

# Academic rules and regulations

In 2021, the University embarked on an Academic Reform with an aim to align our course credit with other local and overseas universities. Arising from the Academic Reform, the University Senate has approved amendments to the Academic rules and regulations (Regulations) which take effect from 2022/23 academic year. Please click the link below for details:

- [5-credit system](#) refers to the curriculum structure prior to the academic reform, which is applicable to continuing students before academic reform. Students under 5-credit system should comply with the current Regulations.
- [3-credit-unit system](#) refers to the new curriculum structure after the academic reform, which is applicable to students admitted on or after 1 September 2022. Students under 3-credit-unit system should comply with the new Regulations.



# Academic rules and regulations

(5-credit system\*)

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\* "5-credit system" refers to the curriculum structure prior to the academic reform. Courses under the "5-credit system" are basically assigned credit values in multiples of 5 and categorized into Foundation, Middle, Higher and Postgraduate levels. This is in contrast with the "3-credit-unit system" after the academic reform under which courses are basically assigned credit-unit values in multiples of 3 and categorized into 1000-, 2000-, 3000-, 4000-, 8000- and 9000- levels.

## INTERPRETATION

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

1. 'University', 'Council', 'Senate', 'President', and 'School' shall have the same meaning as in the Ordinance and Statutes;
2. 'Academic term' shall mean, under the directive of the Senate, the fraction of the academic year dedicated to learning and teaching in fulfillment of the requirements of a course of study. In this University, the academic year is divided into three 'terms'. The terminology 'term' replaced 'semester' after the unification of academic calendars in 2016;
3. '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;
4. '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;
5. 'Associate Sub-degree' shall refer to the Associate Diploma, Diploma and Higher Diploma that are normally vocational training programmes;
6. '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;
7. 'CGPA' shall mean the Cumulative Grade Point Average as defined in the Assessment Regulations;
8. 'Claimant' shall mean any person who has applied to the University for a grant of advanced standing;
9. 'Classification' shall mean one of the levels of Honours awarded by the University to recipients of a Bachelor's Degree with Honours;
10. 'Course' or 'course of study' shall mean a defined topic or field of study for which instruction is provided and which leads to the award of credit-units at a specified level;
11. '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;
12. 'Degree' shall refer to an Undergraduate degree, Bachelor's degree, Bachelor's degree with Honours, double degree with Honours, Postgraduate degree, Master's degree, or Doctoral degree;
13. 'Free choice' shall mean any courses which may or may not relate to the chosen programme of study, provided that the prerequisite requirement, if any, of the said courses have been fulfilled prior to enrolment of such courses;
14. 'LiPACE' shall mean the Li Ka Shing School of Professional and Continuing Education of Hong Kong Metropolitan University;
15. '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;
16. 'Maximum period of study' shall mean the maximum time allowed for the completion of an academic programme after a student is admitted to the programme at a specific entry point as specified in these Regulations or the Programme Requirement;

17. 'Non-defined (free choice) requirements' shall mean credit required for a University award under the relevant Programme Regulations that are not specified as to subject area or level;
18. 'Normative period of study' shall mean the normal number of years needed to complete a given academic programme after a student is admitted to the programme at a specific entry point as specified by the University;
19. 'Ordinance' shall mean the Hong Kong Metropolitan University Ordinance (Cap. 1145);
20. 'Pathway' shall mean the admission to a Distance Learning programme, part-time learning programme, or postgraduate programme by virtue of a recognized prior academic or professional qualification, usually resulting in a reduction in the credit-unit requirement specified in the Programme Regulations of the said programme;
21. 'Programme', 'learning programme', or 'programme of study' shall mean a collection of courses, or a selection thereof, constituting an appropriate line of study leading to the award of a University qualification;
22. 'Programme Regulations' shall mean regulations approved by the Senate to prescribe the requirements for the successful completion of a specific University programme of study;
23. 'Registrar' shall mean the Registrar of Hong Kong Metropolitan University;
24. 'Regulations', if not otherwise specified, shall mean these Academic Rules and Regulations;
25. 'Scholarship' shall mean an award which the University has jurisdiction to a student in recognition of outstanding achievement in academics, athletics, personal development, community service, enrolment or acceptance to an accredited educational programme;
26. 'Senior Year Admission' shall mean the admission to Year 2 or 3 of a Full-time Face-to-face Bachelor's Degree with Honours Programme by virtue of a recognized prior academic qualification, resulting in a reduction in the credit requirement of the said programme;
27. 'Statutes' shall mean the Statutes of the University made by the Council under section 18 of the Ordinance;
28. 'Student' shall mean any person who currently registers on a course of study offered by the University or has registered on a course of study offered by the University in the distance learning mode under a distance learning programme within the preceding twenty-four months;
29. 'Sub-degree' shall refer to the Certificate, Diploma, Higher Diploma and Associate Degree at QF Levels 3 or 4. Holders of a sub-degree may articulate to a higher qualification;
30. 'Term GPA' shall mean the weighted average GPA, defined in the Assessment Regulations, of courses completed in a specific academic term; and
31. 'WGPA' shall mean the weighted GPA as defined in the 'Regulations for the award of undergraduate degrees'.

## GENERAL REGULATIONS GOVERNING DISTANCE LEARNING PROGRAMMES

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 and their continuance thereon.
  - 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. Admission

- 2.1 For admission to distance learning 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.
- 2.2 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 for some of its distance learning programmes. For such programmes, the University shall not specify a required level of attainment on any public examination or other test of prior knowledge as a requirement for admission.
- 2.3 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 in addition to those specified in Regulation 2.1.
- 2.4 The University may specify, in the Programme Regulations applicable to any given distance learning programme of study, admission requirements in addition to those specified in Regulation 2.1. These requirements may include but are not limited to:
  - (a) Possession of a specified professional qualification; and / or
  - (b) Possession of a degree or other specified award from a recognized institution of higher education; and / or
  - (c) Completion of a specified period of professional experience; and / or
  - (d) Possession of specified language competency.
- 2.5 The University may specify for each distance learning programme of study, the specific admission requirements for admission to the programme by way of a Pathway. Admission through a specific Pathway will normally lead to a reduction in the credit requirements specified in the Programme Regulations of the said programme.
- 2.6 Except for graduates of the University and LiPACE higher diplomas, all applicants to a distance learning programme with entry requirements specified in Regulations 2.2 and 2.3 shall pay the application fee.

## 3. Registration and course enrolment

- 3.1 An applicant who has completed the registration procedure to a programme by a date prescribed by the University shall be deemed to have enrolled on that programme on the date of his/her first registration. He/she shall be required to comply with the requirements of his/her programme of study as stipulated by the University from time to time.
- 3.2 A student shall register in the name which appears on his/her Hong Kong Identity Card or, in the case of non-local students, his/her passport.
- 3.3 A student shall inform the University immediately of any change of personal particulars via the Student Portal or in writing to the Registry. Failure to supply up-to-date information may result in the University being unable to provide academic and administrative services to the student.
- 3.4 Registration shall include the registration for course(s) and payment of course fees as prescribed by the University.
- 3.5 A student wishing to register for courses shall do so before the commencement of each academic term according to the Programme Regulations of his/her programme of study. A student wishing to register for courses after the registration deadline as specified by the University from time to time shall have to apply for late registration.

- 3.6 In addition to carrying a credit value, each course also carries a registration value which represents the study load per term. A student who wishes to take degree/sub-degree courses with more than 30 registration value in a term must seek the approval of his/her School. For a student who applies for course(s) offered by the University for the first time or applies for course(s) at Postgraduate level for the first time, he/she shall only take courses up to a maximum registration value of 15 in that term.
- 3.7 A student shall not re-register for any course which he/she has already taken and passed or is currently studying. This includes the same course with a new course code or its counterpart presented in face-to-face mode.
- 4. Deferment of studies**
- 4.1 A student who wishes to defer his/her studies shall submit an application online via MyHKMU with supporting documents to the Registry. Approval of an application to defer studies shall be granted entirely at the University's discretion.
- 4.2 The University recognizes the following grounds as a basis for deferment of studies:
- (a) Illness or medical emergency;
  - (b) Family crisis or other special circumstances which constitute compassionate grounds.
- Proof of medical advice is required from students who seek for deferment of studies on medical ground.
- 4.3 A student who has applied for deferment of studies shall continue with his/her studies and attend classes until formal approval is given by the University.
- 4.4 The maximum period allowed for deferment of each course shall normally be one academic year.
- 4.5 If a student has completed some assignments or other continuous assessment requirements before deferral of study is granted, the School offering the course, may at its discretion, waive these requirements when study is resumed.
- 4.6 A student who has been granted deferment of studies shall not be entitled to a refund of course fees paid to the University. The student is normally 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.
- 5. Withdrawal from studies**
- 5.1 A student who wishes to withdraw from studies at the University shall submit an application for withdrawal to the Registrar via MyHKMU at least 14 days before the start of the examination period of the relevant term.
- 5.2 A student who withdraws from studies shall not receive a refund of course fees paid to the University. Re-admission will depend on the availability of course places and will require payment of a new course fee for each course concerned.
- 5.3 Courses/programmes from which a student withdraws are recorded on his/her transcript of studies at the University.
- 5.4 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.
- 6. Reinstatement of student status**
- 6.1 A person whose status as a student of the University has lapsed under the provisions of Paragraph 5.4 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.

## 7. Change of programme/course

- 7.1 A student who wishes to change his/her programme shall submit an application, as prescribed by the University, with supporting documents to the Registry, and his/her application shall be approved at the discretion of the Schools concerned.
- 7.2 Except for graduates of the University and LIPACE higher diplomas, a student wishing to change to a distance learning programme with entry requirements shall pay the application fee.
- 7.3 A student may change the course registered. Applications for change of registered course are limited to courses offered in the same term and the course changes should normally be on a one-to-one basis. A student wishing to change his/her course(s) after registration period shall pay an administrative fee.

## 8. Course assessment and grades

- 8.1 A student shall be assessed for every course that he/she has registered on the basis of his/her performance in the course. The assessment criteria may include any one or any combination of the following: assignments, projects/case studies, dayschools, quizzes, tests, laboratory sessions, practicums, examinations, and any other criteria.
- 8.2 Course grades, their standards and grade points used in reporting shall be as follows:

Course Grade	Grade Point	Standard
A	4.0	Excellent
A-	3.7	
B+	3.3	Very Good
B	3.0	
B-	2.7	Good
C+	2.3	Fair
C	2.0	Pass
Fail-resit	Not applicable	Fail-resit
Fail	0.0	Fail
Pass*	Not applicable	Benchmark Attained

\* For designated courses with Pass/Fail grades only

In addition to the grades listed above, the following will also be used where necessary:

Results status	Interpretation
Withdrawn (W)	Withdrawn from course

- 8.3 A student who obtains a grade of 'C' or above in a course taken shall earn the credits of that course.
- 8.4 The grade point average (GPA) of a student's course work shall be computed by dividing the total grade points for all courses taken by the total number of credits attempted, inclusive of courses failed.
- 8.5 A student shall submit all the assignments prescribed to a course. Assignments must be submitted electronically via the OLE, unless otherwise specified. A student who does not submit a particular assignment shall be given a score of zero (0) for that assignment.
- 8.6 A student shall submit every assignment by such means as the University may prescribe from time to time, including but not limited to the submission through Turnitin for plagiarism assessment.

## 8.7 Submission dates

8.7.1 A student shall submit assignments for a course in accordance with the final submission dates communicated. If an assignment is submitted after the final submission date without prior permission, the Course Coordinator will have the right to reject the assignment in which case a score of zero (0) shall be given for that assignment.

8.7.2 Exceptionally, an assignment may be submitted to the tutor after the final submission date for the assignment and be accepted for marking provided that there are good reasons and 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 of the School offering the course, and provided also that a member of staff is available to mark the assignment.

8.7.3 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.

## 8.8 Appeal

8.8.1 A student who has grounds for considering that there is an error in the score awarded for an assignment 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.

8.8.2 Under no circumstances shall an enquiry under Regulation 8.8.1 be initially addressed in the first instance to any other officer or person within the University.

8.8.3 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 Course Coordinator concerned together with all related correspondence so that it is received by the Course Coordinator within 28 days of the date of the tutor's decision. 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.

8.8.4 Notwithstanding the provision of Regulation 8.8.1, an enquiry concerning an assignment marked by a tutor must be received by the Course Coordinator no later than 21 days after the final submission date of the final assignment for the course. 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 Course Leader/Course Coordinator concerned together with all related correspondence at such a time and by such procedures as the University shall from time to time specify.

8.9 A student may be required to complete quizzes, tests, laboratory sessions, practicums, projects/case studies or dayschools as part of the assessment, some of which may be compulsory.

## 8.10 Special requirements

8.10.1 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.

8.10.2 Notification of any special requirements under Regulation 8.10.1 shall be given by the University to students before the start of each term.

#### 8.11 Examinations

8.11.1 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 Regulations 8.11.2 and 8.11.3. A student shall be required to observe the examination arrangements as stipulated by the University from time to time.

8.11.2 At the discretion of the Award Committee, a student marginally failing an examination may be granted a chance to resit the examination to be held in the next available examination session provided for the course concerned. The resit examination will normally coincide with the regular examination of the next presentation of the course. If the next presentation of the course does not commence within one year from the current presentation in which the student enrolled and failed, the resit examination will be held within a one-year period after the end of the current presentation.

8.11.3 A student taking a resit examination will be required to pay a resit examination fee for each course, as specified by the University from time to time. A student who has discontinued his/her studies at the University before the resit examination is held shall not be permitted to attend the resit examination.

8.11.4 A student failing to achieve a Pass grade after the resit examination shall be required to retake the course, if available, in order to be considered for the award of credits.

8.11.5 Only under very special circumstances, which shall be substantiated by satisfactory documentary evidence provided by the student, will deferment of an examination be considered. The number of resit examinations to be attended will not be considered as a valid reason for deferment of examinations. Deferment of an examination is normally not applicable to resit examination(s).

#### 8.11.6 Overseas examinations

(a) 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.

(b) 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.

(c) 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.

### 9. Graduation

9.1 A student who will have completed the appropriate number of relevant credits and satisfied the requirements for the award can apply for graduation.

9.2 A student applying for graduation should submit an application according to the respective application periods prescribed by the University. Late application for graduation will NOT be accepted.

9.3 A student shall be required to pay a graduation fee, as specified by the University from time to time, for each award. A student who has submitted an application but is unable to graduate according to the respective programme regulations will be refunded the paid graduation fee.

9.4 A student having all course results finalized, meeting the graduation requirements and having completed the required graduation procedures shall be approved by the Senate for appropriate award. No withdrawal of application for graduation is allowed.

9.5 Classification of degrees with honours

9.5.1 A degree with honours shall be conferred with a classification of First Class, Second Class (Upper Division), Second Class (Lower Division) or Third Class.

9.5.2 The class of honours conferred shall be based on the weighted grade point average obtained by the student in the courses prescribed by his/her chosen programme of study for the purpose of honours classification.

9.5.3 For the purpose of honours classification of single degree programmes, the weighted grade point average (WGPA) will be calculated for the best 80 credits (in terms of course grade) in courses at the Higher or Middle level as specified in the programme requirements. 40 of the best 80 credits will normally 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 WGPA by the programme concerned. The formula for the calculation will be as follows:

$$\text{WGPA} = \frac{\text{Sum of GP of Group A courses} \times \text{weight of Group A courses} + \text{Sum of GP of Group B courses} \times \text{weight of Group B courses}}{\text{Sum of credits of Group A courses} \times \text{weight of Group A courses} + \text{Sum of credits of Group B courses} \times \text{weight of Group B courses}}$$

where GP is the grade point of a course multiplied by the number of credits of the course

9.5.4 In the case of double degree programmes, the weighted grade point average (WGPA) will be calculated for the best 120 credits (in terms of course grade) in courses at the Higher or Middle level as specified in the programme requirements. 60 of the best 120 credits will normally be from Higher level courses defined as 'Group A courses', and the remaining 60 credits 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 WGPA by the programme concerned.

9.5.5 Notwithstanding paragraphs 9.5.3 and 9.5.4, in the case of a student who has completed 80 credits in accordance with the prescribed programme requirements, of which less than 80 credits might be used for assessing a degree classification, the weighted grade point average (WGPA) will be calculated for the best 40 credits in courses at the Higher level courses defined as 'Group A courses', and the remaining credits will be 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 WGPA by the individual programme concerned.

9.5.6 To qualify for the award of a particular class of honours, a student is required to achieve the following weighted grade point average for the required number of credits of the Group A and Group B courses listed by 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

## 10. Transcript of studies

- 10.1 A transcript is an official document showing the complete academic record of a student in the University, including the results of courses taken, Term GPA, Cumulative GPA and the academic award conferred, if any.
- 10.2 At any stage of studies with the University, a student may apply for an official transcript of studies. A handling fee, as prescribed by the University from time to time, is required for each copy of the transcript.
- 10.3 Upon a student's request, the Registrar may issue an official document confirming the student's status as a student of the University or provide certification of University publications/documents as true copies. A fee may be charged.
- 10.4 Certificates for degrees and other academic awards  
An official certificate for a degree or other academic award shall be issued to a student after he/she has been conferred the qualification.
- 10.5 The University reserves the right to withhold the issuance of transcripts, official documents and certificates for academic awards as deemed necessary. For example, this may occur if a student is in debt to the University or is involved in a breach of University rules and regulations.

## 11. Academic integrity and student discipline

- 11.1 A student shall act at all times to uphold academic integrity.
- 11.2 A student who has violated the University's expectation of academic integrity, committed any disciplinary offence or violated any rule or regulation of the University shall be dealt with in accordance with the University's Regulations Governing Academic Integrity and Student Discipline.

# GENERAL REGULATIONS GOVERNING RESEARCH DEGREE PROGRAMMES

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

## 2. Research Degrees Committee

- 2.1 The Research Degrees Committee (referred to in these Regulations as 'the RDC') shall approve applications for and oversee the progress of all students registered on the programme as required in these regulations.

## 3. Admissions

- 3.1 An applicant seeking admission to a research degree programme shall satisfy the entry requirements of the research degree programme concerned.
- 3.2 An applicant shall satisfy the RDC that he/she has sufficient command of the language (normally Chinese or English) in which the course of study and research is to be undertaken and in which the thesis is to be presented. At the time of admission, the RDC shall stipulate whether the thesis is to be presented in Chinese or English.

3.3 No applicant who is already a candidate for a research degree at this or another institution may be admitted to the programme, unless the express permission of the RDC is obtained.

#### 4. Registration

- 4.1 The RDC may approve or prescribe special conditions for any applicant or student, including but not limited to the requirement to undertake a preliminary course of study and/or performing satisfactorily in an oral or written examination, either before the date of commencement, or during the period of, the programme of study and research.
- 4.2 The RDC shall determine the date of commencement of study. For the PhD and MPhil programmes, the date shall normally be the term commencement date of the Autumn or, Spring term after the date of approval of the application by the RDC and payment of all fees due. For professional doctoral degree programmes involving coursework, the date of commencement of study shall normally be the term commencement date of the Autumn term.
- 4.3 A registered student shall, subject to the approval of the School Research Degrees Committee (SRDC), re-register annually throughout the period of study and research in accordance with arrangements prescribed by the Registrar.
- 4.4 A registered student shall follow under supervision a prescribed programme of study and research for the specified period in a field approved by the RDC.
- 4.5 A registered student may not register or enroll for any other research degree of the University or of any other institution during the period of study and research, unless the express permission of the RDC is obtained.
- 4.6 The Senate may, on the recommendation of the RDC, terminate the registration of any student at any time on the grounds of unsatisfactory performance or of failure to comply with the Academic Regulations of the University.
- 4.7 Interruption of studies — applications for leave of absence should be submitted by the students to the Registrar. Approval for leave of absence would be granted on valid grounds.

#### 5. Period of study

5.1 The maximum period of study and research from admission to the programme to the satisfactory completion of the thesis, including periods of leave of absence and/or suspension of studies (if any), shall be subject to the following time frame:

Programme	Full-time	Part-time
MPhil	Three years	Six years
PhD	Four years	Eight years
Professional doctoral degrees	Four years	Eight years

#### 6. Submission of thesis

6.1 For part-time students, submission of the thesis for examination shall be subject to the following time frame:

Programme	Time frame for submission of thesis
MPhil (part-time)	No less than two and no more than five years after a student's first registration for the thesis of the MPhil degree.
PhD (part-time)	No less than two and no more than six years after a student's first registration for the thesis of the PhD degree.
Professional doctoral degrees (part-time)	No less than two and no more than five years after a student's first registration for the thesis of the doctoral degree with coursework components.

Submission of thesis outside the stipulated time frame should require the approval of the RDC.

- 6.2 For full-time students, submission of the thesis for examination shall 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.
Professional doctoral degrees (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.

Submission of thesis outside the stipulated time frame should require the approval of the RDC.

- 6.3 A registered student who wishes to be examined for the degree shall give notice, as specified by the University, of the intention to present a thesis. The student shall be required to attend an oral examination, and present the thesis in the form prescribed by the University. Once submitted, the thesis shall become the property of the University. Consultation of the theses shall follow the policies of the University.

## 7. Place of study and research

- 7.1 A candidate may, subject to the recommendation by the Principal Research Supervisor, undertake all or part of the programme of study and research elsewhere than at the University provided that:

7.1.1 the place where the study and research is to be conducted is considered appropriate by the RDC;

7.1.2 the Principal Research Supervisor is able to effect proper control of the student's study and research.

(5-credit system)

## GENERAL REGULATIONS GOVERNING TAUGHT POSTGRADUATE PROGRAMMES

### 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 and their continuance thereon.
- 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. Admission

- 2.1 An applicant seeking admission to a face-to-face taught postgraduate programme shall satisfy the general entrance requirements of the University, English language proficiency requirements and specific entrance requirements of the programme concerned, if any, unless he/she has been exempted therefrom.
- 2.2 An applicant may be required to attend a selection interview.
- 2.3 A successful applicant shall register with the University as a student by a prescribed date, otherwise he/she shall be deemed to have given up the admission offer.
- 2.4 Except for graduates of the University and LiPACE higher diplomas, all applicants applying to a taught postgraduate programme shall pay the application fee.

- 2.5 Re-admission to the same programme shall be subject to approval by the University. Application for re-admission shall follow the same admission procedures as application for a new programme. Students re-admitted may be required to retake courses which he/she has already taken and passed, in which case the grades of courses concerned will be capped at the grades previously obtained and tuition fees will need to be paid.

### 3. Registration

- 3.1 An applicant who has been offered admission to a programme shall complete the registration procedure by a date prescribed by the University, and shall be deemed to have enrolled on that programme on the date of his/her first registration. He/she shall be required to comply with the programme regulations of his/her programme of study as stipulated by the University from time to time.
- 3.2 A student shall register in the name which appears on his/her Hong Kong Identity Card or, in the case of non-local students, his/her passport.
- 3.3 With effect from the 2022 Autumn term, caution money, in an amount as specified by the University, shall be payable by new students on offer acceptance as a deposit to make good any outstanding debts to the University incurred during the course of study. This sum less any deductions made for outstanding debts shall be refundable on discontinuation of studies at the University. For graduating students, caution money shall be converted to graduation fee.
- 3.4 A student shall register with the University for each subsequent academic term by a prescribed date. If a student fails to complete the registration, he/she shall be deemed to have discontinued his/her studies at the University.
- 3.5 Registration shall include the payment of tuition fees as prescribed by the University. If a student fails to complete his/her registration by the stipulated deadline, a late request for registration will be accepted at the discretion of the University, and subject to full payment of tuition fees and a late registration fee.
- 3.6 Students studying full-time programmes shall comply with the specified study load by the University unless his/her programme of study prescribes otherwise. He/she must seek approval of his/her School if he/she wishes to take courses with a lighter or heavier credit loading. Students who do not comply with the prescribed full-time study load may be de-registered by the University.
- 3.7 A student shall inform the University immediately of any change of personal particulars such as correspondence address and telephone number via the Student Portal or in writing to the Registry. Failure to supply up-to-date information may result in the University being unable to provide academic and administrative services to the student.
- 3.8 A student enrolled on any full-time taught postgraduate programme of the University should not simultaneously register to study for another qualification at this University or at any other institution, except with prior approval from the University. Students in breach of this regulation may be subject to discontinuation of studies by the University.

