

City University of Hong Kong

Calendar

2010–2011



香港城市大學
City University
of Hong Kong



香港城市大學
City University
of Hong Kong

CALENDAR

2010–2011

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City University of Hong Kong

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University Motto 校訓

敬業樂群

Officium Et Civitas

The first two Chinese words “敬業” suggest the respect for one’s professional knowledge; they encompass the requirement to combine academic professionalism and career ethics as called for in the modern era. The last two words “樂群” emphasise the relationship between the individual and society; they encourage personal growth and development, and advocate group spirit and the need to care for society.

Officium et Civitas is the Latin translation of the motto. *Officium* captures the rich connotations of the word “業” and denotes a high-minded sense of duty, including high office, with a very positive moral connotation. *Civitas* refers to both town/city and “union of citizens (commonwealth)”, a spirit embraced by the word “群”, which is most appropriate for City University.

Vision

City University of Hong Kong aspires to become a leading global university, excelling in research and professional education.

Mission

To nurture and develop the talents of students and to create applicable knowledge in order to support social and economic advancement.

Guiding principles

1. Student success in academic achievement and career development;
2. Excellence in learning and research, technology innovation and knowledge transfer;
3. Benefit to the social and economic wellbeing of Hong Kong;
4. Accountability in the use of public resources;
5. Global outreach and international competitiveness.

Foreword

Calendar is an informative, comprehensive, and highly accessible online gateway to City University of Hong Kong (CityU). It provides detailed coverage of the overall University organisation, its regulations and programmes, and offers profiles of our academics and the general activities of the University.

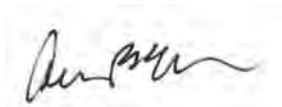
CityU aspires to become a leading global university, excelling in research and professional education by promoting a culture of discovery and innovation. Through the creation and communication of new knowledge, CityU prepares its students to contribute to social and economic advancement.

The information in the *Calendar* is correct at the time of publication in October 2010, to the best of our knowledge. Updates to the *Calendar*, which may be found at <http://www.cityu.edu.hk/lib/digital/calendar/index.htm>, are made monthly.

The following websites contain information about the programmes offered and course information for 2010–2011:

- Programmes offered:
http://www.cityu.edu.hk/arro/catalogue/catalogue_prog.htm
- Course information:
http://www.cityu.edu.hk/arro/catalogue/catalogue_prog.htm

We welcome your feedback on the *Calendar*, which may be sent to cpro@cityu.edu.hk.



Professor Arthur B. Ellis
Provost

October 2010

Abbreviations Used in this Calendar

Programmes

AA	Associate of Arts
ABA	Associate of Business Administration
ALS	Associate of Legal Studies
ASc	Associate of Science
ASocSc	Associate of Social Sciences
BA(Hons)	Bachelor of Arts with Honours Degree
BBA(Hons)	Bachelor of Business Administration with Honours Degree
BEng(Hons)	Bachelor of Engineering with Honours Degree
BSc(Hons)	Bachelor of Science with Honours Degree
BSocSc(Hons)	Bachelor of Social Sciences with Honours Degree
BSW(Hons)	Bachelor of Social Work with Honours Degree
D	Diploma
HD	Higher Diploma
LLB(Hons)	Bachelor of Laws with Honours Degree
LLM	Master of Laws
MA	Master of Arts
MBA	Master of Business Administration
MEng	Master of Engineering
MFA	Master of Fine Arts
MPhil	Master of Philosophy
MSc	Master of Science
PCLL	Postgraduate Certificate in Laws
PGC	Postgraduate Certificate
PGD	Postgraduate Diploma
PhD	Doctor of Philosophy

Public Examinations

GCEAL	General Certificate of Education Examination Advanced Level
GCE AS Level	General Certificate of Education Examination, Advanced Supplementary Level
GCEOL	General Certificate of Education Examination Ordinary Level
GCSE	General Certificate of Secondary Education Examination
HKALE	Hong Kong Advanced Level Examination
HKALE AS Level	Hong Kong Advanced Level Examination, Advanced Supplementary Level
HKCEE	Hong Kong Certificate of Education Examination
HKHLE	Hong Kong Higher Level Examination

Organisations

CityU/City HK	City University of Hong Kong
CUHK	The Chinese University of Hong Kong
HKBU	Hong Kong Baptist University
HKU	The University of Hong Kong
HKUST	The Hong Kong University of Science and Technology
PolyU	The Hong Kong Polytechnic University
UGC	University Grants Committee
JUPAS	Joint University Programmes Admissions System

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Campus Map



The University

Introduction

CityU offers professional education that prepares its students for the challenges and exciting opportunities opening up in Hong Kong, the Asia-Pacific region and throughout the world in business, science and engineering, energy and environment, law, creative media and social sciences. Through its extensive links with relevant industries, CityU provides real-life opportunities for students to work with and learn from professionals in the workplace, from bachelor degrees and postgraduate studies to associate degrees and continuing education.

