

Undergraduate and Sub-degree Programmes
本科生及副學位課程

Student Handbook

學生手冊
2022/23



**Student Handbook for
Undergraduate and
Sub-degree Programmes**
本科生及副學位課程
學生手冊

2022/2023

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香港都會大學2022

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香港九龍何文田

As the content of this Handbook may change from time to time, readers are advised to refer to the online version (<https://www.hkmu.edu.hk/undergraduate-students/policies-and-guidelines/student-handbook>) for the most updated information.

本手冊的內容會隨時因應需要而作出修訂，學生可以閱覽網上版本 (<https://www.hkmu.edu.hk/undergraduate-students/tc/policies-and-guidelines/student-handbook>) 查閱最新資訊。

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This Handbook provides essential information on **undergraduate and sub-degree programmes (full-time Bachelor's Degree programmes and their part-time counterparts as well as sub-degree programmes)** at Hong Kong Metropolitan University. This is for students' reference and, where there is a need for clarification or further information, students should approach the Registry.

1 Academic Calendar

2022/2023 Academic Year (Undergraduate and Sub-degree Programmes)

2022 Autumn Term

Week Academic year	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Week Term	Remarks		
2022	Aug										
		29	30	31					30/8	Inauguration Ceremony for New Students 2022 [^]	
	Sep										
					1	2	3	4			
	1	5	6	7	8	9	10	11	1	5/9	First day of term
	2	12	13	14	15	16	17	18	2	5 – 16/9	Add/drop of courses [^]
	3	19	20	21	22	23	24	25	3	12/9	The day following Mid-Autumn Festival
	4	26	27	28	29	30			4	16/9	Last day to apply for late registration [^]
	Oct										
							1	2		1/10	National Day
	5	3	4	5	6	7	8	9	5	4/10	Chung Yeung Festival
	6	10	11	12	13	14	15	16	6		
	7	17	18	19	20	21	22	23	7		
	8	24	25	26	27	28	29	30	8		
	9	31							9		
	Nov										
			1	2	3	4	5	6			
	10	7	8	9	10	11	12	13	10	13/11	Last day to apply for deferment of studies
	11	14	15	16	17	18	19	20	11		
12	21	22	23	24	25	26	27	12	27/11	Last day to withdraw from courses/ programmes [*]	
13	28	29	30					13			
Dec											
				1	2	3	4				
14	5	6	7	8	9	10	11	14	5 – 10/12	Study break	
15	12	13	14	15	16	17	18	15	12/12 – 1/1	Examination period	
16	19	20	21	22	23	24	25	16			
17	26	27	28	29	30	31		17	26 – 27/12	The first and second weekday after Christmas Day	
2023	Jan										
							1		1/1	Last day of term	
	18	2	3	4	5	6	7	8	18	2/1	New Year holiday
19	9	10	11	12	13	14	15	19	2 – 15/1	Term break	









2023 Spring Term

Week Academic year	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Week Term	Remarks		
2023	Jan										
20	16	17	18	19	20	21	22	1	16/1	First day of term	
21	23	24	25	26	27	28	29	2	16 – 27/1	Add/drop of courses [^]	
22	30	31						3	23 – 25/1	Lunar New Year holidays	
	Feb										
			1	2	3	4	5		27/1	Last day to apply for late registration [^]	
23	6	7	8	9	10	11	12	4			
24	13	14	15	16	17	18	19	5			
25	20	21	22	23	24	25	26	6			
26	27	28						7			
	Mar										
			1	2	3	4	5				
27	6	7	8	9	10	11	12	8			
28	13	14	15	16	17	18	19	9			
29	20	21	22	23	24	25	26	10	26/3	Last day to apply for deferment of studies	
30	27	28	29	30	31			11			
	Apr										
						1	2		5/4	Ching Ming Festival	
									7 – 10/4	Easter holidays	
31	3	4	5	6	7	8	9	12	9/4	Last day to withdraw from courses/ programmes [#]	
32	10	11	12	13	14	15	16	13			
33	17	18	19	20	21	22	23	14	17 – 22/4	Study break	
34	24	25	26	27	28	29	30	15	24/4 – 14/5	Examination period	
	May										
35	1	2	3	4	5	6	7	16	1/5	Labour Day	
36	8	9	10	11	12	13	14	17	14/5	Last day of term	

2023 Summer Term (Applicable to some programmes only)

Week Academic year	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Week Term	Remarks
2023	May								
37	15	16	17	18	19	20	21	1	15/5 First day of term
38	22	23	24	25	26	27	28	2	15 – 26/5 Add/drop of courses [^]
39	29	30	31					3	26/5 Buddha's Birthday
	Jun								
				1	2	3	4		26/5 Last day to apply for late registration [^]
40	5	6	7	8	9	10	11	4	
41	12	13	14	15	16	17	18	5	
42	19	20	21	22	23	24	25	6	22/6 Tuen Ng Festival
43	26	27	28	29	30			7	
	Jul								
						1	2		1/7 HKSAR Establishment Day
44	3	4	5	6	7	8	9	8	9/7 Last day to apply for deferment of studies
45	10	11	12	13	14	15	16	9	
46	17	18	19	20	21	22	23	10	23/7 Last day to withdraw from courses/ programmes [#]
47	24	25	26	27	28	29	30	11	
48	31							12	
	Aug								
		1	2	3	4	5	6		
49	7	8	9	10	11	12	13	13	7 – 20/8 Examination period
50	14	15	16	17	18	19	20	14	20/8 Last day of term
51	21	22	23	24	25	26	27	15	21/8 – 3/9 Academic year break
52	28	29	30	31				16	
	Sep								
					1	2	3		

Notes:

- 1)  Commencement of term
- 2)  Examination period (including Sundays and public holidays)
- 3)  Sundays and public holidays
- 4)  Last day to withdraw from courses/programmes[#]
- 5)  Study break
- 6)  Term break
- 7)  Last day to apply for deferment of studies before the commencement of the examination period
- 8)  Academic year break

Explanatory notes:

[^] Inauguration Ceremony, add/drop of courses and last day to apply for late registration — only applicable to face-to-face undergraduate programmes.

[#] Upon withdrawal from a programme, students will be withdrawn from all courses they have enrolled which have not yet been completed under the programme. The withdrawal record will remain in the student's academic profile.

2 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 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	-	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%.

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:

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

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

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.

3 Programme Requirements

Students studying in undergraduate or sub-degree programmes shall observe the general and specific programme requirements prescribed by the University in order to fulfil the requirements for graduation.

1 Programme of study

- 1.1 Each programme of study shall define the courses which it comprises, their level and value in credits, any prerequisites or excluded combinations of courses, any special value to be assigned to courses for the purpose of classifying the degree with honours, if applicable, and the normative period of study.
- 1.2 The University may issue programme requirements prescribing a programme of study for any sub-degree or degree, and may from time to time add to, amend or discontinue such programmes.

2 Credit value and level of courses

- 2.1 Each course has a credit value (e.g. 5, 10 or 20 credits) and it will normally run for one or two academic terms.
- 2.2 The first numeric digit of the course code generally indicates the level of the course as follows:

1st numeric digit	Level of course
1	Foundation: Normally, these courses have no mandatory/advisory prerequisites. They are entry level courses.
2	Middle: These courses may have mandatory/advisory prerequisites at Foundation level.
3	Higher: Normally, these courses will have mandatory/advisory prerequisites. In order to obtain a degree, a student must complete courses at this level.
4	Higher (Honours): Normally, these courses will have mandatory/advisory prerequisites and may be prescribed as part of the requirements for an Honours degree.

3 General requirements

3.1 General Education requirements

3.1.1 General Education courses

Year 1 Entry students of undergraduate programmes, unless their programmes prescribe otherwise, are required to complete four 5-credit (i.e. 20 credits) General Education (GE) courses from four different 'fields of study' other than the same 'field(s) of study' of his/her study programme.

3.1.2 Outside-discipline courses

The honours and ordinary degree programmes shall normally require Year 1 Entry students to complete 20 and 10 credits of outside-discipline courses respectively.

3.2 English Language requirements

Year 1 Entry students shall normally be required to complete 10 credits of English Language Enhancement courses, which may be counted towards as outside-discipline courses for certain programmes.

3.3 University's Core Values modules

To nurture students with the University's four core values, namely integrity, fairness, perseverance and innovation, undergraduate students shall be required to complete four non-credit bearing Web-based modules before graduation, one on each of the core values. This requirement is applicable to Year 1 Entry students admitted in the 2021/22 academic year and thereafter, Year 2 Entry students admitted in the 2022/23 academic year and thereafter, and Year 3 Entry students admitted in the 2023/24 academic year and thereafter.

3.4 Maximum number of credits for Foundation level courses

To obtain a bachelor's degree, a student shall complete the prescribed number of credits from courses in the programme of study at Foundation / Middle / Higher level of which no more than 40 credits shall be taken at Foundation level for Year 1 Entry students, unless his/her programme prescribes otherwise.

3.5 Language of instruction

Each programme of study should normally have a primary language of instruction, except for the bilingual or specially approved programmes.

Students may complete up to one-third of the total number of credits required of a study programme in the second language of instruction.

4 Programme requirements

4.1 Programme requirements prescribe the number of credits, the courses for the programme of study and the details of the honours classification for individual degree programmes, if applicable, which the student will have to comply with in order to be eligible for the award.

4.2 Students should refer to the programme requirements of his/her chosen programme of study which can be downloaded from the Student Portal (https://www.hkmu.edu.hk/FT_programme_requirement).

4.3 Programme requirements are normally updated once a year, if necessary, and will be available in September. Students should ensure to check and obtain the most up-to-date version.

4.4 To obtain an academic award for the programme of study, a student shall have satisfied in full the requirements for his/her chosen undergraduate or sub-degree programme of study within the maximum period of study, and shall not be in debt to the University.

4 Regulations Governing Academic Integrity and Student Discipline

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

Please refer to the 'Regulations Governing Academic Integrity and Student Discipline' on the following webpage: <https://www.hkmu.edu.hk/reg/student-academic-integrity/>

5 Registration and Course Enrolment Arrangements

1 Registration

- 1.1 Students should expect to receive notice of the registration arrangement in each academic term by University email as and when appropriate, which shall include details on the payment of tuition fees for the term.
- 1.2 To complete the registration, students are required to settle the tuition fees of an academic term by the stipulated deadline, normally about one to two months before the term starts.

2 Payment of tuition fees

- 2.1 Tuition fees payment can be settled via the ePayment platform. Online payment methods include credit card (Visa / MasterCard / Union Pay), WeChat Pay / AliPay, instant PPS, or ICBC's cross border e-payment service. Students may also pay the tuition fee by cash or cheque with a hard copy debit note before the payment deadline at the Bank of China (Hong Kong) Service Counter. Details of the payment are available at:
<https://www.hkmu.edu.hk/fu/payment-method/>
- 2.2 The tuition fees, once paid, are non-refundable and non-transferable. The payment status will be updated on the ePayment platform once the payment is confirmed.

3 Late payment of tuition fees

- 3.1 If a student is unable to settle the tuition fees for a term by the stipulated deadline due to financial difficulties, he/she must apply for 'late payment of tuition fees' supported by justifications and satisfactory documentary evidence during the designated period of each academic term. If necessary, an interview for late payment application may be conducted.
- 3.2 The student is required to submit an application through the 'Late Payment Application' link in the Student Portal and pay a late payment deposit via the ePayment platform. The University will not process the application if the student fails to do so. Results will be announced via University email.
- 3.3 The late payment deposit, once paid, is non-refundable and non-transferable. The deposit paid will be deducted from the tentative tuition fees payable. Upon approval of the application, a student who has settled the late payment deposit will be provisionally registered in the relevant academic term.

4 De-registration

- 4.1 If a student fails to settle tuition fees by the payment deadline and has not applied for late payment of tuition fees, he/she will be de-registered from studies at the University. A student who has been de-registered from his/her studies before the resit examination is held shall not be permitted/eligible to attend the resit examination. If a student is de-registered after receiving a 'Fail-Resit' or 'Exam-deferred' result status for any undergraduate or sub-degree course(s), the course grade(s) concerned will be converted to 'Fail'. Any academic work done by the student in the academic term concerned shall not be recognized by the University.

5 Late registration

- 5.1 If a student wishes to reinstate his/her studentship during an academic term, he/she is required to apply for late registration via the Student Portal and pay a late registration charge, as prescribed by the University from time to time, by a stipulated deadline of an academic term.
- 5.2 The reinstatement of studentship is subject to the absolute discretion of the University, the availability of places in the programme, the reason(s) for application, the full payment of all outstanding fees and the late registration charge. Once paid, the late registration charge is not refundable.

6 Student Identity Card

- 6.1 Before the start of the term, all new students will be issued a Student Identity Card that is valid for their period of study with the University. If you are a new student and do not receive your Student Identity Card, you should inform the Student Records Team of the Registry within two weeks after the start of the term.
- 6.2 The Student Identity Card is an important proof of identity for using University facilities and for your attendance at classes/examinations. The card is only valid when it is used in conjunction with your Hong Kong Identity Card or passport (if a Hong Kong Identity Card is not available).
- 6.3 Students who have lost or damaged their student identity cards should arrange for a replacement card immediately through Form (R-ID) and pay an administrative fee.

7 Course enrolment

- 7.1 The University will enrol for the pre-assigned courses for a student before the commencement of each academic term. A student shall normally take 20 credits of courses in an academic term or 40 credits in an academic year unless his/her programme prescribes otherwise. A student shall not repeat any course which he/she has already passed. Students should enrol for courses as prescribed by their programmes, normally to be communicated via 'Advice on Course Selection'.
- 7.2 Students can check the class schedule via MyHKMU. During the designated online course selection periods, students can self-enrol for or swap courses assigned for the term using specific functions of MyHKMU.

8 Online course selection periods

- 8.1 The online course selection periods for each academic term allow a student to do the following via MyHKMU.

Course selection period	Type of course selection
Online course selection (Before the start of an academic term)	<ul style="list-style-type: none"> – Select core course(s), elective course(s) or English Language Enhancement course(s) assigned to be self-enrolled for by students in the academic term – Select General Education course(s) if required in the academic term – Swap the class section(s)
Add/drop of courses (Within two weeks after the start of an academic term)	<ul style="list-style-type: none"> – Swap the class section(s) – Swap or select course(s) not yet enrolled – Submit “Application for Add/Drop” to: <ul style="list-style-type: none"> • Add retake course(s) • Add extra course(s) • Drop course(s)

9 Retaking a course

- 9.1 If a student intends to retake a course with the course result ‘Fail’, he/she should apply to the Enrolment Team (Undergraduate) of the Registry by the stipulated deadline.
- 9.2 A student can submit his/her retake application, preferably earlier, during the following periods:
- 9.2.1 Retake application period: before the commencement of a given academic term.
- 9.2.2 Add/drop period: during the first two weeks after the commencement of an academic term.
- 9.3 Applications for retake should be submitted online via the designated functions in the Student Portal during the application periods. Results will be released via the ‘Status’ function.
- 9.4 All retake applications will be considered on a case-by-case basis. The approval of an application will be subject to the availability of course places, the student’s class schedule, the fulfilment of prerequisite requirements and the endorsement of the School concerned.
- 9.5 If the retake application is approved, the student can check the details of the approved course(s) from his/her ‘Class Schedule’ and ‘Academic Record’ in MyHKMU. The University will inform the student of the payment details after the add/drop period. A student should pay the tuition fees for the retake courses by the stipulated payment deadline. If a student fails to settle the outstanding balance of tuition fees by the deadline, he/she will be de-registered from the University.

- 9.6 A student may consider retaking equivalent distance learning course(s) to replace his/her failed undergraduate or sub-degree course(s), if applicable. Students should apply by submitting an application during the retake application period or add/drop period. Results will be announced via University email. For details on distance learning course(s), please refer to the Student Portal.

10 Taking extra courses

- 10.1 If a student intends to enrol for additional course(s) other than those assigned by their Schools, he/she can apply using the 'Application for Add/Drop' function available in the Student Portal during the add/drop period. Results will be released via the 'Application for Add/Drop' function.
- 10.2 All applications for taking extra courses will be considered on a case-by-case basis. The approval of an application will be subject to the availability of course places, the student's class schedule, the fulfilment of prerequisite requirements and the endorsement of the School concerned.
- 10.3 If the application for taking extra courses is approved, the student can check the details of the approved course(s) from his/her 'Class Schedule' and 'Academic Record' in MyHKMU. The University will inform the student of the payment details after the add/drop period. The student should pay the tuition fees of the extra courses by the stipulated payment deadline. If a student fails to settle the outstanding balance of tuition fees by the deadline, he/she will be de-registered from the University.

11 Dropping or withdrawing from a course

- 11.1 If a student intends to drop a course within the add/drop period, he/she may apply using the 'Application for Add/Drop' function available in the Student Portal during the add/drop period. Results will be released via the 'Application for Add/Drop' function.
- 11.2 If a student intends to withdraw from a course after the add/drop period, he/she is required to submit an application to withdraw from the course via the Student Portal at least 14 days before the start of the examination period of the relevant term.
- 11.3 Please note that tuition fees paid for the course withdrawn from shall be forfeited and will NOT be refunded. If the tuition fees for the course concerned is yet to be settled, the student is required to settle it before application for course withdrawal.
- 11.4 After course withdrawal has been approved, 'withdrawn' status shall be entered into the course concerned and remain in the student's academic record.

6 Assessment

1 Assessment of your work

- 1.1 There are two main forms of assessment for most courses: continuous assessment and examination.
- 1.2 Students shall be assessed for every course that they have registered for on the basis of their performance in the course.
- 1.3 Continuous assessment is based on assignments, quizzes, tests, projects/case studies, oral presentations, laboratory sessions, practicums, attendance, etc. and/or any other criteria.
- 1.4 Most courses have a written examination which is held at the end of the course.
- 1.5 For courses with a written examination, your course result will be determined by your performance in both the continuous assessment and the examination.

2 Continuous assessment

2.1 Assignments

- a A student shall submit assignments by specified dates. If an assignment is submitted late, the University teacher concerned has the discretion to accept or not accept it, and to determine the appropriate penalty to be imposed, if any. Assignments must be submitted electronically via the OLE, unless otherwise specified.
- b Students can check their assignment scores in MyHKMU via the HKMU website (Current Students), under the section 'Assessment Result'.

2.2 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.

3 Important notes about examinations

- 3.1 Students must read the examination arrangements carefully before attending an examination. Make sure to check the examination timetable on the Student Portal (MyHKMU) carefully. Any infringement of the examination regulations/instructions may lead to SERIOUS PENALTY, or even disqualification from the examination.
- 3.2 Students should uphold academic integrity at all times. Cheating in any assessment activities including in-class presentation and examination, impersonating another student, or seeking to have another person impersonate oneself, in any assessment activities is serious violation of the University's regulations on academic integrity. Student identity would be checked carefully by the University where necessary.
- 3.3 A student who has violated the University's expectation of academic integrity, committed any disciplinary offence or violated any rule of regulation of the University shall be dealt with in accordance with the University's Regulations Governing Academic Integrity and Student Discipline.