### 4. Deferment of studies

- 4.1 A student who wishes to defer his/her studies shall submit an application online via MyHKMU with supporting documents to the Registry. Approval of an application to defer studies shall be granted entirely at the University's discretion. Deferment of studies, if granted, shall cover all the courses on which the student has enrolled within the term or year concerned.
- 4.2 The University recognizes the following grounds as a basis for deferment of studies:
- illness or medical emergency; or
  - family crisis or other special circumstances which constitute compassionate grounds.

The University, at its discretion, may also consider applications for deferment of studies if a student is required, owing to previous failures in University courses, to resit two or more

examinations in any one term. Proof of medical advice is required from students who seek for deferment of studies on medical ground.

- 4.3 A student who has applied for deferment of studies shall continue with his/her studies and attend classes until formal approval is given by the University.
- 4.4 The maximum period allowed for deferment of studies shall normally be one academic year.
- 4.5 A student who has been granted deferment of studies shall not be entitled to the refund, in part or in full, of the tuition fees paid. Upon resumption of studies at the approved time, the student can make use of the tuition fees paid for the deferred term but shall be required to settle additional tuition fees, if any. If the tuition fees for resumed courses are less than the tuition fees paid, the University may grant approval for the student to carry forward the excess fees paid for future course registration use within a specified period, on specified courses.

## 5. Withdrawal from studies

- 5.1 A student who wishes to withdraw from studies at the University shall submit an application for withdrawal to the Registrar via MyHKMU at least 14 days before the start of the examination period of the relevant term. For withdrawal from a programme, if approval is granted, all courses on which a student has enrolled within the term or year concerned shall be withdrawn. For withdrawal from a course, application shall only be considered if a student can still fulfil the required study load per term upon withdrawal. The record of withdrawal shall be entered into and remain in the student's academic record. The student shall not be entitled to a refund of any tuition fees already paid, in part or in full.
- 5.2 A student who has been de-registered involuntarily or withdrawn from his/her programme at the University for not more than one year but wishes to have his/her student status reinstated shall submit a written application for registration to the Registrar no later than two weeks after the commencement of an academic term. Such an application shall be accepted at the absolute discretion of the University and subject to full payment of tuition fees and late registration fee, if applicable. A student who has discontinued studies for more than one academic year shall seek to apply for re-admission to the University following the usual admission procedure.

## 6. Selection of courses

- 6.1 A student shall select courses before the commencement of each academic term according to the programme regulations of his/her programme of study. A student wishing to register for courses after the registration deadline as specified by the University from time to time shall have to apply for late registration and settle a late registration fee, as specified from time to time, normally no later than two weeks after the commencement of an academic term.
- 6.2 A full-time student shall normally take 20 credits of courses in a term or 40 credits in an academic year unless his/her programme of study prescribes otherwise. He/she must seek approval of his/her School if he/she wishes to take courses with a lighter or heavier credit loading.
- 6.3 A new part-time student shall normally be allowed to take courses with a maximum registration value\* of 15 in his/her first term but may take more in the subsequent terms. He/she must seek approval from his/her School if he/she wishes to take courses of over 15 registration values in the first term.

\* In addition to carrying a credit value, each course also carries a registration value which represents the study load per term. A total registration value of 20 is about the normal load for a full-time student.

The following formula illustrates how the registration value is calculated:

Registration value = credit value ÷ no. of terms it takes to complete the course.

For example: A 20-credit course of two terms' duration has a registration value of 10, i.e.  $20 \div 2 = 10$  A five-credit course of one term's duration has registration value of 5, i.e.  $5 \div 1 = 5$

- 6.4 A student shall not repeat any course which he/she has already taken and passed.

## 7. Period of study

- 7.1 The University has imposed a maximum study period of six years for face-to-face taught postgraduate programmes. In certain cases, the School may stipulate a period of less than six years for individual programmes. Students shall refer to the relevant programme regulations for details. A student must complete all graduation requirements of his/her programme of study within the maximum study period.
- 7.2 A student who fails to complete all graduation requirements of his/her programme of study within the maximum study period shall be terminated from his/her studies.

## 8. Change of programme of study/course registered

- 8.1 A student who wishes to change his/her programme shall submit an application, as prescribed by the University, with supporting documents to the Registry, and his/her application shall be approved at the discretion of the School concerned. If the change of programme is approved, it shall take effect in the academic term following the term in which it was approved, unless otherwise specified.
- 8.2 Students may also change the course they are registered on. However, applications for change of registered course are limited to courses offered in the same term and course changes shall normally be on a one-to-one basis. Students who wish to change their courses after registration must apply using a specific form and pay an administrative fee. Applications will be considered on a case-by case basis. Applications shall normally be made as early as possible, and no later than the end of the second week of the term.

## 9. Course assessment and grades

- 9.1 A student shall be assessed for every course that he/she has registered on the basis of his/her performance in the course. The assessment criteria may include any one or any combination of the following: assignments, quizzes, tests, laboratory sessions, practicums, examinations, attendance, and any other criteria.
- 9.2 Course grades, their standards and grade points used in reporting shall be as follows:

Course Grade	Grade Point	Standard
A	4.0	Excellent
A-	3.7	
B+	3.3	Very Good
B	3.0	
B-	2.7	Good
C+	2.3	Fair
C	2.0	Pass
Fail-resit	Not applicable	Fail-resit
Fail	0.0	Fail
Pass*	Not applicable	Benchmark Attained

\* For designated courses only

Other grades, including 'Complete' and 'Incomplete' will be used when necessary, e.g. in non-credit bearing courses.

A student who obtains a grade of 'C' or above in a course taken shall earn the credits of that course.

The grade point average (GPA) of a student's course work shall be computed by dividing the total grade points for all courses taken by the total number of credits attempted, inclusive of courses failed.

- 9.3 Assignments – A student shall submit assignments by specified dates. Assignments must be submitted electronically via the OLE, unless otherwise specified. Late submission may be accepted solely at the discretion of the instructor, with penalty if applicable.
- 9.4 Quizzes/Tests/Labs – A student may be required to complete quizzes, tests, laboratory sessions or practicums as part of the assessment, some of which may be compulsory.
- 9.5 Examinations
- 9.5.1 A student shall attend an end-of-course examination for each of the courses he/she takes, unless the course requires no end-of-course examination. A student shall be required to observe the examination arrangements as stipulated by the University from time to time.
- 9.5.2 At the discretion of the Award Committee, a student marginally failing an examination may be granted a chance to resit the examination to be held in the next available examination session provided for the course concerned. The resit examination will normally coincide with the regular examination of the next presentation of the course. If the next presentation of the course does not commence within one year from the current presentation in which the student enrolled and failed, the resit examination will be held within a one-year period after the end of the current presentation.
- 9.5.3 A student taking a resit examination will be required to pay a resit examination fee for each course, as specified by the University from time to time. A student who has discontinued his/her studies at the University before the resit examination is held shall not be permitted to attend the resit examination.
- 9.5.4 A student failing to achieve a Pass grade after the resit examination shall be required to retake the course, if available, in order to be considered for the award of credits. Under certain circumstances, the University may require the student to retake the course in the distance learning mode or to take another course as a substitute.
- 9.5.5 Deferment of an examination will only be considered under very special circumstances, which shall be substantiated by satisfactory documentary evidence provided by the student. Deferment of an examination is normally not applicable to resit examination(s).
- 9.6 Attendance requirement – The minimum attendance requirement for each course is 70%, or a higher attendance requirement as prescribed for specific courses.
- 10. Graduation**
- 10.1 To be eligible for an academic award, a student shall have satisfied the requirements of his/her chosen programme of study.
- 10.2 A student shall be required to apply for graduation using a specific form and pay a graduation fee, as specified by the University from time to time, for each award. If a student has paid caution money at offer acceptance, subject to no claim being outstanding, caution money shall be converted into graduation fee.
- 11. Transcript of studies and certification**
- 11.1 A transcript is an official document showing the complete academic record of a student in the University, including the result of courses taken, Term GPA, Cumulative GPA and the academic award conferred, if any.
- 11.2 At any stage of studies with the University, a student may apply for an official transcript of studies. A handling fee, as prescribed by the University from time to time, is required for each copy of the transcript.
- 11.3 Upon a student's request, the Registrar may issue an official document confirming the student's status as a student of the University or provide certification of University publications/documents as true copies. A fee may be charged.

#### 11.4 Certificates for academic awards

An official certificate for an academic award shall be issued to a student after he/ she has been conferred the qualification.

11.5 The University reserves the right to withhold the issuance of transcripts, official documents and certificates for academic awards as deemed necessary. For example, this may occur if a student is in debt to the University or is involved in a breach of University rules and regulations.

### 12. Academic integrity and student discipline

12.1 A student shall act at all times to uphold academic integrity.

12.2 A student who has violated the University's expectation of academic integrity, committed any disciplinary offence or violated any rule or regulation of the University shall be dealt with in accordance with the University's Regulations Governing Academic Integrity and Student Discipline.

## GENERAL REGULATIONS GOVERNING UNDERGRADUATE AND SUB-DEGREE PROGRAMMES

(5-credit system)

### 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 and their continuance thereon.

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. Admission

2.1 An applicant seeking admission to a face-to-face undergraduate and sub-degree programme shall satisfy the general entrance requirements of the University and the specific entrance requirements, if any, of the programme concerned, unless he/she has been exempted therefrom.

2.2 An applicant may be required to attend a selection interview.

2.3 A successful applicant shall register with the University as a student by a prescribed date, otherwise he/she shall be deemed to have given up the admission offer.

2.4 Except for graduates of LiPACE higher diplomas, all applicants to an undergraduate or sub-degree programme shall pay the application fee.

2.5 Re-admission to the same programme shall be subject to approval by the University. Application for re-admission shall follow the same admission procedures as application for a new programme. Students re-admitted may be required to retake courses which he/she has already taken and passed, in which case the grades of courses concerned will be capped at the grades previously obtained and tuition fees will need to be paid.

### 3. Registration

3.1 An applicant who has been offered admission to a programme shall complete the registration procedure by a date prescribed by the University, and shall be deemed to have enrolled on that programme on the date of his/her first registration. He/she shall be required to comply with the requirements of his/her programme of study as stipulated by the University from time to time.

- 3.2 A student shall register in the name which appears on his/her Hong Kong Identity Card or, in the case of non-local students, his/her passport.
- 3.3 With effect from the 2021/22 academic year, caution money, in an amount as specified by the University, shall be payable by new students with tuition fees charged on a flat-fee basis on offer acceptance as a deposit to make good any outstanding debts to the University incurred during the course of study. This sum less any deductions made for outstanding debts shall be refundable on discontinuation of studies at the University. For graduating students, caution money shall be converted into graduation fee.
- 3.4 A student shall register with the University for each subsequent academic term by a prescribed date. If a student fails to complete the registration, he/she shall be deemed to have discontinued his/her studies at the University.
- 3.5 Registration shall include the payment of tuition fees as prescribed by the University. A student who has difficulty in paying the tuition fees within the time limit specified by the University may apply to the Registrar for permission to pay late. Such an application shall be made using a prescribed form and supported with sound reasons. A non-refundable and non-transferrable Late Payment Deposit shall also be submitted, as specified by the University from time to time, as partial payment of the tuition fees at the time of application.
- 3.6 A student whose application for late payment is approved will be given a new payment deadline and shall be considered only as a provisionally registered student until the tuition fees are paid in full by the new deadline. However, if he/she fails to pay the fees in full by the new deadline, his/her provisional registration shall lapse, and he/she shall be deregistered from his/her studies at the University. Any academic work done by a student in an academic term shall not be recognized by the University unless he/she is a fully registered student in that academic term.
- 3.7 A student shall inform the University immediately of any change of personal particulars such as correspondence address and telephone number via the Student Portal or in writing to the Registry. Failure to supply up-to-date information may result in the University being unable to provide academic and administrative services to the student.
- 3.8 A student enrolled on any full-time undergraduate and sub-degree programme of the University should not simultaneously register to study for another qualification at this University or for a post-secondary qualification at any other institution, except with prior approval from the University. Students in breach of this regulation may be subject to discontinuation of studies by the University.

#### 4. Deferment of studies

- 4.1 A student who wishes to defer his/her studies shall submit a written application online via MyHKMU with supporting documents to the Registry. Approval of an application to defer studies shall be granted entirely at the University's discretion. Deferment of studies, if granted, shall cover all the courses which the student is enrolled on within the term or year concerned.
- 4.2 The University recognizes the following grounds as a basis for deferment of studies:
  - (a) Illness or medical emergency;
  - (b) Family crisis or other special circumstances which constitute compassionate grounds.
- 4.3 A student who has applied for deferment of studies shall continue with his/her studies and attend classes until formal approval is given by the University. Proof of medical advice is required from students who seek for deferment of studies on medical ground.
- 4.4 The maximum period allowed for deferment of studies shall normally be one academic year.
- 4.5 A student who has been granted deferment of studies shall not be entitled to the refund, in part or in full, of the tuition fees paid. Upon resumption of studies at the approved time, the

student can make use of the tuition fees paid for the deferred term but shall be required to settle additional tuition fees, if any.

## 5. Withdrawal from studies

- 5.1 A student who wishes to withdraw from studies at the University shall submit an application for withdrawal to the Registrar via MyHKMU at least 14 days before the start of the examination period of the relevant term. For withdrawal from a programme, if approval is granted, all courses on which a student has enrolled within the term or year concerned shall be withdrawn. For withdrawal from a course, application shall only be considered if a student can still fulfil the required study load per term upon withdrawal. The record of withdrawal shall be entered and remain in the student's academic record. The student shall not be entitled to a refund of any tuition fees already paid, in part or in full.
- 5.2 A student who has been de-registered involuntarily or withdrawn from his/her programme at the University for not more than one year but wishes to have his/her student status reinstated shall submit a written application for late registration to the Registrar no later than two weeks after the commencement of an academic term. Such an application shall be accepted at the absolute discretion of the University and subject to full payment of tuition fees, all outstanding fees, and late registration fee, if applicable. A student who has discontinued studies for more than one academic year shall seek to apply for readmission to the University following the usual admission procedure.

## 6. Selection of courses

- 6.1 A student shall select courses before the commencement of each academic term according to the requirements of his/her programme.
- 6.2 A full-time student shall normally take 20 credits of courses in a term or 40 credits in a year unless his/her programme prescribes otherwise. A student who wishes to take courses with a lighter or heavier credit loading must seek the approval of his/her School.
- 6.3 A student shall not repeat any course which he/she has already taken and passed.
- 6.4 A student who wishes to add or drop course/s after the course selection period shall complete the prescribed procedure during the add/drop period, which is within two weeks after the commencement of the teaching term.
- 6.5 An application from a student to drop a course after the add/drop period shall normally be handled as an application for withdrawal from a course. He/she is required to submit such an application, with supporting reasons, in writing to the Registrar at least 14 days before the start of the examination period of the relevant term. The University shall have the sole discretion to consider the application. The tuition fees paid for the course withdrawn shall be forfeited.

## 7. Period of study

- 7.1 Each face-to-face undergraduate and sub-degree programme shall specify its normative period of study (N). The normative period of study depends on the admission entry points, study load, credit requirements and the number of academic terms of each programme. It shall normally range from 1 year to 5 years for full-time students.
- 7.2 The maximum period of study of a student shall be the normative period of study of his/her programme plus two years (N+2 years) and shall include any periods of leave of absence and suspension of studies. A student must complete all graduation requirements of his/her programme within this maximum period of study.
- 7.3 A student who fails to complete all graduation requirements of his/her programme within the maximum period of study shall be terminated from his/her studies.

## 8. Change of programme

- 8.1 A student who wishes to change his/her programme shall submit an application, as prescribed by the University, with supporting documents to the Registry, and his/her

application shall be approved at the discretion of the Schools concerned. If the change of programme is approved, it shall take effect in the new academic year following the term in which it was approved.

## 9. Course assessment and grades

- 9.1 A student shall be assessed for every course that he/she has registered on the basis of his/her performance in the course. The assessment criteria may include any one or any combination of the following: assignments, quizzes, tests, laboratory sessions, practicums, examinations, attendance, and any other criteria.
- 9.2 Course grades, their standards and grade points used in reporting shall be as follows:

Course Grade	Grade Point	Standard
A	4.0	Excellent
A-	3.7	
B+	3.3	Very Good
B	3.0	
B-	2.7	Good
C+	2.3	Fair
C	2.0	Pass
Fail-resit	Not applicable	Fail-resit
Fail	0.0	Fail
Pass*	Not applicable	Benchmark Attained

\* For designated courses only

In addition to the grades listed above, the following will also be used where necessary:

Results status	Interpretation
Complete (L)	Grade awarded for non-credit bearing course
Incomplete (I)	
Withdrawn (W)	Withdrawn from course

- 9.3 A student who obtains a grade of 'C' or above in a course taken shall earn the credits of that course.
- 9.4 The grade point average (GPA) of a student's course work shall be computed by dividing the total grade points for all courses taken by the total number of credits attempted, inclusive of courses failed.
- 9.5 Assignments – A student shall submit assignments by specified dates. Assignments must be submitted electronically via the OLE, unless otherwise specified. Late submission may be accepted solely at the discretion of the instructor, with penalty if applicable.
- 9.6 Quizzes/Tests/Labs – A student may be required to complete quizzes, tests, laboratory sessions or practicums as part of the assessment, some of which may be compulsory.
- 9.7 Examinations
- 9.7.1 A student shall attend an end-of-course examination for each of the courses he/she takes, unless the course requires no end-of-course examination. A student shall be required to observe the examination arrangements as stipulated by the University from time to time.
- 9.7.2 At the discretion of the Award Committee, a student marginally failing an examination may be granted a chance to resit the examination to be held in the next available

examination session provided for the course concerned. The resit examination will normally coincide with the regular examination of the next presentation of the course. If the next presentation of the course does not commence within one year from the current presentation in which the student enrolled and failed, the resit examination will be held within a one-year period after the end of the current presentation.

- 9.7.3 A student taking a resit examination will be required to pay a resit examination fee for each course, as specified by the University from time to time. A student who has discontinued his/her studies at the University before the resit examination is held shall not be permitted to attend the resit examination.
  - 9.7.4 A student failing to achieve a Pass grade after the resit examination shall be required to retake the course, if available, in order to be considered for the award of credits. Under certain circumstances, the University may require the student to retake the course in the distance learning mode or to take another course as a substitute.
  - 9.7.5 Only under very special circumstances, which shall be substantiated by satisfactory documentary evidence provided by the student, will deferment of an examination be considered. The number of resit examinations to be attended will not be considered as a valid reason for deferment of examinations. Deferment of an examination is normally not applicable to resit examination(s).
- 9.8 Attendance requirement – The minimum attendance requirement for each course is 80%, or a higher attendance requirement as prescribed for specific courses.

**10. Academic level**

- 10.1 A full-time student shall be assigned an academic level according to the number of credits he/she has accumulated.
- 10.2 The academic levels of full-time students are normally defined as:

Year 1 standing	less than 40 credits earned
Year 2 standing	at least 40 credits earned
Year 3 standing	at least 80 credits earned
Year 4 standing	at least 120 credits earned
Year 5 standing	at least 160 credits earned

- 10.3 The number of credits to be earned to qualify for an academic level may vary with different programmes. Details are obtainable from the respective Schools.

**11. Academic probation and discontinuation**

- 11.1 A full-time student shall be required to meet the minimum credit requirements prescribed in paragraph 11.2 by the end of his/her second year of study and thereafter. A full-time student shall be put on academic probation if he/she fails to fulfil these requirements.
- 11.2 Minimum credit requirement
  - 11.2.1 The minimum credit requirement shall be half of the number of credits normally accumulated up to and including the previous year of study.
  - 11.2.2 The number of credits normally accumulated in a year of study of a programme shall be the total number of credits required, evenly distributed across each year of study within the normative period of study (N).
  - 11.2.3 The minimum credit requirement by the end of the second year of study shall be half of this number of credits as normally accumulated in the first year of study, rounded down to the nearest multiple of 5.
  - 11.2.4 In subsequent years of study up to and including the final year of the normative period of study, minimum credit requirements shall be multiples of the minimum credit requirement by the end of the second year: twice by the end of the third year, three times by the end of the fourth year, and four times by the end of the fifth year.

- 11.2.5 The minimum credit requirement by the end of the year after the normative period of study (N+1) shall be the same as the minimum credit requirement by the end of the final year of the normative period of study.
- 11.2.6 The minimum credit requirement of a four-year 160-credit programme by the end of the respective years of study are illustrated below as an example:

Year of study	Minimum credit requirement
Second year	20
Third year	40
Fourth year (N)	60

- 11.3 If a full-time student has been previously put on academic probation during his/her study of a programme, and has failed to meet the minimum credit requirement by the end of his/her final year of study within the normative period of study prescribed in paragraph 11.2, he/she shall be required to discontinue the face-to-face undergraduate programme.
- 11.4 This academic probation and discontinuation policy shall apply to all full-time students admitted in the 2016–2017 academic year and thereafter.
- 12. Graduation**
- 12.1 To be eligible for an academic award in the face-to-face mode, a student shall have satisfied the requirements of his/her chosen face-to-face undergraduate or sub-degree programme of study.
- 12.2 A student who has fulfilled the requirements prescribed in paragraph 12.1 shall graduate. He/she shall be assessed for fulfilment of all graduation requirements at the end of the normative period of his/her chosen programme.
- 12.3 Notwithstanding paragraph 12.2, a student shall be required to submit an application in a prescribed form for graduation if he/she
- wishes to graduate with a lower award such as an ordinary degree or an Associate Degree, provided that his/her chosen programme has early exit award(s) and that he/she can fulfil the requirements of such a lower award;
  - wishes to have the credits of course(s) which he/she has completed in distance learning mode counted towards the graduation requirement of his/her chosen programme.
- 12.4 A student shall be required to pay a graduation fee, as specified by the University from time to time, for each award. If a student has paid caution money at offer acceptance, subject to no claim being outstanding, caution money shall be converted into graduation fee.
- 12.5 Classification of degrees with honours

12.5.1 A degree with honours shall be conferred with a classification of First Class, Second Class (Upper Division), Second Class (Lower Division) or Third Class.

12.5.2 The class of honours conferred shall be based on the weighted grade point average obtained by the student in the courses prescribed by his/her chosen programme of study for the purpose of honours classification.