At CityU, we strive to nurture well-rounded graduates, who are competent professionals, critical thinkers and life-long learners equipped to cope with a globalised work environment and positioned to capitalise on our extensive links to mainland China. Our approach to education is heavily influenced by the philosophy of “whole-person development”, a contemporary theory about learning and development that strongly resembles traditional Chinese educational philosophy. Subject to particular focus are the spiritual, intellectual, physical, social and aesthetic elements of education, coupled with the special attention paid to the emotional and career development aspects typical to Western educational philosophies.

Our teachers are recruited from around the world, each an expert in their profession. Employing interactive, IT-based teaching methodologies, students acquire a first-rate grounding in their chosen subjects and the life-long learning skills needed for the real world.

CityU offers state-of-the-art learning, teaching and research facilities in a high-technology environment to create an ambiance that encourages intellectual curiosity, social interaction, self-expression and mutual support.

CityU has achieved phenomenal growth since its establishment in 1984. To date, it has a student population of 19,000 enrolled in more than 160 programmes at the associate degree, undergraduate and postgraduate levels.

Academic Organisation

The three Colleges: Business, Liberal Arts and Social Sciences, Science and Engineering, and the School of Creative Media and School of Law offer bachelors degree and postgraduate programmes. The newly established School of Energy and Environment currently offers postgraduate degree programmes.

The Chow Yei Ching School of Graduate Studies strengthens the operation and development of all postgraduate programmes and fosters an ambiance for graduate studies.

The School of Creative Media, the Division of Building Science and Technology and the Community College of City University run associate degree programmes. The School of Continuing and Professional Education helps fulfil the University’s role as a centre for life-long education by providing continuing educational opportunities for the community through self-financing degree, certificate and short programmes.

The overall academic organisation structure is set out below:

College of Business	Departments :	Accountancy Economics and Finance Information Systems Management Management Sciences Marketing
College of Liberal Arts and Social Sciences	Departments :	Applied Social Studies Asian and International Studies Chinese, Translation and Linguistics English Media and Communication Public and Social Administration
College of Science and Engineering	Departments :	Biology and Chemistry Building and Construction Computer Science Electronic Engineering Manufacturing Engineering and Engineering Management Mathematics Physics and Materials Science Division of Building Science and Technology
School of Creative Media		
School of Energy and Environment		
School of Law		
Chow Yei Ching School of Graduate Studies		
School of Continuing and Professional Education		
Community College of City University	Divisions :	Commerce Computer Studies Language Studies Social Studies

Principal Officers of the University

Chancellor

The Honourable Donald Tsang Yam-kuen

GBM

Chief Executive of the Hong Kong Special Administrative Region

Pro-Chancellor

Dr Norman Leung Nai-pang

GBS, LLD, JP

Chairman of the Council

The Honourable Leung Chun-ying

GBS, JP

Deputy Chairman of the Council

Mr Raymond Or Ching-fai

SBS, JP

Treasurer

Mr Vincent Chow Wing-shing

BBS, JP

President

Professor Way Kuo

JP

Honorary Award Holders of the University

Honorary Founding Fellow

Chung Sze-yuen (November 1986)

Honorary Doctor of Business Administration

Chung Sze-yuen (November 1989)

Lee Quo-wei (November 1990)

Cheng Yick-chi (November 1993)

Wong Po-yan (November 1993)

Alice Cheng (May 1995)

Liu Hongru (May 1996)

John E Strickland (May 1996)

Ho Tim (November 1997)

Raymond Ho Chung-tai (November 1999)

David Eldon (November 2003)

Peter Woo Kwong-ching (November 2004)

Honorary Doctor of Engineering

Cheng Hon-kwan (May 1996)

Lu Yongxiang (November 1997)

Henry T Yang (November 2005)

Honorary Doctor of Laws

John J Swaine (November 1993)

Woo Po-shing (May 1995)

Lu Ping (November 1998)

Henry Tang Ying-yen (November 2003)

Norman Leung Nai-pang (November 2004)

Xiao Yang (November 2004)

Patrick Chan Siu-oi (November 2008)

Simon Ip Sik-on (November 2009)

Honorary Doctor of Letters

Fong Yun-wah (November 2000)

Chow Yun-fat (November 2001)

Zhang Yimou (November 2005)

Liu Changle (November 2006)

Elizabeth Wang Ming-chun (November 2007)

Honorary Doctor of Science

Run Run Shaw (December 1988)

Wu Wenjun (May 1995)

Stephen Smale (November 1997)