4 Examination period and centre allocation

- 4.1 There are three examination periods each year. Please refer to the Academic Calendar for details. Nonetheless, University teachers may arrange examinations throughout the academic year. Examinations may be held in the morning, afternoon and/or evening and sometimes on the same day for different courses, because of a number of factors in order to avoid clashes in examinations.
- 4.2 At the discretion of the School concerned, students who pass the continuous assessment, if required, and fulfill any compulsory requirements (e.g. attendance) but marginally fail in the examination may be granted a single chance of a resit examination, the course grade concerned will be awarded 'Fail-Resit' and a fee, as prescribed by the University from time to time, will be levied. Students with a 'Fail-Resit' grade in a course are required to sit their examination in the next regular examination of the course concerned. 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, normally in one of the normal examination periods (i.e. December/January, April/May and August/September). Resit students who fail to pay the prescribed fee and/or accept the offer of a resit examination before the stipulated deadline, or are absent from the scheduled resit examination would be awarded a failure. No alternative arrangements will be made thereafter.
- 4.3 Students who are currently registered on an undergraduate or sub-degree programme should expect to receive notice of the date, time and centre for their examinations by email as and when appropriate. Students who have discontinued are not allowed/eligible to sit examinations. After withdrawal from studies, all enrolled yet incomplete courses would be withdrawn. Any incomplete 'Fail-Resit' courses would be recorded as 'Fail', and any incomplete 'Exam-deferred' courses would be withdrawn. The University cannot be held responsible for and is not able to make alternative arrangements for any students who change registered course(s) after the examination timetable is published.
- 4.4 The date, time, venue and list of admissible/inadmissible materials are available on the Student Portal (MyHKMU) about one month before the examination period. Ignorance/misreading of examination date, time or venue will not be accepted as an excuse for absence from an examination, going to the wrong venue or late arrival. Please print and bring along the examination timetable to the examination(s).
- 4.5 Students may be required to attend a viva voce examination at the discretion of the School concerned.

5 Examination centres

- 5.1 Examinations may be held on campus or at external venues. Candidates should make sure that they attend the correct examination centre. Candidates must maintain absolute silence in the examination centres when the examination(s) is/are in progress (except oral examinations).

6 Absence from an examination

- 6.1 A student who is absent from an examination without permission from the School concerned will not be granted another chance to take the examination.
- 6.2 In the case of absence from an examination because of unforeseen serious illness with sick leave granted, the student or his/her agent should submit a relevant medical certificate together with the completed form of 'Application for Examination Deferment' (Form E-DA) to the Examinations and Assessment Team of the Registry within 7 days of the respective examination for consideration. Late applications or applications without sufficient supporting documentation will NOT be processed. It is the student's responsibility to provide the medical certificate(s) as proof and it/they should be issued by a registered doctor or registered Chinese medicine practitioner. The date(s) of sick leave granted must include the examination of the course(s) concerned. For medical reason known before the examination, the application for deferment of examination should be submitted no later than 7 days before the respective examination date. Examination deferment will NOT be considered if students are not able to achieve an overall continuous assessment (OCAS) of 31 or above.
- 6.3 Students who have been approved for deferment of examination are required to sit the examination in the next regular examination of the courses concerned, or within one year after the end of the current presentation. No alternative arrangements will be allowed and a failure will be awarded if students are absent from the deferred examination. Deferment of an examination is normally not applicable to resit examination(s).

7 Examination number and seating arrangement

- 7.1 Candidates can check the EXAMINATION NUMBER for each examination on the Student Portal (MyHKMU). This number, which is not student number, is made up of eight characters. The first two characters represent the examination centre code and the last three characters represent the seat number in the examination centre. (For example, an examination number of CH001025 represents that the candidate should take the seat number 025 at examination centre CH.)

A seating plan will be displayed on the notice board outside the examination centre. Please take the correct seat as assigned for each examination.

8 Invigilation

- 8.1 The University will appoint the invigilators at each examination centre to maintain the conduct of the examinations. Candidates should not attempt to obtain aid from invigilators or any officers involved in the conduct of an examination without prior permission from the Registrar.

9 Materials to be brought to an examination

- 9.1 Candidates are required to bring to the examination:
- a Student Identity Card issued by the University and HKID card; and
 - b ball-point pens / fountain pens / fibre-tip pens (dark blue or black), an eraser, a ruler, correction fluid, pencils and coloured pencils if appropriate.

9.2 Admissible/inadmissible materials for an examination

Candidates should refer to the announcement in the relevant section of the Student Portal (MyHKMU) regarding the admissible/inadmissible materials for an examination. Unless specified by the University teacher prior to the examination date, candidates are not allowed to bring in any other materials (except those listed in 9.1 above) to an examination such as a dictionary, electronic calculator or device, reference books, specimen paper, notes, rough paper etc.

9.2.1 Dictionaries

If the University teacher allows candidates to bring a dictionary to an examination, candidates may bring English, Chinese, English-Chinese and/or Chinese-English language dictionaries without handwritten or printed notes to an examination. Science, mathematical or technical dictionaries are however not allowed. Electronic dictionaries are not allowed.

9.2.2 Pocket calculators

If the University teacher allows candidates to bring a pocket electronic calculator to an examination, only the models listed on the 'Approved List of Calculators' which is posted in the relevant section of the Student Portal (MyHKMU) or those with the label of 'HKEA/HKEAA approved' are allowed. Operation manuals are not allowed.

9.2.3 Mobile phones and other electronic devices

Candidates must switch off mobile phone and/or any other electronic device and put them inside their bags before the examination commences. Candidates must place their bags under the chair during an examination.

9.3 Violation of paragraphs 9.1 and 9.2 above may be regarded as examination misconduct and the candidate concerned may be disqualified. If a candidate is alleged to have not complied with any of the examination regulations/instructions, it is the candidate's responsibility to cooperate with the invigilators and any officers of the University during the investigation, including submitting the relevant information, reference material, calculator, etc. The material or device collected will be returned to the student intact after the investigation. The University may at its discretion take disciplinary action against any uncooperative candidates.

10 Examination timing

10.1 Arrival at examination centre

Candidates are advised to arrive at the examination centre 15 minutes before the start of the examination. Please plan the journey carefully to allow possible delays caused by heavy traffic, adverse weather etc.

Candidate cannot report to an examination centre which they are not assigned to, unless they have obtained written permission from the Registrar in advance. Even if candidates are admitted to an unassigned examination centre by the invigilators, the University still reserves the right to reject their scripts.

10.2 Examination duration

The time allowed for the examination will be specified on the examination paper. No extra time will be allowed:

- a for reading the examination paper unless specified otherwise;
- b for candidates who arrive late for an examination;
- c for transcribing answers to a computer-marked examination form (if provided).

Candidates must observe the invigilators' instructions regarding the start time and end time of the examination. Candidates who turn over the examination paper or start writing before being told to do so or continue to write after the invigilator has announced that it is time to stop writing may be disqualified.

10.3 Late arrival

A candidate who arrives late will be admitted to the examination centre without being questioned during the first 30 minutes of an examination.

A candidate who arrives after the first 30 minutes of an examination will be admitted to the examination centre, 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 centre. The University reserves the right to reject the script submitted or score achieved by such a candidate.

11 Identification at the examination centre

- 11.1 A candidate must bring along his/her own Student Identity Card and HKID card to the examination centre for identification. Candidate whose identity could not be verified on the spot will be required to complete a form and have his/her photo taken after the examination at the examination centre for future verification purpose. The University reserves the right to reject the script submitted or score achieved by a candidate who cannot provide valid identification, and no alternative arrangements will be made for such a candidate.

12 Examination papers and answer books

- 12.1 Candidates should ensure that they have the correct examination paper and should read the instructions on the front cover of the answer book carefully. The invigilator will provide, on request, a supplementary answer book during the examination if there is not enough space for the answers in the main answer book. Paper for rough work will not be provided and rough work must be written on the examination paper or in the answer book and crossed it out afterwards. Under all circumstances, rough work will not be marked. Do NOT bring in any rough paper or do rough work on such paper as it may lead to disqualification from the examination.
- 12.2 Any violation of the instructions specified on the front cover of an examination paper may have a serious impact on the examination result.

13 Leaving the examination centre before the scheduled end time

- 13.1 Once candidates are admitted into the examination centre, they may not leave the examination centre for any reason even before the start of the examination. Candidates should visit the lavatory before entering the examination centre if necessary.
- 13.2 Candidates may not leave the examination centre during the first or the last 30 minutes of an examination.

13.3 Temporary absence

A candidate will be allowed by the invigilator to leave the examination centre, under supervision, for a short period after the first 30 minutes of an examination to visit the lavatory. The examination paper, answer book(s), mobile phone, electronic devices and other stationery must not be removed from the examination centre.

13.4 Finishing an examination early

Candidates who finish the examination before the time scheduled will be allowed to leave the examination centre (except in the first or last 30 minutes) provided that the answer book(s), examination paper, computer-marked examination form (CME Form) and graph paper are collected by the invigilator, and the 'Register for Early Leavers' is completed. Such candidates will not be re-admitted or allowed to make corrections to any information written on the answer book, examination paper, etc.

14 Completion of an examination

14.1 Upon completion of the examination, please ensure that the course code, examination date, examination number and student number are written on each answer book, examination paper, computer-marked examination form (CME Form), graph paper, etc. Any answers which are not recorded on the appropriate answer book(s) or examination paper(s) as instructed will not be marked.

14.2 Remain seated quietly until being told by the invigilator that candidates may leave the examination centre. Please ensure that the answer book(s), examination paper, CME Form and graph paper are collected by the invigilator. Candidates may not take any examination materials, used or unused, out of the examination centre other than the materials which they brought into the examination centre and which are not associated with any examination irregularities. Any of the above examination materials taken away from the examination centre, even by accident, will not be marked.

15 Special circumstances

15.1 If candidates wish the members of the Award Committee to be aware of any matters that may have affected their performance up to three weeks before or during an examination, please submit the completed form of 'Submission of Special Circumstances Information to the Award Committee' (Form E-SE) to the Examinations and Assessment Team of the Registry no later than 7 days after the examination concerned. Late applications will NOT be processed.

15.2 Candidates should provide details of the special circumstances with relevant supporting evidence for consideration. Claims for special circumstances relating to an examination are normally related to illness immediately before or during the examination, or bereavement in the student's immediate family near the examination date. In the case of illness during an examination, please give details of when it occurred and how long it lasted, and attach medical certificate(s) issued by a registered medical practitioner or registered Chinese medicine practitioner. Individual Schools may require the time of consultation to be clearly marked on the medical certificate.

16 Examination misconduct

- 16.1 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 examinations;
 - 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 assessment activities, either during the period of an examination or afterwards;
 - d committing any other acts as defined in section 2 'Academic integrity' of the 'Regulations Governing Academic Integrity and Student Discipline'.
- 16.2 Any incident in which misconduct is suspected will be reported in full by the invigilator including a statement from the candidate after the examination. If the misconduct involves notes or other unauthorized materials, such materials will be attached to the invigilator's report and forwarded to the University. In serious cases of indiscipline, the invigilator shall have the power to discontinue the examination of the candidate involved and expel him/her from the examination centre if necessary.

17 Presentation of written work

- 17.1 It is the candidate's responsibility to provide a script that is clearly legible. If your script is deemed by the Examiners to be very difficult to read, it will not be possible to award marks or the candidate concerned may be required to have it typed under supervision and at his/her own expense before it is marked.

18 Examinations for students with illnesses, disabilities and special educational needs

- 18.1 Necessary special examination arrangement can be made if a candidate with illness, disabilities or special educational needs is unable to attend an examination at an ordinary examination centre and the University considers it is justified and feasible to do so. The candidate concerned is required to submit relevant medical evidence together with the form 'Application for Support Services and Special Examination Arrangements for Students with Disabilities or Special Educational Needs' (Form S-DI) to the Student Affairs Office within 3 weeks after the academic year commences. A fee may be levied and the special arrangements provided will be taken into consideration when the candidate's result is determined.
- 18.2 Special examination arrangements will NOT be considered if students are not able to achieve an overall continuous assessment (OCAS) of 31 or above.

19 Malpractice and irregularities in examination centres

- 19.1 Candidates who discover any malpractice or irregularities in an examination/assessment session should immediately inform the invigilator or report the details to the School concerned via the Examinations and Assessment Team of the Registry.

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.

On receipt of a report that alleges a breach of academic integrity, the University shall investigate the matter and take appropriate action against the student or the person concerned in accordance with the *Regulations Governing Academic Integrity and Student Discipline*.

20 Award of course results

- 20.1 Course results are determined by an Award Committee appointed for each course and then endorsed by the School Board.
- 20.2 The course grade is mainly determined by the overall course score (CS) yet students are normally required to obtain a minimum in both overall examination score (OES) and overall continuous assessment score (OCAS) set by the University in order to obtain a Pass result. To be awarded a particular course grade, students must meet the minimum CS set by the Award Committee.
- 20.3 A student must have achieved the OES resit threshold score set by the Award Committee in order to qualify to resit an examination. In determining the resit threshold score, the Award Committee makes a judgment on the likelihood of a student being able to improve their performance sufficiently to pass at the next attempt. From an academic point of view, students who fail to achieve this minimum level will need to retake the course. A student may resit an examination one time only.
- 20.4 The Term GPA of a student's course work is computed by dividing the total grade points of the courses taken in a term by the total number of credits of the courses taken in that particular term, inclusive of the courses failed. Courses in which students can only receive either a 'Pass' or 'Fail' grade will not be included in the calculation of the Term GPA.
- 20.5 Cumulative GPA (CGPA) is calculated based on all courses taken by a student during his/her study, including failed courses and courses of all study modes, if applicable. Courses in which students can only receive either a 'Pass' or 'Fail' grade will not be included in the calculation of the CGPA. For retaken courses, only the latest attempt will be included in the CGPA calculation.
- 20.6 The University imposes a maximum study period for undergraduate and sub-degree programmes. Students who are unable to fulfil all the requirements for graduation because of marginal failure in one course may at the absolute discretion of the School concerned be granted a chance for alternative assessment or special examination in the course in question. Course results for alternative assessment or special examination will be capped at Grade 'C'.

21 Announcement of course results

- 21.1 Students can check their course results normally within three to five weeks after the examination via the Student Portal (MyHKMU). Announcement by email will be made once the course results are released.

22 Appeals

- 22.1 Students who believe that an error has been made during the determination of course results can lodge an appeal by paying a fee (as prescribed by the University from time to time) and submitting the completed form 'Application for Appeal against Course Result' (Form E-AR) within 6 weeks after respective examination period. Late applications will NOT be processed. The fee will be refunded to the student concerned if the appeal is successful.

23 Course certificate

- 23.1 Students who have obtained an overall pass result and gained the respective number of credits from a course offered by the University can apply for a Course Certificate by submitting the completed form of 'Application for Course Certificate' (Form E-CC) together with a fee, as prescribed by the University from time to time, to the Registry.

7 Other Regulations

Students shall also observe the following regulations prescribed by the University.

1 HKMU Library regulations

Please refer to the Library website > About Us > Rules & Regulations > Library Regulations

<https://www.hkmu.edu.hk/lib/about-us/rules-regulations/regulations>

2 Computer Laboratory regulations and regulations for the use of electronic data and Internet access facilities

Details of the above regulations can be found on the following webpage:

<https://www.hkmu.edu.hk/ito/policies/computer-laboratory-regulations>

3 Personal Data Protection Policy

Please refer to the Privacy Policies website

<https://www.hkmu.edu.hk/privacy-policies>

4 Policy on Equal Opportunities

Please refer to Policy on Equal Opportunities website

<https://www.hkmu.edu.hk/policy-on-equal-opportunities>

8 Adverse Weather Arrangements

Guidelines for retention/cancellation/postponement of various activities under Typhoon Signal No. 8 or above/Black Rainstorm Warning.

Activities	Signal issued		Signal lowered
	Before activity hours	During activity hours	
Classes (including lectures, tutorials, day schools, surgeries, laboratory sessions, PC laboratory sessions, and all other face-to-face meetings/ activities)	Cancelled if the signals are still in force: i) at 6:30 am – for classes before 2:00 pm ii) at 10:00 am – for classes between 2:00 pm – 6:00 pm iii) at 2:00 pm – for all classes on that day	<u>Typhoon Signal No. 8 or above</u> All classes to be terminated; self-study facilities will close <u>Black Rainstorm Warning</u> Classes already in progress will continue; self-study facilities will remain open	Classes are to be held as scheduled* if the signals are lowered: i) before/at 6:30 am – for all classes on that day ii) before/at 10:00 am – for classes at 2:00 pm and after iii) before/at 2:00 pm – for classes at 6:00 pm and after
Examinations	Postponed if the signals are still in force or expected to be issued <i>within 4 hours</i> from the scheduled examination time	<u>Typhoon Signal No. 8 or above</u> All examinations to be terminated <u>Black Rainstorm Warning</u> Examinations already in progress will continue	Examinations will be held as scheduled* if the signals are lowered <i>4 hours before</i> the scheduled examination time
Stanley Ho Library & Ho Sik Yee Library	Will not open	<u>Typhoon Signal No. 8 or above</u> To be closed <u>Black Rainstorm Warning</u> Remain open; to be closed at 6:00 pm if the signal is still in force at 4:00 pm	Will open <i>within 2 hours</i> if the signals are lowered before/at 1:00 pm (if situation allows) Will open at 6:00 pm if the signals are lowered after 1:00 pm (if situation allows) Will remain closed if the signals are lowered after 4:00 pm
Free-access PC Labs Main Campus (MC) Jockey Club Campus (JCC) Kwai Hing Campus (KHC) HKMU–CITA Campus (MCC)	Will not open	<u>Typhoon Signal No. 8 or above</u> To be closed <u>Black Rainstorm Warning</u> Remain open; to be closed at 6:00 pm if the signal is still in force at 4:00 pm	(If situation allows) Will open <i>within 2 hours</i> if the signals are lowered before/at 4:00 pm (before/at 1:00 pm on Sundays and Public Holidays for the KHC lab) Will remain closed if the signals are lowered after 4:00 pm (after 1:00 pm on Sundays and Public Holidays for the KHC lab)

Activities	Signal issued		Signal lowered
	Before activity hours	During activity hours	
Information Centre	Will not open	<u>Typhoon Signal No. 8 or above</u> To be closed <u>Black Rainstorm Warning</u> Remains open	<u>Mondays to Fridays</u> Will open <i>within 2 hours</i> if the signals are lowered before/at 4:00 pm (if situation allows) <u>Saturdays to Sundays</u> Will open <i>within 2 hours</i> if the signals are lowered before/at 1:00 pm (if situation allows)
Remarks	<ul style="list-style-type: none"> All University activities will normally be held as scheduled when Typhoon Signal No. 3 or below is in force or when the Red/Amber Rainstorm Signal is in force. When the Pre-No. 8 Special Announcement is made by the Hong Kong Observatory, all University activities/facilities/services will be terminated or closed as soon as possible. Public announcements will be made as soon as possible whenever necessary. General public announcements from the Education Bureau do NOT apply to the HKMU. Students may call the Information Centre on 2711 2100 for information. Also, students may call the following hotlines: 2768 6688 (examinations) and 2768 6677 (tutorials). If necessary, examinations will be re-scheduled and students will receive information about the new arrangements within two weeks of the original examinations. 		

* Subject to the availability of centres and the traffic conditions

9 Facilities and Student Services

1 The Registry

If you need further information or advice on matters relating to any administrative arrangements of your study in undergraduate or sub-degree programmes, please contact the Registry. Please refer to 'Useful Contacts' for information.

2 HKMU Libraries

Knowing how to find and use information effectively is vital to your study here at HKMU and your lifelong learning. The Library provides you with quality information resources and services and helps you to acquire the information skills necessary for academic studies and lifelong learning.

There are two libraries at HKMU, one on the Main Campus and one on the Jockey Club Campus. There you can find course set books, course materials, course-related audio-visual materials, monographs, journals and reference materials, and much more.

The Electronic Library at <https://www.hkmu.edu.hk/lib> provides abundant learning resources including full-text e-books, e-journals, e-news, databases, reference resources, supplementary readings and selected past examination papers / specimen examination papers from academic departments. The Electronic Library can be accessed 24 hours a day.

Library staff members are happy to assist you in using the Library's services and resources. They offer library guides, orientation programmes, and workshops throughout the year to help you. You may also visit the Electronic Library for details.