12.5.3 For the purpose of honours classification of single degree programmes, the weighted grade point average (WGPA) will be calculated for the best 80 credits (in terms of course grade) in courses at the Higher or Middle level as specified in the programme requirements. 40 of the best 80 credits will normally 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 WGPA by the programme concerned. The formula for the calculation will be as follows:

$$\text{WGPA} = \frac{\text{Sum of GP of Group A courses} \times \text{weight of Group A courses} + \text{Sum of GP of Group B courses} \times \text{weight of Group B courses}}{\text{Sum of credits of Group A courses} \times \text{weight of Group A courses} + \text{Sum of credits of Group B courses} \times \text{weight of Group B courses}}$$

where GP is the grade point of a course multiplied by the number of credits of the course

- 12.5.4 In the case of double degree programmes, the weighted grade point average (WGPA) will be calculated for the best 120 credits (in terms of course grade) in courses at the Higher or Middle level as specified in the programme requirements. 60 of the best 120 credits will normally be from Higher level courses defined as 'Group A courses', and the remaining 60 credits 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 WGPA by the programme concerned.
- 12.5.5 Notwithstanding paragraphs 12.5.3 and 12.5.4, in the case of a student who has completed 80 credits in accordance with the prescribed programme requirements, of which less than 80 credits might be used for assessing a degree classification, the weighted grade point average (WGPA) will be calculated for the best 40 credits in courses at the Higher level courses defined as 'Group A courses', and the remaining credits will be 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 WGPA by the individual programme concerned.
- 12.5.6 To qualify for the award of a particular class of honours, a student is required to achieve the following weighted grade point average for the required number of credits of the Group A and Group B courses listed by 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

(5-credit system)

### 13. Transcript of studies

- 13.1 A transcript is an official document showing the complete academic record of a student in the University, including the results of courses taken, Term GPA, Cumulative GPA and the academic award conferred, if any.
- 13.2 At any stage of studies with the University, a student may apply for an official transcript of studies. A handling fee, as prescribed by the University from time to time, is required for each copy of the transcript.
- 13.3 Upon a student's request, the Registrar may issue an official document confirming the student's status as a student of the University or provide certification of University publications/ documents as true copies. A fee may be charged.
- 13.4 Certificates for degrees and other academic awards  
An official certificate for a degree or other academic award shall be issued to a student after he/she has been conferred the qualification.
- 13.5 The University reserves the right to withhold the issuance of transcripts, official documents and certificates for academic awards as deemed necessary. For example, this may occur if a student is in debt to the University or is involved in a breach of University rules and regulations.

### 14. Academic integrity and student discipline

- 14.1 A student shall act at all times to uphold academic integrity.
- 14.2 A student who has violated the University's expectation of academic integrity, committed any disciplinary offence or violated any rule or regulation of the University shall be dealt with in accordance with the University's Regulations Governing Academic Integrity and Student Discipline.

# REGULATIONS FOR THE AWARD OF SUB-DEGREES

## 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<sup>1</sup>

- 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 Granting 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

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<sup>1</sup> Sub-degree programmes offered by the Li Ka Shing School of Professional and Continuing Education (LiPACE) are approved by the Committee on Professional and Continuing Education (COPACE) under delegated authority of the Senate and governed by a separate set of academic regulations.

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 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 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 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 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 Granting 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 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 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 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. 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 Granting 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 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 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 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 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 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 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 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 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

- 12.5 (a) For the purpose of assessing a degree classification, the weighted grade point average (WGPA) 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:

$$WGPA = \frac{\text{Sum of GP of Group A courses} \times \text{weight of Group A courses} + \text{Sum of GP of Group B courses} \times \text{weight of Group B courses}}{\text{Sum of credits of Group A courses} \times \text{weight of Group A courses} + \text{Sum of credits of Group B courses} \times \text{weight of Group B courses}}$$

- (b) Notwithstanding 12.5(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 (WGPA) 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.

- 12.6 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

- 12.7 Subject to the Ordinance and Statutes, and notwithstanding Regulations 12.1 to 12.6 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.
- 12.8 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 Granting 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.

## 3. General provisions for the award of postgraduate 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 Granting 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 for 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:
- satisfied in full the specified admission requirements for the programme of study, as defined in the relevant Programme Regulations;
  - obtained at least 60 credits (40 credits in the case of programmes with pathway(s)) at Postgraduate level; and
  - 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:
- satisfied in full the specified admission requirements for the programme of study, as defined in the relevant Programme Regulations; and
  - obtained at least 40 credits of coursework at Postgraduate level, plus a thesis; and
  - 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:
- critically investigated and evaluated an approved topic; and
  - acquired competence in the methods of research and scholarship; and
  - made a contribution to the body of knowledge in the discipline; and
  - displayed sustained independent effort; and
  - 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 student'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:
- Pass;
  - 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 or PhD, a student shall have satisfied in full the requirements of the chosen programme of study within the maximum period of study as stipulated in the 'General Regulations Governing Research Degree Programmes'. He/She shall not be in debt to the University, and shall have completed a prescribed programme of study and research which may include some postgraduate coursework, and have submitted the thesis within the time frame stipulated in the 'General Regulations Governing Research Degree Programmes' and 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 Granting 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 dual award 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-degrees'.

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, 6.1, 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-degrees'.

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-degrees'.

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, 6.1, 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 6.1 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

- 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.
- 1.3 The Senate may prescribe variations to the 'Assessment Regulations' in an academic programme.
- A. Continuous Assessment**
- 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 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 students 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 which will be used in calculating the student's overall results;
- (c) the manner in which the individual assignment scores will be combined.

### **3. Assignment submission**

- 3.1 Students shall submit all the assignments prescribed to a course electronically via the OLE, unless otherwise specified. A student who does not submit a particular assignment shall be given a score of zero (0) for that assignment.
- 3.2 Students shall submit every assignment by such means as the University may prescribe from time to time, including but not limited to the submission through Turnitin for plagiarism assessment.
- 3.3 A student shall submit assignments for a course in accordance with the final submission dates communicated. If an assignment is submitted after the final submission date without prior permission, instructor/tutor will have the right to reject the assignment in which case a score of zero (0) shall be given for that assignment.
- 3.4 A student shall not be permitted to resubmit any assignment in an attempt to improve the score for that assignment.

### **4. Academic dishonesty**

- 4.1 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.
- 4.2 A student alleged to have violated Regulation 4.1 shall be liable to proceedings by the University as specified in the 'Regulations Governing Academic Integrity and Student Discipline'.

## **B. Examinations**

### **5. Eligibility for examinations**

- 5.1 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 been permitted to resit the examination in accordance with Regulation 15.1, or if he/she has obtained permission of the University to defer his/her studies.
- 5.2 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.

### **6. Examination venue and time**

- 6.1 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).
- 6.2 In a designated examination centre, there shall be a senior invigilator who will be responsible for the conduct of the examinations.
- 6.3 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 approval of the Registrar.
- 6.4 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 14.4 below.

## 7. Admission to the examination room

7.1 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.

7.2 Candidates shall not take into the examination room equipment or materials other than those authorized by the University.

7.3 A candidate who arrives late shall be admitted into the examination room without question during the first 30 minutes of an examination session.

7.4 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 30 minutes of an examination session.

## 8. Conduct in the examination room

8.1 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.

8.2 Candidates shall not smoke in the examination room.

## 9. Leaving the examination room

9.1 Candidates should not leave the examination room during the first 30 minutes of an examination session.

9.2 If, after the first 30 minutes 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 to books, notes or any similar materials not permitted in the examination room or to other candidates.

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

9.4 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.

## 10. Examination misconduct

10.1 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 Section 2 'Academic integrity' in the 'Regulations Governing Academic Integrity and Student Discipline'.
- 10.2 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.
- 10.3 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.
- 10.4 A candidate alleged to have committed misconduct under Regulation 10.1 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'.

## 11. Absence from the examination

- 11.1 In the case of absence from an examination because of ill health with sick leave granted, the candidate shall submit an application for examination deferment together with a relevant medical certificate to the Examinations and Assessment Team of the Registry within seven days from the respective examination date. In order to be counted as relevant, a medical certificate should be issued by registered doctors or registered Chinese medical practitioners and the date(s) of sick leave granted must cover the examination date of the course(s) concerned.
- (a) A relevant medical certificate provided on behalf of a candidate shall be presented to and considered by the Examinations and Assessment Team of the Registry. Normally, any evidence relating to the illness of a candidate that is not substantiated by a medical certificate from a certified medical practitioner shall not be considered.
  - (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 Examinations and Assessment Team of the Registry. Neither the University nor any of the University's officers shall obtain medical certificates on behalf of the candidate. The medical certificate shall indicate that the candidate is unfit to attend examination owing to illness on the examination day.
- 11.2 For medical reason known before the examination, the application for deferment of examination should be submitted no later than seven days before the respective examination date.
- 11.3 In the case of absence from an examination due to a serious cause other than ill health of the candidate, the candidate shall submit an application for deferment of examination together with the following to Examinations & Assessment Team of the Registry at such a time and by such procedures as the University shall from time to time specify:
- (a) evidence of the cause, wherever possible; and
  - (b) a written explanation of the absence.

## 12. Deferment of examination

- 12.1 Deferment of examination shall only be granted to a candidate \*who has achieved 31 marks or above in the overall continuous assessment and has completed all compulsory or attendance requirements as required by the course, and the reason for absence from an examination is deemed by the University to be acceptable.

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

- 12.2 A candidate who has complied with Regulation 12.1 is required to sit the examination at the next regular examination session for the course concerned, or within one year after the end of the current term, whichever is earlier. The following conditions shall also apply in such cases:
- (a) A candidate being granted deferment of an examination shall take the examination at a time determined by the University; and
  - (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.

12.3 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.

### 13. Award of aegrotat

13.1 Exceptionally, a candidate who submits a medical certificate under Regulation 11.1 or 11.2 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.

13.2 In a case covered by Regulation 13.1, the medical reasons for being unable to complete sufficient continuous assessment must be supported by an acceptable medical certificate from a certified medical practitioner.

13.3 An application for an aegrotat pass under Regulation 13.1 shall be made by the candidate supported by a written statement from the instructor/tutor commenting on the candidate's performance and standards as known to that instructor/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 instructor(s)/tutor(s) or project work submitted and shall indicate whether, in the opinion of the instructor(s)/tutor(s), the candidate would have been expected to achieve a pass on the course as a whole.

### 14. Arrangements for candidates with special needs

14.1 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 approved by the Registrar, provided that this is considered justifiable by the Registrar after consultation with the candidate's instructor/tutor. The examination shall be conducted under the supervision of an invigilator approved and appointed by the University.

14.2 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.

- 14.3 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.
- 14.4 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.

## 15. Resit examinations

- 15.1 A student who has failed a course and who, for that course:
- has achieved a standard on continuous assessment deemed adequate for the purpose by the University; and
  - 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 15.2 below.
- 15.2 Resit examinations are subject to the following conditions:
- A candidate resitting an examination shall take the examination at a time determined by the University.
  - A candidate can only resit an examination once.
  - The opportunity to resit the examination shall be limited to the next regular examination session provided for that course concerned, or within one year after the end of the current term, whichever is earlier.
  - 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.
  - 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.
  - A student who has withdrawn from his/her studies at the University before the resit examination is held shall not be permitted to attend the resit examination.
- 15.3 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 be submitted to Examinations and Assessment Team of the Registry at such a time and by such procedures as the University shall from time to time specify.

## 16. Viva voce examination

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

## 17. Religious holidays

- 17.1 Students who have to comply with the religious holidays rules are advised to inform the Examinations & Assessment Team of the Registry at least 3 months before the examination period so that this can be taken into consideration whenever possible during the examination time-tabling process.
- 17.2 Students have to apply for special examination arrangements to HKMU in writing through the religious body concerned.
- 17.3 Upon approval, all students who have the same religious practice and who have to attend examination at the same time will be gathered in one location under the vigilance of an invigilator until the examination has started in other examination centres.

17.4 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 Grades, Grade Points, Term GPA, and CGPA

18.1 The scheme for the determination of course grades, grade points, Term GPA and CGPA in this section is applicable to courses in programmes offered by the University. The Senate may approve deviations from these regulations as deemed necessary. Such deviations shall be specified in respective programme regulations and/or course requirements.

#### 18.2 Course Grade

18.2.1 Upon completion of a course, the performance of a student in respect of the course is determined by the Course Grade approved by the School offering the course under the authority of the Senate.

#### 18.3 Grade Point

18.3.1 The course grade awarded to a student in respect of a course is to be translated into a 'Grade Point' according to the mapping as follows:

Course Grade	Grade Point	Grade Definitions
A	4.0	Excellent
A-	3.7	
B+	3.3	Very Good
B	3.0	
B-	2.7	Good
C+	2.3	Fair
C	2.0	Pass
Pass	Not applicable	Benchmark Attained
Fail-Resit	Not applicable	Fail-Resit
Fail	0.0	Fail

(5-credit system)

18.3.2 Other grade such as 'Pass' will be used where necessary. A 'Pass' grade does not carry any grade point and shall be excluded from the calculation of GPA.

#### 18.4. Term GPA

18.4.1 The Term GPA (TGPA) of a student in an academic term is the weighted average of the Grade Points of all the courses attempted by the student during the term, with the weighting factor being the credit of every course.

#### 18.5 Cumulative GPA

18.5.1 The Cumulative Grade Point Average (CGPA) of a student in an academic programme is the weighted average of the Grade Points of all the courses attempted by the student during the study of the programme, with the weighting factor being the credit of every course.

18.5.2 If a student is allowed to take a course multiple times, including retake of a failed course, only the Grade Point of the final attempt will be included in the calculation of CGPA.

### D. Course Results

#### 19. Announcement of course results

19.1 Course results normally are announced to students registered on a course 3 weeks after the University examination period.

- 19.2 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.
- 19.3 Students 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.

## 20. Appeal

- 20.1 A student who believes an error has been 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.
- 20.2 Students lodging appeals under Regulation 20.1 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.
- 20.3 For appeals under Regulation 20.1, the University will not release information, other than examination scores, regarding examination performance.

## 21. Special circumstances

- 21.1 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.
- 21.2 If the special circumstances relate to continuous assessment, the student should contact his/her instructor/tutor in the first instance, or the Course Leader/Course Coordinator if the instructor/tutor is not available.
- 21.3 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 main categories of special circumstances are:
- serious disruption of studies caused by the University
  - serious and prolonged illness of the student or a member of the student's immediate family
  - serious disruption of the student's personal life (e.g., bereavement).
- 21.4 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.
- 21.5 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.
- 21.6 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 GRANTING OF ADVANCED STANDING

### 1. Authority

- 1.1 These regulations are issued by the Senate under the authority granted to it by paragraph 10(11) of the Statute III (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 six types of credit transfer under the advanced standing scheme, as follows:

### Distance Learning programmes

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

### Distance Learning and Taught Postgraduate programmes

(b) Specific credit transfer (SCT), in which transferred credits ('SCT credits') are awarded for a specified course which forms part of the requirements of a University award. No replacement course is needed and the total number of credits required for completion of relevant programme will be reduced.

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

### Full-time Undergraduate programmes

(d) Specific credit transfer (SCT-FT), in which transferred credits are awarded for a specified course which forms part of the requirements of a University award. No replacement course is needed and the total number of credits required for completion of relevant programme will be reduced.

(e) Course exemption (CE-FT), in which the claimant is exempted from taking a specific course of a programme while required to complete replacement course(s) in place of the exempted course to fulfil the requirements of the award. Total number of credits required for completion of relevant programme will not be reduced.

(f) Block credit transfer (BCT-FT), in which the claimant receives a block of unspecified transferred credits for (i) English Language Enhancement courses, and/or (ii) General Education courses, which can be applied towards the requirements of a University award. Total number of credits required for completion of relevant programme will be reduced.

## 4. Eligibility

4.1 Only University students and former distance-learning 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. These persons are required to submit their applications in a manner specified by the University, and to observe the Regulations Governing the Granting of Advanced Standing and other rulings pursuant to their applications, as announced by the University.

4.3 To be considered for advanced standing, a claimant's prior qualifications must fulfil, inter alia, the following basic criteria:

- (a) The qualification must satisfy the following specific requirements of each HKMU programme in respect of which advanced standing credits are claimed:
    - (i) for claims made towards a Certificate, Associate Diploma, Diploma, Higher Diploma, Associate Degree, Bachelor's Degree or Bachelor's Degree with Honours, the qualification must be at a level not lower than Level 4 in the Hong Kong Qualifications Framework or equivalent, and must be obtained from a recognized tertiary institution and completed by coursework; and
    - (ii) for claims made towards a Postgraduate Diploma or a Master's Degree programme, the qualification must at least be at the Postgraduate Certificate or Postgraduate Diploma level, or equivalent, as determined by the University.
  - (b) The qualification must be obtained from a recognized institution 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 must not be wholly achieved by means of exemption, or by other means where no formal assessment or examination is required.
- 4.4 Professional qualifications obtained by examinations of professional bodies are not eligible for advanced standing towards a University Postgraduate Diploma or Master's Degree programme.
- 4.5 Research degree qualifications can be considered for advanced standing applications towards only Master's Degree programmes and Postgraduate Diploma programmes allowed and specified by the University.
- 4.6 A qualification satisfying the entry requirements of a programme, or a qualification leading to a professional qualification that satisfies the entry requirements of the programme does not constitute the basis for advanced standing claims, except for students admitted to full-time undergraduate programmes via Year 1 entry, whose entry qualification does not constitute to any reduction of credit requirement.

## 5. Maximum award and entitlement

### 5.1 Distance Learning and Taught Postgraduate programmes

- 5.1.1 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.
- 5.1.2 Notwithstanding Regulation 5.1.1, 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:

#### Distance Learning programmes

- (a) at least 40 credits of the requirements of an Associate Degree, or a Higher Diploma, or a Bachelor's Degree;
- (b) at least 60 credits of the requirements of a Bachelor's Degree with Honours;
- (c) at least 30 credits of the requirements of a Diploma;
- (d) at least two-thirds of the requirements of a 30-credit Certificate.

#### Dual Degree programmes

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

#### Taught Postgraduate programme

- (f) at least 50% of the requirements of a Postgraduate Diploma or a Master's Degree;

- 5.2 Full-time Undergraduate programmes
- 5.2.1 The maximum advanced standing, including transferred credits from exchanges, is 50% of the total credit requirement.
- 5.2.2 The maximum entitlement is not applicable for top-up degree programmes.
- 6. Use of advanced standing credits**
- 6.1 Credits gained from advanced standing are not included in the calculation of a student's GPA.
- 6.2 Distance Learning and Taught Postgraduate programmes
- 6.2.1 Credits awarded in recognition of prior learning achievements elsewhere can be transferred to the University only once, except for advanced standing awards granted under a Block Credit Transfer for a programme suite.
- 6.2.2 Advanced standing credits cannot be applied towards the requirements of the University programmes listed in the Appendix as specified by the University from time to time.
- 6.2.3 Where applicable, GCT credits may be used in combination with SCT credits to meet the total credit requirements of a University programme. In any cases, 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. BCT credits may not be used in combination with either GCT credits or SCT credits.
- 6.3 Full-time Undergraduate programmes
- 6.3.1 Credits awarded in recognition of prior learning achievements elsewhere can be transferred to the University only once, except when students gain new post-admission qualifications which may be used for new advanced standing application.
- 6.3.2 Where applicable, BCT-FT for English Language Enhancement courses and/or General Education courses may be used in combination with SCT-FT to meet the requirements of a University programme.
- 7. Regulations on the grant of General Credit Transfer (GCT) for Distance Learning programmes**
- 7.1 GCT credits may be applied towards meeting the requirements of degree programmes, associate degree programmes or higher diploma programmes, subject to the restrictions in Regulation 6.2.2.
- 7.2 GCT credits will be counted only as credits at the Foundation level to meet the total credit requirements of a University Bachelor's degree award. In circumstance specified in Regulation 12.2 below, the GCT credits obtained will be counted as credits only at the Pre-foundation level to meet the requirements of a University sub-degree award.
- 7.3 The maximum number of GCT 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 that allow advanced standing credits to be used to fulfil 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) for Distance Learning and Taught Postgraduate programmes**
- 8.1 A claimant may claim SCT credits towards a University course based on courses completed elsewhere under an eligible qualification as specified in 4.3 above. To receive SCT 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 the SCT application is made. The University will assess the degree of syllabus match on a case-by-case basis.

- 8.2 SCT credits obtained in the manner specified in 8.1 above may be used only to fulfil specified course requirements at the Foundation, Middle, Higher or Postgraduate levels.
- 8.3 Claimants are not normally permitted to apply for SCT in respect of a University course for which they have registered, except in the manner specified in 8.6 below.
- 8.4 A student is normally not permitted to register for a University course in respect of which SCT credits have been awarded.
- 8.5 The University will not accept applications for SCT in respect of a University course not yet on offer.
- 8.6 SCT credits may be awarded towards a University course based on the same course or an older version of the same course completed by the claimant and counted as part of a prior, valid University award. The University may also award SCT credits on an exceptional basis for a course that forms an excluded combination with a course completed provided that there is a very high degree of syllabus match as determined by the University.
- 8.7 SCT credits obtained in the manner specified in 8.6 above may normally be used to fulfil specified course requirements at any level, except for Higher level requirements in an undergraduate or sub-degree programme of the School of Science and Technology.
- 8.8 SCT applications based on completed HKMU courses are also subject to Regulations 8.4 to 8.5 above.
- 8.9 Claimants may not claim SCT based on a combination of course(s) from both a non-HKMU qualification and an HKMU award.
- 9. Regulations on the grant of Block Credit Transfer (BCT) for Distance Learning and Taught Postgraduate programmes**
- 9.1 BCT claimants must designate only one previously completed qualification in their application for advanced standing. Once a claimant has successfully transferred credits via BCT to the University based on this designated qualification, it cannot be used for further advanced standing claims at the University.
- 9.2 BCT 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 BCT credits, the University will specify a list of courses, known as 'top-up courses', which the claimant must complete to fulfil the requirements of the University programme for which the BCT credits are awarded. These top-up courses are specified in accordance with the degree of relevancy of the claimant's previous qualifications for the requirements of the relevant University programme. The claimant must complete all top-up courses specified by the University to fulfil the requirements of the respective University programme.
- 9.4 The award of a given number of BCT credits 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 is considered on a case-by-case basis. The claimant, if awarded BCT 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 BCT credits.
- 9.7 Block Credit Transfer claimants who designate the Bachelor of General Studies/Associate of General Studies Degree in their application for advanced standing must submit at the time of application a study plan that meets the requirements set out in the Programme Regulations of that degree.

- 9.8 The University may review the BCT 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 required. However, no such review will have retrospective effect on individual cases approved before the review.
- 10. Regulations on the grant of a Specific Credit Transfer (SCT-FT) or a Course Exemption (CE-FT) for Full-time Undergraduate programmes**
- 10.1 A claimant may claim SCT-FT/CE-FT for a University course based on courses completed elsewhere under an eligible qualification as specified in 4.3 above.
- 10.2 To be awarded SCT-FT credits or CE-FT in respect of an HKMU course, the course(s) in the prior qualification(s) presented must exhibit a very high degree of syllabus match with the HKMU course in respect of which the SCT-FT/CE-FT application is made. The University will assess the degree of syllabus match on a case-by-case basis.
- 11. Regulations on the grant of a Block Credit Transfer (BCT-FT) for Full-time Undergraduate programmes**
- 11.1 BCT-FT credits may be granted only for English Language Enhancement courses and/or General Education courses to meet the requirements of a University Bachelor's degree award.
- 11.2 Students admitted through Year 2 entry can use a qualification other than the one fulfilling the entry requirements of the programme of study for a BCT-FT claim.
- 12. Regulations on obtaining a second university award through advanced standing**
- 12.1 Students who have completed a University award may apply for advanced standing credits on the basis of that award to count towards the requirements of a second University programme of study. The award of advanced standing credits, and their use are subject to these Regulations.

#### General Credit Transfer (GCT)

- 12.2 A completed HKMU award may be granted GCT credits only once for counting towards a second HKMU programme. GCT credits awarded based on Pre-foundation level credits completed in the claimant's first HKMU award are deemed as credits at Pre-foundation level for meeting the requirements of a second HKMU award.
- 12.3 Claimants are not allowed to alter the application details of their GCT application once it is approved.

