall define the courses which it comprises, their level and value in credits, and any prerequisites or excluded combinations of courses.

## 5. Period of study for face-to-face Postgraduate Certificates and Diplomas

5.1 The period of study from admission to and satisfactory completion of the programme shall normally be no more than six years. Schools, with justifications, may stipulate a period of less than six years for individual programmes.

## 6 The award of the Postgraduate Certificate

6.1 To be eligible for the award of Postgraduate Certificate, a student shall have satisfied in full the requirements for the Postgraduate Certificate, which are that he/she shall not be in debt to the University and shall have:

(a) been deemed to satisfy in full the specified pre-entry requirements for the programme of study;

(b) given notice to the University, at such a time and by such procedures as the University shall from time to time prescribe, of his/her wish to be awarded a Postgraduate Certificate, having at the same time made a declaration of the Postgraduate Certificate desired; and

(c) obtained at least 20 credits in courses at the Postgraduate level prescribed by regulations as appropriate to the Postgraduate Certificate, for which notice has been given.

6.2 Credits awarded for the successful completion of a course shall not count towards more than one award simultaneously except in the case of conversion of a lower qualification to a higher qualification as specified in Regulation 5.1 of the 'Regulations Governing the Articulation of Qualifications'.

## 7. The award of the Postgraduate Diploma

7.1 To be eligible for the award of a Postgraduate Diploma, a student shall have satisfied in full the requirements for the Postgraduate Diploma, which are that he/she shall not be in debt to the University and shall have:

(a) been deemed to satisfy in full the specified pre-entry requirements for the programme of study;

(b) given notice to the University, at such a time and by such procedures as the University shall from time to time prescribe, of his/her wish to be awarded a Postgraduate Diploma, having at the same time made a declaration of the Postgraduate Diploma desired; and

(c) obtained at least 40 credits in courses prescribed by regulations as appropriate to the Postgraduate Diploma for which notice has been given, of which at least 30 credits are at Postgraduate level and the remaining credits are at Middle level or above.

7.2 Credits awarded for the successful completion of a course shall not count towards more than one award simultaneously except in the case of conversion of a lower qualification to a higher qualification as specified in Regulation 5.1 of the 'Regulations Governing the Articulation of Qualifications'.

# REGULATIONS FOR THE AWARD OF POSTGRADUATE DEGREES

## 1. Authority

1.1 These Regulations are issued by the Senate under the authority granted to it by section 13(1)(e) of the Ordinance to regulate the requirements for the award of degrees.

1.2 The Senate, or any committee of the Senate empowered by it to do so, may adopt implementing measures and procedures pursuant to any Regulation provided that such measures and procedures will have force only in so far as they are consistent with the Ordinance and these Regulations.

## 2. Degrees

2.1 The University is empowered to confer the postgraduate degrees listed in the Appendix (please refer to page 44).

## 3. General provisions for the award of degrees

3.1 The University will by regulation prescribe entry requirements to its postgraduate degrees.

3.2 A student may be considered for the award of a postgraduate degree by coursework or by thesis or by a combination of coursework and thesis after accumulating credits to the total required for that degree in accordance with these Regulations.

3.3 Credits counting towards the requirements of a postgraduate award may include credits gained by advanced standing (block credit transfer and specific credit transfer only), subject to the provisions of the 'Regulations Governing the Grant of Advanced Standing'.

3.4 Where a student is excused from having to pass a particular course as a result of a grant of advanced standing, for the purposes of these Regulations unless otherwise stated that course shall be regarded as having been successfully completed.

3.5 The University may, in the relevant Programme Regulations, prescribe that certain combinations of courses shall form excluded combinations in which only the credits from one of the courses can be counted towards a postgraduate degree by coursework or by a combination of coursework and thesis.

3.6 The University reserves the right to set a limit, expressed in terms of years, after which credits awarded for successful completion of a course may not be counted towards a postgraduate degree by coursework or by a combination of coursework and thesis. The University shall give due notice of the introduction of any such limit.

3.7 The University may from time to time give notice of its intention to discontinue a postgraduate degree programme. In such cases, degrees will continue to be conferred upon students who have successfully completed the requirements of the postgraduate degree programme for which notice of discontinuation has been given up to five years after the date set by the Senate for termination of the programme.

3.8 The date on which a postgraduate degree is conferred shall be the date of its award by the Council.

3.9 The University shall not confer any degree on a person in debt to the University.

## 4. Programme of study (for degrees by coursework or by a combination of coursework and thesis)

4.1 The University may issue Programme Regulations prescribing a programme or programmes of study for any postgraduate degree by coursework or by a combination of coursework and thesis, and may from time to time, add to, amend or discontinue such programmes.

4.2 Each programme of study shall define the courses which it comprises, their level and value in credits and any prerequisites or excluded combinations of courses.

## 5. Period of study face-to-face Postgraduate Degrees

5.1 The period of study from admission to and satisfactory completion of the programme shall normally be no more than six years. Schools, with justifications, may stipulate a period of less than six years for individual programmes.

## 6. The award of the Postgraduate Degrees

6.1 To be eligible for the award of the postgraduate degrees listed in the Appendix, a student shall have satisfied in full the requirements for the chosen degree, which are that he/she shall not be in debt to the University and shall have:

(a) satisfied in full the specified admission requirements for the programme of study, as defined in the relevant Programme Regulations,

(b) obtained at least 60 credits (40 credits in the case of programmes with pathway(s)) at Postgraduate level, and

(c) satisfied the requirements of the chosen programme of study.

6.2 Credits awarded for the successful completion of a course at Postgraduate level shall not count towards more than one award simultaneously except in the case of conversion of a lower qualification to a higher qualification as specified in Regulation 5.1 of the 'Regulations Governing the Articulation of Qualifications'. Such credits may not be counted towards any undergraduate degree or sub-degree award. With special approval, such credits that have not formed part of a postgraduate award could be counted towards a BGS degree or other degrees as free choice credits.

## 7. The award of the DBA, DEng and EdD Degrees

7.1 To be eligible for the award of the DBA, DEng or EdD, a student shall have satisfied in full the requirements for the chosen degree, which are that he/she shall not be in debt to the University and shall have:

(a) satisfied in full the specified admission requirements for the programme of study, as defined in the relevant Programme Regulations, and

(b) obtained at least 40 credits of coursework at Postgraduate level, plus a thesis, and

(c) satisfied the requirements of the chosen programme of study.

7.2 In relation to the thesis component, a student shall have satisfied the Examiners that he/she has:

(a) critically investigated and evaluated an approved topic; and

(b) acquired competence in the methods of research and scholarship; and

(c) made a contribution to the body of knowledge in the discipline; and

(d) displayed sustained independent effort; and

(e) lucidly presented the results in a thesis which contains original material and gives evidence of a sound knowledge of the area of study.

7.3.1 For the DBA and EdD degrees, submission of the thesis for examination shall normally be permitted no earlier than two and no later than five years after a students's first registration for the thesis.

7.3.2 The period of study and research from admission to the programme to the satisfactory completion of the thesis shall normally be no more than eight years including any period of leave of absence and suspension of study, if any.

7.4 The Examiners shall normally examine the candidate orally on the subject of the thesis and on the area of study within which the subject of the thesis falls.

7.5 The recommendations of the Examiners for the thesis component shall be expressed in one of the following ways:

(a) Pass;

(b) Pass, but with the candidate required to make minor corrections to the thesis before award of the degree;

(c) Fail, but with the candidate given the opportunity to revise and resubmit the thesis for re-examination;

(d) Fail outright.

7.6 Credits awarded for the successful completion of a course at Postgraduate level shall not count towards more than one award simultaneously. Such credits may not be counted towards any undergraduate degree or sub-degree award. With special approval, such credits that have not formed part of a postgraduate award could be counted towards a BGS degree or other degrees as free choice credits.

## 8. The award of the MPhil and PhD Degrees

8.1 To be eligible for the award of the MPhil and PhD, a student shall have satisfied in full the requirements of the chosen programme of study, which are that he/she shall not be in debt to the University, has completed a prescribed programme of study and research which may include some postgraduate coursework, and has satisfied the Examiners in both the thesis and oral examination that he/she has:

(a) critically investigated and evaluated an approved topic; and

(b) acquired competence in the methods of research and scholarship; and

(c) displayed sustained independent effort; and

(d) lucidly presented the results in a thesis which contains original material and gives evidence of a sound knowledge of the area of study.

8.2.1 Submission of the thesis for examination for the part-time MPhil and doctoral degrees shall normally be no less than two and no more than five years after a student's first registration for the thesis of the above research degrees.

8.2.2 Submission of the thesis for examination for the full-time MPhil/doctoral degrees shall normally be subject to the following time frame:

| Programme | Time Frame for Submission of Thesis |
|---|---|
| MPhil (full-time) | No less than one and no more than two years after a student's first registration for the thesis of the MPhil degree. |
| PhD (full-time) | No less than one and no more than three years after a student's first registration for the thesis of the PhD degree. |
| Other doctoral degrees with coursework components (full-time) | No less than one and no more than two years after a student's first registration for the thesis of the doctoral degree with coursework components. |

8.2.3 The period of study and research from admission to the programme to the satisfactory completion of the thesis shall normally be no more than six years for part-time MPhil and eight years for the part-time doctoral degrees, and no more than three years for full-time MPhil and four years for the full-time doctoral degrees, including any period of leave of absence and suspension of study, if any.

8.3 The Examiners shall normally examine the candidate orally on the subject of the thesis and on the area of study within which the subject of the thesis falls.

8.4 The recommendations of the Examiners shall be expressed in one of the following ways:

(a) Pass;

(b) Pass, but with the candidate required to make minor corrections to the thesis before award of the degree;

(c) Fail, but with the candidate given the opportunity to revise and resubmit the thesis for re-examination;

(d) Fail outright.

### 9. Classification of Postgraduate Degrees

9.1 Postgraduate degrees shall be awarded without classification.

### 10. Certification

10.1 The University shall mark the conferment of a postgraduate degree by the presentation of a certificate of conferment to each graduate. The certificate shall be in English and Chinese and will include the graduate's full name, postgraduate degree awarded, and postgraduate degree programme completed (applicable to postgraduate degree by coursework or by a combination of coursework and thesis). Where no appropriate name in Chinese exists for a graduate, the name in English will be used throughout. Such a certificate shall be issued free of charge only once in respect of each conferment.