Contact information and location

Enquiry: 2768 6777

Email: libwww@hkmu.edu.hk

Stanley Ho Library:

1/F and 2/F, Main Campus, Good Shepherd Street, Ho Man Tin, Kowloon

Service Counter: 2768 6778

Ho Sik Yee Library:

5/F, Jockey Club Campus, 81 Chung Hau Street, Ho Man Tin, Kowloon

Service Counter: 3120 2555

Opening hours of Stanley Ho Library and Ho Sik Yee Library:

Mondays to Fridays (excluding public holidays)	9:00 am – 10:00 pm
Saturdays, Sundays and public holidays	12:00 noon – 9:00 pm
Festival days*	Early closing at 5:40 pm

* Festival days include Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year's Eve and Lunar New Year's Eve.

Notice of opening hours and any subsequent changes will be posted in advance at the library entrance and on the Library homepage.

3 Self-study rooms and discussion rooms

Self-study rooms

Centre name	Location/room no. (capacity)	Opening hours	Remarks
Hong Kong Metropolitan University Main Campus	30 Good Shepherd Street, Ho Man Tin, Kowloon Room: C0310 (80)	Mon–Sun (including PH): 8:00 am–12:00 midnight Festival days*: 8:00 am–12:00 midnight	
Hong Kong Metropolitan University Jockey Club Campus	81 Chung Hau Street, Ho Man Tin, Kowloon Room: 5/F, Block E (inside Ho Sik Yee Library) (88)	Mon–Fri (excluding PH): 10:00 pm–12:00 midnight Sat & Sun (including PH): 10:00 pm–12:00 midnight Public holidays (Mon–Fri): 9:00 pm–12:00 midnight (non-exam period) 10:00 pm–12:00 midnight (exam period) Festival days*: 5:40 pm–12:00 midnight	
Hong Kong Metropolitan University Kwai Hing Campus	Level 8-9, Tower 2, Kowloon Commerce Centre, 51-53 Kwai Cheong Road, Kwai Chung, N.T. Room: K0804 (19) & K0914 (30)	Mon–Sat: 8:45 am–9:30 pm Sun & PH: (for K0824 only) 1:00 pm–5:30 pm Lunar New Year public holidays: Closed Festival days*: 8:45 am–5:40 pm	
Hong Kong Metropolitan University Jockey Club Institute of Healthcare	1 Sheung Shing Street, Ho Man Tin, Kowloon Room: F0315 and F0316 (70), F0317 (64)	Mon–Sun (including PH): 8:00 am–10:00 pm Festival days*: 8:00 am–10:00 pm	

Discussion rooms

Centre name	Location/room no. (capacity)	Opening hours	Remarks
Hong Kong Metropolitan University Main Campus	30 Good Shepherd Street, Ho Man Tin, Kowloon Room: C0414 (24)	Mon–Sun (including PH): 8:00 am–12:00 midnight Festival days*: 8:00 am–12:00 midnight	
Hong Kong Metropolitan University Jockey Club Campus	81 Chung Hau Street, Ho Man Tin, Kowloon <u>Consultation Room (in Fong Connie Computer Centre)</u> Room: D0610 (6), D0611 (6), D0612 (6), D0613 (6), D0614 (6)	Mon–Sun (including PH): 9:00 am–9:00 pm Festival days*: 9:00 am–5:40 pm	Walk-in use on first-come-first-served basis
	<u>Group Study Room & Audio Visual Room</u> (inside Ho Sik Yee Library) Room: D0507 (10), D0510 (10), E0512 (10), E0513 (10)	Mon–Fri (excluding PH): 9:00 am–10:00 pm Sat & Sun (including PH): 12:00 noon–10:00 pm Public holidays (Mon–Fri): 1:00 pm–9:00 pm During exam period (Mon–Sun): 9:00 am–10:00 pm Festival days*: Early closing at 5:40 pm	Please make reservations through the Online Booking System for Amenities (OBSA)
Hong Kong Metropolitan University Kwai Hing Campus	Level 9, Tower 2, Kowloon Commerce Centre, 51–53 Kwai Cheong Road, Kwai Chung, N.T. Room: K0911 (14), K0912 (12), K0913 (6)	Mon–Sat: 9:00 am–11:00 am and 2:00 pm–8:00 pm Sun & PH closed Festival days*: Early closing at 5:40 pm	Reservation is required in advance by submitting directly to Facilities Management Unit Counter
Hong Kong Metropolitan University Jockey Club Institute of Healthcare	1 Sheung Shing Street, Ho Man Tin, Kowloon Room: F0416 (6), F0417 (10), F0418 (14), F0419 (12), F0420 (8), F0421 (8)	Mon–Sun (including PH): 8:00 am–10:00 pm Festival days*: 8:00 am–10:00 pm	Please make reservations through the Online Booking System for Amenities (OBSA)

Note: (1) * Festival days include Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year's Eve and Lunar New Year's Eve.

- (2) Opening hours of discussion rooms and self-study rooms are subject to change without prior notice. Students should check for updated information by viewing the notices of changes posted near the relevant location, or by contacting the related Services Counter/Facilities Management Unit.
- (3) The above discussion rooms and self-study rooms are subject to change. Related details, if any, will be announced on the University homepage.

4 Student common rooms / Leisure rooms / Learning commons

Student Common Rooms / Leisure Rooms / Learning Commons are located on the HKMU Main Campus / Jockey Club Campus / Jockey Club Institute of Healthcare. For the Main Campus / Jockey Club Campus, the opening hours are normally 8:00 am to 12:00 midnight daily. For the Jockey Club Institute of Healthcare, the opening hours are 8:00 am to 10:00 pm daily.

5 IT facilities and services

PC laboratories

Courses with a practical computing component will normally have timetabled computer laboratory sessions. These sessions will generally be held at the Main Campus, Jockey Club Campus or Kwai Hing Campus. Free-access computing facilities are also available at the Main campus, Jockey Club Campus, Kwai Hing Campus and HKMU-CITA Campus for general use by students. The PC Labs are equipped with PCs as well as diverse, popular PC applications and course-specific software. The latest 'Registration and Booking Policies' are displayed at the entrance of the Labs. In addition, PCs are also available in common areas, such as -1/F of Main Campus and Room C0310 to facilitate learning and studying.

Locations of HKMU PC laboratories

Main Campus:

Solomon Lee Computer Laboratory
4/F, Block B, 30 Good Shepherd Street, Ho Man Tin, Kowloon
Tel: 2768 6524 Fax: 2762 7469

Jockey Club Campus:

Fong Connie Computer Centre
6/F, Block D, 81 Chung Hau Street, Ho Man Tin, Kowloon
Tel: 2768 6524

Kwai Hing Campus:

Room K0812, 8/F, Tower 2, Kowloon Commerce Centre, 51-53 Kwai Cheong Road, Kwai Chung, N. T.
Tel: 2768 6524

HKMU-CITA Campus:

Room 107, 201-203 Lai King Hill Road, Kwai Chung, N. T.
Tel: 3460 9585

Hours of free-access computing facilities:

Main Campus & Jockey Club Campus	Mondays to Sundays and public holidays	9:00 am – 9:00 pm *
Kwai Hing Campus	Mondays to Saturdays	9:00 am – 9:00 pm **
	Sundays and public holidays	1:00 pm – 6:00 pm (subject to change) **
	Lunar New Year public holidays	Closed
HKMU-CITA Campus	Mondays to Fridays	9:00 am – 7:00 pm **
	Saturdays, Sundays and public holidays	Closed

* Special opening hours on festival days (Main Campus & Jockey Club Campus):

9:00 am – 5:40 pm Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year's Eve, Lunar New Year's Eve and Lunar New Year's Day.

** Special opening hours on festival days (Kwai Hing Campus & HKMU-CITA Campus):

9:00 am – 5:40 pm Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year's Eve and Lunar New Year's Eve.

Special occasions: Notice of changes in opening hours will be put up in advance at the entrance of the PC labs.

The PC Lab at HKMU-CITA Campus is closed on Saturdays, Sundays and public holidays. For information regarding the opening hours for Yi Jin students, please refer to the separate *Student Handbook* for the Yi Jin programme.

Internet service

All PCs on campus are connected to the Internet, except for some special task PCs, e.g. Print Queue Monitor. Students can access the Internet with their own devices via the University Wi-Fi network.

HKMU website (Current Students)

The HKMU website (Current Students) (at <https://www.hkmu.edu.hk/students>) provides students with student related information and a number of online services.

Student Mobile App

The official mobile app of HKMU provides students with quick access to important information including academic records, class schedules, profiles and more. The HKMU Student Mobile App is available to all students of the University and uses the same user ID and password as MyHKMU.

The latest version of the HKMU Student Mobile App is available for download on the Apple App Store and Google Play.

iPhone users



Android users



MyHKMU

This part of the HKMU website (Current Students) serves as a single entry point to all of the University's online services and requires identity verification through a single password. It also enables you to:

- *Single-Sign-On* — access the University's secure online services, including but not limited to the Online Learning Environment (OLE), E-Library and different secure online services, by logging in just once;
- *Personalization* — personalize your page by selecting the University's online content and services that you use most; and
- *Communication* — open a communication channel to allow the University to send you personalized messages to keep you informed of news and events related to your studies.

Further information is available at:

- HKMU website (Current Students) → Student Portal (Undergraduates & Sub-degree) → Services and Support → MyHKMU User guide
- HKMU website (Current Students) → Student Portal (Undergraduates & Sub-degree/) → Services and Support → Single Password Management

Note: To log in to MyHKMU you will need to create a new Single-Password.

University email

The University email is the main form of communication between university staff, Course Coordinators, tutors and students. During the study period, every student is given a University email account that is equipped with an email forwarding feature. Academic and administrative information will be sent to your University email account.*Thus, it is essential that you check your University email frequently or set up email forwarding to an email address that you check often so that you will not miss any important updates.

* To protect students' personal data, the University will only send emails to your University email account. This includes any responses to emails that you have sent from your personal email account. You are strongly advised to email the University with the University email account to protect your personal data. In case you have to email the University with a non-University email account, you will be required to quote your student number in the email. The University will reply to your University email account.

You can access your email through any of the following ways:

- <https://webmail.hkmu.edu.hk>
- <https://www.hkmu.edu.hk> → Current Students → Student Portal (Undergraduates & Sub-degree) → Services and Support → Email Service → Webmail

Note: If your course has online support, you can also access your email account through the University's OLE (Online Learning Environment).

You will need to enter your Username and Password:

- Username: 's' + first seven digits of your student number
- Password: The Single Password you have created. If you have not yet created a Single Password, you will need to create one:
<https://www.hkmu.edu.hk> → Current Students → Student Portal (Undergraduates & Sub-degree) → Services and Support → Single Password Management

The User Guide on the email system is available at:

<https://www.hkmu.edu.hk> → Current Students → Student Portal (Undergraduates & Sub-degree) → Services and Support → Email Services → Webmail → Guide

* Current University email system will be migrated to O365 Email in the 2022 Autumn Term. For details, please refer to: <https://www.hkmu.edu.hk/ito/webmail-migration>

Online Learning Environment (OLE)

All our courses are supported by an online delivery system, the Online Learning Environment (OLE) where you will be able to access your course materials. Through the OLE you can participate in online discussions with your instructors as well as other students. Other features include the dash board, online news and course information, links to other websites, and online submission and return of assignments. More details about the online components of your course will be provided in the [OLE User Guide](#).

Mobile learning — the HKMU iBookcase app

With a view to promoting mobile learning, the University has developed a new mobile app — the HKMU iBookcase. The mobile app is best accessed via students'

smartphones or tablets. After logging in, iBookcase enables seamless downloading of HKMU course materials onto the student's personal smartphone or tablet for convenient self-study. The major benefits of mobile learning include increased flexibility as well as enhanced self-study and independent learning. More information is available on the iBookcase web page (<https://www.hkmu.edu.hk/alto/hkmu-ibookcase/ibookcase-app/>).

* Current University email system will be migrated to O365 Email in the 2022 Autumn Term. For details, please refer to: <https://www.hkmu.edu.hk/ito/webmail-migration>

O365 Email

Current students with active enrolled courses are entitled to use Microsoft Office software and licenses. Current students can download and install the latest versions of Microsoft Office software and apps to support their study. To access email messages via mobile devices, students can download and install the Outlook app from the Apple App Store or Google Play Store.

O365 account username and password:

- Username: 'a' + first seven digits of your student number + '@live.hkmu.edu.hk'
- Initial password: 'HKmu' + last four digits of your HKID + day of birth (DD) + month of birth (MM).

After your first login, you can reset the password at:

<https://www.hkmu.edu.hk> → Current Students → Student Portal (Undergraduates & Sub-degree) → Services and Support → Email Services → O365 Email → Activate or Reset Password

The license for Microsoft Office and One Drive will be terminated if you have not enrolled for any active courses. Please make sure to back up and download the necessary files from One Drive before service termination.

The HKMU O365 email account will be kept as a permanent communication channel with the University. Termination of the accounts is subject to the terms of Microsoft's policy.

Further information on O365 Email is available at:


<https://www.hkmu.edu.hk> → Current Students → Student Portal (Undergraduates & Sub-degree) → Services and Support → Email Services → O365 Email → FAQ / Microsoft Outlook Web App web site


* Current University email system will be migrated to O365 Email in the 2022 Autumn Term. For details, please refer to: <https://www.hkmu.edu.hk/ito/webmail-migration>

6 Catering

There are a total of five catering outlets on the campus which offer a wide range of food and beverages to suit different needs of the University community. All HKMU students can enjoy a discount on food and beverage purchases at the catering outlets on campus. The University's Catering Committee oversees the food and service quality of the caterers. Students are welcome to voice their opinions through the student representative of the Catering Committee, or directly to the caterers.

Main Campus*MU Club*

 Mondays to Sundays 7:30 am – 9:00 pm

 Fast Food

Snack Bar

 Mondays to Fridays 11:00 am – 5:30 pm


Saturdays, Sundays and public holidays closed

 Local Streetside Snacks


MU Café

 Mondays to Fridays 7:30 am – 8:00 pm

Saturdays, Sundays and public holidays closed

 Coffee, sandwiches, desserts, salads, etc.

Jockey Club Campus*Jubilee Club*


 Mondays to Sundays 7:00 am – 9:00 pm

 Hong Kong cuisine and Hong Kong-style Western cuisine

Jockey Club Institute of Healthcare*IOH Mini- Café*

 Mondays to Fridays 8:00 am – 7:00 pm

Saturdays, Sundays and public holidays closed

 Light meals and coffee

Note: The opening hours of the above catering outlets may be subject to change according to the actual situation.

7 Booking of lecture theatres, halls, computer labs and tutorial rooms / classrooms

Lecture theatres, halls, computer labs and tutorial rooms / classrooms are primarily for teaching and academic purposes. The Students' Union or student societies may make use of these facilities during non-scheduled hours by submitting applications directly to the Finance and Facilities Management Office (Facilities Management Unit). Booking charges will be settled by funding as approved by the Committee of Student Affairs (CSA).

Enquiry:

Main Campus, Jockey Club Campus and Jockey Club Institute of Healthcare 3120 2413

8 Student lockers

All active students are eligible to apply for storage lockers. Applications take place once a year, normally in September, and can be made in person or online. Students will be invited for application nearer the time of the exercise via email.

9 Sports halls

There are two sports halls at HKMU. Multi-purpose Hall is located on the Main Campus and Agile Sports Hall on the Jockey Club Campus. The halls offer a wide range of sports facilities for students and staff. For more information about booking procedures and other details, please go to the hall webpage at: <https://www.hkmu.edu.hk/fmu/university-facilities/sports-halls>

10 Activity rooms

There is an activity room at the Main Campus and at the Jockey Club Campus. The rooms are ideal for group activities such as dance and martial arts practice sessions. For more details, please go to the activity rooms webpage at: <https://www.hkmu.edu.hk/fmu/university-facilities/activities-amenities/activity-room>.

11 Sports and Wellness Centre

The Sports and Wellness Centre is located at 9/F of the Jockey Club Institute of Healthcare. The University offers a wide range of sports and recreational facilities with a view to promoting physical activities, striking a balance between study and fitness, and leading a healthy lifestyle. For more information on facilities, opening hours and eligibility, please refer to the SAO website (<https://www.hkmu.edu.hk/sao/sports-and-wellness/sports-and-wellness-centre/>).

12 Quiet room

The quiet room is located in C0930, 9/F of Kwok Tak Seng Building (Block C) of the Main Campus. The room serves for personal retreat and reflection. The opening hours are normally from 8:00 am – 12:00 midnight daily.

13 Lost and found property

In case of lost and found property (only for valuables or items with personal data), students may contact the security staff of the Security Control Rooms on the Main Campus or the Jockey Club Campus (JCC), or the Security Control Counter of the Jockey Club Institute of Healthcare (IOH) respectively. A list of lost and found items for valuables and items with personal data is posted monthly on common area notice boards.

Claims for sundry items (e.g. umbrellas, water bottles, stationery and glasses) can be made at the Self-service Corners in the Security Control Rooms on the Main Campus or the Jockey Club Campus (JCC), or the Security Control Counter of the Jockey Club Institute of Healthcare (IOH) respectively.

For the Kwai Hing Campus and the HKMU-CITA Campus, students may contact the respective on-site staff in the Management Offices.

14 Safety and security on campus

For security purposes, students on campus may be asked by the campus security guard to show their Student ID Cards to prove their identity. Students are responsible for their own belongings while on campus.

While on campus, students are strongly advised to note the fire escape routes shown on the floor plans and familiarize themselves with those routes and procedures to be taken in case of fire or emergency. This information is posted up on the notice boards on campus. Annual fire drill will be held to enhance alertness of campus users on fire safety.

15 Emergency call service

In case of an emergency or accident on the HKMU campuses, students may contact or directly go to the following security control rooms for assistance:

Security Control Room of Main Campus

Rm C-141, -1/F, Kwok Tak Seng Building (Block C), Main Campus (near the carpark)

Tel: 2768 6260 or 2624 5767

Security Control Room of Jockey Club Campus

Rm E0G07, G/F, Block E, Jockey Club Campus (near the drop-off area)

Tel: 3120 2403 or 2406 2098

Security Control Room of Jockey Club Institute of Healthcare

Rm FG012, G/F, Block F, Jockey Club Institute of Healthcare

Tel: 3641 1056 or 2716 5199

16 Breastfeeding-friendly premises

There are some spaces with seating for lactating mothers on the various campuses. Locations of these facilities are listed below:

Main Campus

C0722, 7/F, Kwok Tak Seng Building (Block C)

Jockey Club Campus

D0107, 1/F, Block D

Jockey Club Institute of Healthcare

F1121, 11/F and F1207, 12/F, Block F

Kwai Hing Campus

Executive Female Toilet on Level 9

17 Student activities

The University encourages students to organize student-related activities to enrich their campus life and broaden their horizons. The University provides financial and other support to student-related activities through the Committee on Student Affairs and the Student Affairs Office (SAO). Currently there are more than 30 Student Societies which have been granted HKMU recognition and supported with the University funding. Students are encouraged to participate in diverse activities from programme-based and interest-based Student Societies.

The HKMU Students' Union aims to enhance the quality of campus life experience for all students.

A Student Activity Centre has been established on the Main Campus to provide a venue for student activities. Only the office-bearers of recognized Student Societies are eligible to use the Centre.

Students can contact SAO staff at (tel.: 2768 6267, or email: ssa@hkmu.edu.hk) for enquiries related to student activities.