#### Specific Credit Transfer (SCT)

- 12.4 SCT credits can be awarded only once with respect to a completed HKMU course. The University will not accept applications for SCT in respect of a University course that is not specified in the requirements of the Programme of Study indicated on the claimant's advanced standing application.
- 12.5 An HKMU course in an HKMU award that has been granted SCT credits for counting towards the specified course requirements of a second University programme cannot be used for any further advanced standing claims.

#### Block Credit Transfer (BCT)

- 12.6 A claimant is not permitted to use a University award for application of BCT towards another University programme if one or more courses from that award have been used to claim SCT credits or GCT credits for counting towards the requirements of a different University programme.
- 12.7 A University award that has been awarded BCT credits towards another University programme cannot be used for further advanced standing claims.

### 13. Validity and transfer of advanced standing credits

- 13.1 Claimants are permitted to apply for advanced standing under only one University programme, as designated in their applications.
- 13.2 The application submitted by a claimant will normally be processed with respect to only 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 can also be processed.
- 13.3 Any awarded advanced standing credits are normally 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. Advanced standing credits awarded cannot be counted towards the requirements of a programme not designated in the claimant's application and not specified by the University.
- 13.4 Claimants may, on notification to the Registry, change the University programme designated in their applications after submission. GCT credits and SCT credits which have already been awarded may be transferred from one designated programme to another, if such credits are allowed under the requirements of the changed programme. For BCT applications, the processing of the application or any BCT 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.
- 13.5 On changing the University programme designated in a claimant's advanced standing application, SCT credits previously approved for a course outside the requirements of the claimant's previous programme can be counted towards 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.
- 13.6 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.

### 14. Review of qualifications

- 14.1 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.
- 14.2 No such review completed under Regulation 14.1 will have retrospective effect on individual cases approved before the review.

### 15. Submission of requisite documentation

- 15.1 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 from time to time.
- 15.2 An advanced standing claimant must supply relevant supporting documents, including but not limited to programme and course syllabi, as specified by the University.

### 16. Agreements with other institutions

- 16.1 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 content of such agreements should comply with these 'Regulations Governing the Granting 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 achievement in academics, athletics, personal development, community service, enrollment or acceptance to an accredited educational programme.
- 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 are awarded on recommendation of Schools or any committee where appropriate, and they are given on merit-based by assessing students' academic merit and other achievement including but not limited to service and leadership.
- 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 (Research and Student Development).
- 3.6 On receipt of a report that alleges commission by a student of a disciplinary offence, the Vice President (Research and Student Development) 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 (Research and Student Development) 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 (Research and Student Development) 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:
- No further action is necessary;
  - The case shall be transferred to Student Affairs Office for student support service;
  - 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 (Research and Student Development) (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:
- appear before the Student Disciplinary Panel;
  - submit a written statement or present other evidence to the Panel;
  - 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:
- Dismissal of the case;
  - Completion of an academic honesty assignment;
  - Completion of University community service;
  - 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;
  - Completion of a make-up assignment, examination or rewriting a work subject to a lower grade;
  - The award of a lowered grade or a Fail grade, as appropriate, on the assignment(s), examination(s) or course(s) concerned;
  - 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;
  - A requirement to make good any loss of or damage to the property or premises arising from the misconduct;
  - Notation on transcript;
  - Exclusion from further registration on courses offered by the University for a definite period;
  - Suspension or dismissal from any course(s) in progress;
  - 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 (Research and Student Development), 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

(5-credit system)

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.

# Academic rules and regulations

(Applicable to students under 3-credit-unit system\* admitted on or after 1 September 2022.)

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\* "3-credit-unit system" refers to the new curriculum structure after the academic reform. Courses under the "3-credit-unit system" are basically assigned credit-unit values in multiples of 3 and categorized into 1000-, 2000-, 3000-, 4000-, 8000- and 9000- levels. This is in contrast with the old curriculum structure under the "5-credit system" under which courses are basically assigned credit values in multiples of 5 and categorized into Foundation, Middle, Higher and Postgraduate levels.

## INTERPRETATION

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

1. 'University', 'Council', 'Senate', 'President' and 'School' 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. 'aGPA' shall mean the award GPA as defined in the 'Regulations for the award of undergraduate degrees';
4. '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;
5. 'Associate Sub-degree' shall refer to the Associate Diploma, Diploma and Higher Diploma that are normally vocational training programmes;
6. '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;
7. 'CGPA' shall mean the Cumulative Grade Point Average as defined in the Assessment Regulations;
8. 'Claimant' shall mean any person who has applied to the University for a grant of advanced standing;
9. 'Classification' shall mean one of the levels of Honours awarded by the University to recipients of a Bachelor's Degree with Honours;
10. 'Committee on Professional and Continuing Education' or 'COPACE' shall mean the sub-committee of both the Senate and the Management Board of the University to regulate matters relating to professional and continuing education of the University;
11. 'Core Values course' shall mean the compulsory course of such title, approved by the Senate in an undergraduate degree programme;
12. 'Course' or 'course of study' shall mean a defined topic or field of study for which instruction is provided and which leads to the award of credit-units at a specified level;
13. 'Credit-unit' shall mean the unit of learning that the University adopts to quantify the volume of learning associated with a course of learning or a learning programme;
14. 'Credit-units' shall mean, according to the context, either
  - (a) the value assigned by the University to an individual course to represent the volume of learning relating to the course. Upon successful completion of the course, the corresponding number of credit-units may be applied to the requirements of a University qualification; or
  - (b) the volume of learning of all courses successfully completed by a student;
15. 'Degree' shall refer to an Undergraduate degree, Bachelor's degree, Bachelor's degree with Honours, double degree with Honours, Postgraduate degree, Master's degree, or Doctoral degree;
16. 'designated University English courses' shall mean those courses approved by the Senate as courses under the category of 'University English';
17. 'designated General Education courses' shall mean those courses approved by the Senate as courses under the category of 'General Education';

18. 'Free electives' shall mean any courses which may or may not relate to the chosen programme of study, provided that the prerequisite requirement, if any, of the said courses have been fulfilled prior to enrolment of such courses;
19. 'Level' shall mean
  - (a) in the context of a course of study, one of the six ranks assigned to a course by the University, ascending from 1000-level, to 2000-level, to 3000-level, to 4000-level for Undergraduate, to 8000-level and 9000-level for Postgraduate; or
  - (b) in the context of a learning programme, one of two categories in the hierarchy of academic qualifications, Undergraduate or Postgraduate as indicated in the 4-digit number of the course code; or
  - (c) in the context of the Hong Kong Qualifications Framework, the 'QF Level'.
20. 'LiPACE' shall mean the Li Ka Shing School of Professional and Continuing Education of Hong Kong Metropolitan University;
21. 'Major' shall mean a selection of courses constituting the specialized content in the discipline of study of a specific programme leading to the award of a Bachelor's degree with Honours;
22. 'Maximum period of study' shall mean the maximum time allowed for the completion of an academic programme as specified in these Regulations or the Programme Requirement;
23. 'Minor' shall mean a selection of courses constituting a secondary discipline of study to accompany the Major in a programme leading to the award of a Bachelor's degree with Honours;
24. 'Non-defined (free choice) requirements' shall mean credit-units required for a University award under the relevant Programme Requirement that are not specified as to subject area or level;
25. 'Normative period of study' shall mean the normal number of years needed to complete a given academic programme after a student is admitted to the programme at a specific entry point as specified by the University;
26. 'Ordinance' shall mean the Hong Kong Metropolitan University Ordinance (Cap. 1145);
27. 'Pathway' or 'entry pathway' shall mean the admission to a Distance Learning programme, part-time learning programme, or postgraduate programme by virtue of a recognized prior academic or professional qualification, usually resulting in a reduction in the credit-unit requirement specified in the Programme Requirement of the said programme;
28. 'Programme', 'learning programme', or 'programme of study' shall mean a collection of courses, or a selection thereof, constituting an appropriate line of study leading to the award of a University qualification;
29. 'Programme Requirement' shall mean the requirements for the successful completion of a specific University programme of study approved by the Senate;
30. 'QF' shall mean the Hong Kong Qualifications Framework established under the Accreditation of Academic and Vocational Qualifications Ordinance (AAVQO) (Cap. 592);
31. 'Registrar' shall mean the Registrar of Hong Kong Metropolitan University;
32. 'Regulations', if not otherwise specified, shall mean these *Academic Rules and Regulations*;
33. 'Scholarship' shall mean an award which the University has jurisdiction to a student in recognition of outstanding achievement in academics, athletics, personal development, community service, enrolment or acceptance to an accredited educational programme;
34. 'Senior Year Admission' shall mean the admission to Year 2 or 3 of a Full-time Face-to-face Bachelor's Degree with Honours Programme by virtue of a recognized prior academic qualification, resulting in a reduction in the credit-unit requirement of the said programme;

35. 'Statutes' shall mean the Statutes of the University made by the Council under section 18 of the Ordinance;
36. 'Student' shall mean any person who currently registers on a course of study offered by the University or has registered on a course of study offered by the University in the distance learning mode under a distance learning programme within the preceding twenty-four months;
37. 'Sub-degree' shall refer to the Certificate, Diploma, Higher Diploma and Associate Degree at QF Levels 3 or 4. Holders of a sub-degree may articulate to a higher qualification;
38. 'Term' or 'academic term' shall mean, under the directive of the Senate, the fraction of the academic year dedicated to learning and teaching in fulfillment of the requirements of a course of study. In this University, the academic year is divided into three 'terms'. The terminology 'term' replaced 'semester' after the unification of academic calendars in 2016;
39. 'Term GPA' shall mean the weighted average GPA, defined in the Assessment Regulations, of courses completed in a specific academic term;
40. 'University Core' shall mean the collection of courses approved by the Senate, to be completed by every bachelor's degree student of the Hong Kong Metropolitan University;
41. 'University English courses' shall mean the courses approved by the Senate as such from time to time.

## GENERAL REGULATIONS GOVERNING DISTANCE LEARNING PROGRAMMES

### 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 and their continuance thereon.
- 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. Admission

- 2.1 For admission to distance learning 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.
- 2.2 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 for some of its distance learning programmes. For such programmes, the University shall not specify a required level of attainment on any public examination or other test of prior knowledge as a requirement for admission.
- 2.3 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 in addition to those specified in Regulation 2.1.
- 2.4 The University may specify, in the Programme Requirements applicable to any given distance learning programme of study, admission requirements in addition to those specified in Regulation 2.1. These requirements may include but are not limited to:

- (a) Possession of a specified professional qualification; and / or
  - (b) Possession of a degree or other specified award from a recognized institution of higher education; and / or
  - (c) Completion of a specified period of professional experience; and / or
  - (d) Possession of specified language competency.
- 2.5 The University may specify for each distance learning programme of study, the specific admission requirements for admission to the programme by way of a Pathway. Admission through a specific Pathway will normally lead to a reduction in the credit-unit requirements specified in the Programme Requirement of the said programme.
- 2.6 Except for graduates of the University and LiPACE higher diplomas, all applicants to a distance learning programme with entry requirements specified in Regulations 2.2 and 2.3 shall pay the application fee.

### 3. Registration and course enrolment

- 3.1 An applicant who has completed the registration procedure to a programme by a date prescribed by the University shall be deemed to have enrolled on that programme on the date of his/her first registration. He/she shall be required to comply with the requirements of his/her programme of study as stipulated by the University from time to time.
- 3.2 A student shall register in the name which appears on his/her Hong Kong Identity Card or, in the case of non-local students, his/her passport.
- 3.3 A student shall inform the University immediately of any change of personal particulars via the Student Portal or in writing to the Registry. Failure to supply up-to-date information may result in the University being unable to provide academic and administrative services to the student.
- 3.4 Registration shall include the registration for course(s) and payment of course fees as prescribed by the University.
- 3.5 A student wishing to register for courses shall do so before the commencement of each academic term according to the Programme Requirement of his/her programme of study. A student wishing to register for courses after the registration deadline as specified by the University from time to time shall have to apply for late registration.
- 3.6 In addition to carrying a credit-unit value, each course also carries a registration value which represents the study load per term. A student who wishes to take degree/sub-degree courses with more than 24 registration value in a term must seek the approval of his/her School. For a student who applies for course(s) offered by the University for the first time or applies for course(s) at Postgraduate level for the first time, he/she shall only take courses up to a maximum registration value of 12 in that term.
- 3.7 A student shall not re-register for any course which he/she has already taken and passed or is currently studying. This includes the same course with a new course code or its counterpart presented in face-to-face mode.

### 4. Deferment of studies

- 4.1 A student who wishes to defer his/her studies shall submit an application online via MyHKMU with supporting documents to the Registry. Approval of an application to defer studies shall be granted entirely at the University's discretion.
- 4.2 The University recognizes the following grounds as a basis for deferment of studies:
- (a) Illness or medical emergency;
  - (b) Family crisis or other special circumstances which constitute compassionate grounds.
- Proof of medical advice is required from students who seek for deferment of studies on medical ground.

- 4.3 A student who has applied for deferment of studies shall continue with his/her studies and attend classes until formal approval is given by the University.
- 4.4 The maximum period allowed for deferment of each course shall normally be one academic year.
- 4.5 If a student has completed some assignments or other continuous assessment requirements before deferral of study is granted, the School offering the course, may at its discretion, waive these requirements when study is resumed.
- 4.6 A student who has been granted deferment of studies shall not be entitled to a refund of course fees paid to the University. The student is normally 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.
- 5. Withdrawal from studies**
- 5.1 A student who wishes to withdraw from studies at the University shall submit an application for withdrawal to the Registrar via MyHKMU at least 14 days before the start of the examination period of the relevant term.
- 5.2 A student who withdraws from studies shall not receive a refund of course fees paid to the University. Re-admission will depend on the availability of programme/course places and will require payment of a new course fee for each course concerned.
- 5.3 Courses/programmes from which a student withdraws are recorded on his/her transcript of studies at the University.
- 5.4 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.
- 6. Reinstatement of student status**
- 6.1 A person whose status as a student of the University has lapsed under the provisions of Paragraph 5.4 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.
- 7. Change of programme/course**
- 7.1 A student who wishes to change his/her programme shall submit an application, as prescribed by the University, with supporting documents to the Registry, and his/her application shall be approved at the discretion of the Schools concerned.
- 7.2 Except for graduates of the University and LiPACE higher diplomas, a student wishing to change to a distance learning programme with entry requirements shall pay the application fee.
- 7.3 A student may change the course registered. Applications for change of registered course are limited to courses offered in the same term and the course changes should normally be on a one-to-one basis. A student wishing to change his/her course(s) after registration period shall pay an administrative fee.

## 8. Course assessment and grades

8.1 A student shall be assessed for every course that he/she has registered on the basis of his/her performance in the course. The assessment criteria may include any one or any combination of the following: assignments, projects/case studies, dayschools, quizzes, tests, laboratory sessions, practicums, examinations, and any other criteria.

8.2 Course grades, standards and their grade points used in reporting shall be as follows:

Course Grade	Grade Point	Standard
A+	4.3	Excellent
A	4.0	
A-	3.7	
B+	3.3	Good
B	3.0	
B-	2.7	
C+	2.3	Satisfactory
C	2.0	
C-	1.7	Marginal
D	1.0	
Fail	0.0	Failure

In addition to the grades listed above, the following will also be used where necessary:

Results status	Interpretation
Withdrawn (W)	Withdrawn from course

8.3 Other grade such as 'Pass' will be used where necessary. A 'Pass' grade does not carry any grade point and shall be excluded from the calculation of GPA.

8.4 A student who obtains a grade of 'D' or above in a course taken shall earn the credit-units of that course.

8.5 The Cumulative Grade Point Average (CGPA) of a student in an academic programme is the weighted average of the Grade Points of all the courses attempted by the student, inclusive of courses failed, during the study of the programme, with the weighting factor being the credit-units of every course. If a student is permitted to take a course multiple times, only the grade from the final attempt will be the "grade of record" and included in the CGPA calculation, regardless of whether it results in an improvement or decline in the grade.

8.6 A student shall submit all the assignments prescribed to a course. Assignments must be submitted electronically via the OLE, unless otherwise specified. A student who does not submit a particular assignment shall be given a score of zero (0) for that assignment.

8.7 A student shall submit every assignment by such means as the University may prescribe from time to time, including but not limited to the submission through Turnitin for plagiarism assessment.

8.8 Submission dates

8.8.1 A student shall submit assignments for a course in accordance with the final submission dates communicated. If an assignment is submitted after the final submission date without prior permission, the Course Coordinator will have the

right to reject the assignment in which case a score of zero (0) shall be given for that assignment.

8.8.2 Exceptionally, an assignment may be submitted to the tutor after the final submission date for the assignment and be accepted for marking provided that there are good reasons and 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 of the School offering the course, and provided also that a member of staff is available to mark the assignment.

8.8.3 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.

## 8.9 Appeal

8.9.1 A student who has grounds for considering that there is an error in the score awarded for an assignment 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.

8.9.2 Under no circumstances shall an enquiry under Regulation 9.9.1 be initially addressed in the first instance to any other officer or person within the University.

8.9.3 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 Course Coordinator concerned together with all related correspondence so that it is received by the Course Coordinator within 28 days of the date of the tutor's decision. 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.

8.9.4 Notwithstanding the provision of Regulation 8.9.1, an enquiry concerning an assignment marked by a tutor must be received by the Course Coordinator no later than 21 days after the final submission date of the final assignment for the course. 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 Course Leader/Course Coordinator concerned together with all related correspondence at such a time and by such procedures as the University shall from time to time specify.

8.10 A student may be required to complete quizzes, tests, laboratory sessions, practicums, projects/case studies or dayschools as part of the assessment, some of which may be compulsory.

## 8.11 Special requirements

8.11.1 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 pass the course without having participated in such work to the satisfaction of the Award Committee.

8.11.2 Notification of any special requirements under Regulation 9.11.1 shall be given by the University to students before the start of each term.

## 8.12 Examinations

8.12.1 A student shall be eligible to sit an examination of the University if he/she is registered for the course leading to that examination. A student shall be required to observe the examination arrangements as stipulated by the University from time to time.

8.12.2 Only under very special circumstances, which shall be substantiated by satisfactory documentary evidence provided by the student, will deferment of an examination be considered.

### 8.12.3 Overseas examinations

- (a) 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.
- (b) 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.
- (c) 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.

## 9. Graduation

9.1 A student who have completed the appropriate number of relevant credit-units and satisfied the requirements for the award including CGPA requirement can apply for graduation.

9.2 A student applying for graduation should submit an online application via MyHKMU according to the respective application periods prescribed by the University. Late application for graduation will not be accepted.

9.3 A student shall be required to pay a graduation fee, as specified by the University from time to time, for each award. A student who has submitted an application but is unable to graduate according to the respective Programme Requirement will be refunded the paid graduation fee.

9.4 A student having all course results finalized, meeting the graduation requirements and having completed the required graduation procedures shall be approved by the Senate for appropriate award. No withdrawal of application for graduation is allowed.

### 9.5 Classification of degrees with honours

9.5.1 A degree with honours or a double degree with honours shall be conferred with a classification of First Class, Second Class (Upper Division), Second Class (Lower Division), Third Class or a Pass without classification.

9.5.2 For the purpose of assessing a degree classification, the award grade point average (aGPA) will be calculated based on the minimum number of credit-units required to fulfill the programme requirements for graduation, selecting the courses with the highest grades for inclusion in the calculation. If a student is permitted to take a course multiple times, only the Grade Point from the final attempt, regardless of whether it results in an improvement or decline in the grade, will be included in the aGPA calculation. The formula for the computation of aGPA shall be as follows:

$$\text{aGPA} = \frac{\sum (\text{grade point of minimum number of courses*required to fulfil graduation requirement} \times \text{credit-units of the course})}{\sum (\text{credit-units of all the relevant courses})}$$

\* final attempt of the course

9.5.3 To qualify for the award of a particular class of honours, a student is required to achieve the required award grade point average as follows:

<b>Honours classification</b>	<b>aGPA</b>
First Class	3.50 – 4.30
Second Class (Upper Division)	3.00 – 3.49
Second Class (Lower Division)	2.50 – 2.99
Third Class	2.00 – 2.49
Pass	1.70 – 1.99

## 10. Transcript of studies

- 10.1 A transcript is an official document showing the complete academic record of a student in the University, including the results of courses taken, Term GPA, Cumulative GPA and the academic award conferred, if any.
- 10.2 At any stage of studies with the University, a student may apply for an official transcript of studies. A handling fee, as prescribed by the University from time to time, is required for each copy of the transcript.
- 10.3 Upon a student's request, the Registrar may issue an official document confirming the student's status as a student of the University or provide certification of University publications/documents as true copies. A fee may be charged.
- 10.4 Certificates for degrees and other academic awards  
An official certificate for a degree or other academic award shall be issued to a student after he/she has been conferred the qualification.
- 10.5 The University reserves the right to withhold the issuance of transcripts, official documents and certificates for academic awards as deemed necessary. For example, this may occur if a student is in debt to the University or is involved in a breach of University rules and regulations.

## 11. Academic integrity and student discipline

- 11.1 A student shall act at all times to uphold academic integrity.
- 11.2 A student who has violated the University's expectation of academic integrity, committed any disciplinary offence or violated any rule or regulation of the University shall be dealt with in accordance with the University's Regulations Governing Academic Integrity and Student Discipline.

# GENERAL REGULATIONS GOVERNING RESEARCH DEGREE PROGRAMMES

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

## 2. Research Degrees Committee

- 2.1 The Research Degrees Committee (referred to in these Regulations as 'the RDC') shall approve applications for and oversee the progress of all students registered on the programme as required in these regulations.

## 3. Admissions

- 3.1 An applicant seeking admission to a research degree programme shall satisfy the entry requirements of the research degree programme concerned.
- 3.2 An applicant shall satisfy the RDC that he/she has sufficient command of the language (normally Chinese or English) in which the course of study and research is to be undertaken and in which the thesis is to be presented. At the time of admission, the RDC shall stipulate whether the thesis is to be presented in Chinese or English.
- 3.3 No applicant who is already a candidate for a research degree at this or another institution may be admitted to the programme, unless the express permission of the RDC is obtained.

## 4. Registration

- 4.1 The RDC may approve or prescribe special conditions for any applicant or student, including but not limited to the requirement to undertake a preliminary course of study and/or performing satisfactorily in an oral or written examination, either before the date of commencement, or during the period of, the programme of study and research.
- 4.2 The RDC shall determine the date of commencement of study. For the PhD and MPhil programmes, the date shall normally be the term commencement date of the Autumn or Spring term after the date of approval of the application by the RDC and payment of all fees due. For professional doctoral degree programmes involving coursework, the date of commencement of study shall normally be the term commencement date of the Autumn term.
- 4.3 A registered student shall, subject to the approval of the School Research Degrees Committee (SRDC), re-register annually throughout the period of study and research in accordance with arrangements prescribed by the Registrar.
- 4.4 A registered student shall follow under supervision a prescribed programme of study and research for the specified period in a field approved by the RDC.
- 4.5 A registered student may not register or enroll for any other research degree of the University or of any other institution during the period of study and research, unless the express permission of the RDC is obtained.
- 4.6 The Senate may, on the recommendation of the RDC, terminate the registration of any student at any time on the grounds of unsatisfactory performance or of failure to comply with the Academic Regulations of the University.
- 4.7 Interruption of studies — applications for leave of absence should be submitted by the students to the Registrar. Approval for leave of absence would be granted on valid grounds.