10.2 The University shall provide each graduate with a transcript of courses taken, including all the information given on the certificate of conferment. Such a transcript shall be issued free of charge only once in respect of each conferment.

(a) Postgraduate degree courses by coursework
The name of the programme of study and also for each course the level, the result, the number of credits obtained and the month/term and year of registration on the course.

(b) Postgraduate degree courses by a combination of coursework and thesis
The name of the programme of study, the date of first registration on the programme, details of courses completed including the level, the results and the number of credits obtained, the thesis title and the date(s) of submission for examination.

(c) Postgraduate degree courses by research
The date of first registration on the programme, details of courses completed if any, the thesis title and the date(s) of submission for examination.

## REGULATIONS FOR DUAL AWARDS

### 1. Authority

1.1 These Regulations are issued by the Senate under the authority granted to it by section 13(1)(e) of the Ordinance to regulate the requirements for the conferment of any academic award of the University.

1.2 The Senate, or any committee of the Senate empowered by it to do so, may adopt implementing measures and procedures pursuant to any Regulation, provided that such measures and procedures will have force only in so far as they are consistent with the Ordinance and these Regulations.

### 2. Dual Awards

2.1 The University is empowered to confer the following dual awards:

(a) Bachelor's degree with Honours and Postgraduate Diploma

## 3. General Provisions for Dual Awards

3.1 The University will, by regulation, prescribe the entry requirements to its dual awards in its Programme Regulations.

3.2 A student may be considered for the award after accumulating credits to the total number required for the qualification in accordance with these Regulations.

3.3 Credits counting towards the requirements of a dual award may include credits gained by advanced standing, subject to the provisions of the 'Regulations Governing the Grant of Advanced Standing'.

3.4 Where a student is excused from having to pass a particular course as a result of a grant of advanced standing, for the purposes of these Regulations unless otherwise stated that course shall be regarded as having been successfully completed.

3.5 The University may, by regulation, prescribe that certain combinations of courses shall form excluded combinations, in which only the credits from one of the courses can be counted towards a qualification.

3.6 The University reserves the right to set a limit, expressed in terms of years, after which credits awarded for the successful completion of a course may not be counted towards a qualification. The University shall give due notice of the introduction of any such limit.

3.7 The University may from time to time give notice of its intention to discontinue a dual award. In such cases, a degree with Honours and Postgraduate Diploma will continue to be conferred on students who have successfully completed the requirements of the awards, for which notice of discontinuation has been given for up to six years after the date set by the Senate for termination of the programme.

3.8 The date on which the qualification is awarded shall be the date of its award by Council.

3.9 The University shall not confer any award on a person in debt to the University.

## 4. Programme of Study

4.1 The University may, by regulation, prescribe a programme or programmes of study for any postgraduate qualification and may from time to time add to, amend or discontinue such programmes.

4.2 Each programme of study shall define the courses which it comprises, their level and value in credits, and any prerequisites or excluded combinations of courses.

## 5. The Dual Award of Bachelor's Degree with Honours and Postgraduate Diploma

5.1 To be eligible for the dual award programme of Bachelor's degree with Honours and Postgraduate Diploma, a student shall have satisfied in full the requirements for the awards, which are that he/she shall not be in debt to the University and shall have:

(a) been deemed to satisfy in full the specified pre-entry requirements for the programme of study;

(b) given notice to the University, at such a time and by such procedures as the University shall from time to time prescribe, of his/her wish to be conferred a dual award of a Bachelor's degree with Honours and Postgraduate Diploma, having at the same time made a declaration of the dual award desired; and

(c) as prescribed by the relevant Programme Regulations:

(i) obtained at least 190 credits (only credits obtained from Foundation, Middle and/or Higher level can be counted towards the free choice credits) in courses of which no more than 40 credits shall be obtained at Foundation level; and of which 30 credits are at Postgraduate level,

**OR**

(ii) in the case of a dual award of a Bachelor's degree with Honours and Postgraduate Diploma (Pathway II) obtained at least 125 credits,

**OR**

(iii) in the case of a dual award of a Bachelor's degree with Honours and Postgraduate Diploma (Pathway III) obtained at least 155 credits.

5.2 Credits awarded for the successful completion of a course shall be counted towards only one dual award.

### 6. Classification of the Dual Award

6.1 For the degree part of the dual award, each degree with honours shall be conferred with a classification of First Class, Second Class (Upper Division), Second Class (Lower Division) or Third Class save that exceptionally a degree may be conferred without classification. Details are prescribed in the Programme Regulations and the 'Regulations for the Award of Undergraduate Degrees'.

6.2 Postgraduate awards shall be awarded without classification.

### 7. Certification

7.1 The University shall mark the conferment of an award by the presentation of certificates of conferment to each graduate. The certificates shall be in English and Chinese and will include the graduate's full name, awards, programme completed, where applicable, and classification (if any). Where no appropriate name in Chinese exists for a graduate, the name in English will be used throughout. Such certificates shall be issued free of charge only once in respect of each conferment.

7.2 The University shall provide each graduate with a transcript of courses taken (including any courses from which the graduate was excused), including all the information given on the certificate of conferment, the name of the programme of study where applicable and also for each course the level, the result (including Withdrawal, Deferment, Fail, Fail-Resit, etc.), the number of credits obtained and the month and year of registration on the course. Such a transcript shall be issued free of charge only once in respect of each conferment.

## REGULATIONS GOVERNING THE ARTICULATION OF QUALIFICATIONS

### 1. Authority

1.1 These Regulations are issued by the Senate under the authority granted to it by section 13(1)(e) of the Ordinance to regulate the requirements for the award of degrees and other academic awards of the University.

1.2 The Senate, or any committee of the Senate empowered by it to do so, may adopt implementing measures and procedures pursuant to any Regulation provided that such measures and procedures will have force only in so far as they are consistent with the Ordinance and these Regulations.

1.3 Credits awarded for the successful completion of a course shall not be counted towards more than one award simultaneously except in the case of conversion of a lower qualification to a higher qualification as specified in Regulations 2.1, 3.1, 4.1 and/or 5.1 of the 'Regulations Governing the Articulation of Qualifications'.

1.4 It is not permitted to use the same credits to apply for the simultaneous conferment of more than one award. Articulation of qualifications will only be permitted for the conversion of a lower qualification to a higher qualification but not from a higher qualification to a lower one.

### 2. Conversion of Sub-Degrees through articulation

2.1 The University has adopted the principle that qualifications may be converted to a higher qualification by means of articulation. In such circumstances students will not be required to relinquish the lower qualifications.

2.2 It is only in the conversion of a qualification to a higher qualification by means of articulation as permitted in Regulation 2.1 above that credits may be counted for more than one qualification at different levels simultaneously.

2.3 A student who has been awarded a Certificate or Diploma may subsequently convert it to a higher Sub-degree provided that he/she has complied with Regulation 6.1, 7.1 or 8.1 as appropriate, of Part A of the 'Regulations for the Award of Sub-degree Qualifications'.

2.4 Unless the relevant Programme Regulations specify otherwise, a student who has obtained a Certificate, Diploma, Higher Diploma or Associate Degree may be eligible to convert it to a degree or a degree with honours provided that he/she has complied with Regulation 5.1, 7.1, 8.1, 9.1, 10.1 or 11.1 as appropriate, of the 'Regulations for the Award of Undergraduate Degrees'.

2.5 A student who has complied with the requirements set out in Regulation 2.3 or 2.4 above and who seeks to convert his/her award to a higher qualification should make application for conversion of the current award in a manner which the University shall specify from time to time.

## 3. Conversion of Associate Sub-Degrees through articulation

3.1 The University has adopted the principle that qualifications may be converted to a higher qualification by means of articulation. In such circumstances students will not be required to relinquish the lower qualifications.

3.2 It is only in the conversion of a qualification to a higher qualification by means of articulation as permitted in Regulation 3.1 above that credits may be counted for more than one qualification at different levels simultaneously.

3.3 A student who has been awarded an Associate Diploma or Diploma may subsequently convert it to a higher Associate Sub-degree provided that he/she has complied with Regulation 6.1 or 7.1, as appropriate, of Part B of the 'Regulations for the Award of Sub-degree Qualifications'.

3.4 A student who has been awarded an Associate Diploma, Diploma and Higher Diploma may subsequently be eligible to convert it to a Sub-degree provided that he/she complied with Regulation 5.1, 6.1, 7.1 or 8.1, as appropriate, of Part A of the 'Regulations for the Award of Sub-degree Qualifications'.

3.5 Unless the relevant Programme Regulations specify otherwise, a student who has obtained an Associate Diploma, Diploma or Higher Diploma may be eligible to convert it to a degree or a degree with honours provided that he/she has complied with Regulation 5.1, 7.1, 8.1, 9.1, 10.1 or 11.1 as appropriate, of the 'Regulations for the Award of Undergraduate Degrees'.

3.6 A student who has complied with the requirements set out in Regulation 3.3, 3.4 or 3.5 above and who seeks to convert his/her award to a higher qualification should make application for conversion of the current award in a manner which the University shall specify from time to time.

## 4. Conversion of degrees

4.1 The University has adopted the principle that qualifications may be converted to a higher qualification by means of articulation. In such circumstances students will not be required to relinquish the lower qualifications unless required by the Dean of the School to do so.

4.2 It is only in the conversion of a qualification to a higher qualification by means of articulation as permitted in Regulation 4.1 above that credits may be counted for more than one qualification at different levels simultaneously.

4.3 A student on whom the University has conferred the BA, BBA, BComp, BEd, BEC, BLS, BSc, BSocSc or BGS degree may subsequently be eligible for the award of the BA (Honours), BBA (Honours), BComp (Honours), BEd (Honours), BEC (Honours), BLS (Honours), BSc (Honours) or BSocSc (Honours) degree provided that he/she:

(a) has complied with the requirements of Regulation 8.1, 9.1, 10.1 or 11.1 of the 'Regulations for the Award of Undergraduate Degrees', and

(b) where required by the Dean(s) of the School(s) concerned has agreed to surrender to the University the certificate of conferment of the BA, BBA, BComp, BEd, BEC, BLS, BSc, BSocSc or BGS Degree, as appropriate, before the conferment of the BA (Honours), BBA (Honours), BComp (Honours), BEd (Honours), BEC (Honours), BLS (Honours), BSc (Honours) or BSocSc (Honours) Degree, and

(c) has complied with any decision of the University, made by regulation, concerning the lapse of time between the conferment of one degree and the subsequent conferment of the later degree.