18 Assistance to students with disabilities or special educational needs

- 18.1 HKMU encourages students with disabilities or special educational needs to participate in its courses to the maximum of their ability. We have taken practical steps to provide adequate services to students with disabilities or special educational needs. The Committee on Student Affairs advises the University on the adequacy of the services provided to students with disabilities or special educational needs in order to meet individual needs as far as possible. Services include special examination arrangement, class and campus support for study and assessment accommodation, etc, which may be helpful in assisting students to complete their study and assignments.
- 18.2 Students have to apply for the services via the Student Affairs Office (SAO) before the stipulated deadline. Please indicate the type of disabilities or special educational needs in the application form so that the University can provide the appropriate services. The University will try to provide the required services according to circumstances. If applicants do not indicate their disabilities or special educational needs in their applications or do not provide the necessary medical proof(s) and supporting document(s), they might not be able to obtain timely support services when needed.
- 18.3 Students with disabilities or special educational needs are encouraged to contact the Programme Leader for advice before enrolling on a programme. After registering for a programme, students should notify their Programme Leader/ Lecturer or the SAO if they need special arrangements for assignments, tutorials and examinations.
- 18.4 HKMU allows some flexibility in terms of arrangements for students with disabilities or special educational needs. However, students with disabilities or special educational needs will be assessed by the same academic performance measures as other HKMU students.
- 18.5 The SAO is responsible for the overall coordination and provision of services for students with disabilities or special educational needs. Please contact SAO staff at 2768 6753 or email ssa@hkmu.edu.hk or fax 2712 2301 for details.

19 Student career services

The SAO offers a suite of career activities and services to enhance students' all-round employability and establishes networking platforms for them to connect with recruiters. Well-structured training in career planning, CV writing, interview skills, personal brand building and business etiquette, for instance, is provided to students to equip them with the essential skill sets required by the market and better prepare them for the recruitment procedure.

Internships provide great opportunities for students to apply their classroom learning to the workplace and hone their communication and interpersonal skills. Over the years, close cooperation with different organizations has led to tailor-made internships designed to maximize students' experiential learning in both physical and online modes. In addition to conventional internships, the SAO also initiates short-term project-based work opportunities for students. These projects allow them to have in-depth investigation of hosting organizations and have a taste of the development of different industries.

Furthermore, in support of entrepreneurial education, the MetroChallenge has been launched with an aim to unleash students' creativity and help translate their ideas into business. Each successful team is awarded an implementation fund and receives cross-sectoral assistance from the University. Other than the foregoing, mentorship programmes, sharing sessions and recruitment events are being organized to increase students' exposure.

For details, please visit: www.hkmu.edu.hk/sao/career.

20 Personal development and counselling services

The aim of the counselling service is to help students understand and manage their difficulties encountered during university life, and to enhance their personal growth and development.

Our counsellors can be reached at 2768 6856 / 2768 6646 or at the Counselling Room located at C0509, 5/F, Kwok Tak Seng Building (Block C), Main Campus.

21 Student financial assistance

21.1 Financial assistance provided by the University

21.1.1 HKMU Bursary Scheme

The Scheme aims to provide grants for needy students whose financial needs are inadequately met by Government grants and/or loans. Students encountering financial difficulties may submit an application to the SAO in early November.

For details, please visit the SAO webpage (<https://www.hkmu.edu.hk/sao/fa/ft-bursary>).

21.1.2 HKMU Emergency Grant

Students who have financial difficulties **due to unforeseeable circumstances within 12 months prior to the application** may apply for an Emergency Grant, which is supported by the Croucher Foundation Fund for Students with Emergency Needs.

Applications for the Emergency Grant are open throughout the year. Applicants should fill in and return the application form to the SAO. Students are required to attend an interview and provide further information about their family and emergency circumstances. Please contact SAO staff for enquiries (Tel.: 2768 6636; Fax: 2712 2301; Email: sao_sfs@hkmu.edu.hk).

21.1.3 Student Medical Support Grant Scheme

The Scheme aims to provide subsidies for students who have genuine financial challenges arising from medical needs. Applications are open throughout the year. Applicants should have applied for the Government's Financial Assistance Scheme for Post-secondary Students (FASP) or Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) during the current academic year.

For details, please visit the SAO web page (<https://www.hkmu.edu.hk/sao/fa/student-medical-support-grant-scheme/>).

21.2 Financial assistance provided by the Government

Full-time students should submit online applications for FASP, STS and NLSPS through the 'SFO E-link – My Applications' (ess.wfsfaa.gov.hk) by the designated deadline.

21.2.1 Financial Assistance Scheme for Post-secondary Students (FASP)

Full-time students aged 30 or below may apply for the Government's Financial Assistance Scheme for Post-secondary Students (FASP). The maximum level of assistance under FASP is made up of tuition fees grant (subject to a ceiling), academic expenses grant, and living expenses loan.

For details, please contact the Government Student Finance Office (SFO) under the Working Family and Student Financial Assistance Agency (WFSFAA). Please visit the website <https://www.wfsfaa.gov.hk/sfo/en/postsecondary/fasp/overview.htm> or call 2152 9000 (during office hours) / 2802 2345 (24-hour hotline).

21.2.2 Student Travel Subsidy Scheme (STS)

Full-time students, who are successful in their FASP applications and reside greater than 10 minutes' walking distance from their normal place of study and travel to HKMU by public transport, may be eligible for the Student Travel Subsidy (STS).

Eligible students who are aged 30 or below must indicate their wish to apply for the STS along with the FASP application. For details, please contact the Government SFO directly at 3616 6549 or 3616 6538 during office hours.

If students are aged over 30 and intend to apply for STS, please contact the SFO directly at 8226 7067 during office hours.

21.2.3 Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)

Full-time students may apply for the Government's Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) to cover their tuition fees payable.

For details, please contact the Government SFO directly at 2150 6222 (during office hours) / 2802 2345 (24 hours) or visit their website at <http://www.wfsfaa.gov.hk/sfo/eng/schemes/nls3.htm>.

21.2.4 Continuing Education Fund (CEF)

The Continuing Education Fund (CEF) subsidizes adults with learning aspirations to pursue continuing education and training courses. The maximum entitlement for new applicants (who have never opened a CEF account) is HK\$25,000. To be eligible for consideration for fee reimbursement, the applicant must have completed the CEF reimbursable course in compliance with the CEF regulations, having passed it at the threshold prescribed by the Office of Continuing Education Fund which may not be the same as the University's pass threshold set for the course. The applicant should **NOT** have obtained any other public funds or assistance under any other publicly-funded financial assistance schemes (e.g. the Non-means-tested Subsidy Scheme for Self-financing Undergraduate Studies in Hong Kong (NMTSS), the Study Subsidy Scheme for Designated Professions/Sectors (SSSDP)) for the same course.

For details, please visit the Office of the Continuing Education Fund (OCEF) website (<http://www.wfsfaa.gov.hk/cef/en/index.htm>) or contact the Office by telephone (3142 2277). A list of the reimbursable courses can be obtained from the OCEF website or the HKMU website.

22 Non-means-tested Subsidy Scheme for Self-financing Undergraduate Studies in Hong Kong (NMTSS)

From the 2017/18 academic year, the Government is providing a non-means-tested annual subsidy for eligible students pursuing full-time locally-accredited local and non-local self-financing undergraduate (including top-up degree) programmes in Hong Kong offered by eligible institutions including HKMU. (Note: Students enrolled on places already supported under the Study Subsidy Scheme for Designated Professions/Sectors (SSSDP) are not eligible for the NMTSS.)

Applications should be made through the Registry of HKMU. Eligible students can still apply for financial assistance with the Student Finance Office to cover the actual amount of tuition fees payable, if needed.

For details, please visit the related Education Bureau's website at: <https://www.cspe.edu.hk/en/nmt-annual-subsidy.html>

23 Scholarships and prizes

Council Medal

An award will be made to one top student from each honours degree programme in each Congregation.

Outstanding Student Award

A maximum of two awards will be made to the top student(s) of each course in each examination.

Scholarships and prizes

A number of scholarships and prizes donated by commercial organizations, firms and individuals are awarded to students with outstanding achievements. Scholarship recipients are normally nominated by Schools based on their overall record of academic achievement and other criteria according to the requirements established for specific scholarships. The nominees should normally achieve a Grade Point Average (GPA) of not less than 3.0 and are not required to submit any applications. However, some scholarships are open for application and their application procedures will be posted on the website of the Student Affairs Office (www.hkmu.edu.hk/sao) during the application period. For details on regulations of and requirements for the scholarships and prizes, please consult the Student Affairs Office.

24 MTR Student Travel Scheme

The MTR Corporation Limited offers MTR concessionary fares to full-time day course students. Full-time students who are aged 25 or below are eligible to apply. Applicants should submit an online application via the MTR website or MTR Mobile App. For details, please visit the SAO webpage (<https://www.hkmu.edu.hk/sao/fa/ft-otherfa/>).

25 Interest-free Tuition Installment Plan

Students who are principal cardholders of the BOC HKMU Dual Currency Platinum Card can apply for the Interest-free Tuition Installment Plan to pay their tuition fees. For details, please refer to the University website (<https://www.hkmu.edu.hk/pao/giving/boc-hkmu-dual-currency-platinum-card/>).

10 Fees

Item	Fee (HK\$)
Tuition fees Please refer to Tuition Fees webpage (https://www.hkmu.edu.hk/undergraduate-students/student-finance/tuition-fees).	–
Late payment deposit fee This fee is applicable to applicants who have been approved for late payment of tuition fees.	\$5,000 per academic term
Late registration fee This fee covers administrative costs related to the processing of late registrations.	\$500 per academic term
Appeal against course results This fee is charged for appeals lodged in relation to course results. Note: This is refundable for successful cases of appeal and award of a more favorable result status.	\$650 per course
Resit examination fee This fee is applicable to students who accept to resit an examination.	\$220 per course
Student Identity Card Replacement A fee is charged for the replacement of the Student Identity Card.	\$100
Transcript / Testimonial fee This fee is charged for producing an official transcript or testimonial of studies.	\$100 per copy
Certification fee This fee covers administrative costs related to the processing of student requests for letters certifying student status, programme of studies, registered courses, tuition fees and award, etc.	\$50 per copy
Course Certificate fee This fee is charged for processing the related application and issuing the Course Certificate.	\$50 per copy
Graduation fee* This fee is applicable to students who wish to apply for graduation for an award or to relinquish/articulate an award for a higher award.	\$500 per award
Replacement award certificate fee This fee is charged for producing a replacement award certificate.	\$800

* From the 2021/22 cohort onwards, students studying programmes charging a flat tuition fee are required to pay a deposit of HK\$500 as Caution Money upon the first registration. The Caution Money will be converted to graduation fee upon completion of the programme. If there are any unpaid claims against the student such as outstanding library fines or late charges rendering the balance of Caution Money insufficient to be set off against the graduation fee, the student will be required to pay the difference before the degree is awarded.

Notes:

- The above fees are subject to change.
- Fees paid are non-refundable and non-transferable for other purposes unless specified otherwise.
- Applicants/students are responsible to pay the fees before the specified deadline.
- Applicants/students should follow the University's instructions concerning acceptable forms of payment for the above fees.
- Academic awards will NOT be made to persons in debt to the University.

11 Useful Contacts and Summary of Useful Forms

Useful contacts

Enquiries	Contact	Phone	Fax	Email
Undergraduate programmes enquiries	Registry	3120 2589 (Admissions)	2406 2155 (Admissions – Undergraduate)	regadmug@hkmu.edu.hk (Admissions – Undergraduate)
		2768 6704 (Enrolment)	2761 1517 (Enrolment – Undergraduate)	regftae@hkmu.edu.hk (Enrolment – Undergraduate)
		2768 6688 (Examinations and Assessment)	8148 3378 (Examinations and Assessment – Undergraduate)	regexam@hkmu.edu.hk
		2768 6623 (Student Records)	8148 3374 (Student Records – Undergraduate)	regrec@hkmu.edu.hk
		2768 6692 (Graduation)	8148 3379 (Graduation – Undergraduate)	reggrad@hkmu.edu.hk
Student Financial Services	Student Affairs Office	2768 6636	2712 2301	sao_sfs@hkmu.edu
Student Development and Support		2768 6267		ssa@hkmu.edu.hk
Assistance to students with disabilities or special educational needs		2768 6753		
Student Career Services		2768 6644		career@hkmu.edu.hk
Library information	Stanley Ho Library	2768 6777	2715 1950	libwww@hkmu.edu.hk
	Ho Sik Yee Library	3120 2555		
Computer Laboratory	Information Technology Unit	2768 6524 (Main Campus, Jockey Club Campus and Kwai Hing Campus)	2762 7469	ituhelp@hkmu.edu.hk
		3460 9585 (HKMU-CITA Campus)	–	

Enquiries	Contact	Phone	Fax	Email
Booking of Lecture Theatres/Classrooms	Finance and Facilities Management Office (Facilities Management Unit)	3120 2413	–	hkmumc@hongyip3.com
Student lockers				
Lost and found				
Booking of communal areas (student societies)				
Booking of Activity Rooms				
Booking of Sports Halls				
Telephone transfer	–	2711 2100	–	–
General enquiries	Information Centre	2711 2100	2715 0760	info@hkmu.edu.hk
	24-hour Infoline	2309 2188	–	–
Emergency	Security Control Room	2768 6260 / 2624 5767 (Main Campus)	–	–
		3120 2403 / 2406 2098 (Jockey Club Campus)	–	–
		3641 1057 (Jockey Club Institute of Healthcare)	–	–

Summary of useful forms

Visit the following webpage to download useful forms that you may need for requesting various services from the Registry:

<https://www.hkmu.edu.hk/undergraduate-students/useful-forms>

本手冊為香港都會大學**本科生及副學位課程（全日制及相關兼讀制學士學位以及副學位課程）**的學生提供所需資料，只供參考之用，如有欠清晰或需要進一步資料，請聯絡教務處。

1 校曆表

2022/2023 學年（本科生及副學位課程）

2022 年秋季學期

週次 學年	一	二	三	四	五	六	日	週次 學期	備註	
2022	8月									
		29	30	31					30/8	新生開學典禮2022 [^]
	9月									
					1	2	3	4		
	1	5	6	7	8	9	10	11	1	5/9 開學日
	2	12	13	14	15	16	17	18	2	5 – 16/9 增修 / 減修科目 [^]
	3	19	20	21	22	23	24	25	3	12/9 中秋節翌日
	4	26	27	28	29	30			4	16/9 申請逾期註冊最後日期 [^]
	10月									
							1	2		1/10 國慶日
	5	3	4	5	6	7	8	9	5	4/10 重陽節
	6	10	11	12	13	14	15	16	6	
	7	17	18	19	20	21	22	23	7	
	8	24	25	26	27	28	29	30	8	
	9	31							9	
	11月									
			1	2	3	4	5	6		
10	7	8	9	10	11	12	13	10	13/11 申請延期修業最後日期	
11	14	15	16	17	18	19	20	11		
12	21	22	23	24	25	26	27	12	27/11 申請退修科目 / 課程最後日期 [#]	
13	28	29	30					13		
12月										
				1	2	3	4			
14	5	6	7	8	9	10	11	14	5 – 10/12 溫習休假	
15	12	13	14	15	16	17	18	15	12/12 – 1/1 考試期	
16	19	20	21	22	23	24	25	16		
17	26	27	28	29	30	31		17	26 – 27/12 聖誕節後第一及二個周日	
2023	1月									
							1		1/1 學期完結	
	18	2	3	4	5	6	7	8	18	2/1 新年假
19	9	10	11	12	13	14	15	19	2 – 15/1 學期完結休假	

2023 年春季學期

週次 學年	一	二	三	四	五	六	日	週次 學期	備註
2023	1月								
20	16	17	18	19	20	21	22	1	16/1 開學日
21	23	24	25	26	27	28	29	2	16 – 27/1 增修 / 減修科目^
22	30	31						3	23 – 25/1 農曆新年假
	2月								27/1 申請逾期註冊最後日期^
			1	2	3	4	5		
23	6	7	8	9	10	11	12	4	
24	13	14	15	16	17	18	19	5	
25	20	21	22	23	24	25	26	6	
26	27	28						7	
	3月								
			1	2	3	4	5		
27	6	7	8	9	10	11	12	8	
28	13	14	15	16	17	18	19	9	
29	20	21	22	23	24	25	26	10	26/3 申請延期修業最後日期
30	27	28	29	30	31			11	
	4月								5/4 清明節
						1	2		7 – 10/4 復活節假
31	3	4	5	6	7	8	9	12	9/4 請退修科目 / 課程最後日期#
32	10	11	12	13	14	15	16	13	
33	17	18	19	20	21	22	23	14	17 – 22/4 溫習休假
34	24	25	26	27	28	29	30	15	24/4 – 14/5 考試期
	5月								
35	1	2	3	4	5	6	7	16	1/5 勞動節
36	8	9	10	11	12	13	14	17	14/5 學期完結

2023 年夏季學期（只適用於部分課程）

週次 學年	一	二	三	四	五	六	日	週次 學期	備註
2023	5月								
37	15	16	17	18	19	20	21	1	15/5 開學日
38	22	23	24	25	26	27	28	2	15 – 26/5 增修 / 減修科目 [^]
39	29	30	31					3	26/5 佛誕
	6月								26/5 申請逾期註冊最後日期 [^]
				1	2	3	4		
40	5	6	7	8	9	10	11	4	
41	12	13	14	15	16	17	18	5	
42	19	20	21	22	23	24	25	6	22/6 端午節
43	26	27	28	29	30			7	
	7月								
						1	2		1/7 香港特別行政區成立紀念日
44	3	4	5	6	7	8	9	8	9/7 申請延期修業最後日期
45	10	11	12	13	14	15	16	9	
46	17	18	19	20	21	22	23	10	23/7 申請退修科目 / 課程最後日期 [#]
47	24	25	26	27	28	29	30	11	
48	31							12	
	8月								
		1	2	3	4	5	6		
49	7	8	9	10	11	12	13	13	7 – 20/8 考試期
50	14	15	16	17	18	19	20	14	20/8 學期完結
51	21	22	23	24	25	26	27	15	21/8 – 3/9 學年完結休假
52	28	29	30	31				16	
	9月								
					1	2	3		

備註：

- 1) ○ 學期開始
- 2) ■ 考試週（包括星期日及公眾假期）
- 3) ■ 星期日及公眾假期
- 4) △ 申請退修科目 / 課程最後日期[#]
- 5) ■ 溫習休假
- 6) ■ 學期完結休假
- 7) ○ 考試週開始前申請延期修業最後日期
- 8) ■ 學年完結休假

註解：

[^] 「新生開學典禮」，「增修/減修科目」，及「申請逾期註冊最後日期」只適用於修讀面授本科生及副學位課程的學生。

[#] 學生如退修課程，則該課程內所有尚未完成的科目也會列作「退修」。退修紀錄將繼續保留在學生紀錄內。

2 本科生及副學位課程的一般規例

中文譯本僅供參考，如中文與英文版本有任何不一致之處，概以英文本為準。

1 權力

- 1.1 教務會根據條例第 13(1)(c) 條賦予的權力頒布本規例，用以規管錄取學生入讀大學所提供的課程及學生繼續就讀事宜。
- 1.2 教務會或獲教務會授權的委員會，可根據任何規例採取各項執行措施及程序，惟該等措施及程序須與條例及本規例相符，方為有效。

2 入學

- 2.1 申請入讀面授本科生及副學位課程的人士，必須符合本校的一般入學條件及有關課程的指定入學條件（如適用），除非申請人已獲本校豁免有關要求。
- 2.2 申請人可能需要參加甄選面試。
- 2.3 獲錄取的申請人必須在本校指定的日期辦理入學註冊手續，否則會視作自動放棄入讀資格。
- 2.4 除本校畢業生及李嘉誠專業進修學院之高級文憑畢業生外，所有申請人於申請本科生及副學位課程時必須繳交報名費。
- 2.5 申請重讀相同課程的學生，其申請須經大學批准。申請程序與申請入讀新課程的程序是相同的。獲重新取錄入讀相同課程的學生可能會被要求重修在較早前已取得及格成績的學科，在這種情況下，學生需要支付學費，其重修學科的成績將以以前的成績為上限。