## 5. Period of study

- 5.1 The maximum period of study and research from admission to the programme to the satisfactory completion of the thesis, including periods of leave of absence and/or suspension of studies (if any), shall be subject to the following time frame:

Programme	Full-time	Part-time
MPhil	Three years	Six years
PhD	Four years	Eight years
Professional doctoral degrees	Four years	Eight years

## 6. Submission of thesis

- 6.1 For part-time students, submission of the thesis for examination shall be subject to the following time frame:

Programme	Time frame for submission of thesis
MPhil (part-time)	No less than two and no more than five years after a student's first registration for the thesis of the MPhil degree.
PhD (part-time)	No less than two and no more than six years after a student's first registration for the thesis of the PhD degree.
Professional doctoral degrees (part-time)	No less than two and no more than five years after a student's first registration for the thesis of the doctoral degree with coursework components.

Submission of thesis outside the stipulated time frame should require the approval of the RDC.

- 6.2 For full-time students, submission of the thesis for examination shall 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.
Professional doctoral degrees (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.

Submission of thesis outside the stipulated time frame should require the approval of the RDC.

- 6.3 A registered student who wishes to be examined for the degree shall give notice, as specified by the University, of the intention to present a thesis. The student shall be required to attend an oral examination, and present the thesis in the form prescribed by the University. Once submitted, the thesis shall become the property of the University. Consultation of the theses shall follow the policies of the University.

## 7. Place of study and research

- 7.1 A candidate may, subject to the recommendation by the Principal Research Supervisor, undertake all or part of the programme of study and research elsewhere than at the University provided that:

7.1.1 the place where the study and research is to be conducted is considered appropriate by the RDC;

7.1.2 the Principal Research Supervisor is able to effect proper control of the student's study and research.

# GENERAL REGULATIONS GOVERNING TAUGHT POSTGRADUATE PROGRAMMES

## 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 and their continuance thereon.
- 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. Admission

- 2.1 An applicant seeking admission to a face-to-face taught postgraduate programme shall satisfy the general entrance requirements of the University, English language proficiency requirements and specific entrance requirements of the programme concerned, if any, unless he/she has been exempted therefrom.
- 2.2 An applicant may be required to attend a selection interview.
- 2.3 A successful applicant shall register with the University as a student by a prescribed date, otherwise he/she shall be deemed to have given up the admission offer.
- 2.4 Except for graduates of the University and LiPACE higher diplomas, all applicants applying to a taught postgraduate programme shall pay the application fee.
- 2.5 Re-admission to the same programme shall be subject to approval by the University. Application for re-admission shall follow the same admission procedures as application for a new programme. Students re-admitted may be required to retake courses which he/she has already taken and passed. In such a case, tuitions fees for the retake course will need to be paid.

## 3. Registration

- 3.1 An applicant who has been offered admission to a programme shall complete the registration procedure by a date prescribed by the University, and shall be deemed to have enrolled on that programme on the date of his/her first registration. He/she shall be required to comply with the programme regulations of his/her programme of study as stipulated by the University from time to time.
- 3.2 A student shall register in the name as it appears on his/her Hong Kong Identity Card or, in the case of non-local students, his/her passport.
- 3.3 Caution money, in an amount as specified by the University, shall be payable by new students on offer acceptance as a deposit to make good any outstanding debts to the University incurred during the course of study. This sum less any deductions made for outstanding debts shall be refundable on discontinuation of studies at the University. For graduating students, caution money shall be converted into graduation fee.
- 3.4 A student shall register with the University for each subsequent academic term by a prescribed date. A student failing to complete the registration shall be deemed to have discontinued studies at the University.
- 3.5 Registration shall include the payment of tuition fees as prescribed by the University. If a student fails to complete his/her registration by the stipulated deadline, a late request for registration will be accepted at the discretion of the University, and subject to full payment of tuition fees and a late registration fee.

- 3.6 Students studying full-time programmes shall comply with the specified study load by the University unless his/her programme of study prescribes otherwise. He/she must seek approval of his/her School if he/she wishes to take courses with a lighter or heavier credit loading. Students who do not comply with the prescribed full-time study load may be de-registered by the University.
- 3.7 A student shall inform the University immediately of any change of personal particulars such as correspondence address and telephone number via the Student Portal or in writing to the Registry. Failure to supply up-to-date information may result in the University being unable to provide academic and administrative services to the student.
- 3.8 A student enrolled on any full-time taught postgraduate programme of the University should not simultaneously register to study for another qualification at this University or at any other institution, except with prior approval from the University. Students in breach of this regulation may be subject to discontinuation of studies by the University.
- 4. Deferment of studies**
- 4.1 A student wishing to defer studies shall submit an application online via MyHKMU with supporting documents to the Registry. Approval of an application to defer studies shall be granted entirely at the University's discretion. Deferment of studies, if granted, shall cover all the courses on which the student has enrolled within the term or year concerned.
- 4.2 The University recognizes the following grounds as a basis for deferment of studies:
- (a) illness or medical emergency; or
  - (b) family crisis or other special circumstances which constitute compassionate grounds.
- 4.3 A student applying for deferment of studies shall continue with his/her studies and attend classes until formal approval for deferment is given by the University. Proof of medical advice is required from students who seek for deferment of studies on medical ground.
- 4.4 The maximum period allowed for deferment of studies shall normally be one academic year.
- 4.5 A student having been granted deferment of studies shall not be entitled to the refund, in part or in full, of the tuition fees paid. Upon resumption of studies at the approved time, the student can make use of the tuition fees paid for the deferred term but shall be required to settle additional tuition fees, if any. If the tuition fees for the resumed courses are less than the tuition fees paid, the University may grant approval for the student to carry forward the excess fees paid for future course registration use within a specified period, on specified courses.
- 5. Withdrawal from studies**
- 5.1 A student wishing to withdraw from studies at the University shall submit an application for withdrawal to the Registrar via MyHKMU at least 14 days before the start of the examination period of the relevant term. For withdrawal from a programme, if approval is granted, all courses on which a student has enrolled within the term or year concerned shall be withdrawn. For withdrawal from a course, application shall only be considered if a student can still fulfil the required study load per term upon withdrawal. The record of withdrawal shall be entered into and remain in the student's academic record. The student shall not be entitled to a refund of any tuition fees already paid, in part or in full.
- 5.2 A student who has been de-registered involuntarily or withdrawn from his/her programme at the University for not more than one year but wishes to have his/her student status reinstated shall submit a written application for registration to the Registrar no later than two weeks after the commencement of an academic term. Such an application shall be accepted at the absolute discretion of the University and subject to full payment of tuition fees and late registration fee, if applicable. A student who has discontinued studies for more than one academic year shall seek to apply for re-admission to the University following the usual admission procedure.

## 6. Selection of courses

- 6.1 A student shall select courses before the commencement of each academic term according to the programme regulations of his/her programme of study. A student wishing to register for courses after the registration deadline as specified by the University from time to time shall have to apply for late registration and settle a late registration fee, as specified from time to time, normally no later than two weeks after the commencement of an academic term.
- 6.2 A full-time student shall normally take 15 credit-units of courses in a term or 30 credit-units in an academic year unless his/her programme of study prescribes otherwise. He/she must seek approval of his/her School if he/she wishes to take courses with a lighter or heavier study load.
- 6.3 A student shall not repeat any course which he/she has already taken and passed.

## 7. Period of study

- 7.1 Each taught postgraduate programme shall specify its normative period of study (N). The maximum period of study of a student shall be the normative period of study of his/her programme plus two years (N+2 years) and shall include any periods of leave of absence and suspension of studies. A student must complete all graduation requirements of his/her programme within this maximum period of study.
- 7.2 A student who fails to complete all graduation requirements of his/her programme of study within the maximum study period shall be terminated from his/her studies.

## 8. Change of programme of study/course registered

- 8.1 A student who wishes to change his/her programme shall submit an application, as prescribed by the University, with supporting documents to the Registry, and his/her application shall be approved at the discretion of the School concerned. If the change of programme is approved, it shall take effect in the academic term following the term in which it was approved, unless otherwise specified.
- 8.2 Students may also change the course they are registered on. However, applications for change of registered course are limited to courses offered in the same term and course changes shall normally be on a one-to-one basis. Students who wish to change their courses after registration must submit an application using a specific form and pay an administrative fee. Applications will be considered on a case-by-case basis. Applications shall normally be made as early as possible, and no later than the end of the second week of the term.

## 9. Course assessment and grades

- 9.1 A student shall be assessed for every course that he/she has registered on the basis of his/her performance in the course. The assessment criteria may include any one or any combination of the following: assignments, quizzes, tests, laboratory sessions, practicums, examinations, attendance, and any other criteria.
- 9.2 Course grades, their standards and grade points used in reporting shall be as follows:

Course Grade	Grade Point	Grade Definitions
A+	4.3	Excellent
A	4.0	
A-	3.7	
B+	3.3	Good
B	3.0	
B-	2.7	

C+	2.3	Satisfactory
C	2.0	
C-	1.7	Marginal
D	1.0	
Fail	0.0	Failure

- 9.3 Other grade such as 'Pass' will be used where necessary. A 'Pass' grade does not carry any grade point and shall be excluded from the calculation of GPA.
- 9.4 A student who obtains a grade of 'D' or above in a course taken shall earn the credit-units of that course. A student is not allowed to retake a course for which credit-units have been earned unless with the approval of the School offering the course.
- 9.5 The grade point average (GPA) of a student's course work shall be computed by dividing the total grade points for all courses taken by the total number of credit-units attempted, inclusive of courses failed.
- 9.6 The Cumulative Grade Point Average (CGPA) of a student in an academic programme is the weighted average of the Grade Points of all the courses attempted by the student during the study of the programme, inclusive of courses failed, with the weighting factor being the credit-units of every course. If a student is permitted to take a course multiple times, only the grade from the final attempt will be the "grade of record" and included in the calculation of CGPA, regardless of whether it results in an improvement or decline in the grade.
- 9.7 Assignments – A student shall submit assignments by specified dates. Assignments must be submitted electronically via the OLE, unless otherwise specified. Late submission may be accepted solely at the discretion of the instructor, with penalty if applicable.
- 9.8 Quizzes/Tests/Labs – A student may be required to complete quizzes, tests, laboratory sessions or practicums as part of the assessment, some of which may be compulsory.
- 9.9 Examinations
- 9.9.1 A student shall attend an end-of-course examination for each of the courses he/she takes, unless the course requires no end-of-course examination. A student shall be required to observe the examination arrangements as stipulated by the University from time to time.
- 9.9.2 Deferment of an examination will only be considered under very special circumstances, which shall be substantiated by satisfactory documentary evidence provided by the student.
- 9.10 Attendance requirement – The minimum attendance requirement for each course is 70%, or a higher attendance requirement as prescribed for specific courses.

## 10. Academic probation

- 10.1 A student who obtains a CGPA below the academic probation threshold of 2.0 and has completed a minimum of 9 credit-units for full-time study or 6 credit-units for part-time study (excluding Pass/Fail courses) in any one term shall be put on academic probation in the next term. For students who change their programme or are re-admitted to a programme, the CGPA for academic probation shall be assessed starting from the point of programme change or re-admission.
- 10.2 Students whose CGPA fall below the academic probation threshold without completing the minimum credit-units will receive an academic warning. While these students are encouraged to seek academic advice, they will not be assigned academic probation status, and their academic probation count will not be increased.

- 10.3 A student on academic probation is required to seek academic advice from the School of the registered programme on the study plan, study load, course selection and plan to improve on the academic performance and may be required to take a reduced study load by the School.
- 10.4 The academic probation will be lifted when a student obtains a CGPA of 2.0 or above on completion of the probation term. Once the probation status is lifted in any given term, the academic probation count of the student will be reset to zero.
- 10.5 Students on academic probation after Spring Term examinations will not be allowed to enroll in courses in the Autumn Term and thereafter until they receive academic advice or have their academic probation lifted.
- 10.6 A student will be required to discontinue his/her studies if he/she
- 10.6.1 has accumulated an academic probation count of three and failed to have his/her academic probation status lifted; or
- 10.6.2 has exceeded his/her maximum period of study (N+2).
- 10.7 For students who have accumulated an academic probation count of three, they will receive a "Notification of Discontinuation of Study". Their studies will be discontinued in the term following the receipt of the Notification unless they manage to improve their CGPA to lift their academic probation or successfully petition for an extension through the petitions procedures as stipulated by the School concerned.

## 11. Graduation

- 11.1 To be eligible for an academic award, a student shall have satisfied the requirements of his/her chosen programme of study.
- 11.2 A student shall be required to apply for graduation using a specific form and pay a graduation fee, as specified by the University from time to time, for each award. Caution money paid at offer acceptance shall be converted into graduation fee subject to no claim being outstanding.

## 12. Transcript of studies and certification

- 12.1 A transcript is an official document showing the complete academic record of a student in the University, including the result of courses taken, Term GPA, Cumulative GPA and the academic award conferred, if any.
- 12.2 At any stage of studies with the University, a student may apply for an official transcript of studies. A handling fee, as prescribed by the University from time to time, is required for each copy of the transcript.
- 12.3 Upon a student's request, the Registrar may issue an official document confirming the student's status as a student of the University or provide certification of University publications/documents as true copies. A fee may be charged.
- 12.4 Certificates for academic awards
- An official certificate for an academic award shall be issued to a student after he/she has been conferred the qualification.
- 12.5 The University reserves the right to withhold the issuance of transcripts, official documents and certificates for academic awards as deemed necessary. For example, this may occur if a student is in debt to the University or is involved in a breach of University rules and regulations.

## 13. Academic integrity and student discipline

- 13.1 A student shall act at all times to uphold academic integrity.
- 13.2 A student who has violated the University's expectation of academic integrity, committed any disciplinary offence or violated any rule or regulation of the University shall be dealt with in accordance with the University's Regulations Governing Academic Integrity and Student Discipline.

# GENERAL REGULATIONS GOVERNING UNDERGRADUATE AND SUB-DEGREE PROGRAMMES

## 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 and their continuance thereon.
- 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. Admission

- 2.1 An applicant seeking admission to a face-to-face undergraduate and sub-degree programme shall satisfy the general entrance requirements of the University and the specific entrance requirements, if any, of the programme concerned, unless he/she has been exempted therefrom.
- 2.2 An applicant may be required to attend a selection interview.
- 2.3 A successful applicant shall register with the University as a student by a prescribed date, otherwise he/she shall be deemed to have given up the admission offer.
- 2.4 Except for graduates of LiPACE higher diplomas, all applicants to an undergraduate or sub-degree programme shall pay the application fee.
- 2.5 Re-admission to the same programme shall be subject to approval by the University. Application for re-admission shall follow the same admission procedures as application for a new programme. Students re-admitted may be required to retake courses which he/she has already taken and passed. In such a case, tuitions fees for the retake course will need to be paid.

## 3. Registration

- 3.1 An applicant who has been offered admission to a programme shall complete the registration procedure by a date prescribed by the University, and shall be deemed to have enrolled on that programme on the date of his/her first registration. He/she shall be required to comply with the requirements of his/her programme of study as stipulated by the University from time to time.
- 3.2 A student shall register in the name which appears on his/her Hong Kong Identity Card or, in the case of non-local students, his/her passport.
- 3.3 Caution money, in an amount as specified by the University, shall be payable by new students with tuition fees charged on a flat-fee basis on offer acceptance as a deposit to make good any outstanding debts to the University incurred during the course of study. This sum less any deductions made for outstanding debts shall be refundable on discontinuation of studies at the University. For graduating students, caution money shall be converted into graduation fee.
- 3.4 A student shall register with the University for each subsequent academic term by a prescribed date. If a student fails to complete the registration, he/she shall be deemed to have discontinued his/her studies at the University.
- 3.5 Registration shall include the payment of tuition fees as prescribed by the University. A student who has difficulty in paying the tuition fees within the time limit specified by the University may apply to the Registrar for permission to pay late. Such an application shall be made using a prescribed form and supported with sound reasons. A non-refundable and non-transferrable Late Payment Deposit shall also be submitted, as specified by the University from time to time, as partial payment of the tuition fees at the time of application.

- 3.6 A student whose application for late payment is approved will be given a new payment deadline and shall be considered only as a provisionally registered student until the tuition fees are paid in full by the new deadline. However, if he/she fails to pay the fees in full by the new deadline, his/her provisional registration shall lapse, and he/she shall be deregistered from his/her studies at the University. Any academic work done by a student in an academic term shall not be recognized by the University unless he/she is a fully registered student in that academic term.
- 3.7 A student shall inform the University immediately of any change of personal particulars such as correspondence address and telephone number via the Student Portal or in writing to the Registry. Failure to supply up-to-date information may result in the University being unable to provide academic and administrative services to the student.
- 3.8 A student enrolled on any full-time undergraduate and sub-degree programme of the University should not simultaneously register to study for another qualification at this University or for a post-secondary qualification at any other institution, except with prior approval from the University. Students in breach of this regulation may be subject to discontinuation of studies by the University.

#### 4. Deferment of studies

- 4.1 A student who wishes to defer his/her studies shall submit a written application online via MyHKMU with supporting documents to the Registry. Approval of an application to defer studies shall be granted entirely at the University's discretion. Deferment of studies, if granted, shall cover all the courses which the student is enrolled on within the term or year concerned.
- 4.2 The University recognizes the following grounds as a basis for deferment of studies:
- Illness or medical emergency;
  - Family crisis or other special circumstances which constitute compassionate grounds.
- 4.3 A student who has applied for deferment of studies shall continue with his/her studies and attend classes until formal approval is given by the University. Proof of medical advice is required from students who seek for deferment of studies on medical ground.
- 4.4 The maximum period allowed for deferment of studies shall normally be one academic year.
- 4.5 A student who has been granted deferment of studies shall not be entitled to the refund, in part or in full, of the tuition fees paid. Upon resumption of studies at the approved time, the student can make use of the tuition fees paid for the deferred term but shall be required to settle additional tuition fees, if any.

#### 5. Withdrawal from studies

- 5.1 A student who wishes to withdraw from studies at the University shall submit an application for withdrawal to the Registrar via MyHKMU at least 14 days before the start of the examination period of the relevant term. For withdrawal from a programme, if approval is granted, all courses on which a student has enrolled within the term or year concerned shall be withdrawn. For withdrawal from a course, application shall only be considered if a student can still fulfil the required study load per term upon withdrawal. The record of withdrawal shall be entered and remain in the student's academic record. The student shall not be entitled to a refund of any tuition fees already paid, in part or in full.
- 5.2 A student who has been de-registered involuntarily or withdrawn from his/her programme at the University for not more than one year but wishes to have his/her student status reinstated shall submit a written application for late registration to the Registrar no later than two weeks after the commencement of an academic term. Such an application shall be accepted at the absolute discretion of the University and subject to full payment of tuition fees, all outstanding fees, and late registration fee, if applicable. A student who has discontinued studies for more than one academic year shall seek to apply for readmission to the University following the usual admission procedure.

## 6. Selection of courses

- 6.1 A student shall select courses before the commencement of each academic term according to the requirements of his/her programme.
- 6.2 A full-time student shall normally take 15 credit-units of courses in a term or 30 credit-units in a year unless his/her programme prescribes otherwise. A student who wishes to take courses with a lighter or heavier credit loading must seek the approval of his/her School.
- 6.3 A student shall not repeat any course which he/she has already taken and passed.
- 6.4 A student who wishes to add or drop course/s after the course selection period shall complete the prescribed procedure during the add/drop period, which is within two weeks after the commencement of the teaching term.
- 6.5 An application from a student to drop a course after the add/drop period shall normally be handled as an application for withdrawal from a course. He/she is required to submit such an application, with supporting reasons, in writing to the Registrar at least 14 days before the start of the examination period of the relevant term. The University shall have the sole discretion to consider the application. The tuition fees paid for the course withdrawn shall be forfeited.

## 7. Period of study

- 7.1 Each face-to-face undergraduate and sub-degree programme shall specify its normative period of study (N). The normative period of study depends on the admission entry points, study load, credit-unit requirements and the number of academic terms of each programme. It shall normally range from 1 year to 5 years for full-time students.
- 7.2 The maximum period of study of a student shall be the normative period of study of his/her programme plus two years (N+2 years) and shall include any periods of leave of absence and suspension of studies. A student must complete all graduation requirements of his/her programme within this maximum period of study.
- 7.3 A student who fails to complete all graduation requirements of his/her programme within the maximum period of study shall be terminated from his/her studies.

## 8. Change of programme

- 8.1 A student who wishes to change his/her programme shall submit an application, as prescribed by the University, with supporting documents to the Registry, and his/her application shall be approved at the discretion of the Schools concerned. If the change of programme is approved, it shall take effect in the new academic year following the term in which it was approved.

## 9. Course assessment and grades

- 9.1 A student shall be assessed for every course that he/she has registered on the basis of his/her performance in the course. The assessment criteria may include any one or any combination of the following: assignments, quizzes, tests, laboratory sessions, practicums, examinations, attendance, and any other criteria.
- 9.2 Course grades, their standards and grade points used in reporting shall be as follows:

Course Grade	Grade Point	Grade Definitions
A+	4.3	Excellent
A	4.0	
A-	3.7	
B+	3.3	Good
B	3.0	
B-	2.7	

C+	2.3	Satisfactory
C	2.0	
C-	1.7	Marginal
D	1.0	
Fail	0.0	Failure

In addition to the grades listed above, the following will also be used where necessary:

Results status	Interpretation
Withdrawn (W)	Withdrawn from course

- 9.3 Other grade such as 'Pass' will be used where necessary. A 'Pass' grade does not carry any grade point and shall be excluded from the calculation of GPA.
  - 9.4 A student who obtains a grade of 'D' or above in a course taken shall earn the credit-units of that course. A student is not allowed to retake a course for which credit-units have been earned unless with the approval of the School offering the course.
  - 9.5 The grade point average (GPA) of a student's course work shall be computed by dividing the total grade points for all courses taken by the total number of credit-units attempted, inclusive of courses failed.
  - 9.6 The Cumulative Grade Point Average (CGPA) of a student in an academic programme is the weighted average of the Grade Points of all the courses attempted by the student during the study of the programme, inclusive of courses failed, with the weighting factor being the credit-units of every course. If a student is permitted to take a course multiple times, only the grade from the final attempt will be the "grade of record" and included in the calculation of CGPA, regardless of whether it results in an improvement or decline in the grade.
  - 9.7 Assignments – A student shall submit assignments by specified dates. Assignments must be submitted electronically via the OLE, unless otherwise specified. Late submission may be accepted solely at the discretion of the instructor, with penalty if applicable.
  - 9.8 Quizzes/Tests/Labs – A student may be required to complete quizzes, tests, laboratory sessions or practicums as part of the assessment, some of which may be compulsory.
  - 9.9 Examinations
    - 9.9.1 A student shall attend an end-of-course examination for each of the courses he/she takes, unless the course requires no end-of-course examination. A student shall be required to observe the examination arrangements as stipulated by the University from time to time.
    - 9.9.2 Only under very special circumstances, which shall be substantiated by satisfactory documentary evidence provided by the student, will deferment of an examination be considered.
  - 9.10 Attendance requirement – The minimum attendance requirement for each course is 80% , or a higher attendance requirement as prescribed for specific courses.
- ## 10. Academic level
- 10.1 A full-time student shall be assigned an academic level according to the number of credits he/she has accumulated.

10.2 The academic levels of full-time students are normally defined as:

Year 1 standing	less than 30 credit-units earned
Year 2 standing	at least 30 credit-units earned
Year 3 standing	at least 60 credit-units earned
Year 4 standing	at least 90 credit-units earned
Year 5 standing	at least 120 credit-units earned

10.3 The number of credit-units to be earned to qualify for an academic level may vary with different programmes. Details are obtainable from the respective Schools.