4.4 A student who has complied with the requirements set out in Regulation 4.3 and who seeks to convert his/her degree to a degree with honours should make application for conversion and relinquishing of the current degree in a manner which the University shall specify from time to time.

### 5. Conversion of postgraduate qualification

5.1 The Programme Regulations for a Master's Degree may specify that a particular Postgraduate Certificate or Postgraduate Diploma awarded by the University may articulate with the Master's degree. In such circumstances students will not be required to relinquish the lower qualifications.

5.2 It is only in the conversion of a qualification to a higher qualification by means of articulation as permitted in Regulation 5.1 above that credits may be counted for more than one qualification at different levels simultaneously.

5.3 A student on whom the University has conferred the specified Postgraduate Certificate or Postgraduate Diploma may subsequently be eligible for the award of the Master's Degree provided that he/she:

(a) has complied with the requirements of Regulation 5.1 of the 'Regulations for the Award of Postgraduate Degrees'; and

(b) has complied with any decision of the University, made by regulation, concerning the lapse of time between the conferment of one postgraduate award and the subsequent conferment of the later postgraduate award.

5.4 A student who has complied with the requirements set out in Regulation 5.3 and who seeks to convert his/her postgraduate award to a Master's Degree should make application for conversion and relinquishment of the current postgraduate qualification in a manner which the University shall specify from time to time.

# ASSESSMENT REGULATIONS

## A. CONTINUOUS ASSESSMENT

### 1. Authority

1.1 These regulations are issued by the Senate under the authority granted to it by section 13(1)(d) of the Ordinance to regulate the conduct of assessments and examinations.

1.2 The Senate, or any committee of the Senate empowered by it to do so, may adopt implementing measures and procedures pursuant to any Regulation provided that such measures and procedures will have force only in so far as they are consistent with the Ordinance and these Regulations.

### 2. General provisions regarding assignments

2.1 The University shall from time to time determine the number and nature of assignments in each course and their contribution to the student's course result.

2.2 The University may designate certain assignments or other activities in a course as 'compulsory'. Completion of such compulsory assignments or activities is required in order to obtain a Pass result in the course.

2.3 The University shall inform the student of:

(a) the number of assignments to be completed for a particular course within the period of study for the course;

(b) the number of assignments out of the total set which will be used in calculating the student's overall results;

(c) the manner in which the individual assignment scores will be combined.

2.4 The student shall submit each assignment in a course, in the numbers communicated to the student under Regulation 2.1. A student who does not submit a particular assignment shall be given a zero score for that assignment.

## 3. Use of assignments for assessment purposes

3.1 In a course where not all assignments are used in calculating the student's overall result, the University shall select those assignments for which the highest scores have been awarded in accordance with the criteria specified for that course.

3.2 Notwithstanding Regulation 3.1, the University reserves the right to designate particular assignments as necessary for assessment purposes in which case the score for these assignments shall, even if it is zero, automatically be used in calculating a student's overall score.

3.3 In courses where all assignments are to be completed, the scores for all assignments shall be taken into account in calculating the student's overall score.

## 4. Submission dates

4.1 A student shall submit assignments for a course in accordance with the dates which the University will communicate to the student. If an assignment is submitted after the final submission date without prior permission, the Internal Examiner will have the right to reject the assignment in which case a zero score shall be given for that assignment.

4.2 Exceptionally, an assignment may be submitted to a tutor after the final submission date for the assignment and be accepted for marking if there are good reasons and provided that permission has been obtained in advance of the final submission date, as follows:

(a) if the assignment is to be submitted up to seven days after the final submission date for that assignment, from the tutor who is responsible for marking that assignment who shall have discretion as to whether or not to accept it;

(b) if the assignment is to be submitted later than seven days, but within 21 days after the final submission date for that assignment, from the Internal Examiner for the course;

(c) if the assignment is to be submitted more than 21 days after the final submission date for that assignment, from the Dean/Head of the academic unit* offering the course, and provided also that a member of staff is available to mark the assignment.

* This refers to either a School or Division.

4.3 The mark for a course's final assignment will not be recorded under any circumstances if it is submitted after the final submission date as notified to the student by the University.

4.4 A student shall submit assignment (multiple choice) so that it is received by the University no later than the submission date for that assignment.

## 5. Resubmission of assignments

5.1 A student shall not be permitted to resubmit any assignment, whether to to be marked by a tutor or by a computer, in an attempt to improve the score for that assignment.

## 6. Appeals

6.1 A student who has grounds for considering that there is an error in the score awarded for an assignment (multiple choice) marked by a tutor, or who believes there are grounds for querying any comments made by the tutor on such an assignment, shall return the assignment for review so that it is received by the tutor concerned within 28 days of the date shown on the assignment form as being the date of despatch of the assignment by the tutor to the Registry.

6.2 Under no circumstances shall an enquiry under Regulation 6.1 be initially addressed in the first instance to any other officer or person within the University.

6.3 If a student is not satisfied with the action taken by the tutor in regard to the enquiry, the student shall forward the assignment to the Internal Examiner concerned together with all related correspondence so that it is received by the Internal Examiner within 28 days of the date of the tutor's decision.

6.4 Notwithstanding the provision of Regulation 6.1, an enquiry concerning an assignment marked by a tutor must be received by the Internal Examiner no later than 21 days after the final submission date of the final assignment for the course.

## 7. Academic dishonesty

7.1 A student shall not, when submitting an assignment, represent as his or her own work the work of others. This includes submitting an assignment or part of an assignment which has been written jointly with other persons or has been copied in its entirety or in part, without acknowledgement, from the work of other persons, whether published or otherwise.

7.2 A student alleged to have violated Regulation 7.1 shall be liable to proceedings by the University as specified in the 'Regulations Governing Academic Integrity and Student Discipline'.

## 8. Special requirements

8.1 It shall be open to the Senate to designate any course as one in which laboratory work or attendance at day schools or tutorials is essential. For a course so designated no student shall be awarded a Pass result without having participated in such work to the satisfaction of the Award Committee.

8.2 Notification of any special requirements under Regulation 8.1 shall be given by the University to students before the start of each term.

# B. EXAMINATIONS

## 1. Authority

1.1 These regulations are issued by the Senate under the authority granted to it by section 13(1)(d) of the Ordinance to regulate the conduct of assessments and examinations.

1.2 The Senate, or any committee of the Senate empowered by it to do so, may adopt implementing measures and procedures pursuant to any Regulation provided that such measures and procedures will have force only in so far as they are consistent with the Ordinance and these Regulations.

## 2. Eligibility for examinations

2.1 A student shall be eligible to sit an examination of the University if he/she is registered for the course leading to that examination, or if he/she has been permitted to resit the examination in accordance with Regulation 14.1, or if he/she has obtained permission of the University to defer his/her studies.

2.2 A student who has not achieved a Pass after two further attempts including resits and examination deferrals for whatever reasons, will be required to retake the course in order to be considered for the award of the credits.

## 3. Examination venue and time

3.1 Examinations shall be held in centres designated by the University. At the discretion of the University, and always provided that sufficient notice is given to the Registrar, candidates may be permitted to change their examination centre (if an alternative centre is available), or the date of their examination (if alternative papers are set), or both.

3.2 In a designated examination centre there shall be a senior invigilator who will be responsible for the conduct of the examinations.

3.3 Each examination session shall be conducted on the date and time shown on the published timetable. No departure from the timetable shall be permitted except in an emergency and on the authority of the Registrar.

3.4 The time allowed for the examination shall be that specified on the question paper. No extra time will be allowed for reading the question paper, or for the benefit of candidates who arrive late for an examination. Extra time may be permitted to a student suffering from a disability or special educational needs in accordance with Regulation 12.4 below.

## 4. Admission to the examination room

4.1 Each candidate shall be required to produce for admission to the examination room:

(a) the ID card issued to the student by the University, and

(b) the ID card issued under the Registration of Persons Ordinance, and

(c) the Examination Centre notification letter.

The University reserves the right to decline to accept the script submitted or the score achieved by a candidate who is unable to produce a valid means of identification in the examination room.

4.2 Candidates shall not take into the examination room equipment or materials other than those authorized in the 'Examination Regulations/Arrangements'. Students are permitted to take small handbags into the examination room. Brief cases and other large bags are not permitted.

4.3 A candidate who arrives late shall be admitted into the examination room without question during the first half-hour of an examination session.

4.4 A candidate who arrives after the first half-hour of an examination session shall be admitted into the examination room, but the senior invigilator will be required to complete a report stating the time of admission, the reason given by the candidate for lateness and whether any other candidate had previously left the examination room. The University reserves the right to refuse to accept the script submitted by a candidate admitted after the first half-hour of an examination session.

## 5. Conduct in the examination room

5.1 Candidates may take small quantities of food and/or drink into the examination room provided that the consumption thereof does not, in the opinion of the senior invigilator, cause annoyance to the other candidates.

5.2 Candidates shall not smoke in the examination room.

## 6. Announcements to candidates

6.1 Where a candidate considers that there is a misprint in an examination paper or where a candidate seeks elucidation of a question, candidates shall normally not be given any information by an invigilator or senior invigilator. The senior invigilator shall report any such difficulty raised by a candidate at the end of the examination in the written report which he/she completes concerning the examination.

## 7. Leaving the examination room

7.1 Candidates should not leave the examination room during the first half-hour of an examination session.

7.2 If, after the first half-hour of an examination session, a candidate wishes to leave the examination room to visit the lavatory, the candidate shall normally be accompanied by an invigilator. The amount of supervision accorded to the candidate outside the examination room shall be left to the discretion of the invigilator, but the invigilator shall be entitled to satisfy herself or himself that the candidate does not have access either to books, notes or any similar materials not permitted in the examination room or to other candidates.

7.3 A candidate shall be allowed to leave the examination room on completion of the examination at any time after the first half-hour of an examination session up to 30 minutes before the scheduled end of the examination on surrender of the candidate's answer book and question paper to an invigilator. However, the candidate shall not be re-admitted into the room.