3 註冊

- 3.1 成功申請入讀有關課程的人士必須在本校指定的日期或之前完成註冊手續，並在第一次註冊當日視為已入讀該課程。學生入讀該課程後必須遵守該課程的規例。
- 3.2 學生用以註冊的姓名必須與香港身份證或護照（只適用於非本地生）上所顯示的一致。
- 3.3 由 2021/22 學年起，新生在接受錄取通知時須繳交保證金，以備償還任何積欠大學之款項。學生如有欠款，將於其保證金扣除，餘額將於學生退學時發還。學生畢業時須繳交畢業費，其保證金將轉為畢業費。
- 3.4 學生必須在其後的每個學期按本校指定日期或之前辦理註冊手續。未完成註冊的學生將被視為已終止在校學習。

- 3.5 註冊時，學生需按大學要求繳交學費。學生若遇到困難，未能在大學指定限期內繳交學費，可向教務長申請延期繳交學費。學生需填妥有關申請表格，並提供非常合理的原因支持。遞交申請時，學生需繳付「延期繳交學費按金」（本校將不時檢討及釐定有關費用）。該按金將被計入學費內，並不設退款或轉讓。
- 3.6 延期繳交學費的申請被接納後，學生將獲通知新的繳費期限。在本校收到全額學費前，該學生將被視為本校的臨時註冊學生。假如學生未能在指定的新繳費限期內繳交全額學費，將被撤銷學籍，其臨時註冊學生資格亦會被終止。如學生於該學期內非本校之正式註冊學生，其於學期內所有學術工作均不會獲本大學承認。
- 3.7 學生個人資料若有更改，如通訊地址、電話號碼等，應立刻通過本校的學生網頁或以書面通知教務處，否則本校可能無法為該學生提供教學及行政服務。
- 3.8 修讀本校本科生及副學位課程的學生除非得到大學預先批准，否則不可同時於本校或任何專上院校註冊修讀其他專上課程。違者可能會被大學勒令退學。

4 延期修業

- 4.1 學生如欲延期修業，應連同有關文件經 MyHKMU 遞交網上申請。大學會酌情批准有關申請。延期修業申請一經批准，將適用於該學期或學年已註冊的所有學科。
- 4.2 大學可接受學生因以下理由申請延期修業：
 - (a) 生病或患急症；
 - (b) 家庭出現嚴重問題，或其他特殊情況下構成值得同情的理由。
- 4.3 已申請延期修業的學生，在未收到大學正式批准通知前，仍應繼續修課及出席課堂。以健康理由申請延期修業的學生必須提供註冊醫生證明書。
- 4.4 一般情況下，延期修業時限最長為一學年。
- 4.5 獲批准延期修業的學生已繳交的全數或部分學費將不獲退還。學生獲批准復課時，可使用延期修業期間所繳交的學費以支付學科費用，如有關款項不足以支付所修讀學科之學費，學生需繳交有關差額。

5 退修課程

- 5.1 學生如欲退修本校的課程，須於相關學期考試開始之前 14 天內經 MyHKMU 向教務長遞交申請。退修課程的學生，其退修申請一經批准，該學期或學年已註冊的所有學科會視為退修。申請退修學科的學生，如在退修後仍能符合大學規定每學期的指定學習量，其申請才會獲得考慮。退修紀錄會保存於該學生的學業紀錄中。不論任何情況下，退修課程的部分或所有學費將不獲退還。

- 5.2 學生如欲在退修後或被大學撤銷學籍不多於一年後恢復大學學籍，必須不遲於學期開課後兩個星期內以書面形式向教務長遞交註冊申請。申請是否獲得批核，由大學全權決定。申請人若有學費仍未繳交，必須先將學費悉數付清；如逾期遞交申請，申請人則須額外繳付「逾期註冊申請費」。中止學習超過一個學年的學生應按照一般入學程序重新申請入學。

6 選科

- 6.1 學生須於每個學期開課前按所選讀課程的課程規例報讀學科。
- 6.2 除非課程另有規定，一般而言，全日制學生應該每學期修讀 20 個總學分或每學年修讀 40 個總學分。學生如希望修讀的學科超出或少於總學分要求，須獲有關學院批准。
- 6.3 學生不得重讀已取得及格的學科。
- 6.4 學生若於選科後擬增修或減修學科，必須於增修 / 減修學科申請期，即開課後兩星期內按規定程序完成申請手續。
- 6.5 一般來說，學生於增修 / 減修學科申請期後提出的減修學科申請，大學會以申請退修學科的方式處理。學生須於相關學期考試開始之前至少 14 天遞交申請，並須以書面向教務長陳述退修理由。大學擁有全權審批有關申請。退修學科的學費將不會退還。

7 修業期限

- 7.1 每個面授本科生及副學位課程一般都有指定的修業期限（N）。修業期限會視乎學生的入學年級、學習量、課程所需學分要求以及其修讀學期來界定。全日制學生的一般修業期限為一年至五年不等。
- 7.2 學生的最長修業年期為課程的指定修業期限再加兩年（N+ 兩年），包括休學及延期修業。學生必須在該課程的最長修業限期內完成所有畢業要求。
- 7.3 學生如未能在最長修業限期內完成所有畢業要求，會被終止繼續修業。

8 更改選修課程

- 8.1 學生如欲更改選修課程，須按大學指引連同有關文件向教務處提出申請；申請是否獲得接納，由有關學院酌情決定。除非另有指明，更改課程申請一經批准，將在獲批准後的下一學年生效。

9 成績評核及等級

- 9.1 大學將會根據學生所註冊學科的表現而進行評估。評估準則包括以下一項或多項：作業、小測、測驗、實驗課、實習、考試、出席率及其他任何準則。

9.2 學業成績表所採用的成績等級、標準及等級點如下：

成績等級	等級點	標準
A	4.0	優異
A-	3.7	
B+	3.3	優良
B	3.0	
B-	2.7	良好
C+	2.3	尚可
C	2.0	及格
不及格 — 重考	不適用	不及格 — 重考
不及格	—	不及格
及格 *	不適用	達標

* 只適用於指定學科

除上表所列，以下的等級亦會在需要時使用：

成績等級	解釋
完成 (L)	不帶學分的學科評級
未完成 (I)	
退修 (W)	學科退修

9.3 學生如修畢一個學科而其成績等級為「C」或以上者，即獲取該學科的學分。

9.4 學生的學業成績平均積點 (GPA) 計算方法如下：

$$\frac{\text{所修讀學科 (包括不及格學科) 的等級點總和}}{\text{所修畢學科的總學分 (包括不及格學科)}}$$

9.5 作業

學生須於規定限期內呈交功課。除非另有指明，所有作業必須經網上學習系統 (OLE) 遞交。如果學生遲交功課，本校老師會酌情決定是否接受有關功課，並視乎情況決定是否扣分及扣多少。

9.6 小測 / 測驗 / 實驗課

學生可能需要完成小測、測驗、實驗課或實習，作為評核一部分，當中某些可能是必須的。

9.7 考試

9.7.1 除非該學科不設考試，否則學生應出席所修學科的期終考試。學生必須遵守本校規定的考試事項安排。

9.7.2 如學生於考試中僅以很少分數差距未能及格，經成績評核委員會酌情決定後，或會獲給予一次重考機會。有關學生將獲安排在該學科下一個考試期重考。重考一般會在該學科的下一開辦學期之期終考試進行。若該學科不會在下一學年開辦，大學仍會安排學生在現時修讀學期後的一年內重考。

- 9.7.3 重考學生需要繳交每科的重考費用（本校將不時檢討及釐定有關費用）。於重考限期前已退學的學生將不獲重考資格。
- 9.7.4 學生重考仍未能取得及格成績，將須重讀有關學科（如有該科），以獲取相關學分。在某些情況下，大學可能需要學生以遙距模式修讀該科，或修讀另一科以作代替。
- 9.7.5 只有在非常特殊情況下，學生能提供合理的書面文件證明，本校方會考慮學生的延期考試申請。重考學科太多，並不可作為延期考試的合理理由。延期考試一般並不適用於重考。

9.8 出席率要求 — 每一學科的最低出席率要求為八成。

10 學業階段

- 10.1 大學會根據全日制學生所累積的學分數目，劃分為不同學業階段。
- 10.2 全日制學生的學業階段的界定一般如下所述：

第一年學業階段	獲取少於 40 學分
第二年學業階段	獲取至少 40 學分
第三年學業階段	獲取至少 80 學分
第四年學業階段	獲取至少 120 學分
第五年學業階段	獲取至少 160 學分

10.3 不同課程的學業階段的相關學分數值可能不同。詳情請聯絡個別學院。

11 試讀及停學

- 11.1 全日制學生必須在第二個學年及其後學年達到於 11.2 段所載的最低學分要求。學生如未能達到上述要求，將被列為試讀生。
- 11.2 最低學分要求
- 11.2.1 最低學分要求為於前一個學年一般累積的學分之一半。
- 11.2.2 於一個學年一般累積的學分，為課程要求的總學分按指定修業期限（N）於每一個學年作平均分布的學分。
- 11.2.3 於完成第二個學年後的最低學分要求為第一個學年所累積的學分之一半，並下調至最接近之五的倍數。
- 11.2.4 於其後學年直至並包括指定修業期限的最後一個學年，完成學年後的最低學分要求，為第二個學年的最低學分要求之倍數：完成第三個學年後為其雙倍；完成第四個學年後為其三倍；完成第五個學年後為其四倍。
- 11.2.5 於完成指定修業期限後一年（N+1）的最低學分要求與完成指定修業期限的最後一個學年後的最低學分要求相同。

11.2.6 以下例子為一個四年制 160 學分課程於完成各個學年後的最低學分要求：

學年	最低學分要求
第二個學年	20
第三個學年	40
第四個學年 (N)	60

11.3 全日制學生如曾經於修讀課程期間被列為試讀生，並且未能於完成指定修業期限內的最後一個學年後達到於 11.2 段所載的最低學分要求，將會被終止在面授本科生課程繼續修業。

11.4 有關試讀及停學的規定適用於 2016/2017 學年或以後入學之全日制學生。

12 畢業

12.1 學生必須符合其修讀面授本科生或副學位課程的要求，方可獲考慮頒授學術資格。

12.2 學生如符合 12.1 段所載的規定及課程要求將會畢業。大學會於其修讀課程的指定修業期完結時評估學生是否符合畢業要求。

12.3 儘管 12.2 有所規定，如學生在下列情況下必須自行提出申請畢業：

- 學生所修讀的課程能提供普通學士學位或副學士學位，並已累積足夠學分和已符合相關學術要求。
- 學生已在遙距教學模式下修畢學科及欲將有關的學科學分計算在其選修課程的畢業要求之內。

12.4 學生需要繳交每項學術資格的「畢業費」。本校將不時檢討及釐定有關費用。如學生在接受錄取通知時已繳交保證金，在學習期間沒有任何索賠未償還，學生畢業時其保證金將轉為畢業費。

12.5 榮譽學士學位的等級

12.5.1 榮譽學士學位的等級分為甲等、乙等（一級）、乙等（二級）或丙等。

12.5.2 學士學位的榮譽等級，是根據學生修畢有關學科所取得的加權平均積點來釐定的，而該等學科必須符合所選修課程內有關榮譽等級的要求。

12.5.3 在計算單學位課程的榮譽等級時，加權平均積點會依據課程要求所列高級或中級程度學科等級點最高的 80 學分（以成績等級而定）計算。一般而言，最高等級點的 80 學分中的 40 學分需來自高級程度學科（A 組別學科），而餘下的 40 學分（已計入 A 組者不算在內）需來自高級或中級程度的學科（B 組別學科）。在計算有關課程的加權平均積點時，A 組別及 B 組別學科的比重可能不同。計算方法如下：

$$\text{加權平均積點} = \frac{\text{A 組別學科等級點之和} \times \text{A 組別學科的比重} + \text{B 組別學科等級點之和} \times \text{B 組別學科的比重}}{\text{A 組別學科總學分} \times \text{A 組別學科比重} + \text{B 組別學科總學分} \times \text{B 組別學科的比重}}$$

等級值是學科的等級點乘以該學科的學分

- 12.5.4 在計算雙學位課程的榮譽等級時，加權平均積點會依據課程要求所列高級或中級程度學科等級點最高的 120 學分（以成績等級而定）計算。一般而言，最高等級點的 120 學分中的 60 學分需來自高級程度學科（A 組別學科），而餘下的 60 學分（已計入 A 組者不算在內）需來自高級或中級程度的學科（B 組別學科）。在計算有關課程的加權平均積點時，A 組別及 B 組別學科的比重可能不同。
- 12.5.5 儘管 12.5.3 及 12.5.4 有所規定，如學生已按課程要求完成 80 學分，但不足 80 學分將計算在榮譽等級時，其加權平均積點會以 A 組別高級程度學科中積分最高的 40 學分計算，而餘下的學分（已計入 A 組者不算在內）需來自 B 組別高級或中級程度的學科。在計算有關課程的加權平均積點時，A 組別及 B 組別學科的比重可能不同。
- 12.5.6 學生若達致課程要求所列 A 組別和 B 組別學科所需的學分，並符合以下的加權平均積點，便可獲頒授相關的榮譽學士學位等級。

榮譽學士學位等級	加權平均積點
甲等	3.50 – 4.00
乙等（一級）	3.00 – 3.49
乙等（二級）	2.50 – 2.99
丙等	2.00 – 2.49

13 學業成績表

- 13.1 學業成績表為本校發出的有效文件，詳列學生在大學的完整學業紀錄，包括所修學科成績、學期平均積點、累積平均積點及學術資格（如適用）。
- 13.2 學生可於修業期間申請學業成績表，大學會就每份學業成績表收取行政費用（本校將不時檢討及釐定有關費用）。
- 13.3 因應學生的要求，教務長可以發出正式的證明文件，證明其為本校的學生，或證明某張副本為取自本校刊物 / 文件的真本。本校可能徵收行政費用。
- 13.4 學位及其他學術資格證書
已獲大學授予學位或其他學術資格的學員，會獲發正式的證書。
- 13.5 大學保留權利，在特定情況下，例如學生尚未向大學繳清欠款或違反大學規例，可拒絕發放學業成績單、正式文件及學術資格證書予學生。

14 學術誠信及學生紀律

- 114.1 學生必須時刻堅守學術誠信。
- 14.2 學生如違反大學對學術誠信的期望、觸犯有關大學紀律的規定，或違反大學制定的其他守則或規例，大學會按照《學術誠信及學生紀律規例》向犯事學生採取紀律行動。

3 課程要求

修讀本科生或副學位課程的同學必須遵守大學所定的一般要求及各課程的指定要求，以符合畢業要求。

1 修讀課程

- 1.1 各課程須界定其包括的科目、各科目的程度和學分、任何先修科目或不可兼修的科目組合、就釐定榮譽學士學位等級的特殊價值的科目（如適用），以及修業期限。
- 1.2 大學會頒布課程要求，訂明任何藉以獲取副學士 / 高級文憑、學士學位、榮譽學士學位的課程，並可增設、修訂或終止該等課程。

2 學分及科目程度

- 2.1 每個科目均有學分（例如 5、10 或 20 學分），授課期一般分為一個或兩個學期。
- 2.2 科目編號的首個數字代表該科的深淺程度，分別為：

首個數字	科目程度
1	基礎程度： 這類科目一般並無必須或建議先修科目，是本科生課程的初階科目。
2	中級程度： 這類科目可能設有基礎程度的必須或建議先修科目。
3	高級程度： 這類科目通常設有必須或建議先修科目。學生修讀學士學位課程，必須完成一些高級程度科目。
4	深造程度： 這類科目一般設有必須或建議先修科目。修讀榮譽學士學位課程的學生，或需修讀此類科目。

3 一般要求

3.1 通識教育要求

3.1.1 通識科目

除個別課程規定外，所有一年級入讀本科生課程的學生必須完成四個 5 學分（共 20 個學分）的專門通識科目（GE）。學生必須修讀四個不同「學科範疇」的通識科目，惟學生不可修讀所屬課程的「學科範疇」科目。

3.1.2 非專科科目

榮譽學士學位及學士學位課程一般會要求一年級入學的學生分別修讀 20 個及 10 個學分的非專科科目。

3.2 英語要求

一年級入學的學生，一般需要完成 10 個學分的英語科目。在指定課程裏，英語科目或會計算在非專科科目內。

3.3 大學核心價值單元

為培育學生，使他們能發揮大學四項核心價值——誠信、公正、毅力及創新，本科生須於畢業前完成四科不設學分的網上單元，每項核心價值設一個單元。此要求適用於 2021/22 學年起的一年級入學學生、2022/23 學年起的二年級入學學生，及 2023/24 學年起的三年級入學學生。

3.4 基礎程度科目學分上限

除指定課程外，學生必須完成課程所規定從基礎 / 中級 / 高級程度科目中所取得的學分，以獲取學位資格。然而，一年級入學的學生最多只可修讀 40 個學分的基礎程度科目。

3.5 教學語言

除指定或以雙語教學的課程外，所有課程一般已規定其主要的教學語言。

如學生所修讀以非主要語言授課的科目，其修讀的學分不可超過課程總學分的三分之一。

4 課程要求

4.1 課程要求已列明該課程所要求的總學分，所需修讀的科目及榮譽學士學位課程的等級要求等（如適用者）。學生必須符合課程規定的要求，才可獲頒相關的學術資格。

4.2 學生必須細閱其修讀課程的課程要求。課程要求可以在大學網站（在學學生）下載（https://www.hkmu.edu.hk/FT_programme_requirement）。

4.3 課程要求一般會在每年九月更新，學生請務必查閱更新版本。

4.4 學生必須要在最長修業期限內完成所需的課程要求，並且在本校無任何負債紀錄，方可獲取相關課程的學術資格。

4 學術誠信及學生紀律規例

大學期望每位學生時刻堅守學術誠信，這是提高學習效能和學術成就的必要條件。大學亦鼓勵學生培養責任感、加強反思、為自己的行為負責和相互尊重。學生應該像其他大學的成員一樣，以大學社群的最佳利益為重。

請瀏覽以下網頁查閱《學術誠信及學生紀律規例》：

<https://www.hkmu.edu.hk/reg/tc/student-academic-integrity/>

5 註冊及選科之安排

1 註冊

- 1.1 學生將在適當時間接獲大學電郵通知每學期的註冊安排，包括該學期繳交學費的詳情。
- 1.2 學生必須在指定日期前繳交該學期的學費，以完成註冊。一般而言，學生必須於學期開始前一至兩個月內繳交學費。

2 繳交學費

- 2.1 學生可以在「電子繳款平台」繳交學費，網上繳款方式包括信用卡（VISA 卡 / 萬事達卡 / 銀聯卡）、微信支付 / 支付寶、繳費靈即時繳費或工銀跨境 e 繳費服務。學生亦可攜繳費單到任何一間中國銀行（香港）之櫃台於到期日前以現金或支票方式繳費。繳費詳情可瀏覽以下網址：

<https://www.hkmu.edu.hk/fu/tc/payment-method/>

- 2.2 所有已繳學費概不予退還或轉作其他用途。網上繳費平台的繳費狀況將於確認付款後更新。

3 延期繳交學費

- 3.1 如學生因財政困難未能依時繳交學費，必須於指定時間內申請「延期繳交學費」並提供充分理由及證明文件支持申請。申請人或會被邀請作面談。
- 3.2 學生須經大學網站（在學學生）提交「申請延期繳交學費表格」，並經網上繳費平台繳交「延期繳交學費按金」，否則大學不會處理學生之申請。大學將以大學電郵通知申請結果。
- 3.3 已繳付的「延期繳交學費按金」將不予退還或轉作其他用途。此按金將會從暫定學費金額中扣除。當申請獲得批准後，大學會為學生暫時註冊修讀該獲批之學期。

4 撤銷學籍

- 4.1 如學生未能按時繳交學費，及沒有提交「延期繳交學費」申請，將被撤銷學籍。倘若學生已被撤銷學籍，在相關學期內所呈交之作業將不獲大學認可。學生如在重考前已申請退學，將不得或不符合資格參加相關科目的重考。如學生在本科生或副學位課程的科目成績被評為「不及格—重考」或「延期考試」後被撤銷學籍，該科目成績將被自動轉為「不及格」。