## 11. Academic probation and discontinuation

11.1 A student who obtains a CGPA below the academic probation threshold of 1.7 for undergraduate programme or 2.0 for sub-degree programme and has completed a minimum of 9 credit-units for full-time study or 6 credit-units for part-time study (excluding Pass/Fail courses) in any one term shall be put on academic probation in the next term. For students who change their programme or are re-admitted to a programme, the CGPA for academic probation shall be assessed starting from the point of programme change or re-admission.

11.2 Students whose CGPA fall below the academic probation threshold without completing the minimum credit-units will receive an academic warning. While these students are encouraged to seek academic advice, they will not be assigned academic probation status, and their academic probation count will not be increased.

11.3 A student on academic probation is required to seek academic advice from the School of the registered programme on the study plan, study load, course selection and plan to improve on the academic performance and may be required to take a reduced study load by the School.

11.4 The academic probation will be lifted when a student obtains a CGPA at or above the academic probation threshold on completion of the probation term. Once the probation status has been lifted in any given term, the academic probation count of the student will be reset to zero.

11.5 Students on academic probation after Spring Term examinations will not be allowed to enroll in courses in the Autumn Term and thereafter until academic advice is received or his/her academic probation is lifted.

11.6 A student will be required to discontinue his/her studies if he/she

11.6.1 has accumulated an academic probation count of three and failed to have his/her academic probation status lifted; or

11.6.2 has exceeded his/her maximum period of study (N+2).

11.7 For students who have accumulated an academic probation count of three, they will receive a "Notification of Discontinuation of Study". Their studies will be discontinued in the term following the receipt of the Notification unless they manage to improve their CGPA to lift their academic probation or successfully petition for an extension through the petitions procedures as stipulated by the School concerned.

## 12. Graduation

12.1 To be eligible for an academic award in the face-to-face mode, a student shall have satisfied the requirements of his/her chosen face-to-face undergraduate or sub-degree programme of study.

12.2 A student who has fulfilled the requirements prescribed in paragraph 12.1 shall graduate. He/she shall be assessed for fulfilment of all graduation requirements at the end of the normative period of his/her chosen programme.

- 12.3 Notwithstanding paragraph 12.2, a student shall be required to submit an application in a prescribed form for graduation if he/she
- wishes to graduate with a lower award such as an ordinary degree or an Associate Degree, provided that his/her chosen programme has early exit award(s) and that he/she can fulfil the requirements of such a lower award;
  - wishes to have the credit-units of course(s) which he/she has completed in distance learning mode counted towards the graduation requirement of his/her chosen programme.
- 12.4 A student shall be required to pay a graduation fee, as specified by the University from time to time, for each award. Caution money paid at offer acceptance shall be converted into graduation fee subject to no claim being outstanding.

### 12.5 Classification of degrees with honours

12.5.1 A degree with honours or double degree with honours shall be conferred with a classification of First Class, Second Class (Upper Division), Second Class (Lower Division), Third Class, or a Pass without classification.

12.5.2 On completion of every course, a student's performance in the course will be recorded as a score called 'Grade Point' against the course grade, in accordance with Section C of the 'Assessment Regulations'.

12.5.3 For the purpose of assessing a degree classification, the award grade point average (aGPA) will be calculated based on the minimum number of credit-units required to fulfill the programme requirements for graduation, selecting the courses with the highest grades for inclusion in the calculation. If a student is permitted to take a course multiple times, only the Grade Point from the final attempt, regardless of whether it results in an improvement or decline in the grade, will be included in the aGPA calculation. The formula for the computation of aGPA shall be as follows:

$$\text{aGPA} = \frac{\sum (\text{grade point of minimum number of courses* required to fulfil graduation requirement} \times \text{credit-units of the course})}{\sum (\text{credit-units of all the relevant courses})}$$

\* final attempt of the course

12.5.4 To qualify for the award of a particular class of honours, a student is required to achieve the required award grade point average (aGPA) as follows:

Honours classification	aGPA
First Class	3.50 – 4.30
Second Class (Upper)	3.00 – 3.49
Second Class (Lower)	2.50 – 2.99
Third Class	2.00 – 2.49
Pass	1.70 – 1.99

### 13. Transcript of studies

- 13.1 A transcript is an official document showing the complete academic record of a student in the University, including the results of courses taken, Term GPA, Cumulative GPA and the academic award conferred, if any.
- 13.2 At any stage of studies with the University, a student may apply for an official transcript of studies. A handling fee, as prescribed by the University from time to time, is required for each copy of the transcript.
- 13.3 Upon a student's request, the Registrar may issue an official document confirming the student's status as a student of the University or provide certification of University publications/documents as true copies. A fee may be charged.

#### 13.4 Certificates for degrees and other academic awards

An official certificate for a degree or other academic award shall be issued to a student after he/she has been conferred the qualification.

13.5 The University reserves the right to withhold the issuance of transcripts, official documents and certificates for academic awards as deemed necessary. For example, this may occur if a student is in debt to the University or is involved in a breach of University rules and regulations.

#### 14. Academic integrity and student discipline

14.1 A student shall act at all times to uphold academic integrity.

14.2 A student who has violated the University's expectation of academic integrity, committed any disciplinary offence or violated any rule or regulation of the University shall be dealt with in accordance with the University's Regulations Governing Academic Integrity and Student Discipline.

## REGULATIONS FOR THE AWARD OF 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<sup>1</sup>

2.1 The University is empowered to award the following Sub-degrees as listed in the Appendix:

- (a) Certificate (at the sub-degree level at QF Level 4)
- (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 the prescribed number of credit-units required for each qualification in accordance with these Regulations and attaining the prescribed CGPA required for graduation.

3.2 Credit-units counting towards the requirements of a Certificate, Diploma, Higher Diploma or Associate Degree may include credit-units gained by advanced standing, subject to the provisions of the 'Regulations Governing the Granting 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 Requirement, prescribe that certain combinations of courses shall form excluded combinations in which only the credit-units 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 credit-units 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 Sub-degree programme from a date of termination set by the Senate. In such cases, award will continue to be conferred upon students who have successfully completed the requirements of the Sub-degree concerned up to the end of the specified phase-out period of respective qualification as given below:

Sub-degree Qualification	Phase-out period
Associate Degree	4 years
Higher Diploma	4 years
Diploma	3 years
Certificate	4 years

<sup>1</sup> Sub-degree programmes offered by the Li Ka Shing School of Professional and Continuing Education (LiPACE) are approved by the Committee on Professional and Continuing Education (COPACE) under delegated authority of the Senate and governed by a separate set of academic regulations.

- 3.7 The date on which the Sub-degree is awarded shall be the date of its award by Council.
- 3.8 The University shall not award a Sub-degree to a person in debt to the University.
- 3.9 The University may stipulate, by regulation and/or Programme Requirement, the credit-unit requirement for the award of a sub-degree.
- 4. Programme of study**
- 4.1 The University may issue Programme Requirement 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 credit-units, and any prerequisites or excluded combinations of courses.
- 5. The award of the Certificate at the sub-degree level at QF Level 4**
- 5.1 This section of the regulations is applicable to a 'Certificate' at the sub-degree level. The regulations for certificates at the postgraduate levels, including the 'Certificate in Education' are stipulated under the 'Regulations for the award of Postgraduate Diplomas, Postgraduate Certificates, and the Certificates at QF Level 6'.
- 5.2 To be eligible for the award of the Certificate, a student shall have satisfied in full the requirements for the Certificate, 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 the requirements of the chosen programme of study as defined in the relevant Programme Requirement; and
  - (c) obtained a CGPA of 2.0 or above in courses to be counted towards the chosen Certificate; and
  - (d) obtained at least 18 credit-units in courses prescribed by the relevant Programme Requirement as appropriate to the Certificate.
- 5.3 Credit-units 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 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, that he/she shall not be in debt to the University and shall have:
- 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
  - obtained a CGPA of 2.0 or above in courses to be counted towards the chosen Diploma; and
  - obtained 45 credit-units or more as prescribed by the relevant Programme Requirement, of which at least 15 must be at 2000-level, in courses prescribed by the relevant Programme Requirement as appropriate to the Diploma for which notice has been given.
- 6.2 Credit-units 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 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, that he/she shall not be in debt to the University and shall have:
- 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
  - satisfied the requirements of the chosen programme of study as defined in the relevant Programme Requirement; and
  - satisfied the attendance requirement of the courses, where applicable; and
  - obtained a CGPA of 2.0 or above in courses to be counted towards the chosen Higher Diploma; and
  - obtained 60 credit-units or more as prescribed by the relevant Programme Requirement, of which at least 6 credit-units shall be at the 3000- or 4000- level; and
  - obtained a prescribed number of credit-units within or in addition to the minimum credit-unit requirement, in courses prescribed in the relevant Programme Requirement of the chosen programme of study for which notice has been given.
- 7.2 Credit-units 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 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, that he/she shall not be in debt to the University and shall have:
- 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
  - satisfied the requirements of the chosen programme of study as defined in the relevant Programme Requirement; and
  - satisfied the attendance requirement of the courses, where applicable; and
  - obtained a CGPA of 2.0 or above in courses to be counted towards the chosen Associate Degree; and

- (i) obtained 60 credit-units or more as prescribed by the relevant Programme Requirement, of which at least 30 credit-units must be obtained at the 2000- or 3000-level, and
  - (ii) of these 60 credit-units, 6 shall be from the following University Core courses:
    - the designated University Core Values course (2 credit-units),
    - the designated Social Responsibilities course (1 credit-unit), and
    - the designated Effective Communication and Teamwork course (3 credit-units); and
  - (iii) obtained a prescribed number of credit-units, within or in addition to the minimum credit-unit requirement, from other courses in accordance with the requirement of the chosen programme of study, for which notice has been given.
- 8.2 Credit-units 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 the 'Regulations Governing the Articulation of Qualifications'.
- ## 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) deferred, withdrawn or from which the student was excused), including all the information given on the certificate of award and the name of the programme of study. 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 following awards as listed in the Appendix:
- (a) Ordinary Degree
  - (b) Honours Degree
  - (c) Double Degree with Honours
- ### 3. General provisions for the award of degrees
- 3.1 A student may be considered for the award of a degree after accumulating the prescribed number of credit-units required for that degree in accordance with these Regulations and attaining the prescribed CGPA required for graduation.

- 3.2 The credit-units counted towards the requirements of a degree may include credit-units gained by advanced standing, subject to the provisions of the 'Regulations Governing the Granting 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 or admission through a Pathway, for the purposes of these Regulations unless otherwise stated, that course shall be regarded as having been successfully completed.
- 3.4 Where a student is excused from having to pass a particular course as a result of admission to senior years of a full-time face-to-face degree programme or degree with honours programme, 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 Requirement, prescribe that certain combinations of courses (including courses in respect of which advanced standing has been granted) shall form excluded combinations whereby only the credit-units from one of the courses can be counted towards a degree.
- 3.6 The University reserves the right to set a limit, expressed in terms of years, after which credit-units 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.
- 3.7 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.
- 3.8 The date on which a 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.
- 3.10 The University may stipulate, by regulation and/or Programme Requirement, the credit-unit requirement for the award of a degree.
- 4. Programme of study**
- 4.1 The University may issue Programme Requirement prescribing a programme or programmes of study for any degree, degree with honours or double 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 credit-units, 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. Period of study for face-to-face Degree Programme**
- 5.1 Each face-to-face programme shall specify its normative period of study (N) from admission to satisfactory completion of the programme in the Programme Requirement. The maximum period of study of a programme shall be the normative period of study plus two years (N+2 years) and shall include any periods of leave of absence and suspension of studies. A student must complete all graduation requirements of his/her programme within the maximum period of study.
- 6. The award of the Ordinary Degrees**
- 6.1 To be eligible for the award of the Ordinary Degree, a student shall have followed either the distance learning route or the face-to-face route and 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:
  - 6.1.1 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

6.1.2 satisfied the requirements of the chosen programme of study as defined in the relevant Programme Requirement; and

6.1.3 obtained a CGPA of 2.0 or above; and

6.1.4 satisfied the following requirements:

6.1.4.1 A student following the distance learning route shall have obtained 90 credit-units or more as prescribed by the relevant Programme Requirement, of which:

- (i) no more than 30 credit-units shall be at 1000-level; and
- (ii) at least 24 credit-units shall be at the 3000-level or above; and
- (iii) 9 credit-units shall be from the University Core courses, comprising
  - (a) the designated University Core Values course (2 credit-units),
  - (b) the designated Social Responsibilities course (1 credit-unit),,
  - (c) the designated Effective Communication and Teamwork course (3 credit-units), and
  - (d) the designated Entrepreneurial Mindset and Leadership for Sustainability course (3 credit-units); and
- (iv) 6 credit-units shall be from the designated University English courses; and
- (v) a prescribed number of credit-units shall be from other courses within or in addition to the minimum credit-unit requirement, according to the programme requirements of the chosen programme of study, for which notice has been given; and
- (vi) a prescribed number of credit-units from other courses within or in addition to the minimum credit-unit requirement, according to the requirements of the chosen programme of study, for which notice has been given.

6.1.4.2 A student following the face-to-face route shall have satisfied the attendance requirement of the courses and obtained within the maximum period of study of the programme, 90 credit-units or more as prescribed by the relevant Programme Requirement, of which:

- (i) no more than 30 credit-units shall be at 1000-level; and
- (ii) at least 24 credit-units shall be at the 3000-level or above; and
- (iii) 9 credit-units shall be from the University Core courses, comprising
  - (a) the designated University Core Values course (2 credit-units),
  - (b) the designated Social Responsibilities course (1 credit-unit),
  - (c) the designated Effective Communication and Teamwork course (3 credit-units), and
  - (d) the designated Entrepreneurial Mindset and Leadership for Sustainability course (3 credit-units); and
- (iv) 6 credit-units shall be from the designated University English courses; and
- (v) a prescribed number of credit-units shall be from designated General Education courses as stipulated in the requirements of the chosen programme of study; and
- (vi) a prescribed number of credit-units from other courses within or in addition to the minimum credit-unit requirement, according to the requirements of the chosen programme of study, for which notice has been given.

6.2 Credit-units 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 the 'Regulations Governing the Articulation of Qualifications'.

## 7. The award of the Honours Degrees

7.1 To be eligible for the award of the Honours Degrees, a student shall have followed either the distance learning route or the face-to-face route and 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:

7.1.1 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

7.1.2 satisfied the requirements of the chosen programme of study as defined in the relevant Programme Requirement; and

7.1.3 obtained a CGPA of 1.70 or above; and

7.1.4 satisfied the following requirements.

7.1.4.1 A student following the distance learning route shall have obtained 120 credit-units or more as prescribed by the relevant Programme Requirement, of which:

- (i) no more than 30 credit-units shall be at 1000-level; and
- (ii) at least 24 credit-units shall be at the 3000-level; and
- (iii) at least 24 credit-units shall be at the 4000-level; and
- (iv) 9 credit-units shall be from the University Core courses, comprising
  - (a) the designated University Core Values course (2 credit-units),
  - (b) the designated Social Responsibilities course (1 credit-unit),
  - (c) the designated Effective Communication and Teamwork course (3 credit-units), and
  - (d) the designated Entrepreneurial Mindset and Leadership for Sustainability course (3 credit-units); and
- (v) 6 credit-units shall be from the designated University English courses; and
- (vi) a prescribed number of credit-units shall be from other courses within or in addition to the minimum credit-unit requirement, according to the programme requirements of the chosen programme of study, for which notice has been given.

7.1.4.2 A student following the face-to-face route shall have satisfied the attendance requirement of the courses and obtained within the maximum period of study of the programme, 120 credit-units or more as prescribed by the relevant Programme Requirement, of which:

- (i) no more than 30 credit-units shall be at 1000-level; and
- (ii) at least 24 credit-units shall be at the 3000-level; and
- (iii) at least 24 credit-units shall be at the 4000-level; and
- (iv) 9 credit-units shall be from the University Core courses, comprising
  - (a) the designated University Core Values course (2 credit-units),
  - (b) the designated Social Responsibilities course (1 credit-unit),
  - (c) the designated Effective Communication and Teamwork course (3 credit-units), and
  - (d) the designated Entrepreneurial Mindset and Leadership for Sustainability course (3 credit-units); and
- (v) 6 credit-units shall be from designated University English courses; and
- (vi) a prescribed number of credit-units shall be from designated General Education courses as stipulated in the requirements of the chosen programme of study; and
- (vii) a prescribed number of credit-units from other courses within or in addition to the minimum credit-unit requirement, according to the requirements of the chosen programme of study, for which notice has been given.

- 7.2 Credit-units 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 the 'Regulations Governing the Articulation of Qualifications'.
- 8. The award of the Double Degree with Honours**
- 8.1 The University has specified that a double degree with honours programme shall incorporate two Majors.
- 8.2 To be eligible for the award of the double degree with honours, a student shall have satisfied in full the requirements for the chosen double degree programme, which are that he/she shall not be in debt to the University, and shall have:
- 8.2.1 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 double degree with Honours; and
- 8.2.2 satisfied the requirements of the chosen double degree programme of study as defined in the relevant Programme Requirement; and
- 8.2.3 obtained a CGPA of 1.70 or above; and
- 8.2.4 satisfied the attendance requirement of the courses, wherever applicable; and
- 8.2.5 obtained within the maximum period of study of the programme, 150 credit-units or more as prescribed by the relevant Programme Requirement, of which:
- (i) no more than 36 credit-units shall be at 1000-level, and
  - (ii) at least 12 credit-units shall at the 3000-level in courses from each of two Majors, and
  - (iii) at least 12 credit-units shall be at the 4000-level in courses from each of two Majors, and
  - (iv) 9 credit-units from the University Core courses, comprising
    - (a) the designated University Core Values course (2 credit-units),
    - (b) the designated Social Responsibilities course (1 credit-unit),
    - (c) the designated Effective Communication and Teamwork course (3 credit-units), and
    - (d) the designated Entrepreneurial Mindset and Leadership for Sustainability course (3 credit-units); and
  - (v) 6 credit-units shall be from designated University English courses; and
  - (vi) a prescribed number of credit-units shall be from designated General Education courses as stipulated in the requirements of the chosen double degree programme of study; and
  - (vii) a prescribed number of credit-units from other courses within or in addition to the minimum credit-unit requirement, according to the requirements of the chosen double degree programme of study, for which notice has been given.
- 8.3 Credit-units 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 the 'Regulations Governing the Articulation of Qualifications'.
- 9. Classification of the Degree with Honours or Double Degree with Honours**
- 9.1 A Degree with honours shall be conferred with a classification of First Class, Second Class (Upper Division), Second Class (Lower Division), Third Class, or a Pass without classification.
- 9.2 A Double Degree with honours shall be conferred with a classification of First Class, Second Class (Upper Division), Second Class (Lower Division), Third Class, or a Pass without classification.

- 9.3 On completion of every course, a student’s performance in the course will be recorded as a score called ‘Grade Point’ against the course grade, in accordance with Section C of the ‘Assessment Regulations’.
- 9.4 For the purpose of assessing a degree classification, the award grade point average (aGPA) will be calculated based on the minimum number of credit-units required to fulfill the programme requirements for graduation, selecting the courses with the highest grades for inclusion in the calculation. If a student is permitted to take a course multiple times, only the Grade Point from the final attempt, regardless of whether it results in an improvement or decline in the grade, will be included in the aGPA calculation. The formula for the computation of aGPA shall be as follows:

$$\text{aGPA} = \frac{\sum (\text{grade point of minimum number of courses}^* \text{ required to fulfil graduation requirement} \times \text{credit-units of the course})}{\sum (\text{credit-units of all the relevant courses})}$$

\* final attempt of the course

- 9.5 To qualify for the award of a particular class of honours, a student is required to achieve the required award grade point average (aGPA) as follows:

Honours classification	aGPA
First Class	3.50 – 4.30
Second Class (Upper)	3.00 – 3.49
Second Class (Lower)	2.50 – 2.99
Third Class	2.00 – 2.49
Pass	1.70 – 1.99

- 9.6 Subject to the Ordinance and Statutes, and notwithstanding Regulations 7.1 to 7.2 or 8.1 to 8.3 above, the Council may in exceptional circumstances, and on the advice of the Senate, award to an individual student a classification different from what would have been derived using these Regulations.

## 10. The Award of a Minor in an Honours Degree

- 10.1 The University is empowered to confer the award of a Minor in conjunction with a Bachelor’s degree with Honours.
- 10.2 Some but not all Bachelor’s degrees with Honours have the provision for students to select a Minor programme as an option. The University may stipulate from time to time the programmes that offer students an option to pursue a Minor in conjunction with the Major.
- 10.3 The Programme Requirement of individual Bachelor’s degree with Honours programmes may restrict the selection of specific Minor programmes by the students in conjunction with the said Bachelor’s degree with Honours.
- 10.4 A student opting for a Minor in conjunction with a Bachelor’s degree with Honours is required to complete the credit-unit requirement of the specific Minor programme, save that in some cases, the student will be required to complete additional credit-units on top of the minimum credit-unit requirement of the Bachelor’s degree with Honours programme.
- 10.5 Double Counting of courses
- 10.5.1 A student electing for the option of a Minor is permitted to double-count up to a maximum of 6 credit-units in courses at the 1000- and 2000-levels towards the fulfilment of the requirements of the Minor and the Major.
- 10.5.2 Furthermore, the student is permitted to double-count up to a maximum of 6 credit-units in courses at the 1000- and 2000-levels towards the fulfilment of the requirements of the Minor and General Education.
- 10.5.3 Nevertheless, the double-counting provisions will not lead to a reduction in the total credit-unit requirement of the specific Bachelor’s degree with Honours programme, nor in the total credit-unit requirement of the Minor programme.

- 10.6 The award of a Minor shall only be conferred when a student satisfies in totality, simultaneously and individually, the requirements of the Bachelor's degree with Honours and the requirements of the Minor, within the maximum period of study of the specific Bachelor's degree with Honours programme.
- 10.7 A student intending to be awarded with a Bachelor's degree with Honours with a Minor must give notice to the University before the last academic term of study before graduation, by such procedures as the University shall from time to time specify, of his/her intention to be awarded with a specified Minor in conjunction with a specified Bachelor's degree with Honours.
- 10.8 The Bachelor's degree with Honours and the Minor shall be awarded in the same conferment.
- 10.9 To be eligible for the award of a Minor in conjunction with a Bachelor's degree with Honours, a student shall have:
- (a) followed the procedures and satisfied all the conditions for the award of a named Bachelor's degree with Honours as specified in Paragraph 7 above; and
  - (b) given notice to the University, at such a time and by such procedures and at such time as the University shall from time to time specify of his/her wish to be awarded with a specified Minor in conjunction with the specified degree with Honours; and
  - (c) obtained 15 credit-units or more in courses as specified in the Programme Requirement of the Minor programme, subject to the 'Provisions for the Double Counting of Courses' in Paragraph 10.5 above; and
  - (d) obtained a CGPA of 1.70 or above of all the courses to be counted towards the specific Minor programme.

## 11. Certification

- 11.1 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.
- 11.2 The University shall provide each graduate with a transcript of courses taken (including any courses deferred, withdrawn or from which the graduate was excused), including all the information given on the certificate of conferment and the name of the programme of study where applicable. Such a transcript shall be issued free of charge only once in respect of each conferment.