7.4 No answer book, whether used or unused, or any portion thereof, or other examination stationery except, at the discretion of the University, the question paper, shall be removed from the examination room by a candidate.

## 8. Examination misconduct

8.1 Examination misconduct includes, but is not limited to, any of the following:

(a) having or seeking access to any unauthorized information, material or electronic device during the examination.

(b) aiding or attempting to aid another candidate, or obtaining or attempting to obtain aid from any other person;

(c) obtaining or attempting to obtain aid unfairly from any officer of the University or any person as appointed by the University for the conduct of an examination or the assessment activities, either during the period of an examination or afterwards;

(d) committing any other acts as defined in sections 2 'Academic integrity' of the 'Regulations Governing Academic Integrity and Student Discipline'.

8.2 In serious cases of indiscipline, the senior invigilator shall have the power to discontinue the examination of the candidate involved and to expel him/her from the examination room if it is felt that such disciplinary action is essential.

8.3 Any incident in which misconduct is suspected will be reported in full by the senior invigilator including a written statement from the candidate taken at the end of the examination. If the misconduct involves the introduction of notes or other similar unauthorized materials, the documents concerned will be attached to the senior invigilator's report and forwarded to the University.

8.4 A candidate alleged to have committed misconduct under Regulation 8.1 or to have failed to comply with any of the instructions governing the conduct of an examination specified by the University from time to time, shall be liable to proceedings by the University as specified in the 'Regulations Governing Academic Integrity and Student Discipline'.

## 9. Absence from the examination

9.1 The senior invigilator shall record all absentees from the examination on the attendance sheet.

9.2 In the case of absence from an examination because of ill health, the candidate or the candidate's agent shall submit a relevant medical certificate and a written explanation of the absence to the Registrar. These materials must reach the Registrar at such a time and by such procedures as the University shall from time to time specify.

(a) A relevant medical certificate provided on behalf of a candidate shall be presented to and considered by the Registrar. In order to be counted as relevant, a medical certificate shall relate to the period of the examination. The Registrar shall not normally consider any evidence relating to the illness of a candidate that is not substantiated by a medical certificate from a certified medical practitioner.

(b) The candidate shall be responsible for arranging directly with the candidate's certified medical practitioner for any medical evidence to be sent to the Registrar. Neither the University nor any of the University's officers shall obtain medical certificates on behalf of the candidate. A candidate shall ensure that the candidate's certified medical practitioner clearly understands that the medical certificate is required to cover the absence from or illness during the examination.

9.3 In the case of absence from an examination due to a serious cause other than ill health of the candidate, the candidate or the candidate's agent shall submit to the Registrar:

(a) evidence of the cause, wherever possible; and

(b) a written explanation of the absence.

These materials must reach the Registrar at such a time and by such procedures as the University shall from time to time specify.

## 10. Special examination

10.1 A candidate who is absent from an examination and who has complied with Regulation 9.2 or 9.3, as appropriate, and *who has achieved 31 marks or above in the overall continuous assessment for the course and completed all compulsory requirements, shall be required to take a special examination for the course at a time and place arranged by the University.

10.2 Regulation 11.2 notwithstanding, a candidate who is absent from an examination for a course in its last presentation shall be offered the opportunity (which shall be final) to take a special examination for the course provided that the candidate:

(a) has complied with Regulation 9.2 or 9.3 as appropriate;

(b) *has achieved 31 marks or above in the overall continuous assessment; and

(c) has completed all compulsory requirements.

No requests for further deferral of the examination will be accepted for any reason whatsoever.

## 11. Absence from special examination and award of aegrotat

11.1 A candidate who is absent from a special examination given under Regulation 10.1 and whose medical certificate covers the period of the special examination, or who submits an acceptable subsequent relevant medical certificate to cover the special examination, and *who has achieved 31 marks or above in the overall continuous assessment for the course and completed all compulsory requirements including day school attendance requirements, shall normally be permitted to sit the examination at the next scheduled examination session arranged for the relevant course. The following conditions shall also apply in such cases:

(a) A candidate being granted the second deferment of an examination shall take the examination at a time determined by the University;

* Applicable to courses requiring a pass in the overall continuous assessment (OCAS).

(b) The opportunity to sit such an examination shall be limited to the next examination session provided for that course or the next special examination arranged for that course.

11.2 Normally, a student who has not achieved a Pass after two further attempts including resits and examination deferrals for whatever reasons, will be required to retake the course in order to be considered for the award of the credits.

11.3 Exceptionally, a candidate who submits a medical certificate under Regulation 11.1 may be eligible for the award of an aegrotat Pass in the course by the Senate, provided that the candidate:

(a) has achieved a pass on the overall continuous assessment for the course, or

(b) has completed at least one assignment used in calculating the candidate's overall results and achieved a grade or grades, such that in the judgment of the Award Committee for the course the candidate would have achieved a pass in the overall continuous assessment for the course if the standard had been maintained; and

(c) is unlikely to continue studies and is studying the last course he/she requires for the award being sought.

11.4 In a case covered by Regulation 11.3 the medical reasons for being unable to complete sufficient continuous assessment must be supported by an acceptable medical certificate from a certified medical practitioner.

11.5 An application for an aegrotat pass under Regulation 11.3 shall be made by the candidate supported by a written statement from the tutor commenting on the candidate's performance and standards as known to that tutor.

(a) In the case of a candidate who achieved a pass standard in the overall continuous assessment, the statement shall indicate whether the candidate had covered the course adequately and had achieved a standard such that, if it had been maintained, the candidate would have achieved a pass on the course as a whole.

(b) In the case of a candidate who has submitted insufficient assignments to achieve a pass on the continuous assessment, the statement shall be accompanied by all assignments marked by the tutor(s) or project work submitted and shall indicate whether, in the opinion of the tutor(s), the candidate would have been expected to achieve a pass on the course as a whole.

## 12. Arrangements for candidates with special needs

12.1 A candidate who, by reason of a properly attested disability or special educational needs, is unable to attend a normal examination centre shall be allowed to take the examination in hospital or elsewhere as determined by the Registrar, provided that this is considered justifiable by the Registrar after consultation with the candidate's tutor. The examination shall be conducted under the supervision of an invigilator approved and appointed by the University.

12.2 A candidate who is suffering from a properly attested disability or special educational needs which, in the considered judgment of the Registrar, prevents him/her from completing an examination paper in manuscript, shall be permitted either to dictate the answers to an amanuensis approved by the University or to type the answers in the presence of an invigilator approved and appointed by the University. Where an amanuensis is appointed who is known to the candidate, an invigilator approved by the University shall be appointed to conduct the examination.

12.3 Provided that the necessary arrangements can be made by the Registrar, a candidate who is blind shall have the choice of a question paper produced in Braille or recorded on tape.

12.4 Extra time to complete the examination shall be allowed to a candidate suffering from a disability or special educational needs provided that, in the considered judgment of the Registrar, this is deemed to be justified. Such a candidate shall be required to produce an acceptable medical certificate to confirm the candidate's particular disability or special educational needs.

## 13. Overseas examinations

13.1 The University may make arrangements wherever practicable for examinations to be held outside of Hong Kong provided that an overseas examination will be held at a time deemed by the Registrar to be equivalent to the time scheduled for candidates in Hong Kong. The

University reserves the right to authorize an overseas institution to administer and invigilate the overseas examinations on its behalf. The University shall be under no obligation to arrange such examinations. If an overseas examination cannot be arranged, a candidate must attend the examination held in Hong Kong at the next available opportunity.

13.2 An application for overseas examination arrangements must reach the Registrar at such a time and by such procedures as the University shall from time to time specify.

13.3 Applicants for overseas examination arrangements shall be required to pay a non-refundable handling charge as specified by the University from time to time, and to cover in full the University's administrative costs arising from such arrangements.

## 14. Resit examinations

14.1 A student who has failed a course and who, for that course:

(a) has achieved a standard on continuous assessment deemed adequate for the purpose by the University, and

(b) has attended the examination and, while not gaining a pass score, has achieved a particular level in the examination as specified by the University for that course,

shall be permitted to resit the examination, subject to the conditions set out in Regulation 14.2 below.

14.2 Resit examinations are subject to the following conditions:

(a) A candidate resitting an examination shall take the examination at a time determined by the University;

(b) A candidate can only resit an examination once;

(c) The opportunity to resit the examination shall be limited to the next examination session provided for that course or the next special examination arranged for that course;

(d) A candidate resitting an examination shall be deemed to have failed the course until such time as the Senate, on the recommendation of the appropriate Award Committee, shall decide the contrary;

(e) A candidate intending to resit an examination shall be required to pay, before the examination, a fee in respect of that examination which will be specified by the University from time to time.

14.3 Students who are required to resit two or more examinations in one term are permitted to defer one or more of the examinations, provided that the number of examinations so deferred is no more than half of the number of examinations the student must resit in that term. An application to defer an examination for this reason must reach the Registrar at such a time and by such procedures as the University shall from time to time specify.

## 15. Viva voce examination

15.1 A candidate may be required to attend a viva voce examination at the discretion of the appropriate Award Committee.

## 16. Religious holidays

16.1 Students who have to comply with the religious holidays rules are advised to inform the Examinations Office at least 3 months before the examination period so that this can be taken into consideration whenever possible during the examination time-tabling process.

16.2 Students have to apply for special examination arrangements to HKMU in writing through the religious body concerned.

16.3 Upon approval, all students who have the same religious practice and who have to attend examination at the same time will take the examination during daytime and then be gathered in one location under the vigilance of an invigilator until the examination has started in other examination centres.

16.4 Students have to undertake to bear all the costs incurred for all these special arrangements and agree to pay the costs before the examination.

# C. COURSE RESULTS

## 1. Announcement of course results

1.1 Course results normally are announced to students registered on a course 6–8 weeks after the University examination period.

1.2 The University shall make announcements as to when and how a student can inquire about his/her result status on the course(s) on which he/she has been assessed. Course results shall not be given to students by telephone.

1.3 Examination candidates can apply for release of examination scores or certification of course results by following such procedures and paying such fees as the University shall from time to time specify. The University will not return examination scripts and will not provide any information, other than examination scores, regarding examination performance.