5 逾期註冊

- 5.1 學生如欲恢復學籍，必須在指定時間內經大學網站（在學學生）提交「逾期註冊」之申請，並需繳交「逾期註冊申請費」（本校將不時檢討及釐定有關費用）。
- 5.2 大學將會視乎有關課程的學額、同學的申請理由，以及同學是否已繳交該學期所有學費和「逾期註冊申請費」等因素來審批同學的申請。已繳交的「逾期註冊申請費」將不會退還。

6 學生證

- 6.1 本校會在學期開始前，把學生證發給新生。學生證於學生在本校修讀期間內有效。學生如未有收到學生證，應於開課後兩星期內通知教務處學生紀錄組。
- 6.2 當學生使用大學設施及參與課堂／考試時，學生證是重要的身份證明文件。學生證須與香港身份證或護照（只適用於沒有香港身份證者）同時使用方為有效。
- 6.3 學生如遺失或損毀學生證，應填妥 R-ID 表格，立即辦理補領手續，並須繳付行政費用。

7 科目註冊

- 7.1 大學會在各學期開學前為學生註冊指定科目。一般而言，學生每學期應修讀 20 個總學分或每學年修讀 40 個總學分，課程另有規定者除外。學生不得重修已及格的科目。學生於每學期應按所屬課程編排註冊科目，相關資訊一般會經「選科指引」發放。
- 7.2 學生可以登入 MyHKMU 查看課堂時間表。學生亦可於指定網上選科時段經 MyHKMU 使用指定功能自行註冊或轉換該學期所編排的科目。

8 網上選科時段

- 8.1 學生可在每個學期的網上選科時段，通過 MyHKMU 來選科。

選科時段	選科項目
網上選科 (學期開課前)	<ul style="list-style-type: none"> - 選擇該學期自行註冊的必修科目、選修科目或英語科目 - 選擇該學期所需修讀的通識科目 - 更改課堂組別
增修 / 減修科目 (學期開課後兩星期內)	<ul style="list-style-type: none"> - 更改課堂組別 - 更改或選擇未完成註冊的科目 - 遞交「增修 / 減修申請」申請表以申請： <ul style="list-style-type: none"> • 增修重讀科目 • 增修額外科目 • 減修科目

9 重讀科目

- 9.1 如學生擬重修「不及格」(Fail) 成績等級的科目，請在截止日期前向教務處入學及註冊組（本科生課程）遞交申請。
- 9.2 學生可以在以下時段，盡早提交重讀科目之申請。
- 9.2.1 「增修重讀科目」時段：學期開課前。
- 9.2.2 「增修 / 減修科目」時段：學期開課後兩個星期。
- 9.3 學生可於申請時段內經大學網站（在學學生）指定功能遞交申請。申請結果將於該功能發布。
- 9.4 所有申請將會按個別情況考慮。批核與否視乎有關科目的學額、學生的課堂時間表、符合有關科目的先修條件及學院審批而決定。
- 9.5 如申請獲批准，學生可以在 MyHKMU 內之「課堂時間」及「學生紀錄」部分查看獲批科目。大學會於「增修 / 減修科目」時段完結後通知學生相關繳費事宜。學生必須在限期前繳交重讀科目學費，如學生未能在限期內繳付學費餘額，大學將撤銷學籍。
- 9.6 學生亦可以考慮重修對等遙距學習科目以取代不及格的本科科目（如適用者）。學生可於「增修重讀科目」時段或「增修 / 減修科目」時段提交申請表格，申請結果會以大學電郵另行通知。如欲了解有關遙距學習科目詳情，請瀏覽：大學網站（在學學生）。

10 增修額外科目

- 10.1 如學生擬修讀學院指定科目以外的額外科目，可於「增修 / 減修科目」時段內經大學網站（在學學生）「增修 / 減修申請」功能遞交申請。申請結果將於該功能發布。
- 10.2 所有申請將會按個別情況考慮。批核與否視乎有關科目的學額、學生的課堂時間表、符合有關科目的先修條件及學院審批。
- 10.3 如增修額外科目的申請獲批准，學生可以在 MyHKMU 內之「課堂時間」及「學生紀錄」部分查看獲批科目。大學會於「增修 / 減修科目」時段完結後通知學生相關繳費事宜。學生必須在限期前繳交額外科目學費，如學生未能在限期內繳付學費餘額，大學將撤銷學籍。

11 減修科目或退修科目

- 11.1 如學生擬於「增修 / 減修科目」時段內減修科目，可於「增修 / 減修科目」時段內經大學網站（在學學生）「增修 / 減修申請」功能遞交減修申請。申請結果將於該功能發布。

- 11.2 如學生在「增修 / 減修科目」時段後退修科目，請必須於相關學期考試開始之前 14 天經大學網站（在學學生）遞交退修申請。
- 11.3 已繳交的退修科目學費將不獲退還。如學生未繳付該重讀科目之學費，則必須先繳清有關學費才可申請退修科目。
- 11.4 如申請獲批准，「退修」紀錄將會保存在學生的學業紀錄內。

6 評核

1 成績評核

- 1.1 大部分科目的成績評核方法主要分為兩種模式：平時作業和考試。
- 1.2 大學將會根據學生所註冊科目的表現進行評估。
- 1.3 平時作業主要包括作業、小測、測驗、研究計劃 / 專案研究、口述報告、實驗課、實習、出席率等，及 / 或其他任何準則。
- 1.4 大部分科目均設有期終考試，於修畢科目時舉行。
- 1.5 如果你修讀的科目設有期終考試，該科目的成績將以平時作業及考試兩方面評分。

2 平時作業

2.1 作業

- a 學生須於規定期限內遞交功課。如果學生遲交功課，本校教師擁有酌情權，決定是否接受有關功課，並視乎情況決定是否扣分及扣分多少。除非另有指明，學生必須使用網上學習系統遞交所有作業。
- b 學生可通過香港都會大學網站（在學學生）登入 MyHKMU 的「作業及科目成績」查核作業成績。

2.2 小測 / 測驗 / 實驗課

學生可能需要完成小測、測驗、實驗課或實習，作為評估一部分，當中部分可能是必須的。

3 考試重要事項

- 3.1 學生必須於應試前，仔細閱讀本考試事項安排。學生必須於大學網站（MyHKMU）細閱考試時間表。如違反有關的考試規例 / 指引，可被嚴重處分，或被取消考試資格。
- 3.2 學生須時刻堅守學術誠信，不應在何成績評核的過程中（包括課堂上的陳述及考試）作弊，冒名頂替同學或企圖以他人頂替自己參加任何成績評核的活動都違反了大學有關學術誠信的規例，大學亦會在適當時候核實學生的身份。
- 3.3 學生如違反了大學對學術誠信的期望、觸犯有關大學紀律的規定，或違反大學制定的其他守則或規例，大學會按照《學術誠信及學生紀律規例》向犯事學生採取紀律行動。

4 考試期及試場分派

- 4.1 本校每年舉行三次常規考試，有關詳情請參閱校曆表。此外，導師可能會在學年期間安排期終考核。考試可在早上、下午及 / 或晚間舉行；有時不同科目的考試可能受其他因素限制或避免考試時間相撞而須安排在同一天內進行。

- 4.2 學生若在平時作業取得及格成績，並完成所有規定的必修項目（例如出席率），卻在考試中僅以很少分數差距未能及格，經教學學院的酌情決定，學生或會獲給予一次重考機會，有關科目成績會被評為「不及格—重考」，校方並會收取有關重考費用（本校將不時檢討及釐定有關費用）。如學生獲得重考機會，可在該科目下一開辦學期的期終考試重考。若該科目不會在下一學年開辦，大學仍會安排學生在現時修讀學期後的一年內重考。一般而言，重考將安排於其中一個分別在十二月／一月、四月／五月及八月／九月所舉行的常規考試中進行。重考生若未能在指定的限期前繳交有關費用及／或答覆接受重考的安排，或缺席重考，該科目成績將被評為不及格。對於此等學生，校方不會另作安排。
- 4.3 現正修讀本科生課程的學生，在適當時間將接獲校方的電郵，通知各科考試的日期、時間及地點。已退學的學生，將不得或不符合資格參加相關科目的考試。於退修課程後，已註冊而尚未完成的科目將被退修。任何未完成的「不及格—重考」科目將記錄為「不及格」，而任何未完成的「延期考試」科目將獲撤銷。對於在考試時間表公布後，始轉修個別科目的學生，校方沒有責任及不可能另作安排。
- 4.4 考生可於考試期之前約一個月，通過大學網站（MyHKMU），查閱所報讀科目的考試日期、時間、地點及可帶備或禁止帶備物品的資料。不知道／錯過考試日期、時間或地點，皆不可作為考試缺席、前往非指定試場或遲到的藉口。請列印有關的考試時間表並攜同前往試場。
- 4.5 個別的教學學院或會要求學生出席口試。

5 試場

- 5.1 考試會在本校校園內或其他校外地點舉行。考生須確保前往指定試場應考。在試場範圍及考試進行中，考生必須保持安靜（口試除外）。

6 缺席考試

- 6.1 考生在未經學院批准的情況下缺席考試，將不獲另一次考試機會。
- 6.2 在未可預料的情況下，考生若因嚴重的健康理由缺考而獲給予病假，考生本人或其代理人應必須於有關科目考試日後七天內向考試及評核組遞交填妥的「延期考試申請表」（表格 E-DA）及有關的醫生證明書，以辦理延期考試的申請。逾期遞交或未附有足夠證明文件的申請，恕不受理。學生需提供註冊醫生或註冊中醫所簽出的醫生證明書，以及所給予的病假包括考生的考試日期，方為有效。若以考試前已知的嚴重健康理由申請延期考試，該申請應於考試日最少七天前提出。本校不會考慮平時作業總分未達 31 分或以上的學生提出的延期考試。
- 6.3 獲批延期考試的學生將會獲安排於該科目下一個開辦學期的期終考試重考，或於一年內另行安排重考。獲准延期考試的學生若在補考中缺席，將不獲另外的安排，而其科目成績將被自動評為不及格。校方不接納延期重考的申請。

7 考生編號及座位安排

- 7.1 考生可通過大學網站（MyHKMU），查閱每科考試的考生編號。該編號與學生編號完全不同，共有八個英文字母或數字。最初兩位代表試場編號，最後的三個數字則代表試場座位編號。（例如：考生編號 CH001025，表示考生應在 CH 試場 025 編號座位就座。）

試場外已張貼座位表，考生需按指定座位就坐。

8 監考

- 8.1 大學於每個試場均有委派監考員處理有關考試事項。考生不應意圖從監考員或有關職員獲取協助，事先得到教務長批准者則作別論。

9 應考時須帶備的物品

- 9.1 考生應考時須帶備下列物品：

- a 大學發出的學生證及香港身份證；
- b 藍色或黑色的原子筆或墨水筆、纖維嘴筆、擦膠、間尺、塗改液、鉛筆和顏色鉛筆（如適用）。

- 9.2 考生應考時可帶備或禁止帶備的物品

考生應留意上載於大學網站（MyHKMU）內，有關應考時可帶備或禁止帶備物品的通告。除非導師於考試前訂明，否則考生不得攜帶任何其他物品應考（上述 9.1 段所列明的項目除外），例如：字典、電子計算機或相關儀器、參考書、模擬試題、筆記、草稿紙等。

9.2.1 字典

考生如獲得導師批准帶備字典應考，考生可帶備英文、中文、英漢及 / 或漢英字典，惟字典不可附有任何手抄或印刷的筆記。科學、數學及技術字典，均不得帶備。考生亦不得使用電子字典。

9.2.2 袋裝計算機

考生如獲得導師批准帶備袋裝計算機應考，須查閱上載於大學網站（MyHKMU）內的獲准於大學考試時使用的計算機型號一覽表。考生不得使用未有載於上述一覽表中的計算機，或未附有「HKEA/HKEAA Approved」標籤的計算機應考。考生亦不得帶備操作說明書應考。

9.2.3 流動電話和電子儀器

在考試開始前，考生必須關掉流動電話及 / 或其他電子儀器，並放於袋內。考試期間，考生須把袋放於座位下面。

- 9.3 考生如違反以上 9.1、9.2 段的各項規定，可構成考試的違規行為，考生亦可被取消資格。倘若考生被指稱違反任何考試規例及指引，則考生有責任與監考員及大學其他職員合作，協助調查，包括提交有關資料、參考物件、計算機等。校方在完成調查後，會將有關物件歸還考生。對於拒絕合作的考生，大學會酌情對其採取紀律處分。

10 考試時間

10.1 到達試場的時間

考生應在考試前十五分鐘到達試場。考生應考慮交通擠塞及惡劣天氣情況，小心預算交通時間，以免遲到。

考生在未得到教務長書面批准之前，不得擅自前往另一試場參加考試。如考生前往非指定試場應試，即使獲得監考員允許，大學仍保留權利，對該考生的考卷不予評分。

10.2 考試時間

考生須在試卷上訂明的指定時間內完成考試，不會因下列情況獲得額外的作答時間：

- a 閱讀試題（除另作指明外）；
- b 遲到；
- c 將答案轉抄到電腦評改表格上（如有提供）。

考試時間以監考員宣布為準。在監考員宣布考試開始之前，考生如翻閱試卷或開始書寫，或監考員宣布考試結束之後，考生仍然書寫任何資料，可被取消資格。

10.3 遲到

考試開始後的首三十分鐘內，考生仍可進入試場應試，監考員不會查問其原因。

在首三十分鐘以後進入試場的考生亦可進入試場應試，但監考員需填寫一份報告，列明考生獲准進入試場的時間、遲到的原因，以及在這時間以前是否曾有其他考生離開試場。大學得保留權利，不接受相關考生的考卷或考試得分。

11 試場內身份的識別

- 11.1 考生必須出示大學發出的學生證及香港身份證。若考生的身份未能於現場核實，考生須於考試完結後於試場內填寫一份表格及拍照，以作試後核實身份之用。考生若未能出示有效的身份證明文件，大學得保留權利，不接受該考生的考卷或考試得分，亦不會為此等考生另作安排。

12 試卷及答題簿

- 12.1 考生須確保試卷為相應之應考科目和細閱答題簿封面上的指示。考生若因主答題簿頁數不敷應用，可要求監考員另發附加答題簿。大學不會提供草稿紙。草稿必須寫在試卷或答題簿上，並於事後劃掉，草稿將不予評改。考生不得自備草稿紙進入試場，亦不得在自備紙張上書寫草稿，否則可被取消資格。
- 12.2 考生如違反試卷封面上的指示，可能嚴重影響其考試成績。

13 考試中途離場

13.1 考生進入試場後，無論在任何情況下，即使考試未正式開始，均不可離開試場。如有需要，考生應在進入試場前前往洗手間。

13.2 考試開始後首三十分鐘內或結束前三十分鐘內，考生均不得離開試場。

13.3 考試中途暫離試場

在監考員監督下，考生可獲准在考試開始三十分鐘後暫離試場前往洗手間。考生不得帶同試卷、答題簿、手提電話、電子產品及其他考試用文具離開試場。

13.4 早於指定時間內完成考試

若考生提早於指定時間內完成考試，可獲准離開試場（惟不得在考試開始後三十分鐘內及考試結束前三十分鐘內離場）。考生須待監考員收妥答題簿、試卷、電腦評改表格及格線繪圖紙，並在離開試場之前，填妥「提早離場考生登記冊」。考生離場後不得再入試場，也不得修改任何已呈交的答題簿、試卷等。

14 考試完畢後應注意的事項

14.1 在考試結束前，考生必須確保在答題簿、試卷、電腦評改表格及格線繪圖紙上填妥科目編號、考試日期、考生編號及學生編號等資料。任何未有填寫在適當的答題簿或試卷上（如試題指引列明答案應寫在試卷上）的答案，一概不予評分。

14.2 考生應安靜地留在座位上直至監考員宣布可以離場後，始可離座。考生須確保監考員已收去其答題簿、試卷、電腦評改表格及格線繪圖紙。考生不得帶走任何使用或未使用過的考試用品，除非那些物品是考生自己帶進試場而不牽涉任何試場內的非常規情況。如考生把考試物品帶離試場，即使是無心之失，學院亦不會為這些答案評分。

15 特殊情況

15.1 考生如於應考時，或在考試日期前三週內（包括考試當日），遭遇一些事故足以影響其考試表現，可於有關科目考試後七天內，將填妥的「向成績評核委員會提交有關考試之特殊情況資料」（表格 E-SE）遞交至教務處考試及評核組，向有關成績評核委員會呈報。逾期遞交恕不受理。

15.2 考生必須詳細報告特殊情況及附上證明文件。有關考試的特殊情況包括，於考試前或中途感到不適，家人於考試前逝世。如因考試中途感到不適，請詳述病發及持續時間，並呈交由註冊醫生或註冊中醫所簽發的醫生證明書。個別學院要求醫生證明書清楚記錄學生的診症時間。

16 考試犯規

16.1 違反考試規例的行為包括但不限於：

- a 在考試期間查閱、瀏覽或獲取任何未經准許閱讀的資料 / 信息、文件 / 物件，或使用任何電子設備；
- b 考生協助或意圖協助另一位考生，或向另一位考生或人士求助或意圖求助；
- c 在考試期間或之後，考生向大學任何教職員，或大學委任負責處理考試或評核事宜的任何人士，不正當地求助或意圖不正當地求助；
- d 違反《學術誠信及學生紀律規例》第二節有關學術誠信期望的行為。

16.2 任何涉嫌違規的事件都會由監考員作詳實報告，其中包括一份於考試結束後向有關考生錄取的書面聲明。倘違規的個案涉及筆記或其他禁止帶進試場內的物件，有關物件會連同監考員的報告一起呈交給大學。倘有嚴重違反紀律的個案，監考員有權終止有關考生的考試；如有需要，監考員有權著令該考生離場。

17 考卷字體

17.1 考生答題的字體須清楚易讀。如主考人員認為考卷字體模糊，難以辨認，校方可能不予評分，或要求考生在學院人員監督下用打字機（或其他設備）打好考卷，然後才予以批改。是項安排所需一切費用，概由考生支付。

18 患病、殘疾及有特別學習需要考生的考試安排

18.1 若考生證實患病、殘疾或有特別學習需要，而不能在正常的試場應考，經校方判斷為合理，又能夠作出所需安排的情況下，可獲准給予特別考試安排。考生須於每個學年開始後的三週內，向學生事務處提供有關的醫生證明文件及填妥「殘疾或有特別學習需要學生輔學服務及特別考試安排申請表」（表格 S-DI）作出申請。校方得向有關考生收取行政費用。在審核考生成績時，學院亦會考慮考生所獲給予的特別安排。

18.2 平時作業總分未達 31 分或以上的學生，將不會獲考慮特別考試的安排。

19 不正當行為或試場內的非常規情況

19.1 若考生發現任何考生或教職員有不正當行為，或於考試或評核活動期間出現非常規的情況，應立即向監考員舉報；又或於考試或評核活動後，立即經教務處考試及評核組致函有關學院，提供詳細資料。