## REGULATIONS FOR THE AWARD OF POSTGRADUATE DIPLOMAS, POSTGRADUATE CERTIFICATES, AND THE CERTIFICATES AT QF LEVEL 6

### 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. Postgraduate Certificates and Diplomas

2.1 The University is empowered to confer the following awards as listed in the Appendix:

- (a) Postgraduate Certificate
- (b) Postgraduate Diploma
- (c) Certificate at QF Level 6

## 3. General provisions for the award of Postgraduate Certificates, Postgraduate Diplomas, and the Certificates at QF Level 6

3.1 The University will prescribe the entry requirements to its Postgraduate Certificates, Postgraduate Diplomas, and the Certificates at QF Level 6.

3.2 A student may be considered for the award of a postgraduate qualification after accumulating the prescribed number of credit-units required for each qualification in accordance with these Regulations and attaining the prescribed CGPA required for graduation.

3.3 Credit-units counting towards the requirements of a postgraduate award may include credit-units gained by advanced standing, or Pathways, subject to the provisions of the 'Regulations Governing the Granting 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 or admission through a Pathway, 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 Requirement, prescribe that certain combinations of courses (including courses in respect of which advanced standing has been granted) shall form excluded combinations, whereby only the credit-units 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 credit-units 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, postgraduate diploma or certificates at QF level 6 programme. In such cases, the postgraduate certificates, postgraduate diplomas and certificates at QF level 6 will continue to be conferred on students who have successfully completed the requirements of the postgraduate certificate, postgraduate diploma and certificate at QF level 6, 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.

3.10 The University may stipulate, by regulation and/or Programme Requirement, the credit-unit requirement for the award of a postgraduate qualification.

## 4. Programme of study

4.1 The University may issue Programme Requirement prescribing 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 credit-units, and any prerequisites or excluded combinations of courses.

5. **Period of study for face-to-face Postgraduate Certificates, Postgraduate Diplomas, and the Certificates at QF Level 6**
- 5.1 Each face-to-face programme shall specify its normative period of study (N) from admission to satisfactory completion of the programme in the Programme Requirement. The maximum period of study of a programme shall be the normative period of study plus two years (N+2 years) and shall include any periods of leave of absence and suspension of studies. A student must complete all graduation requirements of his/her programme within the maximum period of study.
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 within the maximum period of study as specified in the Programme Requirement. He/She shall not be in debt to the University and shall have:
  - 6.1.1 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
  - 6.1.2 satisfied the requirements of the chosen programme of study as defined in the relevant Programme Requirement; and
  - 6.1.3 satisfied the attendance requirement of the courses wherever applicable; and
  - 6.1.4 obtained 9 credit-units or more as prescribed by the relevant Programme Requirement in courses at the 8000-level as stipulated in the requirements of the chosen programme of study for which notice has been given; and
  - 6.1.5 obtained a CGPA of 2.0 or above of all the courses to be counted towards the Postgraduate Certificate.
- 6.2 Credit-units 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'. Credit-units at 8000-level or above may not be counted towards any undergraduate degree or sub-degree award. With special approval, such credit-units that have not formed part of a postgraduate award could be counted towards a BGS degree or other degrees as free choice credit-units.
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 within the maximum period of study as specified in the Programme Requirement. He/She shall not be in debt to the University and shall have:
  - 7.1.1 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
  - 7.1.2 satisfied the requirements of the chosen programme of study as defined in the relevant Programme Requirement; and
  - 7.1.3 satisfied the attendance requirement of the courses wherever applicable; and
  - 7.1.4 obtained at least 18 credit-units in courses at the 8000-level prescribed by regulations as appropriate to the Postgraduate Diploma for which notice has been given; and
  - 7.1.5 obtained a CGPA of 2.0 or above of all the courses to be counted towards the Postgraduate Diploma.

7.2 Credit-units 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'. Credit-units at 8000-level or above may not be counted towards any undergraduate degree or sub-degree award. With special approval, such credit-units that have not formed part of a postgraduate award could be counted towards a BGS degree or other degrees as free choice credit-units.

## 8. The Award of the Certificate at QF Level 6

8.1 To be eligible for the award of the Certificate at QF Level 6, a student shall have satisfied in full the requirements for the Certificate within the maximum period of study as specified in the Programme Requirement. He/She shall not be in debt to the University and shall have:

8.1.1 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 the Certificate at QF Level 6, having at the same time made a declaration of the Certificate desired; and

8.1.2 satisfied the requirements of the chosen programme of study as defined in the relevant Programme Requirement; and

8.1.3 satisfied the attendance requirement of the courses wherever applicable; and

8.1.4 obtained 12 credit-units or more as prescribed by the relevant Programme Requirement in courses prescribed by the relevant Programme Requirement as appropriate to the Certificate at QF Level 6, for which notice has been given; and

8.1.5 obtained a CGPA of 2.0 or above of all the courses to be counted towards the Certificate at QF Level 6.

8.2 Credit-units 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 5.1 of the 'Regulations Governing the Articulation of Qualifications'. Credit-units at 8000-level or above may not be counted towards any undergraduate degree or sub-degree award. With special approval, such credit-units that have not formed part of a postgraduate award could be counted towards a BGS degree or other degrees as free choice credit-units.

## 9. Certification

9.1 The University shall mark the conferment of a postgraduate certificate, postgraduate diploma or certificate at QF level 6 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.

9.2 The University shall provide each graduate with a transcript of courses taken (including any courses deferred, withdrawn or from which the graduate was excused), including all the information given on the certificate of conferment and the name of the programme of study where applicable. Such a transcript shall be issued free of charge only once in respect of each conferment.

# 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 following awards listed in the Appendix:
  - (a) Master's Degree
  - (b) Professional Doctoral Degrees (DBA, DEng and EdD)
  - (c) MPhil and PhD Degrees
3. **General provisions for the award of postgraduate 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 the prescribed number of credit-units to the total required for that degree in accordance with these Regulations and attaining the prescribed CGPA required for graduation.
- 3.3 Credit-units counting towards the requirements of a postgraduate award may include credit-units gained by advanced standing or admission through a Pathway, subject to the provisions in the 'Regulations Governing the Granting 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 or admission through a Pathway, 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 Requirement, prescribe that certain combinations of courses (including courses in respect of which advanced standing has been granted) shall form excluded combinations whereby only the credit-units 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 credit-units 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.
- 3.10 The University may stipulate, by regulation and/or Programme Requirement, the credit-unit requirement for the award of a postgraduate degree by coursework or by a combination of coursework and thesis.
4. **Programme of study (for postgraduate degrees by coursework or by a combination of coursework and thesis)**
- 4.1 The University may issue Programme Requirement 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 credit-units and any prerequisites or excluded combinations of courses.

## 5. Maximum period of study for face-to-face Postgraduate Degrees

5.1 Each face-to-face programme shall specify in the Programme Requirement its normative period of study (N) from admission to and satisfactory completion of the programme. The maximum period of study of a programme shall be the normative period of study plus two years (N+2 years) and shall include any periods of leave of absence and suspension of studies. A student must complete all graduation requirements of his/her programme within the maximum period of study.

## 6. The award of the Master's Degrees

6.1 To be eligible for the award of the Master's degrees, a student shall have satisfied in full the requirements for the chosen Master's degree within the maximum period of study as specified in the Programme Requirement. He/She shall not be in debt to the University and shall have:

6.1.1 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 Master's degree, having at the same time made a declaration of the Master's degree desired; and

6.1.2 satisfied the requirements of the chosen programme of study as defined in the relevant Programme Requirement; and

6.1.3 satisfied the attendance requirement of the courses, where applicable; and

6.1.4 obtained at least 30 credit-units in courses at the 8000-level; and

6.1.5 obtained a CGPA of 2.0 or above of all the courses to be counted towards the Master's Degree; and

6.1.6 satisfied the specific requirements on course selections in the chosen programme of study.

6.2 Credit-units 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'. Credit-units at 8000 level or above may not be counted towards any undergraduate degree or sub-degree award. With special approval, such credit-units that have not formed part of a postgraduate award could be counted towards a BGS degree or other degrees as free choice credit-units.

## 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. 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 Requirement; and

(b) obtained 24 credit-units or more of coursework at 8000-level or above as prescribed by the relevant Programme Requirement and a CGPA of 2.0 or above; and

(c) completed a thesis to the satisfaction of the examiners in an oral examination; and

(d) satisfied the requirements of the chosen programme of study within the maximum period of study as stipulated in the 'General Regulations Governing Research Degree Programmes'.

7.2 In relation to the thesis component, a student shall submit the thesis within the timeframe stipulated in the 'General Regulations Governing Research Degree Programmes' and satisfy 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 given evidence of a sound knowledge of the area of study.
- 7.3 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.
- 7.4 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.
- 7.5 Credit-units 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'. Credit-units at 8000-level or above may not be counted towards any undergraduate degree or sub-degree award. With special approval, such credit-units that have not formed part of a postgraduate award could be counted towards a BGS degree or other degrees as free choice credit-units.
- 8. The award of the MPhil and PhD Degrees**
- 8.1 To be eligible for the award of the MPhil or PhD, a student shall have satisfied in full the requirements of the chosen programme of study within the maximum period of study as stipulated in the 'General Regulations Governing Research Degree Programmes'. He/She shall not be in debt to the University, and shall have completed a prescribed programme of study and research which may include some postgraduate coursework, and have submitted the thesis within the timeframe stipulated in the 'General Regulations Governing Research Degree Programmes' and 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) 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 given evidence of a sound knowledge of the area of study.
- 8.2 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.
- 8.3 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 and include the following:

- (a) For Postgraduate degree courses by coursework  
The name of the programme of study and details of courses taken (including any courses deferred, withdrawn or from which the graduate was excused).
- (b) For 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 taken (including any courses deferred, withdrawn or from which the graduate was excused), the thesis title and the date(s) of submission for examination.
- (c) For Postgraduate degree by research  
The date of first registration on the programme, details of courses taken (including any courses deferred, withdrawn or from which the graduate was excused), if any, the thesis title and the date(s) of submission for examination.

## REGULATIONS FOR MIXED-LEVEL 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 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. Mixed-level Dual Awards

- 2.1 The University is empowered to confer the following mixed-level dual award listed in the Appendix.
  - (a) Bachelor's degree with Honours and Postgraduate Diploma

### 3. General provisions for Mixed-level Dual Awards

- 3.1 The University will, by regulation, prescribe the entry requirements to its mixed-level dual awards in its Programme Requirement.
- 3.2 A student may be considered for the award after accumulating the prescribed number of credit-units required for the award in accordance with these Regulations and attaining the prescribed CGPA required for graduation.
- 3.3 Credit-units counting towards the requirements of a mixed-level dual award may include credits gained by advanced standing, subject to the provisions of the 'Regulations Governing the Granting 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 or admission through a Pathway, for the purposes of these Regulations unless otherwise stated that course shall be regarded as having been successfully completed.
- 3.5 The University may stipulate, in the relevant Programme Requirement, that certain combinations of courses (including courses in respect of which advanced standing has been granted) shall form excluded combinations, whereby only the credit-units 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 credit-units 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 mixed-level 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.
- 3.10 Credit-units 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 the 'Regulations Governing the Articulation of Qualifications'. Credit-units at 8000-level or above may not be counted towards any undergraduate degree or sub-degree award. With special approval, such credit-units that have not formed part of a postgraduate award could be counted towards a BGS degree or other degrees as free choice credit-units.
- 4. Programme of study**
- 4.1 The University may, by regulation, prescribe a programme or programmes of study for any mixed level dual award 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 credit-units, and any prerequisites or excluded combinations of courses.
- 5. Period of study for face-to-face programme**
- 5.1 Each face-to-face programme shall specify its normative period of study (N) from admission to satisfactory completion of the programme in the Programme Requirement. The maximum period of study of a programme shall be the normative period of study plus two years (N+2 years) and shall include any periods of leave of absence and suspension of studies. A student must complete all graduation requirements of his/her programme within the maximum period of study.
- 6. The Mixed-level Dual Award of Bachelor's Degree with Honours and Postgraduate Diploma**
- 6.1 To be eligible for the mixed-level dual award of Bachelor's degree with Honours and Postgraduate Diploma, a student shall have satisfied in full the requirements for the chosen mixed-level dual award programme, which are that he/she shall not be in debt to the University and shall have:
- 6.1.1 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 mixed-level dual award of a Bachelor's degree with Honours and Postgraduate Diploma, having at the same time made a declaration of the mixed-level dual award desired; and
- 6.1.2 satisfied the requirements of the chosen programme of study as defined in the relevant Programme Requirement; and

- 6.1.3 obtained a CGPA of 1.7 or above in courses at the undergraduate level to be counted towards the award; and
- 6.1.4 obtained a CGPA of 2.0 or above in courses at the postgraduate level to be counted towards the award; and
- 6.1.5 obtained 138 credit-units or more as prescribed by the relevant Programme Requirement, of which
- (i) no more than 30 credit-units shall be at 1000-level, and
  - (ii) at least 24 credit-units shall be at the 3000-level; and
  - (iii) at least 24 credit-units shall be at the 4000-level; and
  - (iv) at least 18 credit-units shall be at the 8000-level; and
  - (v) 9 credit-units shall be from the University Core course, comprising
    - (a) the designated Core Values courses (2 credit-units),
    - (b) the designated Social Responsibility course (1 credit-unit),
    - (c) the designated Effective Communicator and Teamwork course (3 credit-units), and
    - (d) the designated Entrepreneurial Mindset and Leadership course (3 credit-units); and
  - (vi) 6 credit-units shall be from designated University English courses; and
  - (vii) a prescribed number of credit-units from other courses within or in addition to the minimum credit-unit requirement, according to the requirements of the chosen programme of study, for which notice has been given.
- 6.2 Credit-units awarded for the successful completion of a course shall be counted towards only one mixed-level dual award.

## 7. Classification of the Mixed-level Dual Award

- 7.1 For the degree part of the mixed-level dual award, each degree with honours shall be conferred with a classification of First Class, Second Class (Upper Division), Second Class (Lower Division), Third Class, or a Pass without classification. Details are prescribed in the Programme Requirement and the 'Regulations for the Award of Undergraduate Degrees'.
- 7.2 The postgraduate part of the mixed-level dual award shall be conferred without classification.

## 8. Certification

- 8.1 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, 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 certificates shall be issued free of charge only once in respect of each conferment.
- 8.2 The University shall provide each graduate with a transcript of courses taken (including any courses deferred, withdrawn or from which the graduate was excused), including all the information given on the certificate of conferment and the name of the programme of study where applicable. 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 Credit-units 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 the 'Regulations Governing the Articulation of Qualifications'.
- 1.4 It is not permitted to use the same credit-units 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 credit-units 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 the 'Regulations for the Award of Sub-degrees'.
- 2.4 Unless the relevant Programme Requirements 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 6.1, 7.1, or 8.1 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 degrees

- 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 unless required by the Dean of the School to do so.
- 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 credit-units may be counted for more than one qualification at different levels simultaneously.
- 3.3 A student on whom the University has conferred the award of an ordinary degree may subsequently be eligible for the award of the honours degree provided that he/she:
  - (a) has complied with the requirements of Regulation 7.1 or 8.2 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 ordinary 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.
- 3.4 A student who has complied with the requirements set out in Regulation 3.3 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.

#### 4. Conversion of postgraduate qualification

- 4.1 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.
- 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 credit-units may be counted for more than one qualification at different levels simultaneously.
- 4.3 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 6.1 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.
- 4.4 A student who has complied with the requirements set out in Regulation 4.3 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

### 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.
- 1.3 The Senate may prescribe variations to the 'Assessment Regulations' in an academic programme.

### A. Continuous Assessment

#### 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 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 students 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 which will be used in calculating the student's overall results; and
  - (c) the manner in which the individual assignment scores will be combined.

### 3. Assignment submission

- 3.1 Students shall submit all the assignments prescribed to a course electronically via the OLE, unless otherwise specified. A student who does not submit a particular assignment shall be given a score of zero (0) for that assignment.
- 3.2 Students shall submit every assignment by such means as the University may prescribe from time to time, including but not limited to the submission through Turnitin for plagiarism assessment.
- 3.3 A student shall submit assignments for a course in accordance with the final submission dates communicated. If an assignment is submitted after the final submission date without prior permission, instructor/tutor will have the right to reject the assignment in which case a score of zero (0) shall be given for that assignment.
- 3.4 A student shall not be permitted to resubmit any assignment in an attempt to improve the score for that assignment.

### 4. Academic dishonesty

- 4.1 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.
- 4.2 A student alleged to have violated Regulation 4.1 shall be liable to proceedings by the University as specified in the 'Regulations Governing Academic Integrity and Student Discipline'.

## B. Examinations

### 5. Eligibility for examinations

- 5.1 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 obtained permission of the University to defer his/her studies.
- 5.2 A student who has not achieved a Pass after two examination deferrals for whatever reasons, will be required to retake the course in order to be considered for the award of the credit-units.

### 6. Examination venue and time

- 6.1 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).
- 6.2 In a designated examination centre, there shall be a senior invigilator who will be responsible for the conduct of the examinations.
- 6.3 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 approval of the Registrar.
- 6.4 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 14.4 below.

### 7. Admission to the examination room

- 7.1 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.

7.2 Candidates shall not take into the examination room equipment or materials other than those authorized by the University.

7.3 A candidate who arrives late shall be admitted into the examination room without question during the first 30 minutes of an examination session.

7.4 A candidate who arrives after the first 30 minutes 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 30 minutes of an examination session.

## 8. Conduct in the examination room

8.1 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.

8.2 Candidates shall not smoke in the examination room.

## 9. Leaving the examination room

9.1 Candidates should not leave the examination room during the first 30 minutes of an examination session.

9.2 If, after the first 30 minutes 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 to books, notes or any similar materials not permitted in the examination room or to other candidates.

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

9.4 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.

## 10. Examination misconduct

10.1 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; and

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

- 10.2 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.
- 10.3 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.
- 10.4 A candidate alleged to have committed misconduct under Regulation 10.1 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'.

## 11. Absence from the examination

- 11.1 In the case of absence from an examination because of ill health with sick leave granted, the candidate shall submit an application for examination deferment together with a relevant medical certificate to the Examinations and Assessment Team of the Registry within seven days from the respective examination date. In order to be counted as relevant, a medical certificate should be issued by registered doctors or registered Chinese medical practitioners and the date(s) of sick leave granted must cover the examination date of the course(s) concerned.
- (a) A relevant medical certificate provided on behalf of a candidate shall be presented to and considered by the Examinations and Assessment Team of the Registry. Normally, any evidence relating to the illness of a candidate that is not substantiated by a medical certificate from a certified medical practitioner shall not be considered.
- (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 Examinations and Assessment Team of the Registry. Neither the University nor any of the University's officers shall obtain medical certificates on behalf of the candidate. The medical certificate shall indicate that the candidate is unfit to attend examination owing to illness on the examination day.
- 11.2 For medical reason known before the examination, the application for deferment of examination should be submitted no later than seven days before the respective examination date.
- 11.3 In the case of absence from an examination due to a serious cause other than ill health of the candidate, the candidate shall submit an application for deferment of examination together with the following to Examinations & Assessment Team of the Registry at such a time and by such procedures as the University shall from time to time specify:
- (a) evidence of the cause, wherever possible; and
- (b) a written explanation of the absence.

## 12. Deferment of examination

- 12.1 Deferment of examination shall only be granted to a candidate who has achieved 31 marks or above in the overall continuous assessment and has completed all compulsory or attendance requirements as required by the course, and the reason for absence from an examination is deemed by the University to be acceptable.
- 12.2 A candidate who has complied with Regulation 12.1 is required to sit the examination at the next regular examination session for the course concerned, or within one year after the end of the current term, whichever is earlier. The following conditions shall also apply in such cases:
- (a) A candidate being granted deferment of an examination shall take the examination at a time determined by the University; and

- (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.
- 12.3 Normally, a student who has not achieved a Pass after two examination deferrals for whatever reasons, will be required to retake the course in order to be considered for the award of the credit-units.

### 13. Award of aegrotat

- 13.1 Exceptionally, a candidate who submits a medical certificate under Regulation 11.1 or 11.2 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.
- 13.2 In a case covered by Regulation 13.1 the medical reasons for being unable to complete sufficient continuous assessment must be supported by an acceptable medical certificate from a certified medical practitioner.
- 13.3 An application for an aegrotat pass under Regulation 13.1 shall be made by the candidate supported by a written statement from the instructor/tutor commenting on the candidate's performance and standards as known to that instructor/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 instructor(s)/tutor(s) or project work submitted and shall indicate whether, in the opinion of the instructor(s)/tutor(s), the candidate would have been expected to achieve a pass on the course as a whole.

### 14. Arrangements for candidates with special needs

- 14.1 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 approved by the Registrar, provided that this is considered justifiable by the Registrar after consultation with the candidate's instructor/tutor. The examination shall be conducted under the supervision of an invigilator approved and appointed by the University.
- 14.2 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.
- 14.3 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.

14.4 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.

#### 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 & Assessment Team 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 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 Grades, Grade Points, Term GPA, and CGPA

17.1 The scheme for the determination of course grades, grade points, Term GPA and CGPA in this section is applicable to courses in programmes offered by the University. The Senate may approve deviations from these regulations as deemed necessary. Such deviations shall be specified in respective Programme Requirement and/or course requirements.

#### 17.2 Course Grade

17.2.1 Upon completion of a course, the performance of a student in respect of the course is determined by the Course Grade approved by the School offering the course under the authority of the Senate.

#### 17.3 Grade Point

17.3.1 The course grade awarded to a student in respect of a course is to be translated into a 'Grade Point' according to the mapping as follows:

Course Grade	Grade Point	Grade Definitions
A+	4.3	Excellent
A	4.0	
A-	3.7	
B+	3.3	Good
B	3.0	
B-	2.7	
C+	2.3	Satisfactory
C	2.0	
C-	1.7	Marginal
D	1.0	
Fail	0.0	Failure

17.3.2 Other grade such as 'Pass' will be used where necessary. A 'Pass' grade does not carry any grade point and shall be excluded from the calculation of GPA.

#### 17.4. Term GPA

17.4.1 The Term GPA (TGPA) of a student in an academic term is the weighted average of the Grade Points of all the courses attempted by the student during the term, with the weighting factor being the credit-units of every course.

#### 17.5. Cumulative GPA

17.5.1 The Cumulative Grade Point Average (CGPA) of a student in an academic programme is the weighted average of the Grade Points of all the courses attempted by the student during the study of the programme, inclusive of courses failed, with the weighting factor being the credit-units of every course. If a student is allowed to take a course multiple times, including retaking of a failed or a passed course, only the Grade Point of the final attempt will be included in the calculation of CGPA.

### D. Course Results

#### 18. Announcement of course results

18.1 Course results normally are announced to students registered on a course three weeks after the University examination period.

18.2 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.

18.3 Students 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.

#### 19. Appeal

19.1 A student who believes an error has been 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.

19.2 Students lodging appeals under Regulation 19.1 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.

19.3 For appeals under Regulation 19.1, the University will not release information, other than examination scores, regarding examination performance.

#### 20. Special circumstances

20.1 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.

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

20.3 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 main categories of special circumstances are:

- (a) serious disruption of studies caused by the University
- (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).

- 20.4 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.
- 20.5 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.
- 20.6 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 GRANTING OF ADVANCED STANDING

### 1. Authority

- 1.1 These regulations are issued by the Senate under the authority granted to it by paragraph 10(11) of the Statute III (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 credit-units. This credit transfer arrangement is known as 'advanced standing'.

### 3. Advanced standing categories

- 3.1 The University offers six types of credit transfer under the advanced standing scheme, as follows:

#### Distance Learning programmes

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

#### Distance Learning and Taught Postgraduate programmes

- (b) Specific credit transfer (SCT), in which transferred credit-units ('SCT credit-units') are awarded for a specified course which forms part of the requirements of a University award. No replacement course is needed and the total number of credit-units required for completion of relevant programme will be reduced.
- (c) Block credit transfer (BCT), in which the claimant receives a block of unspecified transferred credit-units ('BCT credit-units') that can be applied towards the requirements of a University award. The University will specify the remaining courses to be successfully completed to fulfil the requirements of the award.