## 2. Appeals

2.1 A student who believes an error was made in determining his/her course result may address an appeal to the Registrar, at such a time and by such procedures as the University shall from time to time specify.

2.2 Students lodging appeals under Regulation 2.1 shall be required to pay a fee as specified by the University from time to time. The fee will be refunded if a more favourable course result is awarded.

2.3 For appeals under Regulation 2.1, the University will not release information, other than examination scores, regarding examination performance.

## 3. Special circumstances

3.1 A student who has faced serious problems during a course, or at the time of the examination, which he/she believes may have affected his/her performance in the course, may inform the relevant Award Committee of his/her special circumstances. The Award Committee will consider this information when determining the student's result.

3.2 If the special circumstances relate to continuous assessment, the student should contact his/her tutor in the first instance, or the Course Coordinator if the tutor is not available.

3.3 The Award Committee should be informed of problems which may have seriously interfered with a student's ability to study over a total period of four weeks or more. The three main categories of special circumstances are:

(a) serious disruption of studies caused by the University (e.g., continual delay in receiving course materials; exceptionally late return of assignments marked by the tutors)

(b) serious and prolonged illness of the student or a member of the student's immediate family

(c) serious disruption of the student's personal life (e.g., bereavement).

3.4 A student, even after attending a course examination, can notify the Award Committee of any serious problem that occurred in the three week period before the examination date or during the examination itself which he/she thinks has affected his/her performance in the examination.

3.5 Claims for special circumstances relating to an examination normally should relate to illness immediately before or during the examination, or bereavement in the student's immediate family near the examination date. Claims should be supported with relevant evidence.

3.6 Students who wish to inform the relevant Award Committee of special circumstances should do so at such a time and by such procedures as the University shall from time to time specify.

# REGULATIONS GOVERNING THE GRANT OF ADVANCED STANDING

## 1. Authority

1.1 These regulations are issued by the Senate under the authority granted to it by section 10(11) of the Statute governing operations of the Senate.

1.2 The Senate, or any committee of the Senate empowered by it to do so, may adopt implementing measures and procedures pursuant to any Regulation provided that such measures and procedures will have force only in so far as they are consistent with the Ordinance and these Regulations.

## 2. Advanced standing

2.1 The University recognizes prior learning achievements at an appropriate level by awarding transferred credits. This credit transfer arrangement is known as 'advanced standing'.

## 3. Advanced standing categories

3.1 The University offers three types of credit transfer under the advanced standing scheme:

(a) General credit transfer (GCT), in which transferred credits ('general credits') are awarded that may be used, on a one-to-one basis, for reducing the number of credits required for the completion of a University award, but cannot be used for exemption from any particular course which forms part of the requirements of that award. General credits can be applied only to non-defined (free choice) requirements of a University award.

(b) Specific credit transfer (SCT), in which transferred credits ('specific credits') are awarded which exempt a claimant from having to successfully complete a specified course which forms part of the requirements of a University award.

(c) Block credit transfer (BCT), in which a claimant receives a block of unspecified transferred credits ('block credits') which can be applied towards the requirements of a University award. The University will specify the remaining courses to be successfully completed to fulfill the requirements of the award.

## 4. Eligibility

4.1 Only University students and former students whose status has lapsed are eligible to apply for advanced standing.

4.2 Notwithstanding 4.1, the University may allow persons who have not registered with the University to apply for advanced standing, such persons being required to submit their applications in a manner specified by the University, and to observe, in addition to 4.3 to 13.2 below, other rulings pursuant to their applications as announced by the University.

4.3 Previous qualifications presented by claimants must fulfill, inter alia, the following basic criteria:

(a) The qualification(s) must satisfy the following specific requirements of each HKMU programme in respect of which advanced standing credits are claimed:

(i) for claims to be made towards a Certificate, Associate Diploma, Diploma, Higher Diploma, Associate Degree, Bachelor's Degree or Bachelor's Degree with Honours, the qualification(s) must be at a level not lower than Level 4 in the Hong Kong Qualifications Framework or equivalent and obtained from a recognized tertiary institution and be completed by coursework; and

(ii) for claims to be made towards a Postgraduate Diploma or a Master's Degree programme, the qualification(s) must at least be at Postgraduate Certificate or Postgraduate Diploma level or equivalent as determined by the University.

(b) The qualification(s) must be obtained from (a) recognized institution(s) as defined by the University. Normally, to be recognized, an institution should have high standing in its home country and should maintain examination standards that are up to international standards.

(c) The qualification(s) must not be wholly achieved by means of exemption, or by other means where no formal assessment or examination is required.

4.4 Qualifications obtained by completing examinations of professional bodies are not eligible for claiming advanced standing towards a University Postgraduate Diploma or Master's Degree programme.

4.5 Research degree qualifications are only accepted for advanced standing applications towards Master's Degree programmes and Postgraduate Diploma programmes allowed and specified by the University.

4.6 A qualification which satisfies the entry requirements for a programme, or, if completion of which will lead to a professional qualification that satifies the entry requirements for the programme, shall not be allowed to claim advanced standing towards that particular programme, irrespective of the TCV of the qualification in question.

## 5. Maximum award and entitlement

5.1 The amount of advanced standing awarded to a claimant is subject to a maximum transfer value as determined by the University in accordance with the previous studies undertaken by the claimant.

5.2 Notwithstanding Regulation 5.1, students intending to obtain an HKMU award with transferred credits in respect of which advanced standing is allowed must complete at HKMU a specified minimum number of credits towards the respective HKMU award to be obtained as follows:

(a) at least 40 credits of the requirements of an Associate Degree, a Higher Diploma, a 60-credit Bachelor's Degree and a 120-credit Bachelor's Degree;

(b) at least 60 credits of the requirements of an 80-credit Bachelor's degree with Honours, a 100-credit Bachelor's degree with Honours, and a 160-credit Bachelor's degree with Honours;

(c) at least 30 credits of the requirements of a Diploma;

(d) at least 90 credits of the requirements of the Bachelor of Language Studies (English) (Honours) and Postgraduate Diploma in Education (Secondary), and the Bachelor of Language Studies (English) (Honours) and Postgraduate Diploma in Education (Primary);

(e) at least 50% of the requirements of a Postgraduate Diploma and a Master's degree; and

(f) at least two-thirds of the requirements of a Certificate (30 credits).

## 6. Use of advanced standing credits

6.1 Credits awarded in recognition of prior learning achievements elsewhere can be transferred into the University only once with the exception of advanced standing awards granted under Block Credit Transfer subject to the restrictions specified in 9.1 below.

6.2 Advanced standing credits cannot be applied towards the requirements of the University programmes listed in the Appendix (Please refer to pages 44–46).

6.3 Where applicable, general credits may be used in combination with specific credits in meeting the total credit requirements of a University programme. However, the total number of advanced standing credits used may not exceed the maximum transfer value of the claimant's previous qualifications as determined by the University.

6.4 Block credits may not be used in combination with either general credits or specific credits.

## 7. Regulations on the grant of General Credit Transfer (GCT)

7.1 General credits may be applied towards meeting the requirements of degree programmes, associate degree programmes and higher diploma programmes, subject also to the restrictions in Regulation 6.2.

7.2 General credits will only be counted as credits at the Foundation level in meeting the requirements of a University Bachelor's degree award. In circumstance specified in Regulation 10.4 below, the general credits obtained will only be counted as credits at Pre-foundation level in meeting the requirements of a University sub-degree award.

7.3 The maximum number of general credits that may be applied is:

(a) 40 credits, for the Bachelor of General Studies Degree;

(b) 20 credits, for all other degree programmes, associate degree programmes and higher diploma programmes which allow for use of advanced standing credits in fulfilling programme requirements, subject to the restrictions in Regulations 3.1(a) and 7.2 and any further restrictions specified in the relevant Programme Regulations.

## 8. Regulations on the grant of Specific Credit Transfer (SCT)

8.1 A claimant may claim specific credits towards a University course based on courses completed elsewhere under an eligible qualification as specified in 4.3 above. To receive specific credits in respect of an HKMU course based on qualifications not completed at HKMU, the course(s) presented for advanced standing must exhibit a very high degree of syllabus match with the University course in respect of which SCT application is made. The University will assess the degree of syllabus match on a case-by-case basis.

8.2 Specific credits obtained in the manner as specified in 8.1 above may only be used to fulfill specified course requirements at the Foundation, Middle, Higher or Postgraduate levels.

8.3 A claimant normally is not permitted to apply for SCT in respect of a University course for which he/she has registered, unless in the manner specified in 8.8 below.

8.4 A student normally is not permitted to register for a University course in respect of which specific credits have been awarded.

8.5 The University will not accept applications for SCT in respect of a University course which is not yet on offer.

8.6 In the calculation of a claimant's Honours degree classification, courses for which SCT credits are awarded are assigned a result status as if passed at the lowest grade of pass.

8.7 No specific credits shall be further awarded to a course which has already been exempted by means of SCT.

8.8 Specific credits may also be awarded towards a University course based on the same course or the older version of the same course as defined by the University which has been completed by the claimant and counted into a prior, valid University award. In such circumstances the University may also award specific credits on an exceptional basis for a course which forms an excluded combination with the course in respect of which SCT application is being made subject to a very high degree of syllabus match as determined by the University.

8.9 Specific credits obtained in the manner as specified in 8.8 above may normally be used to fulfill specified course requirements at the Pre-foundation, Foundation, Middle, Higher or Postgraduate levels, with the exception of Higher level requirements in an undergraduate or sub-degree programme of the School of Science and Technology.

8.10 Specific credit transfer applications based on completed HKMU courses are also subject to Regulations 8.4 to 8.7 above.

8.11 Claimants may not claim specific credits towards an HKMU course based on course(s) from both a non-HKMU qualification and an HKMU award.

## 9. Regulations on the grant of Block Credit Transfer (BCT)

9.1 A Block Credit Transfer claimant must designate only one previous completed qualification in his/her application for advanced standing. Once a claimant has successfully transferred credits via Block Credit Transfer into the University based on this designated qualification, it cannot be used for further advanced standing claims at the University.

9.2 Block credits may be awarded for an eligible previous qualification that is relevant to the Programme of Study indicated in the claimant's advanced standing application.