大學期望每位學生時刻堅守學術誠信，這是有效學習及優良學術成就的必要條件。

在接獲指稱違背學術誠信事件的報告後，大學將進行調查，並會按《學術誠信及學生紀律規例》對有關的學生及人士採取適當的行動。

20 頒授科目成績

- 20.1 每個科目均個別設有一個由本校任命的成績評核委員會，負責評定該科的成績，再由教學學院審核通過。
- 20.2 成績級別主要取決於科目總分，但學生必須同時在考試總分及平時作業總分均取得大學設定的最低成績要求，才可取得及格的成績級別。要獲頒某個成績級別，學生所取得的成績必須符合成績評核委員會所釐定的該級別的最低成績要求。
- 20.3 學生必須達到由成績評核委員會釐定的重考最低指定分數，才獲得一次重考機會。委員會在釐定重考最低分數標準時，已考慮到學生在重考中取得及格成績的可能性。從學術觀點而論，不能達到最低標準的學生，須重修該科。
- 20.4 學生的學期平均積點是按該學期所修讀科目之積點總和除以該學期所修讀之學分計算（包括不及格科目）。只設「及格」或「不及格」成績評級的學科將不計入學期平均積點內。
- 20.5 累積平均積點是按同學所修讀科目之積點總和除以所修讀科目的學分總和（包括不及格科目及在其他修讀模式的科目）計算。只設「及格」或「不及格」成績評級的學科將不計入累積平均積點內。同學如重修科目，只有該科「最後一次」的成績等級會計算在累積平均積點內。
- 20.6 大學已就本科生及副學位課程實行最長修業期限。如學生因在畢業前修讀的最後一個科目所取得的成績等級為僅低於及格水平，而未能符合畢業資格的要求，學院可按情況酌情考慮給予該學生一次另類評核或特別考試的機會。但該另類評核或特別考試的最高成績等級將會限定在「C」級。

21 成績發放安排

- 21.1 大學一般會於考試完結後三至五星期內發放成績。考生可於收到電郵通知後，透過大學網站（MyHKMU），查閱科目成績。

22 上訴科目成績

- 22.1 學生如認為學院評定成績時出錯，可於有關考試期後的六星期內，遞交已填妥的「上訴科目成績申請表」（表格 E-AR）及行政費用（本校將不時檢討及釐定有關費用），申請科目成績上訴。逾期遞交恕不受理。假如考生科目成績上訴申請成功，有關費用將予發還。

23 學科修讀證書

- 23.1 學生如在大學所開辦的科目取得及格，並獲得相關數目的學分，可向教務處遞交填妥的「學科修讀證書申請表」（表格 E-CC）及行政費用（本校將不時檢討及釐定有關費用），申請簽發一份學科修讀證書。

7 其他規例

學生亦應遵守大學下列的其他規則。

1 圖書館規例

請瀏覽圖書館網頁 > 關於我們 > 使用規則 > 圖書館規則

<https://www.hkmu.edu.hk/lib/tc/about-us/rules-regulations/regulations>

2 電腦實驗室規例及電子資料及上網設施使用規例

請瀏覽以下網頁查閱以上規例詳情：

<https://www.hkmu.edu.hk/ito/tc/policies/computer-laboratory-regulations>

3 保障個人資料政策

請瀏覽保障個人資料政策網頁

<https://www.hkmu.edu.hk/tc/privacy-policies>

4 平等機會政策

請瀏覽平等機會政策網頁

<https://www.hkmu.edu.hk/tc/policy-on-equal-opportunities>

8 天氣惡劣時的安排

八號或以上颱風信號 / 黑色暴雨警告信號下各項活動的安排

活動	警告發出		警告除下
	在活動時間開始前	在活動時間內	
課堂 (包括講課、導修課、日間課堂、補習式指導、實驗課、電腦課以及所有其他面授課堂 / 活動)	警告如在以下時間仍然生效，將取消上課： <ol style="list-style-type: none"> 1. 上午六時三十分——適用於下午二時前的課堂 2. 上午十時——適用於下午二時至晚上六時的課堂 3. 下午二時——適用於當天所有課堂 	八號或更高颱風信號： 所有課堂終止，自修設施將關閉。 黑色暴雨警告： 已開始的課堂繼續進行，自修設施仍然開放。	警告如在以下時間除下，將如常上課*： <ol style="list-style-type: none"> 1. 在上午六時三十分或之前除下——適用於當天所有課堂 2. 在上午十時或之前除下——適用於當天下午二時或之後的課堂 3. 在下午二時或之前除下——適用於晚上六時或之後的課堂
考試	警告如在考試開始前四小時內仍然生效，或預料警告將在開考前四小時內發出，考試將延期舉行。	八號或更高颱風信號： 所有考試終止。 黑色暴雨警告： 已開始的考試將繼續進行。	警告如在考試開始四小時前除下，考試如期舉行*。
何鴻燊圖書館及何息夷圖書館	不會開放	八號或更高颱風信號： 關閉。 黑色暴雨警告： 照常開放。如警告在下午四時仍然生效，將於晚上六時關閉。	警告如在下午一時或以前除下而情況許可，在警告除下兩小時內重新開放。 警告如在下午一時後除下而情況許可，在晚上六時重新開放。如在下午四時後除下，將繼續關閉。

活動	警告發出		警告除下
	在活動時間開始前	在活動時間內	
電腦實驗室 正校園 賽馬會校園 葵興校園 荔景校園	不會開放	八號或更高颱風信號： 關閉。 黑色暴雨警告： 照常開放。如警告在下午四時仍然生效，於晚上六時關閉。	視乎情況許可，警告如在下午四時或以前除下，會在兩小時內重新開放（警告如在星期日及公眾假期下午一時或以前除下，葵興校園實驗室會在兩小時內重新開放）。 警告如在下午四時後除下，繼續關閉（警告如在星期日及公眾假期下午一時後除下，葵興校園實驗室會繼續關閉）。
諮詢中心	不會開放	八號或更高颱風信號： 關閉。 黑色暴雨警告： 照常開放。	星期一至五 警告如在下午四時或以前除下而情況許可，在警告除下兩小時內重新開放。 星期六及日 警告如在下午一時或以前除下而情況許可，在警告除下兩小時內重新開放。
備註	<ul style="list-style-type: none"> 當三號或以下颱風信號或紅 / 黃色暴雨警告信號生效時，大學的所有活動通常會如期舉行。 當天文台發出預警八號熱帶氣旋警告信號時，大學將會盡快終止或關閉所有活動 / 服務及設施。 如有需要，本校會盡快發出公告。教育局發出的一般公告並不適用於香港都會大學。 學生可致電本校諮詢中心 2711 2100 查詢。 學生亦可致電以下熱線： 2768 6688（考試）及 2768 6677（導修）。 如考試需改期舉行，本校會於原定考試日期的兩星期內通知有關學生最新的安排。 		

* 視乎各中心可否使用及交通情況而定。

9 設施及學生服務

1 教務處

如欲進一步查詢與本科生或副學位課程有關之行政安排，請與教務處聯絡，詳情請參閱「常用聯絡方法」。

2 圖書館

懂得如何有效地搜尋和使用資訊，對學生在香港都會大學修讀課程以至終身學習都大有裨益。香港都會大學圖書館除了提供高質量的資源外，亦幫助學生掌握在學業及終身學習上所需具備的資訊技巧。

香港都會大學於正校園及賽馬會校園均設有圖書館。館藏有指定教科書及教材、與學科相關的書籍、期刊、視聽教材、參考資料，以及其他豐富的學習資源。

電子圖書館（<https://www.hkmu.edu.hk/lib/tc>）提供豐富的學習資源，包括有全文電子書籍、電子期刊、電子報刊、資料庫、參考資料、輔助讀物，以及由各個學院所提供的部分歷屆試卷 / 模擬試卷。電子圖書館每日 24 小時開放。

圖書館職員非常樂意幫助學生使用各類服務和資源。我們預備了圖書館服務和設施的使用指南，也舉辦導覽及工作坊，讓學生參加。詳細資料亦載於電子圖書館。

圖書館館址及電話

一般查詢：2768 6777

電郵：libwww@hkmu.edu.hk

何鴻燊圖書館館址

九龍何文田牧愛街正校園 1 至 2 樓

服務櫃台：2768 6778

何息夷圖書館館址

九龍何文田忠孝街 81 號賽馬會校園 5 樓

服務櫃台：3120 2555

何鴻燊圖書館及何息夷圖書館開放時間

星期一至五（不包括公眾假期）	上午九時至晚上十時
星期六、日及公眾假期	中午十二時至晚上九時
節日*	下午五時四十分提前閉館

* 有關的節日包括中秋節、冬至、聖誕節前夕、除夕及農曆大除夕。

開放時間以及更改開放時間的告示會預先上載於圖書館網頁，並張貼在圖書館入口處。

3 自修室及討論室

自修室

中心名稱	地點 / 房號 (座位數目)	開放時間	備註
香港都會大學 正校園	九龍何文田牧愛街 30 號 房間： C0310 (80)	星期一至日 (包括公眾假期)： 上午八時至午夜十二時 節日*： 上午八時至午夜十二時	
香港都會大學 賽馬會校園	九龍何文田忠孝街 81 號 房間： E 座 5 樓 (何息夷圖書館 內) (88)	星期一至五 (公眾假期除外)： 晚上十時至午夜十二時 星期六、日 (包括公眾假期)： 晚上十時至午夜十二時 公眾假期 (星期一至五)： 晚上九時至午夜十二時 (非考 試時間) 晚上十時至午夜十二時 (考試 期間) 節日*： 下午五時四十分至午夜十二時	
香港都會大學 葵興校園	新界葵興葵昌路 51-53 號 九龍貿易中心第 2 座 8-9 樓 房間： K0914 (30) & K0804 (19)	星期一至六： 上午八時四十五分至 晚上九時三十分 星期日及公眾假期： (只適用於 K0824 室) 下午一時至下午五時三十分 農曆新年公眾假期：休息 節日*： 上午八時四十五分至 下午五時四十分	
香港都會大學 賽馬會健康護 理學院	九龍何文田常盛街 1 號 房間： F0315 及 F0316 (70), F0317 (64)	星期一至日 (包括公眾假期)： 上午八時至晚上十時 節日*： 上午八時至晚上十時	

討論室

中心名稱	地點 / 房號 (座位數目)	開放時間	備註
香港都會大學 正校園	九龍何文田牧愛街 30 號 房間： C0414 (24)	星期一至日 (包括公眾假期)： 上午八時至午夜十二時 節日 *： 上午八時至午夜十二時	
香港都會大學 賽馬會校園	九龍何文田忠孝街 81 號 討論室 (方燕琼電腦中心內) 房間： D0610 (6), D0611 (6), D0612 (6), D0613 (6), D0614 (6)	星期一至日 (包括公眾假期)： 上午九時至晚上九時 節日 *： 上午九時至下午五時四十分	以先到先得的方式使用
	小組研習室及視聽室 (何息夷圖書館內) 房間： D0507 (10), D0510 (10), E0512 (10), E0513 (10)	星期一至五 (公眾假期除外)： 上午九時至晚上十時 星期六、日 (包括公眾假期)： 中午十二時至晚上十時 公眾假期 (星期一至五)： 下午一時至晚上九時 考試期間 星期一至日： 上午九時至晚上十時 節日 *： 於下午五時四十分提前關閉	請預先透過 網上預訂 設施系統 (OBSA) 辦 理預約手續
香港都會大學 葵興校園	新界葵興葵昌路 51-53 號 九龍貿易中心第 2 座 9 樓 房間： K0911 (14), K0912 (12), K0913 (6)	星期一至六： 上午九時至上午十一時及 下午二時至晚上八時 星期日及公眾假期休息 節日 *： 於下午五時四十分提前關閉 星期日及公眾假期休息	必須預先向 校園管理部 櫃台申請使 用
香港都會大學 賽馬會健康護理學院	九龍何文田常盛街 1 號 房間： F0416 (6), F0417 (10), F0418 (14), F0419 (12), F0420 (8), F0421 (8)	星期一至日 (包括公眾假期)： 上午八時至晚上十時 節日 *： 上午八時至晚上十時	請預先透過 網上預訂 設施系統 (OBSA) 辦 理預約手續

備註：(1) * 節日包括中秋節、冬至、聖誕節前夕、除夕及農曆新年大除夕。

(2) 討論室及自修室更改時間將不會預先通知，學生應留意房間附近張貼的告示或向相關櫃台 / 校園管理部查詢。

(3) 如以上討論室及自修室有所更改，相關詳細資料將會於大學網頁內公布。

4 學生休息室 / 休憩室 / 學習坊

大學於正校園 / 賽馬會校園 / 賽馬會健康護理學院設有學生休息室 / 休憩室 / 學習坊，正校園及賽馬會校園開放時間一般為每天上午八時至午夜十二時，賽馬會健康護理學院開放時間為每天上午八時至晚上十時。

5 資訊科技設施及服務

電腦實驗室

大學部分科目要求學生利用電腦實習，這些科目通常會訂出電腦實習課時間表。實習課通常在大學的正校園、賽馬會校園或葵興校園舉行。此外，大學的正校園、賽馬會校園、葵興校園及荔景校園亦備有電腦設施，供學生使用。這些電腦實驗室均配置了個人電腦及多種常用的電腦軟件，更備有個別科目指定的軟件供學生使用。最新的「登記及預訂方法」張貼在電腦室入口處。此外，在大學的正校園 -1 樓和 C0310 室等地方也設置了個人電腦，方便學生學習。

地址

正校園

李鉅能電腦實驗室

九龍何文田牧愛街 30 號 B 座 4 樓

電話：2768 6524 傳真：2762 7469

賽馬會校園

方燕琼電腦中心

九龍何文田忠孝街 81 號 D 座 6 樓

電話：2768 6524

葵興校園

新界葵涌葵昌路 51-53 號九龍貿易中心第 2 座 8 樓 K0812 室

電話：2768 6524

荔景校園

新界葵涌荔景山道 201-203 號 107 室

電話：3460 9585

開放時間如下：

正校園及賽馬會校園	星期一至日及公眾假期	上午九時至晚上九時 *
葵興校園	星期一至六	上午九時至晚上九時 **
	星期日及公眾假期	下午一時至晚上六時 (待定) **
	農曆新年公眾假期	休息
荔景校園	星期一至五	上午九時至晚上七時 **
	星期六、星期日及公眾假期	休息

* 節日開放時間 (正校園及賽馬會校園)：

中秋節、冬至、聖誕節前夕、除夕、農曆新年前夕及農曆新年 上午九時至下午五時四十分

** 節日開放時間 (葵興校園及荔景校園)：

中秋節、冬至、聖誕節前夕、除夕及農曆新年前夕 上午九時至下午五時四十分

特別情況：更改開放時間的告示會預先張貼在實驗室入口。

荔景校園的電腦實驗室，於星期六、星期日和公眾假期關閉。至於「毅進計劃」課程學生使用電腦實驗室的時間，見「毅進計劃」課程《學生手冊》。

互聯網設施

大學校園內的電腦均可接上互聯網，特別用途的電腦除外（例如：打印機監控器）。另外，學生亦可經大學提供的無線網絡為自備的流動裝置接上互聯網。

香港都會大學網站（在學學生）

學生只需進入香港都會大學網站（在學學生）（<https://www.hkmu.edu.hk/students>），便可使用為學生提供的網上資源和功能。

學生流動應用程式

使用香港都會大學學生流動應用程式（HKMU Student Mobile App），學生可以快速存取重要資料，包括學習紀錄、課堂時間表和個人資料等。有關應用程式供所有在學學生使用，只需使用與 MyHKMU 相同的登入名稱及密碼即可登入。

學生可於蘋果網上商店及 Google 網上商店下載最新版本的香港都會大學學生流動應用程式。

iPhone 使用者



Android（安卓）使用者



MyHKMU

「MyHKMU」是使用所有大學須經統一密碼認證的加密網上服務的統一網頁。

「MyHKMU」有如下特點：

- **單一登入：**無需重新登入，用戶便可以使用網上學習系統、電子圖書館及其他大學加密網上服務。
- **個人化網頁：**用戶可以因應自己最常瀏覽的資訊及使用的服務，設定一個個人化網頁。
- **通訊便捷：**這個網頁是一個主要溝通渠道。學生會收到大學發出的個人通訊，包括與修讀學科有關的消息及活動資料。

要進一步了解「MyHKMU」，請按以下的路徑登入網頁，閱讀有關內容：

- 香港都會大學網站（在學學生）→ 服務及支援 → MyHKMU 使用指南
- 香港都會大學網站（在學學生）→ 服務及支援 → 統一密碼管理（學生）

註：要登入 MyHKMU，你要設定一個統一密碼。

大學電郵

大學電郵是大學教職員、學科主任、導師以及學生的主要通訊工具。每位在學學生均獲開立大學電郵帳戶，並附有電郵轉發功能。學術及行政資料會傳送至學生的大學電郵帳戶*。因此，你需經常查閱並整理好帳戶內的郵件以確保未有遺漏任何重要訊息。

* 為保障學生個人資料，大學只會發送電郵至你的大學電郵帳戶，當中包括回覆任何你經個人電郵發送的電郵。大學強烈建議你使用大學電郵帳戶與大學溝通以保障你個人隱私及資料。萬一你需要使用其他非大學電郵帳戶與大學溝通，請於電郵內註明你的學生號碼，大學將會傳送回覆至你的大學電郵帳戶。

你可循以下其中一種方法登入電郵帳戶：

- 登入 <https://webmail.hkmu.edu.hk>
- 進入本校網站 <https://www.hkmu.edu.hk> → 在學學生 → Student Portal (本科生及副學位) → 服務及支援 → 大學電郵服務 → 電子郵件

註：如果你修讀的學科設有網上支援，便可以循網上學習系統登入本校的電郵系統。

你必須輸入使用者名稱和密碼，詳情如下：

- 使用者名稱：「s」+ 學生編號的首七個數字
- 密碼：你自行設定的私人統一密碼。假如你沒有私人統一密碼，請按以下步驟登入相關網頁設定密碼：

本校網站 <https://www.hkmu.edu.hk> → 在學學生 → Student Portal (本科生及副學位) → 服務及支援 → 統一密碼管理 (學生)

你可以按照以下步驟登入相關網頁查閱指南：<https://www.hkmu.edu.hk> → 在學學生 → Student Portal (本科生及副學位) → 服務及支援 → 大學電郵服務 → 電子郵件 → 簡介

* 大學電郵系統將於 2022 年秋季學期更新至 O365 電郵系統。詳情請參閱：<https://www.hkmu.edu.hk/ito/webmail-migration>

網上學習系統 (OLE)

本校設有網上學習系統 (簡稱 OLE)，為所有學科提供學習支援，你可以在網上閱讀教材。通過該系統，你可以和導師、同學討論交流。學員亦可以通過該系統取得儀表板、本校消息、學科資訊和其他網站的連結，繳交和收取作業。個別科目的網上學習元素，在《[網上學習系統用戶手冊](#)》中會有詳細說明。

移動學習——都會大學 iBookcase 移動應用程式

為推動移動學習，大學研發了一個嶄新的流動學習應用程式——都會大學 iBookcase。學生通過智能手機或平板電腦來使用這個應用程式，會達到最佳的效果。登入程式後，iBookcase 便會將學習材料暢通無阻地下載至學生的個人智能手機或平板電腦，方便自學。移動學習有助學生靈活學習，促進個人學習，並提升自學能力。可登入 iBookcase 網頁 (<https://www.hkmu.edu.hk/alto/hkmu-ibookcase/ibookcase-app/>) 瀏覽詳情。

O365 電郵帳戶

帳戶授權學生使用微軟辦公室（Microsoft Office）的軟件，讓學生於個人桌上電腦、手提電腦或流動裝置下載並安裝最新的微軟辦公室軟件及流動應用程式。關於手機或流動裝置收發電郵方面，學生可從蘋果網上商店或 Google 網上商店下載 Outlook App 使用。

香港都會大學學生 O365 帳戶的使用者名稱及密碼：

- 使用者名稱：「a」+ HKMU 學生編號的首七個數字 + @live.hkmu.edu.hk
- 首次登入密碼：「HKmu」+ 香港身份證（最後四位號碼）+ 生日日期（DD）+ 生日月份（MM）

登入 O365 帳戶後，你可以循以下途徑重設密碼：

<https://www.hkmu.edu.hk> → 在學學生 → Student Portal (本科生及副學位) → 服務及支援 → 大學電郵服務 → 電子郵件 → O365 Email → Activate or Reset Password