#### Full-time Undergraduate programmes

- (d) Specific credit transfer (SCT-FT), in which transferred credit-units are awarded for a specified course which forms part of the requirements of a University award. No replacement course is needed and the total number of credit-units required for completion of relevant programme will be reduced.

- (e) Course exemption (CE-FT), in which the claimant is exempted from taking a specific course of a programme while required to complete replacement course(s) in place of the exempted course to fulfil the requirements of the award. Total number of credit-units required for completion of relevant programme will not be reduced.
- (f) Block credit transfer (BCT-FT), in which the claimant receives a block of unspecified transferred credit-units for (i) University English courses, and/or (ii) General Education courses, which can be applied towards the requirements of a University award. Total number of credit-units required for completion of relevant programme will be reduced.

#### 4. Eligibility

- 4.1 Only University students and former distance-learning 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. These persons are required to submit their applications in a manner specified by the University, and to observe the Regulations Governing the Granting of Advanced Standing and other rulings pursuant to their applications, as announced by the University.
- 4.3 To be considered for advanced standing, a claimant's prior qualifications must fulfil, inter alia, the following basic criteria:
  - (a) The qualification must satisfy the following specific requirements of each HKMU programme in respect of which advanced standing credit-units are claimed:
    - (i) for claims made towards a Certificate, Associate Diploma, Diploma, Higher Diploma, Associate Degree, Bachelor's Degree or Bachelor's Degree with Honours, the qualification must be at a level not lower than Level 4 in the Hong Kong Qualifications Framework or equivalent, and must be obtained from a recognized tertiary institution and completed by coursework; and
    - (ii) for claims made towards a Postgraduate Diploma or a Master's Degree programme, the qualification must at least be at the Postgraduate Certificate or Postgraduate Diploma level, or equivalent, as determined by the University.
  - (b) The qualification must be obtained from a recognized institution 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 must not be wholly achieved by means of exemption, or by other means where no formal assessment or examination is required.
- 4.4 Professional qualifications obtained by examinations of professional bodies are not eligible for advanced standing towards a University Postgraduate Diploma or Master's Degree programme.
- 4.5 Research degree qualifications can be considered for advanced standing applications towards only Master's Degree programmes and Postgraduate Diploma programmes allowed and specified by the University.
- 4.6 A qualification satisfying the entry requirements of a programme, or a qualification leading to a professional qualification that satisfies the entry requirements of the programme does not constitute the basis for advanced standing claims, except for students admitted to full-time undergraduate programmes via Year 1 entry, whose entry qualification does not constitute to any reduction of credit requirement.

#### 5. Maximum award and entitlement

- 5.1 Distance Learning and Taught Postgraduate programmes
  - 5.1.1 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.

5.1.2 Notwithstanding Regulation 5.1.1, students intending to obtain an HKMU award with transferred credit-units in respect of which advanced standing is allowed must complete at HKMU a specified minimum number of credit-units towards the respective HKMU award to be obtained as follows:

Distance Learning programmes

- (a) at least 30 credit-units of the requirements of an Associate Degree, or a Higher Diploma, or a Bachelor's Degree;
- (b) at least 45 credit-units of the requirements of a Bachelor's Degree with Honours;
- (c) at least 24 credit-units of the requirements of a Diploma;
- (d) at least 12 credit-units of the requirements of an 18-credit-unit Certificate.

Dual Degree programmes

- (e) at least 63 credit-units of the requirements of the Bachelor of Language Studies (English) (Honours) and Postgraduate Diploma in Education (Secondary) or the Bachelor of Language Studies (English) (Honours) and Postgraduate Diploma in Education (Primary);

Taught Postgraduate programme

- (f) at least 50% of the requirements of a Postgraduate Diploma or a Master's Degree.

5.2 Full-time Undergraduate programmes

5.2.1 The maximum advanced standing, including transferred credit-units from exchanges, is 50% of the total credit requirement.

5.2.2 The maximum entitlement is not applicable for top-up degree programmes.

6. Use of advanced standing credit-units

6.1 Credit-units gained from advanced standing are not included in the calculation of a student's GPA.

6.2 Distance Learning and Taught Postgraduate programmes

6.2.1 Credit-units awarded in recognition of prior learning achievements elsewhere can be transferred to the University only once except for advanced standing awards granted under a Block Credit Transfer for a programme suite.

6.2.2 Advanced standing credit-units cannot be applied towards the requirements of the University programmes as specified by the University from time to time.

6.2.3 Where applicable, GCT credit-units may be used in combination with SCT credit-units to meet the total credit-unit requirements of a University programme. In any cases, the total number of advanced standing credit-units used may not exceed the maximum transfer value of the claimant's previous qualifications as determined by the University. BCT credit-units may not be used in combination with either GCT credit-units or SCT credit-units.

6.3 Full-time Undergraduate programmes

6.3.1 Credit-units awarded in recognition of prior learning achievements elsewhere can be transferred to the University only once, except when students gain new post-admission qualifications which may be used for new advanced standing application.

6.3.2 Where applicable, BCT-FT for University English courses and/or General Education courses may be used in combination with SCT-FT to meet the requirements of a University programme.

7. Regulations on the grant of General Credit Transfer (GCT) for Distance Learning programmes

7.1 GCT credit-units may be applied towards meeting the requirements of degree programmes, associate degree programmes or higher diploma programmes, subject to the restrictions in Regulation 6.2.2.

- 7.2 GCT credit-units will be counted only as credit-units at the 1000-level to meet the total credit-unit requirements of a University Bachelor's degree award in distance learning mode.
- 7.3 The maximum number of GCT credit-units that may be applied is:
- 30 credit-units for the Bachelor of General Studies Degree;
  - 6 credit-units for all other degree programmes, associate degree programmes and higher diploma programmes that allow advanced standing credit-units to be used to fulfil 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) for Distance Learning and Taught Postgraduate programmes**
- 8.1 A claimant may claim SCT credit-units towards a University course, including University Core courses and University English courses, based on courses completed elsewhere under an eligible qualification as specified in 4.3 above. To receive SCT credit-units 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 the SCT application is made. The University will assess the degree of syllabus match on a case-by-case basis.
- 8.2 SCT credit-units obtained in the manner specified in 8.1 above may be used only to fulfil specified course requirements at the 1000-, 2000-, 3000-, 4000- and 8000- levels.
- 8.3 Claimants are not normally permitted to apply for SCT in respect of a University course for which they have registered, except in the manner specified in 8.6 below.
- 8.4 A student is normally not permitted to register for a University course in respect of which SCT credit-units have been awarded.
- 8.5 The University will not accept applications for SCT in respect of a University course not yet on offer.
- 8.6 SCT credit-units may be awarded towards a University course based on the same course or an older version of the same course completed by the claimant and counted as part of a prior, valid University award. The University may also award SCT credit-units on an exceptional basis for a course that forms an excluded combination with a course completed provided that there is a very high degree of syllabus match as determined by the University.
- 8.7 SCT credit-units obtained in the manner specified in 8.6 above may normally be used to fulfil specified course requirements at any level.
- 8.8 SCT applications based on completed HKMU courses are also subject to Regulations 8.4 to 8.5 above.
- 8.9 Claimants may not claim SCT based on a combination of course(s) from both a non-HKMU qualification and an HKMU award.
- 9. Regulations on the grant of Block Credit Transfer (BCT) for Distance Learning and Taught Postgraduate programmes**
- 9.1 BCT claimants must designate only one previously completed qualification in their application for advanced standing. Once a claimant has successfully transferred credit-units via BCT to the University based on this designated qualification, it cannot be used for further advanced standing claims at the University.
- 9.2 BCT credit-units 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 BCT credit-units, the University will specify a list of courses, known as 'top-up courses', which the claimant must complete to fulfil the requirements of the University programme for which the BCT credit-units are awarded. These top-up courses are specified in accordance with the degree of relevancy of the claimant's previous qualifications for the requirements of the relevant University programme. The claimant must complete all top-up courses specified by the University to fulfil the requirements of the respective University programme.
- 9.4 The award of a given number of BCT credit-units does not imply an automatic reduction by the same amount in the number of credit-units required for the completion of the award.
- 9.5 A claimant may use an HKMU award to apply for BCT. Each application using a University award is considered on a case-by-case basis. The claimant, if awarded BCT credit-units, 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 3000- and 4000- 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 BCT credit-units.
- 9.7 Block Credit Transfer claimants who designate the Bachelor of General Studies/Associate of General Studies Degree in their application for advanced standing must submit at the time of application a study plan that meets the requirements set out in the Programme Regulations of that degree.
- 9.8 The University may review the BCT credit-units awarded for a given qualification, and/or the prescribed top-up lists in respect of a University programme of study, as and when circumstances required. However, no such review will have retrospective effect on individual cases approved before the review.
- 10. Regulations on the grant of a Specific Credit Transfer (SCT-FT) or a Course Exemption (CE-FT) for Full-time Undergraduate programmes**
- 10.1 A claimant may claim SCT-FT/CE-FT for a University course based on courses completed elsewhere under an eligible qualification as specified in 4.3 above.
- 10.2 To be awarded SCT-FT credit-units or CE-FT in respect of an HKMU course, the course(s) in the prior qualification(s) presented must exhibit a very high degree of syllabus match with the HKMU course in respect of which the SCT-FT/CE-FT application is made. The University will assess the degree of syllabus match on a case-by-case basis.
- 11. Regulations on the grant of a Block Credit Transfer (BCT-FT) for Full-time Undergraduate programmes**
- 11.1 BCT-FT credit-units may be granted only for University English courses and/or General Education courses to meet the requirements of a University Bachelor's degree award.
- 11.2 Students admitted through Year 2 entry can use a qualification other than the one fulfilling the entry requirements of the programme of study for a BCT-FT claim.
- 12. Regulations on obtaining a second university award through advanced standing**
- 12.1 Students who have completed a University award may apply for advanced standing credit-units on the basis of that award to count towards the requirements of a second University programme of study. The award of advanced standing credit-units, and their use are subject to these Regulations.

#### General Credit Transfer (GCT)

- 12.2 A completed HKMU award may be granted GCT credit-units only once for counting towards a second HKMU programme.

- 12.3 Claimants are not allowed to alter the application details of their GCT application once it is approved.

#### Specific Credit Transfer (SCT)

- 12.4 SCT credit-units can be awarded only once with respect to a completed HKMU course. The University will not accept applications for SCT in respect of a University course that is not specified in the requirements of the Programme of Study indicated on the claimant's advanced standing application.
- 12.5 An HKMU course in an HKMU award that has been granted SCT credit-units for counting towards the specified course requirements of a second University programme cannot be used for any further advanced standing claims.

#### Block Credit Transfer (BCT)

- 12.6 A claimant is not permitted to use a University award for application of BCT towards another University programme if one or more courses from that award have been used to claim SCT credit-units or GCT credit-units for counting towards the requirements of a different University programme.
- 12.7 A University award that has been awarded BCT credit-units towards another University programme cannot be used for further advanced standing claims.

### **13. Validity and transfer of Advanced Standing Credit-units**

- 13.1 Claimants are permitted to apply for advanced standing under only one University programme, as designated in their applications.
- 13.2 The application submitted by a claimant will normally be processed with respect to only 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 can also be processed.
- 13.3 Any awarded advanced standing credit-units are normally 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 credit-units will also be valid, with or without alteration of the details of the original award. Advanced standing credit-units awarded cannot be counted towards the requirements of a programme not designated in the claimant's application and not specified by the University.
- 13.4 Claimants may, on notification to the Registry, change the University programme designated in their applications after submission. GCT credit-units and SCT credit-units which have already been awarded may be transferred from one designated programme to another, if such credit-units are allowed under the requirements of the changed programme. For BCT applications, the processing of the application or any BCT credit-units 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.
- 13.5 On changing the University programme designated in a claimant's advanced standing application, SCT credit-units previously approved for a course outside the requirements of the claimant's previous programme can be counted towards the claimant's changed programme on condition that such credit-units are approved for a course which forms part of the requirements of the changed programme.
- 13.6 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 credit-units to the requirements of the new programme is subject to the transferability of the advanced standing credit-units in question.

#### 14. Review of qualifications

- 14.1 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.
- 14.2 No such review completed under Regulation 14.1 will have retrospective effect on individual cases approved before the review.

#### 15. Submission of requisite documentation

- 15.1 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 from time to time.
- 15.2 An advanced standing claimant must supply relevant supporting documents, including but not limited to programme and course syllabi, as specified by the University.

#### 16. Agreements with other institutions

- 16.1 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 credit-units and/or other arrangements relating to credit transfer. The content of such agreements should comply with these 'Regulations Governing the Granting of Advanced Standing'. Such agreements may not cover the recognition of credit-units 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 achievement in academics, athletics, personal development, community service, enrollment or acceptance to an accredited educational programme.
- 2.2 Unless otherwise specified by the donor, selection of scholarship recipients is not based on financial need.

### 3. Eligibility

- 3.1 Scholarships are awarded to current students pursuing programmes leading to an academic award of the University. A full-time undergraduate or sub-degree student shall normally take 30 credit-units in a year unless his/her programme prescribes otherwise. A student registering in the programmes with part-time or distance-learning delivery, or taught postgraduate programmes, must have registered in at least 9 credit-units in the assessment year.
- 3.2 The University may specify any other eligibility criteria for the award of a scholarship as deemed appropriate.

#### 4. Selection procedures

- 4.1 Scholarships are awarded on recommendation of Schools or any committee where appropriate, and they are given on merit-based by assessing students' academic merit and other achievement including but not limited to service and leadership.
- 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 (Research and Student Development).
- 3.6 On receipt of a report that alleges commission by a student of a disciplinary offence, the Vice President (Research and Student Development) 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 (Research and Student Development) 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 (Research and Student Development) 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 (Research and Student Development) (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:
- appear before the Student Disciplinary Panel;
  - submit a written statement or present other evidence to the Panel;
  - 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:
- Dismissal of the case;
  - Completion of an academic honesty assignment;
  - Completion of University community service;
  - 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;
  - Completion of a make-up assignment, examination or rewriting a work subject to a lower grade;
  - The award of a lowered grade or a Fail grade, as appropriate, on the assignment(s), examination(s) or course(s) concerned;
  - 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;
  - A requirement to make good any loss of or damage to the property or premises arising from the misconduct;
  - Notation on transcript;
  - Exclusion from further registration on courses offered by the University for a definite period;
  - Suspension or dismissal from any course(s) in progress;
  - Suspension from all or specific programme(s) for a definite period;
  - Expulsion from the University;
  - The withholding or revocation by the University of a degree or other academic award;
  - 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 (Research and Student Development), 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 sub-degrees:

- (a) Associate of Business
- (b) Associate of General Studies
- (c) Associate of Language Studies (English)
- (d) Associate of Science in Information Technology
- (e) Certificate in English for Effective Communication
- (f) Certificate in Health Studies (Community Health Care)
- (g) Certificate in Health Studies (Correctional Health Care)
- (h) Certificate in Law Enforcement and Customs Management
- (i) Diploma in Health Studies (Community Health Care)
- (j) Diploma in Law Enforcement and Security Management
- (k) Higher Diploma in Early Childhood Education

- (l) Higher Diploma in Law Enforcement and Security Management
- (m) Higher Diploma in Nursing Studies (General Health Care)
- (n) Higher Diploma in Nursing Studies (Mental Health Care)

The University is empowered to confer the following undergraduate degrees:

- (a) Bachelor of Applied Psychology with Honours, Bachelor of Business Management with Honours (Double degree)
- (b) Bachelor of Applied Science with Honours in Integrated Testing, Inspection and Certification
- (c) Bachelor of Arts with Honours in Chinese
- (d) Bachelor of Arts with Honours in Chinese Humanities
- (e) Bachelor of Arts with Honours in Chinese Language and Literature
- (f) Bachelor of Arts with Honours in Creative Advertising and Media Design
- (g) Bachelor of Arts with Honours in Creative Writing and Film Arts
- (h) Bachelor of Arts with Honours in English Language and Culture
- (i) Bachelor of Arts with Honours in Language and Translation
- (j) Bachelor of Arts with Honours in Language Studies and Translation
- (k) Bachelor of Arts with Honours in New Music and Interactive Entertainment
- (l) Bachelor of Business Administration with Honours in Accountancy
- (m) Bachelor of Business Administration with Honours in Aviation Services Management
- (n) Bachelor of Business Administration with Honours in Business Management
- (o) Bachelor of Business Administration with Honours in Corporate Governance and Sustainability
- (p) Bachelor of Business Administration with Honours in Finance and Financial Technology
- (q) Bachelor of Business Administration with Honours in Global Business
- (r) Bachelor of Business Administration with Honours in Global Marketing and Supply Chain Management
- (s) Bachelor of Business Administration with Honours in Human Resource Management
- (t) Bachelor of Business Administration with Honours in Innovation and Enterprise
- (u) Bachelor of Business Administration with Honours in International Hospitality and Attractions Management
- (v) Bachelor of Business Administration with Honours in Leadership Practice
- (w) Bachelor of Business Administration with Honours in Management Studies
- (x) Bachelor of Business Administration with Honours in Marketing
- (y) Bachelor of Business Administration with Honours in Marketing Management
- (z) Bachelor of Business Administration with Honours in Professional Accounting
- (aa) Bachelor of Business Administration with Honours in Sports and eSports Management
- (ab) Bachelor of Business Administration with Honours in Sports and Recreation Management
- (ac) Bachelor of Business Administration with Honours in Sustainable Tourism and Hospitality Management
- (ad) Bachelor of Computing
- (ae) Bachelor of Computing with Honours in Internet Technology
- (af) Bachelor of Education with Honours in Early Childhood Education (Leadership and Special Educational Needs)

- (ag) Bachelor of Education with Honours in English Language Teaching and Bachelor of English Language Studies with Honours (Double degree)
- (ah) Bachelor of Education with Honours (Chinese Language Teaching) and Bachelor of Language Studies with Honours (Applied Chinese Language Studies) (Double degree)
- (ai) Bachelor of Education with Honours (Putonghua and Chinese Language Education) and Bachelor of Language Studies with Honours (Chinese Linguistic Studies) (Double degree)
- (aj) Bachelor of Engineering with Honours in Building Services Engineering and Sustainable Development
- (ak) Bachelor of Engineering with Honours in Civil Engineering
- (al) Bachelor of Engineering with Honours in Electronic and Computer Engineering
- (am) Bachelor of English Language Studies with Honours
- (an) Bachelor of Fine Arts with Honours in Animation and Visual Effects
- (ao) Bachelor of Fine Arts with Honours in Imaging Design and Digital Art
- (ap) Bachelor of General Studies
- (aq) Bachelor of Language Studies (English)
- (ar) Bachelor of Language Studies (English) with Honours
- (as) Bachelor of Language Studies with Honours (Applied Chinese Language Studies)
- (at) Bachelor of Nursing
- (au) Bachelor of Nursing Studies (General Health Care)
- (av) Bachelor of Nursing Studies (Mental Health Care)
- (aw) Bachelor of Nursing with Honours in General Health Care
- (ax) Bachelor of Nursing with Honours in Mental Health Care
- (ay) Bachelor of Science in Computing and Networking
- (az) Bachelor of Science in Electronics
- (ba) Bachelor of Science with Honours in Analytical Testing Science
- (bb) Bachelor of Science with Honours in Biomedical Sciences and Biotechnology
- (bc) Bachelor of Science with Honours in Computer Science
- (bd) Bachelor of Science with Honours in Computer Engineering
- (be) Bachelor of Science with Honours in Computing and Networking
- (bf) Bachelor of Science with Honours in Construction Management and Quantity Surveying
- (bg) Bachelor of Science with Honours in Cyber and Computer Security
- (bh) Bachelor of Science with Honours in Data Science and Artificial Intelligence
- (bi) Bachelor of Science with Honours in Electronics
- (bj) Bachelor of Science with Honours in Environmental Science and Green Management
- (bk) Bachelor of Science with Honours in Food Testing Science
- (bl) Bachelor of Science with Honours in Medical Laboratory Science
- (bm) Bachelor of Science with Honours in Physiotherapy
- (bn) Bachelor of Science with Honours in Science (STEM)
- (bo) Bachelor of Science with Honours in Science (STEAM)
- (bp) Bachelor of Social Sciences
- (bq) Bachelor of Social Sciences in Economics
- (br) Bachelor of Social Sciences in Law Enforcement and Security Management

- (bs) Bachelor of Social Sciences in Psychology Studies
- (bt) Bachelor of Social Sciences in Public Administration
- (bu) Bachelor of Social Sciences with Honours
- (bv) Bachelor of Social Sciences with Honours in Economics
- (bw) Bachelor of Social Sciences with Honours in Law Enforcement and Security Management
- (bx) Bachelor of Social Sciences with Honours in Psychology
- (by) Bachelor of Social Sciences with Honours in Psychology Studies
- (bz) Bachelor of Social Sciences with Honours in Public Administration
- (ca) Bachelor of Sports Management with Honours

The University is empowered to confer the following mixed-level dual awards:

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

The University is empowered to confer the following postgraduate degrees:

- (a) Doctor of Business Administration (by a combination of coursework and thesis)
- (b) Doctor of Education (by a combination of coursework and thesis)
- (c) Doctor of Engineering (by a combination of coursework and thesis)
- (d) Doctor of Philosophy (by research)
- (e) Master of Accountancy
- (f) Master of Arts in Applied English Linguistics
- (g) Master of Arts in Bilingual Professional Translation
- (h) Master of Arts in Chinese Literature
- (i) Master of Arts in Creative Industries and Cultural Assets
- (j) Master of Arts in Creative Writing
- (k) Master of Arts in Cultural and Heritage Tourism
- (l) Master of Arts in Cultural Leadership
- (m) Master of Business Administration
- (n) Master of Business Administration in Sustainability Transformation
- (o) Master of Computing
- (p) Master of Chinese Medicinal Pharmacy
- (q) Master of Corporate Governance and Compliance
- (r) Master of Education in Early Childhood Education
- (s) Master of Education in English Language Education
- (t) Master of Education in Teaching Chinese as an International Language
- (u) Master of Language Studies in Chinese
- (v) Master of Nursing
- (w) Master of Nursing (Chinese Medicinal Nursing)
- (x) Master of Philosophy (by research)
- (y) Master of Professional Management in Food and Beverage Business
- (z) Master of Professional Management in Global Business and Marketing
- (aa) Master of Professional Management in Wealth Management
- (ab) Master of Science in Chinese Environmental Studies
- (ac) Master of Science in Extensive End-of-Life Care
- (ad) Master of Science in Global Environmental Management for Sustainable Development

- (ae) Master of Science in Medical Laboratory Science
- (af) Master of Science in Scientific Research
- (ag) Master of Science in Smart Ageing and Gerontology (in collaboration with Lingnan University)
- (ah) Master of Social Sciences
- (ai) Master of Social Sciences (with specialization in Applied Psychology)
- (aj) Master of Social Sciences (with specialization in Global Governance)
- (ak) Master of Social Sciences (with specialization in Applied Economics and Policy Analysis)
- (al) Master of Social Sciences (with specialization in Criminology and Social Policy Studies)
- (am) Postgraduate Diploma in Applied English Linguistics
- (an) Postgraduate Diploma in English Studies for Language Teaching
- (ao) Postgraduate Diploma in Subject Knowledge for Chinese Language Teachers
- (ap) Postgraduate Diploma in Nursing (Chinese Medicinal Nursing)