9.3 In respect of the award of block credits, the University will specify a list of courses, known as 'top-up courses', which the claimant must complete in order to fulfill the requirements of the University programme for which the block credits are awarded. Such top-up courses are specified in accordance with the degree of relevancy of the claimant's previous qualification to the requirements of the University programme in question. The claimant must complete all top-up courses as specified by the University in order to fulfill the requirements for the respective University programme.

9.4 The award of a given number of block credits to be applied toward the requirements of a University award does not imply an automatic reduction by the same amount in the number of credits required for the completion of the award.

9.5 Each application using a University award will be considered on a case-by-case basis. The claimant, if awarded block credits, is required to complete a list of top-up courses as required in 9.3 above.

9.6 For BCT applications in relation to an undergraduate degree programme or a sub-degree programme, the Higher level courses specified in the requirements of a University programme will normally be included in the 'top-up courses' prescribed in respect of any award of block credits.

9.7 A Block Credit Transfer claimant who designates the Bachelor of General Studies/Associate of General Studies Degree in his/her application for advanced standing must submit at the time of application a study plan which fulfills the requirements set out in the Programme Regulations of that degree.

9.8 The University may review the block credits awarded for a given qualification, and/or the prescribed top-up lists in respect of a University programme of study, as and when circumstances require. However, no such review will have retrospective effect on individual cases approved before the review.

## 10. Regulations on obtaining a second university award through advanced standing

10.1 A person who has completed a University award may apply for advanced standing credits on the basis of that award which he/she may count towards the requirements of a second University programme of study. Award of advanced standing credits, and the uses of such are subject to Regulations 6.2 to 6.4, 7.1 to 7.3, 8.8 to 8.11 and 9.1 to 9.5 above.

10.2 In relation to 10.1, only the credits which are not obtained by means of exemption within an HKMU award could be used for claims for general credit transfer and/or specific credit tranfer.

10.3 A completed HKMU award may be granted general credits only once for counting towards a second HKMU programme. General credits, if approved, will be awarded on a one-to-one basis.

10.4 General credits awarded based on Pre-foundation level credits completed in the claimant's first HKMU award are deemed as credits at Pre-foundation level in meeting the requirements of the second HKMU award.

10.5 Credits within an HKMU award which have been used for applications for general credit transfer cannot be used for further advanced standing claims.

10.6 A claimant is not allowed to alter the application details of his/her general credit transfer application once the respective application is approved.

10.7 Specific credits shall be awarded only once with respect to a completed HKMU course.

10.8 With respect to SCT applications based on completed HKMU courses, the University will not accept applications for SCT in respect of a University course which is not specified in the requirements of the Programme of Study indicated in the claimant's advanced standing application.

10.9 An HKMU course in an HKMU award which has been granted specific credits for counting towards the specified course requirements of a second University programme cannot be used for any further advanced standing claims.

10.10 A claimant is not permitted to use a University award for application of block credit transfer towards another University programme, if one or more courses from that award have been awarded specific credits or general credits for counting towards the requirements of a different University programme.

10.11 A University award which has been awarded block credits towards another University programme cannot be used for further advanced standing claims.

## 11. Validity and transfer of Advanced Standing Credits

11.1 A claimant is permitted to apply for advanced standing under only one University programme, as designated in his/her application.

11.2 The application submitted by a claimant normally will be processed only with respect to the University programme designated in the application. The University may specify other programmes in respect of which an application for advanced standing under a given University programme will also be processed.

11.3 Any awarded advanced standing credits normally are valid only with respect to the requirements of the University programme designated in the claimant's application. The University may specify other programmes in respect of which such an award of advanced standing credits will also be valid, with or without alteration of the details of the original award. If a claimant graduates under a University programme that is not so specified, such advanced standing credits cannot be counted towards the requirements of the programme under which he/she graduates.

11.4 A claimant may, on notification to the Advanced Standing Office, change the University programme designated in his/her application after its submission. General credits and specific credits which have already been awarded may be transferred from one designated programme to another, subject to the allowability of such credits under the requirements of the changed programme. For Block Credit Transfer applications, the processing of the application or any block credits previously awarded under the original programme are not transferable to the changed programme. The claimant must submit a new application and a new fee to be considered for advanced standing under the changed programme.

11.5 On changing the University programme designated in a claimant's advanced standing application, specific credits previously approved for a course outside the requirements of the claimant's previous programme will be counted into the claimant's changed programme on condition that such credits are approved for a course which forms part of the requirements of the changed programme.

11.6 In cases where a claimant relinquishes a University award for a higher award under the 'Regulations Governing the Articulation of Qualifications', the applicability of awarded advanced standing credits to the requirements of the new programme is subject to the transferability of the advanced standing credits in question.

## 12. Review of qualifications

12.1 The University may review the eligibility of qualifications for advanced standing, and the maximum transfer value assigned for any qualification for advanced standing purposes, as and when circumstances require.

12.2 No such review completed under Regulation 12.1 will have retrospective effect on individual cases approved before the review.

## 13. Submission of requisite documentation

13.1 An advanced standing claimant must submit evidence of successful completion of the qualification(s) presented for advanced standing, and/or the course work completed, normally in the form of a certificate and a transcript, in accordance with the requirements of the relevant advanced standing scheme and in the manner specified by the University.

13.2 An advanced standing claimant must supply (a) programme syllabus(es) for the qualification(s) which he/she presents for advanced standing. The syllabus must give such details of the programme as the University may specify from time to time including programme contents, length of study required and methods of assessment used. For SCT applications, claimants must further supply a detailed course syllabus for each course included in the SCT application giving such details of the course as the University may specify from time to time including course content, length of study and method of assessment.

## 14. Agreements with other institutions

14.1 The Advanced Standing Committee, under authority granted by the Senate, may enter into agreements with overseas and/or local institutions covering the mutual recognition of credits and/or other arrangements relating to credit transfer. The contents of such agreements should comply with these 'Regulations Governing the Grant of Advanced Standing'. Such agreements may not cover the recognition of credits as fulfilling the requirements of individual programmes, which shall be subject to separate approval by the Senate.

# REGULATIONS FOR THE AWARD OF SCHOLARSHIPS

## 1. Authority

1.1 These regulations are issued by the Senate under the authority granted to it by section 10(16) of the Statute governing operations of the Senate.

1.2 The Senate, or any committee of the Senate empowered by it to do so, may adopt implementing measures and procedures pursuant to any Regulation provided that such measures and procedures will have force only in so far as they are consistent with the Ordinance and these Regulations.

## 2. Purpose

2.1 The University awards scholarships to students in recognition of outstanding academic accomplishments.

2.2 Unless otherwise specified by the donor, selection of scholarship recipients is not based on financial need.

## 3. Eligibility

3.1 To be eligible to receive an undergraduate scholarship administered by the University, a student must have completed at least 60 credits in relevant courses offered by the University. To be eligible to receive a postgraduate scholarship administered by the University, a student must have completed at least 20 credits in relevant courses offered by the University. To be eligible to receive a sub-degree scholarship administered by the University, a student must have completed at least 15/30/40/45 studied credits in relevant courses offered by the University for Certificate/Diploma/Associate Degree/Higher Diploma programmes respectively.

3.2 The University may specify any other eligibility criteria for the award of a scholarship as deemed appropriate.

## 4. Selection procedures

4.1 Scholarship recipients normally are nominated by a School or Institute of the University, based on their overall record of academic achievement and other criteria according to the requirements established for specific scholarships.

4.2 Unless a scholarship is earmarked by its donor to students in a given programme of study, students of all academic units of the University who fulfill the eligibility requirement stated in Regulation 3.1 may be considered for the award of any University scholarship.

4.3 In general, a student may receive multiple scholarships or prizes. Under normal circumstances, a student may receive a given scholarship once only.

### 5. Donor requirements

5.1 The University may award scholarships on which the scholarship donor has imposed conditions, which may include but are not limited to:

(a) Restriction of eligibility to students who are following a specified programme of study;

(b) A requirement that representatives of the donor be involved in the process of selecting scholarship recipients.

5.2 The University shall not accept any restrictions imposed by a scholarship donor which contravene these Regulations or which are not in accord with the objects of the University as stated in the Ordinance.

### 6. Form of award

6.1 A scholarship award normally is given in cash or for use in the payment of tuition fees charged by the University for a course or courses subsequently taken by the recipient.

## REGULATIONS GOVERNING ACADEMIC INTEGRITY AND STUDENT DISCIPLINE

### 1. Authority

1.1 These Regulations are issued by the Senate under the authority granted to it by section 10(15) of the Statute governing operations of the Senate.

1.2 The Senate, or any committee of the Senate empowered by it to do so, may adopt implementing measures and procedures pursuant to any Regulation provided that such measures and procedures will have force only in so far as they are consistent with the Ordinance and these Regulations.

### 2. Academic integrity

2.1 The University expects that its students will act at all times to uphold academic integrity, which is a requisite for effective learning and sound scholarship and which is essential in achieving the objectives of the University as stated in the Ordinance.

2.2 Activities which violate the University's expectation of academic integrity include, but are not limited to, the following:

(a) Submission for assessment purposes of material that is not a student's own work;

(b) Copying, either entirely or in part, and whether using the exact words or with some substitution of words, of the published or unpublished work of others without acknowledgement of the original source;

(c) Presentation of another person's argument as the student's own without giving due credit to the originator;

(d) Dishonesty in publication, the use of false or fabricated data or experimental results;

(e) Obtaining or seeking to obtain unauthorized access to question papers or other assessment materials;

(f) Misconduct during examinations such as:

i. having or seeking access to any unauthorized information, material or electronic device during the examination;

ii. aiding or attempting to aid another candidate, or obtaining or attempting to obtain aid from any other person;

iii. obtaining or attempting to obtain aid unfairly from any officer of the University or any person as appointed by the University for the conduct of an examination or the assessment activities, either during the period of an examination or afterwards;

(g) Impersonating another student, or seeking to have another person impersonate oneself, during an examination, tutorial or other exercise;

(h) Misrepresentation of information on academic matters, including but not limited to knowingly making any false statement or falsifying any evidence in support of admission, deferment of studies or examination, exemption from programme requirements, the award of a degree, diploma, course credit or other distinction by the University.