如學生再沒有修讀任何課程，Microsoft Office 和 One Drive 的服務就會終止。服務終止之前，請確保已備份 One Drive 內的文件。

HKMU O365 電子郵件帳戶作為與大學的終生溝通渠道會予以保留，但帳戶終止條款受 Microsoft 約束。

要進一步了解 O365 電子郵件的資訊，請按照以下路徑登入相關網頁：<https://www.hkmu.edu.hk> → 在學學生 → Student Portal (本科生及副學位) → 服務及支援 → 大學電郵服務 → 電子郵件 → O365 Email → FAQ /Microsoft Outlook Web App web site

* 大學電郵系統將於 2022 年秋季學期更新至 O365 電郵系統。詳情請參閱：<https://www.hkmu.edu.hk/ito/webmail-migration>

6 餐廳服務

大學校園共有五家餐廳，供應多款美食及飲料，以滿足大學不同成員的需要。香港都會大學學生惠顧以上餐廳均享折扣優惠。餐廳的食物和服務質素由大學轄下膳食委員會監察。學生可向膳食委員會的學生代表提出意見，或直接向餐廳承辦商反映。


正校園

大學會所

 星期一至日 上午七時三十分至晚上九時正

 快餐

Snack Bar

 星期一至五 上午十一時正至下午五時三十分

星期六、星期日及公眾假期休息

 本地街頭小食


MU Café

 星期一至五 上午七時三十分至晚上八時正

星期六、星期日及公眾假期休息

 咖啡、三文治、甜點、沙律等

賽馬會校園**銀禧閣**

 星期一至日 上午七時正至晚上九時正

 港式西餐及中式食品

賽馬會健康護理學院**IOH Mini- Café**

 星期一至五 上午八時正至下午七時正

星期六、星期日及公眾假期休息

 輕食及咖啡

註：以上餐廳的營業時間或因應實際情況有所變更。

7 租用演講廳、禮堂、電腦實驗室及導修課室 / 教室

演講廳、禮堂、電腦實驗室及導修課室 / 教室主要是作教學及學術用途，其餘時間則可供學生會或學生組織租用，以舉辦活動。學生會及學生組織可直接向財務及校園管理處（校園管理部）申請。場租將從學生事務委員會審批的活動資助中扣除。

查詢：

正校園、賽馬會校園及賽馬會健康護理學院 3120 2413

8 學生儲物櫃

大學會適時以電郵邀請在學學生申請租用儲物櫃。儲物櫃申請手續通常於每年九月辦理，屆時申請人可以親身到校園或通過網上申請。

9 體育館

大學設有兩個體育場地，分別位於正校園的多用途禮堂及位於賽馬會校園的雅居樂體育館，提供多種體育設施供學生和職員租用。有關訂場或其他資料，請瀏覽以下網頁：<https://www.hkmu.edu.hk/fmu/tc/university-facilities/sports-halls>

10 活動室

正校園及賽馬會校園均設有活動室，方便學生進行各式各樣的活動，如排舞及練武等。有關活動室的其他詳情，請瀏覽以下網頁：<https://www.hkmu.edu.hk/fmu/tc/university-facilities/activities-amenities/activity-room>

11 體育及健康中心

體育及健康中心位於香港都會大學賽馬會健康護理學院九樓。大學致力推動康體發展，提供各種運動及消閒設施讓學生在課餘時間體驗運動的樂趣，從而培養健康生活模式。有關設施詳情、開放時間及使用資格，請瀏覽學生事務處網頁：<https://www.hkmu.edu.hk/sao/tc/sports-and-wellness/sports-and-wellness-centre-2/>

12 靜思室

位於正校園郭得勝樓（C座）9樓 C0930室，提供寧靜的空間作個人靜修及反思。
開放時間一般為每天上午八時至午夜十二時。

13 失物認領

學生如有拾獲或遺失物件（只限貴重或附有個人資料物品），可聯絡正校園、賽馬會校園的保安控制室或賽馬會健康護理學院的保安控制櫃台。校方每月均會公布貴重及附有個人資料物品的失物清單，張貼於校舍各樓層的告示板上。

雜項物品（例如：雨傘、水樽、文具及眼鏡等）可於正校園、賽馬會校園的保安控制室或賽馬會健康護理學院之保安控制櫃台設置的自助服務台自行領回。

有關葵興校園及荔景校園之失物認領，可聯絡駐管理處之職員。

14 校園的安全與保安

為保安理由，校方保安員或會要求校內的學生出示學生證，以查核身份。學生有責任看管自己的物品。在校園內，學生務必詳細閱讀各走火路線的平面圖，以熟習在發生火警或緊急事故時應採取的逃生措施。這些資料已全部張貼於校內的告示板上。火警演習每年舉辦一次，以深化校園使用者的防火安全警覺意識。

15 緊急救援服務

在校園內遇有緊急事故或意外時，學生可致電下列二十四小時緊急電話熱線或直接到保安控制室向當值保安人員求助：

正校園保安控制室

正校園郭得勝樓（C座）-1樓 C-141室（位於停車場側）

電話：2768 6260 或 2624 5767

賽馬會校園保安控制室

賽馬會校園 E座 G樓 E0G07室（位於上落貨區側）

電話：3120 2403 或 2406 209814

賽馬會健康護理學院保安控制室

賽馬會健康護理學院 F座 G樓 FG012室

電話：3641 1056 或 2716 5199

16 母乳餵哺友善場所

為方便母乳餵哺，財務及校園管理處（校園管理部）特意提供設有座椅的空間，給授乳期母親使用。地點如下：

正校園

郭得勝樓（C座）7樓 C0722室

賽馬會校園

D座 1樓 D0107室

賽馬會健康護理學院

F座 11樓 F1121室及 12樓 F1207室

葵興校園

9樓女行政人員洗手間內

17 學生活動

香港都會大學一向鼓勵學生舉辦學生活動以充實校園生活及拓寬個人視野，並透過大學的學生事務委員會及學生事務處為學生團體提供所需的支援及協助。香港都會大學現時共有超過 30 個學生團體獲大學認可成立及接受資助。學生可參與不同類型以學科及興趣為基礎的學會活動。

香港都會大學學生會旨在提升校園生活質素和服務同學。

學生組織活動中心設於正校園，供學生組織共同使用。所有成為香港都會大學認可學生團體之幹事均合乎資格使用。

如欲查詢有關學生活動事宜，歡迎與學生事務處職員聯絡（電話：2768 6267 或電郵：ssa@hkmu.edu.hk）。

18 殘疾或有特別學習需要的學生

18.1 香港都會大學鼓勵殘疾或有特別學習需要的學生積極參與各學科的活動，並提供足夠服務及實際輔助。學生事務委員會就本校能否提供足夠服務向校方提交意見，盡量照顧每個殘疾或有特別學習需要的學生的需要。本校提供的服務包括課堂及校園有關學業和考評上的支援及特別考試安排等，以協助同學學習和完成作業。

18.2 同學可於指定限期向學生事務處提出申請。請同學於遞交入學申請時列出其殘疾情況或特別學習需要，以便大學為同學提供適當服務。大學會盡量按情況安排所需服務。如學生未有於申請時說明其殘疾情況或特別學習需要，或未能提供相關證明，則可能令有關學生未能在適切時候獲得相關支援服務。

18.3 大學鼓勵殘疾或有特別學習需要的學生於入學前向課程主任查詢。若學生完成課程註冊後並需要大學作出特別安排（考試 / 導修課 / 繳交作業），學生應向課程主任 / 講師或學生事務處提出申請。

18.4 雖然本校為殘疾或有特別學習需要的學生作出若干靈活的服務安排，協助同學順利修讀大學課程，但大學必須強調所採用的學業成績計算方法與一般學生並無分別。

18.5 學生事務處負責協調及安排殘疾或有特別學習需要的學生服務，若學生需要相關服務，請致電 2768 6753，電郵 ssa@hkmu.edu.hk，或傳真至 2712 2301 與有關職員聯絡。

19 學生就業服務

學生事務處提供一系列就業活動和服務以提高學生全面的就業競爭力，並為學生建構與僱主交流的平台。我們亦為學生提供完善的就業培訓，如事業規劃、履歷表撰寫、面試技巧、商務禮儀及個人品牌塑造等，讓學生熟習求職過程和了解市場所需的基本技能。

實習讓學生將課堂學到的理論與真實職場聯繫起來，並磨練他們的溝通和人際交往能力。多年來，大學與不同機構緊密合作，制定合適學生的線上和線下實習機會，讓學生從體驗中學習。除了一般實習外，我們還為學生提供不同的短期工作項目，學生獲安排到各機構進行深入的行業考察，了解不同行業的發展。

此外，我們支持創業教育，「薈創點」旨在讓學生發揮創意，實踐課堂所學的知識，將創意化為可行的方案。成功的項目將獲得執行基金，以及大學的全方位支援。為了擴闊學生視野，我們亦會舉辦師友計劃、行業分享和各類招聘活動。

詳情可瀏覽學生事務處網頁：www.hkmu.edu.hk/sao/career

20 個人成長與輔導服務

大學設有學生輔導服務，旨在協助學生面對和應付在大學生活上所遇到的困難，培育學生的個人成長和發展。學生可致電 2768 6856 / 2768 6646 或親臨正校園郭得勝樓（C 座）五樓 C0509 室學生輔導室聯絡我們的輔導員。

21 學生資助服務

21.1 大學資助

21.1.1 香港都會大學助學金計劃

都大助學金計劃旨在以「助學金」形式，向有經濟需要但未能從政府資助及 / 或貸款計劃中獲得足夠經濟援助的學生提供資助。有經濟需要的同學可於十一月上旬向學生事務處遞交申請。

詳情可瀏覽學生事務處網頁：<https://www.hkmu.edu.hk/sao/tc/fa/ft-bursary>

21.1.2 香港都會大學緊急援助基金

學生如在遞交申請前的十二個月內遇到不能預計的情況導致經濟困難，可申請由裘槎基金會贊助的緊急援助基金。

都大緊急援助基金全年均接受申請，申請人需將已填妥申請表交回學生事務處，並需接受面試及提交其申請緊急援助的相關資料。有關詳情請與學生事務處職員聯絡（電話：2768 6636；傳真：2712 2301；電郵：sao_sfs@hkmu.edu.hk）。

21.1.3 學生醫療支援津貼計劃

計劃為有醫療需要而面對經濟困難的全日制學生提供津貼。

計劃全年均接受申請。申請人須已於本學年申請政府的專上學生資助計劃（FASP）或專上學生免入息審查貸款計劃（NLSPS）。

詳情可瀏覽學生事務處網頁：<https://www.hkmu.edu.hk/sao/tc/fa/student-medical-support-grant-scheme/>

21.2 政府資助

全日制學生須於指定截止日期前透過「學資處電子通—我的申請」（ess.wfsfaa.gov.hk）網上遞交 FASP、STS 及 NLSPS 的申請。

21.2.1 專上學生資助計劃 (FASP)

全日制學生年齡為 30 歲或以下，可申請「專上學生資助計劃」。該計劃的最高資助額包括學費助學金（設有上限）、學習開支助學金及生活費貸款。

詳情可聯絡政府在職家庭及學生資助事務處轄下的學生資助處。請瀏覽網頁 <https://www.wfsfaa.gov.hk/sfo/tc/postsecondary/fasp/overview.htm> 或致電 2152 9000（辦公時間電話） / 2802 2345（24 小時熱線）。

21.2.2 學生車船津貼計劃 (STS)

修讀全日制課程的學生，倘若成功申請 FASP，及其居住地點與日常上課地點距離超逾十分鐘步行時間及需要乘搭公共交通工具往返上課地點，將符合資格申請學生車船津貼。

年齡在 30 歲或以下符合資格的學生，必須在申請 FASP 的同時一併選擇申請學生車船津貼。有關詳情，請聯絡政府學生資助處（辦公時間電話：3616 6549 / 3616 6538）。

如學生年齡超過 30 歲並有意申請車船津貼，請於辦公時間內致電 8226 7067 聯絡學生資助處。

21.2.3 專上學生免入息審查貸款計劃 (NLSPS)

全日制學生可申請「專上學生免入息審查貸款計劃」以繳付學費。

詳情可聯絡政府學生資助處（辦公時間電話：2150 6222；24 小時熱線：2802 2345），或瀏覽該辦事處網頁：<http://www.wfsfaa.gov.hk/sfo/tc/schemes/nls3.htm>

21.2.4 持續進修基金 (CEF)

持續進修基金為有志進修的成年人提供持續教育和培訓資助。每名新申請人（即從未開立持續進修基金賬戶的人士）可申領合共最多港幣 25,000 元的資助。合資格申請人須修畢基金名單上的科目，並獲得持續進修基金指定之最低成績（請注意：該基金要求之最低成績與校內評定之合格成績未必一致）。申請人須從未就同一項課程、學習單元或學分獲其他公帑或其他公帑資助計劃下獲得任何資助，例如：為修讀香港自資學士學位課程學生提供的免入息審查資助計劃 (NMTSS) 或指定專業 / 界別課程資助計劃 (SSSDP) 等。

詳情請瀏覽持續進修基金辦事處網頁（<http://www.wfsfaa.gov.hk/cef/tc/index.htm>）或向該辦事處查詢（3142 2277）。有關基金課程的名單，請瀏覽持續進修基金辦事處或香港都會大學網頁。

22 為修讀香港自資學士學位課程學生提供的免入息審查資助計劃 (NMTSS)

由 2017/18 學年起，政府向修讀香港合資格院校（包括香港都會大學在內）開辦的全日制經本地評審本地及非本地自資首年學士學位及銜接學位課程的合資格學生提供免入息審查資助。（註：有關申請不包括已入讀指定專業 / 界別課程資助計劃 (SSSDP) 資助學位的學生。）

申請須經大學教務處辦理。如有需要，合資格學生仍可就實際繳付的學費向學生資助處申請相關學生資助。

詳情可瀏覽教育局相關網頁：

<https://www.cspe.edu.hk/tc/nmt-annual-subsidy.html>

23 獎學金及獎項

校董會獎章

此獎項於每屆畢業禮頒予在每項榮譽學位課程中表現最傑出的一名學生。

優異學生獎

此獎項頒予於各科考試取得最優異成績的學生，每科考試最多有兩個名額。

獎學金及獎項

香港都會大學的獎學金和獎項由不同的商業機構、公益團體和私人慷慨捐贈，以獎勵有傑出表現的學生。獎學金得主通常由大學學院提名。大學會根據學生的整體學業成績及個別獎學金的規定作遴選基礎。獲提名學生的平均積點須達到 3.0 分或以上；學生無須遞交申請。個別獎學金會公開接受學生申請，相關申請程序及詳情會於申請期限內在學生事務處網頁（<https://www.hkmu.edu.hk/sao/tc/>）公布。有關各獎學金詳情，請向學生事務處查詢。

24 港鐵學生乘車優惠計劃

香港鐵路有限公司為全日制日間課程合資格學生提供特惠車費優惠。25 歲或以下全日制學生均符合資格申請。申請人需透過港鐵網站或港鐵手機應用程式提交網上申請。詳情可瀏覽學生事務處網頁（<https://www.hkmu.edu.hk/sao/tc/fa/ft-otherfa/>）。

25 免息分期付款計劃

學生可以中銀香港都會大學雙幣白金卡主卡持卡人之身份申請「免息分期付款計劃」以支付學費。詳情可瀏覽大學網頁（<https://www.hkmu.edu.hk/pao/tc/giving/boc-hkmu-dual-currency-platinum-card/>）。

10 費用

申請事項	費用（港幣 \$）
學費 請參閱學費網頁 (https://www.hkmu.edu.hk/undergraduate-students/tc/student-finance/tuition-fees)。	-
延期繳交學費按金 這項收費適用於已獲准延期繳交學費的申請人。	每學期 \$5,000
逾期註冊申請費 這項收費用以支付處理有關逾期註冊申請的行政開支。	每學期 \$500
科目成績上訴 學生如提出成績上訴，須繳付費用。 註：如上訴成功而獲頒更佳成績等級，可獲退還費用。	每科 \$650
重考費用 學生重考須繳付重考費用。	每科 \$220
補領學生證 學生補領學生證須繳付補領費用。	\$100
學業成績表 / 畢業證明書費用 這項收費用以支付簽發正式學業成績表 / 畢業證明書的行政開支。	每份 \$100
證明文件費用 這項收費用以支付處理學生所申請的證明文件的行政開支，例如有關學生身份、修讀課程、註冊科目、學費和學術資格等證明文件。	每份 \$50
學科修讀證書費用 這項收費用以支付處理有關申請及簽發學科修讀證書的行政開支。	每份 \$50
畢業費* 學生申請畢業或將取得的學術資格轉換為較高資格，須繳付此項費用。	每項學術資格申請 \$500
補發畢業證書 這項收費用以支付補發畢業證書的行政開支。	\$800

* 由 2021/22 學年起，學生如須繳交定額學費，在首次註冊時須繳付港幣 500 元作為保證金。此保證金將在學生畢業時轉換為畢業費。如學生有任何未償還罰款，例如圖書館罰款或延期罰款，導致其保證金餘額不足以抵消畢業費，則學生需要支付有關差額才可獲頒授學位。

備註：

- 上述收費額或會更改。
- 除非本校另有訂明，所有已繳費用概不發還，亦不得撥作其他用途。
- 申請人 / 學生必須於限期前繳交各項所需費用。
- 申請人 / 學生應遵照本校規定的付款形式，繳交上述費用。
- 如學生尚有未繳交的費用，本校不會頒授學術資格給該學生。

11 常用聯絡方法及常用表格一覽

常用聯絡方法

查詢內容	部門	電話	傳真	電子郵遞
本科生課程查詢	教務處	3120 2589 (入學申請)	2406 2155 入學 (本科生課程)	regadmug@hkmu.edu.hk 入學申請 (本科生課程)
		2768 6704 (選科)	2761 1517 學科註冊 (本科生課程)	regftae@hkmu.edu.hk 選科 (本科生課程)
		2768 6688 (考試及評核)	8148 3378 考試及評核 (本科生課程)	regexam@hkmu.edu.hk
		2768 6623 (學生紀錄)	8148 3374 學生紀錄 (本科生課程)	regrec@hkmu.edu.hk
		2768 6692 (畢業)	8148 3379 畢業 (本科生課程)	reggrad@hkmu.edu.hk
學生獎助服務	學生事務處	2768 6636	2712 2301	sao_sfs@hkmu.edu.hk
學生發展及支援		2768 6267		ssa@hkmu.edu.hk
殘疾或有特別學習需要的學生		2768 6753		
學生就業服務		2768 6644		career@hkmu.edu.hk
圖書館資訊	何鴻燊圖書館	2768 6777	2715 1950	libwww@hkmu.edu.hk
	何息夷圖書館	3120 2555		
電腦實驗室	資訊科技部	2768 6524 (正校園、賽馬會校園及葵興校園)	2762 7469	ituhelp@hkmu.edu.hk
		3460 9585 (荔景校園)	-	
預訂演講廳 / 課室	財務及校園管理處 (校園管理部)	3120 2413	-	hkmumc@hongyip3.com
學生儲物櫃				
失物報失或認領				
預訂公共場地 (學生組織)				
預訂活動室				
預訂體育館				
轉駁服務	-	2711 2100	-	-
一般查詢	諮詢中心	2711 2100	2715 0760	info@hkmu.edu.hk
	24小時資訊聆	2309 2188	-	-

查詢內容	部門	電話	傳真	電子郵遞
緊急事故	保安控制室	2768 6260 / 2624 5767 (正校園)	–	–
		3120 2403 / 2406 2098 (賽馬會校園)	–	–
		3641 1057 / 2716 5199 (賽馬會健康護理 學院)	–	–

常用表格一覽

請瀏覽以下網頁下載表格，申請使用由教務處提供的各項服務。

<https://www.hkmu.edu.hk/undergraduate-students/tc/useful-forms>

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