2.3 A University teacher, tutor or other staff member who suspects that a breach of academic integrity has taken place should first investigate and discuss the matter with the student concerned and, where appropriate, with the Internal Examiner of the relevant course. If a mutually acceptable resolution is reached, which shall fall within Regulation 2.5 (a) – (e) below, the staff member concerned shall report the case and resolution to the Dean of the relevant school for record. An annual report of all cases of the school shall be submitted to Student Disciplinary Committee. If a mutually acceptable resolution is not possible or if the breach is of a serious nature, the staff member shall submit a report with evidence of the alleged breach of academic integrity to the Dean.

2.4 On receipt of a report that alleges a breach of academic integrity, the Dean shall review the case and decide whether there are reasonable and probable grounds to proceed with a charge of breach of academic integrity. If positive, the student suspected for breaches of academic integrity should be informed of the case and be provided with an opportunity to respond to the accusation and to present any relevant evidence.

2.5 Upon reviewing all evidence presented, the Dean shall, in consultation with the Registrar, take one or more of the following actions:

(a) Dismiss the case (no further action);

(b) Require student to complete an academic honesty assignment;

(c) Issue an oral or written reprimand by the Dean, the former in the presence of at least two witnesses, which shall be recorded in the student's file;

(d) Require student to complete a make-up assignment, examination or rewriting a work subject to a lower grade;

(e) Award a lowered grade or a Fail grade, as appropriate, on the assignment(s), examination(s) or course(s) concerned;

(f) Issue a directive that the University not take into account the work in question for assessment purposes including record of Absence for the examination concerned;

(g) Recommend a disciplinary hearing be convened under the procedures of Regulation 4 below.

2.6 The decision of the Dean shall be communicated to the student. A report of the case shall be passed to the Registrar for record and report to the Student Disciplinary Committee annually.

2.7 For alleged examination misconduct occurred in a setting which is formally invigilated, the incident shall be noted in the invigilator's written report, which shall be submitted to the Sub-Committee for Alleged Examination Misconduct (SCAEM) together with any evidence for consideration. A student accused of examination misconduct should be informed of the case and be provided with an opportunity to respond to the accusation and to present any relevant evidence to SCAEM. SCAEM shall review all evidence and decide on dismissal of the case or any penalty to be imposed. The penalty shall fall within Regulation 2.5 (a) – (g) above. The decision of SCAEM shall be communicated to the student. A record of the case shall be passed to the Registrar for record and be reported to the Student Disciplinary Committee annually.

## 3. Student conduct

### I. Expectations

3.1 The University encourages students to cultivate a sense of responsibility, promote reflection, and foster accountability and mutual respect. Students are expected, as any other University's member, to act in the best interests of the University community at all times.

3.2 All students are expected to:

(a) act in accordance and comply with the law;

(b) observe rules, regulations and policies of the University;

(c) uphold the virtues of honesty and righteousness;

(d) act with regard to the health and safety of others;

(e) act with regard to the University's reputation and to ensure that their behaviors as students, do not adversely affect the University's reputation and interests;

(f) respect the rights and dignity of others, including but not limited to privacy and personal data rights, irrespective of their ethnicity and race, sex and gender identity, sexual orientation, abilities and disabilities, age, religion and family status.

### II. Discipline

3.3 The University expects good conduct of students and may take disciplinary action against a student who commits any of the following disciplinary offences or who violates any rules, regulations or policies established by the University:

(a) Defamation of, assault on or harassment against any member(s) of the University;

(b) Willful damage to or defacement of any property of the University or the property of its member(s);

(c) Theft, fraud, misapplication of University funds or property of any kind;

(d) Conduct which unreasonably obstructs the teaching, learning, assessment, research or consultative activities of the University, its staff or students;

(e) Misbehavior of a nature which brings the name of the University into disrepute;

(f) Falsification, distortion or misrepresentation of information to the University that is intended to mislead administrative processes, including but not limited to supporting an application to any person or organization for a grant, bursary, prize, scholarship or any other form of award, allowance or assistance;

(g) Unauthorized disclosure of confidential information including that relating to the proceedings of any board, council or committee of the University, subject to the provision of relevant codes of practice which may be issued from time to time;

(h) Posting unlawful, defamatory, indecent or offensive messages or activities via any media platforms, including but not limited to paper-form media, social media or any public communication channels; and/or making any communications that may incite hatred or violence, or maybe pornographic, proprietary, libelous or derogatory that directly or indirectly damages the reputation and interests of the University or any member(s) of the University;

(i) For gain or otherwise, without the written permission of the University, copying any material provided by the University in any form whatsoever;

(j) Students are not allowed to use video recorders, cameras or voice recorders (including those embedded in mobile phones) in a classroom during classes, unless authorized by the instructor or academic staff member in charge of the class;

(k) Subject to the provisions of Regulation 6 below regarding rights of appeal, failing to comply with any penalty imposed by a University disciplinary authority.

3.4 Notwithstanding the provisions of Regulation 3.3, the conduct of a student of the University while on the premises of another institution shall be subject to the requirements imposed by that institution.

3.5 Any member of the University who suspects that a student has committed a disciplinary offence should report the alleged offence, together with any evidence available, to the Vice President (Students and Support).

3.6 On receipt of a report that alleges commission by a student of a disciplinary offence, the Vice President (Students and Support) shall review the case and decide whether there are

reasonable and probable grounds to proceed with a charge of student misconduct. If positive, the student accused of the misconduct should be informed of the case and be provided with an opportunity to respond to the accusation and to present any relevant evidence.

3.7 Upon reviewing all evidence presented, the Vice President (Students and Support) shall, in consultation with the Director of Student Affairs, take one or more of the following actions:
(a) Dismiss the case (no further action);
(b) Issue an oral or written reprimand, the former in the presence of at least two witnesses, which shall be recorded in the student's file;
(c) Require completion of University community service;
(d) Impose a requirement to make good any loss of or damage to the property or premises arising from the student misconduct;
(e) Recommend a disciplinary hearing be convened under the procedures of Regulation 4 below.

3.8 The decision of the Vice President (Students and Support) shall be communicated to the student. A report of the case shall be passed to the Registrar for record and report to the Student Disciplinary Committee annually.

3.9 In the event that a student has been subject to law-enforcement actions and/or criminal prosecution during the course of study, regardless of whether he/she is convicted, the student's case shall be considered by the Chair of the Student Disciplinary Committee, who will decide on one of the following actions:
(a) No further action is necessary;
(b) The case shall be transferred to Student Affairs Office for student support service;
(c) The case shall be taken up by the Student Disciplinary Committee in accordance with relevant University Rules and Regulations.

## 4. Disciplinary hearings

4.1 On the recommendation of a School Dean, or SCAEM or Vice President (Students and Support) (where appropriate) for a hearing, the Student Disciplinary Committee shall appoint a Student Disciplinary Panel (Panel) from its members to convene a hearing in relation to allegations of a breach of academic integrity pursuant to Regulation 2 or commission of a disciplinary offence pursuant to Regulation 3.

4.2 The student alleged to have committed the breach of academic integrity or disciplinary offence shall have the right to:
(a) appear before the Student Disciplinary Panel;
(b) submit a written statement or present other evidence to the Panel;
(c) be accompanied at the hearing by a University staff member or student of his/her choice, who shall however not have the right to speak or present evidence to the Panel.

4.3 The Panel's deliberations shall be held in camera. The student shall be advised on conclusion of the hearing of the verdict of the Panel, the outcome and imposition of any sanctions or penalties as provided for in Regulation 5.

## 5. Sanctions and penalties

5.1 On conclusion of a hearing conducted under Regulation 4 above, the Student Disciplinary Panel may impose any of the following sanctions or penalties, singly or in combination, as it may consider appropriate:
(a) Dismissal of the case;
(b) Completion of an academic honesty assignment;
(c) Completion of University community service;
(d) Issuance of an oral or written reprimand, the former in the presence of at least two witnesses, which shall be recorded in the student's file;
(e) Completion of a make-up assignment, examination or rewriting a work subject to a lower grade;
(f) The award of a lowered grade or a Fail grade, as appropriate, on the assignment(s), examination(s) or course(s) concerned;

(g) Issuance of a directive that the University not take into account the work in question for assessment purposes including record of Absence for the examination concerned;
(h) A requirement to make good any loss of or damage to the property or premises arising from the misconduct;
(i) Notation on transcript;
(j) Exclusion from further registration on courses offered by the University for a definite period;
(k) Suspension or dismissal from any course(s) in progress;
(l) Suspension from all or specific programme(s) for a definite period:
(m) Expulsion from the University;
(n) The withholding or revocation by the University of a degree or other academic award;
(o) Any other penalties, as deemed appropriate for certain offences.

## 6. Appeal of disciplinary measures

6.1 A student may appeal to the Chair of the Student Disciplinary Committee any decisions taken by a Dean, or SCAEM, or Vice President (Students and Support), or Student Disciplinary Panel in respect of an alleged breach of academic integrity pursuant to Regulation 2, or an alleged disciplinary offence pursuant to Regulation 3, other than a decision to convene a disciplinary hearing.

6.2 An appeal shall be in writing and shall reach the Chair of the Student Disciplinary Committee no later than fourteen days after the student is informed of the relevant decision.

6.3 If the Chair of the Student Disciplinary Committee considers the appeal to have merit, he/she shall appoint a Student Disciplinary Panel to review the case. If the appeal is against the decision of a Student Disciplinary Panel, he/she shall convene a hearing of the Student Disciplinary Committee to discuss the appeal. The student who submitted the appeal shall have the right to:
(a) appear before the Student Disciplinary Committee/Panel;
(b) submit a written statement or present other evidence to the Committee/Panel;
(c) be accompanied at the hearing by a University staff member or student of his/her choice, who shall however not have the right to speak nor present evidence to the Committee/Panel.

6.4 After the hearing, the Student Disciplinary Committee shall make a decision to either:
(a) Uphold the decision reached by the relevant University disciplinary authority; or
(b) Direct the relevant University disciplinary authority to take one of the alternative courses of action provided for in Regulation 5.1.

6.5 The decision reached by the Student Disciplinary Committee in respect of an appeal launched shall be communicated to the student concerned.

6.6 A student may lodge a final appeal to the President on the verdict reached by the Student Disciplinary Committee following a hearing conducted under Regulation 6.3. Normally appeals will be considered only on the basis of procedural irregularities or new evidence.

6.7 A final appeal under Regulation 6.6 shall be in writing and shall reach the President no later than fourteen days after the student is informed of the relevant decision.

6.8 The President or his/her nominee, shall review the case and decide whether the decision of the Student Disciplinary Committee pursuant to Regulation 6.4 shall stand. If he/she considers the appeal to have merit, he may constitute and convene a meeting of an Appeals Panel to discuss the appeal. The Appeals Panel shall make a recommendation to the President to either:
(a) Uphold the verdict and/or penalties determined by the Student Disciplinary Committee; or
(b) Direct the Student Disciplinary Committee to record an alternative verdict and/or impose alternative sanctions or penalties provided for under Regulation 5.

6.9 The President, taking into account the recommendation of the Appeals Panel, shall make a decision on the appeal. The President's decision shall be final.

6.10 Pending the outcome of an appeal, a student shall observe any suspension imposed by the Student Disciplinary Committee.

# APPENDIX

The University is empowered to confer the following undergraduate degrees:

(a) Bachelor of Applied Psychology with Honours and Bachelor of Business Management with Honours (Double Degree)
(b) Bachelor of Applied Psychology Degree with Honours
(c) Bachelor of Arts Degree
(d) Bachelor of Arts Degree with Honours
(e) Bachelor of Business Administration Degree
(f) Bachelor of Business Administration Degree with Honours
(g) Bachelor of Business Management Degree
(h) Bachelor of Computing Degree
(i) Bachelor of Computing Degree with Honours
(j) Bachelor of Education Degree
(k) Bachelor of Education Degree with Honours
(l) Bachelor of Education with Honours in English Language Teaching and Bachelor of English Language Studies with Honours (Double Degree)
(m) Bachelor of Education with Honours (Chinese Language Teaching) and Bachelor of Language Studies with Honours (Applied Chinese Language Studies) (Double Degree)
(n) Bachelor of Electronic Commerce Degree
(o) Bachelor of Electronic Commerce Degree with Honours
(p) Bachelor of Engineering Degree with Honours
(q) Bachelor of Fine Arts Degree with Honours
(r) Bachelor of Global Business (with Bilingual Communication) Degree with Honours
(s) Bachelor of Hospitality Management Degree
(t) Bachelor of International Hospitality and Attractions Management Degree with Honours
(u) Bachelor of Language Studies Degree
(v) Bachelor of Language Studies Degree with Honours
(w) Bachelor of Language Studies with Honours (Bilingual Communication) and Bachelor of Global Business with Honours (Double Degree)
(x) Bachelor of Nursing Degree
(y) Bachelor of Nursing Degree with Honours
(z) Bachelor of Professional Accounting Degree with Honours
(aa) Bachelor of Science Degree
(ab) Bachelor of Science Degree with Honours
(ac) Bachelor of Social Sciences Degree
(ad) Bachelor of Social Sciences Degree with Honours
(ae) Bachelor of Sports and Recreation Management Degree with Honours
(af) Bachelor of Sports Management Degree
(ag) Bachelor of General Studies Degree
(ah) Bachelor of Theme Park Management Degree

The University is empowered to confer the following postgraduate degrees:

(a) Master of Accountancy (by coursework) (MACF)
(b) Master of Arts (by coursework) (MA)

(c) Master of Business Administration (by coursework) (MBA)
(d) Master of Business Research Methods (by coursework) (MBRM)
(e) Master of Corporate Finance and Compliance (by coursework) (MCFC)
(f) Master of Corporate Governance (by coursework) (MCG)
(g) Master of Creative and Cultural Industries Management (by coursework) (MCCIM)
(h) Master of Education (by coursework) (MEd)
(i) Master of Electronic Commerce (by coursework) (MEC)
(j) Master of Engineering (by coursework) (MEng)
(k) Master of Financial Services (by coursework) (MFS)
(l) Master of Global Business and Marketing (by coursework) (MGBMF)
(m) Master of Human Resource Management (by coursework) (MHRM)
(n) Master of Language Studies (Chinese Linguistics) (by coursework) (MLSCL)
(o) Master of Laws (by coursework) (LLM)
(p) Master of Nursing (by coursework) (MN)
(q) Master of Professional Accounting (by coursework) (MPA)
(r) Master of Science (by coursework) (MSc)
(s) Master of Social Sciences (by coursework) (MSSc)
(t) Doctor of Business Administration (by a combination of coursework and thesis) (DBA)
(u) Doctor of Education (by a combination of coursework and thesis) (EdD)
(v) Doctor of Engineering (by a combination of coursework and thesis) (DEng)
(w) Doctor of Philosophy (by research) (PhD)
(x) Master of Philosophy (by research) (MPhil)

Advanced standing credits cannot be applied towards the requirements of the following programmes:

(a) The BNursing (Honours) degree programme;
(b) Pathway 2, Pathway 3 and Pathway 4 of the Bachelor of Social Sciences (Honours) degree programme in Law Enforcement and Security Management;
(c) Pathway 2 and Pathway 3 of the degrees of Bachelor of Language Studies (English) and the Bachelor of Language Studies (English) (Honours);
(d) Pathway 2 and Pathway 3 of the dual award programme of Bachelor of Language Studies (English) (Honours) and Postgraduate Diploma in Education (Primary);
(e) Pathway 2 and Pathway 3 of the dual award programme of Bachelor of Language Studies (English) (Honours) and Postgraduate Diploma in Education (Secondary);
(f) Pathway 1 of the Bachelor of Business Administration, the Bachelor of Business Administration in Accounting, the Bachelor of Business Administration in Business Information Systems, the Bachelor of Business Administration in Banking and Finance, the Bachelor of Business Administration in Corporate Administration, the Bachelor of Business Administration in Management, the Bachelor of Business Administration in International Business, the Bachelor of Business Administration in Human Resource Management, the Bachelor of Business Administration in Logistics and Supply Chain Management and the Bachelor of Business Administration in Marketing;
(g) Pathway 1 of the Bachelor of Business Administration (Honours) in Accounting, the Bachelor of Business Administration (Honours) in Business Information Systems, the Bachelor of Business Administration (Honours) in Banking and Finance, the Bachelor of Business Administration (Honours) in Corporate Administration and the Bachelor of Business Administration (Honours) in Management;
(h) Pathway 1 of the Bachelor of Business Administration (in Chinese);

(i) Pathway 1 of the Bachelor of Business Administration in China Business (in Chinese) and the Bachelor of Business Administration (Honours) in China Business (in Chinese)

(j) Pathway 1 of the Bachelor of Electronic Commerce and the Bachelor of Electronic Commerce (Honours);

(k) Pathway 1 of the Bachelor of Computing and the Bachelor of Computing with Honours in Internet Technology;

(l) Pathway 1 and Pathway 2 of the Bachelor of Science in Communications Technology and the Bachelor of Science (Honours) in Communications Technology;

(m) Pathway 1, Pathway 2 and Pathway 3 of the Bachelor of Science in Computer Engineering and the Bachelor of Science (Honours) in Computer Engineering;

(n) Pathway 1 of the Bachelor of Science in Computing and Networking and the Bachelor of Science (Honours) in Computing and Networking;

(o) Pathway 1 and Pathway 2 of the Bachelor of Science in Electronics and the Bachelor of Science (Honours) in Electronics;

(p) Pathway 1 and Pathway 2 of the Bachelor of Science in Engineering Mechanics, Materials and Design and the Bachelor of Science (Honours) in Engineering Mechanics, Materials and Design;

(q) Pathway 1 and Pathway 2 of the Bachelor of Science in Mathematical Studies and the Bachelor of Science (Honours) in Mathematical Studies;

(r) Pathway 1 of the Bachelor of Science in Product Design, Testing and Certification and the Bachelor of Science (Honours) in Product Design, Testing and Certification;

(s) Pathway 1 and Pathway 2 of the Bachelor of Science in Statistics and Decision Science and the Bachelor of Science (Honours) in Statistics and Decision Science;

(t) The Bachelor of Science in Design and Innovation;

(u) The Bachelor of Science with Honours in Applied Science (Biology and Chemistry) (Top-up);

(v) The Bachelor of Science with Honours in Environmental Studies (Top-up);

(w) The Certificate in Law Enforcement and Security Management (in Chinese) (part-time face-to-face);

(x) Pathway 2 of the Diploma in Law Enforcement and Security Management;

(y) Pathway 1 and Pathway 2 of the Higher Diploma in Early Childhood Education (Special Educational Needs);

(z) Pathway 2 of the Higher Diploma in Law Enforcement and Security Management;

(aa) Pathway 1 of the Master of Business in Research Methods;

(ab) Pathway 1 of the Master of Business in Research Methods (Chinese);

(ac) Pathway 1 of the Master of Business Administration;

(ad) Pathway 1 of the Master of Business Administration (in Chinese);

(ae) Pathway 1 of the Master of Electronic Commerce;

(af) Pathway 1 of the Master of Electronic Commerce (in Chinese);

(ag) Pathway 1 of the Master of Financial Services;

(ah) Pathway 1 of the Master of Human Resource Management;

(ai) Pathway 2 of the Master of Laws in Chinese Business Law:

(aj) Pathway 2 of the Master of Laws in Chinese Business Law (in Chinese);

(ak) Pathway 1 of the Master of Professional Accounting;

(al) Pathway 2 of the Master of Education, the Master of Education in Chinese Language Education, the Master of Education in Drama and Language Education, the Master of Education in English Language Education;

(am) Pathway 2 of the Master of Language Studies (Chinese Linguistics);

(an) Pathway 1 of the Master of Science in Quantitative Analysis and Computational Mathematics;

(ao) Postgraduate certificate programmes;

(ap) The Master of Arts in Creative Writing programme;

(aq) The Master of Arts in Creative Industries and Cultural Assets programme;

(ar) The Master of Philosophy programme;

(as) The Master of Social Sciences programme;

(at) The Doctor of Business Administration programme;

(au) The Doctor of Business Administration (in Chinese) programme;

(av) The Doctor of Education programme;

(aw) The Doctor of Engineering programme;

(ax) The Doctor of Philosophy programme; and

(ay) The Associate Diploma in Health Services Management.