Eric Albert Ash (November 1998)

Pierre-Louis Lions (November 1999)

Xie Shengwu (November 1999)

Alfred Cho (November 2000)

Zhou Guangzhao (November 2000)

Harold W Kroto (November 2001)

Xu Zhihong (November 2001)

Qu Geping (November 2002)

Andrew Yao Chi-chih (November 2003)

Zhang Junsheng (November 2003)

John Chen Sau-chung (November 2004)

Xu Guanhua (November 2006)

Rosie Young Tse-tse (November 2006)

Claude Cohen-Tannoudji (November 2007)

Susumu Tonegawa (November 2009)

Wong Chi-huey (November 2009)

Zhang Jie (November 2009)

Honorary Doctor of Social Science

David Akers-Jones (November 1993)

Pamela Youde (May 1995)

Cha Chi-ming (May 1996)

Li Ka-shing (November 1998)

Oswald Victor Cheung (November 1999)

Payson Cha Mou-sing (November 2001)

Myles Brand (November 2002)

William Mong Man-wai (November 2002)

Chung Chi-yung (November 2004)

Ronald Arculli (November 2005)

Rita Fan Hsu Lai-tai (November 2005)

Chan Sui-kau (November 2007)

Gordon Wu Ying-sheung (November 2007)

Chow Yei-ching (November 2008)

Sze Chi-ching (November 2008)

Justin Lin Yifu (November 2009)

Honorary Fellow

Edward Cheng Wai-sun (June 2008)

Karl C Kwok (June 2008)

John Lee Luen-wai (June 2008)

Marina Wong Yu-pok (June 2008)

Chan Kei-biu (September 2009)

Chan Tai-ho (September 2009)

Andrew Fan Ka-fai (September 2009)

Peter Ho Ka-nam (September 2009)

David Hui Yip-wing (September 2009)

Gabriel Yu Chi-ming (September 2009)

City University of Hong Kong Ordinance

Long title

To provide for the establishment of the City University of Hong Kong and for matters connected therewith.

Part I Preliminary

1. Short title

This Ordinance may be cited as the City University of Hong Kong Ordinance.

2. Interpretation

In this Ordinance, unless the context otherwise requires :

“Chancellor” means the Chancellor of the University established by section 4 and includes a person acting as the Chancellor;

“Convocation” means the Convocation of the University established by section 17B;

“Council” means the Council of the University established by section 9;

“Court” means the Court of the University established by section 8A;

“Deputy President” means the Deputy President of the University appointed under section 14 and includes a person acting as the Deputy President;

“faculty” means a faculty of the University established under section 17A and includes an equivalent body established under that section;

“President” means the President of the University appointed under section 14 and includes a person acting as the President.

“Pro-Chancellor” means the Pro-Chancellor of the University appointed under section 4 (4) and includes a person acting as the Pro-Chancellor;

“Senate” means the Senate of the University established by section 17;

“statutes” mean the statutes of the University made by the Council under section 21A;

“University” means the City University of Hong Kong established by section 3.

(repealed)

Part II

The City University

3. Establishment, incorporation and objects of the University

- (1) There is hereby established a corporation to be known as “City University of Hong Kong” (“香港城市大學”), which shall, in that name, be a body corporate with perpetual succession and be capable of suing and being sued.
- (2) The objects of the University, shall, subject to this Ordinance, be to provide for studies, training and research and development in technology, engineering, science, commerce, arts and other subjects of learning.

4. Chancellor

- (1) There is a Chancellor of the University who is the head of the University.
- (2) The Chief Executive is the Chancellor.
- (3) The Chancellor may confer degrees and other academic awards in the name of the University including honorary degrees and honorary awards.
- (4) The Chancellor may, on the recommendation of the Council, appoint a person to be the Pro-Chancellor for a term to be determined by the Chancellor.
- (5) The Pro-Chancellor may with the authority of the Chancellor exercise the powers and perform the duties of the Chancellor.

5. Seal of the University

The University shall have a common seal, and the affixing of the seal shall :

- (a) be authorized or ratified by resolution of the Council; and
- (b) be authenticated by the signature of any two members of the Council, authorized by the Council either generally or specially to act for that purpose.

6. Documents of the University

- (1) The University may make and execute any document in the performance or exercise of its functions or powers or in connection with any matter reasonably incidental to or consequential upon the performance or exercise of its functions or powers.
- (2) Any document purporting to be duly executed under the seal of the University shall be admitted in evidence and shall, unless the contrary is proved, be deemed to have been duly executed.

7. The powers of the University

Subject to section 8, the University shall have power to do all such things as are necessary for, or incidental or conducive to, or connected with, the furtherance of its functions and may in particular, but without prejudice to the generality of the foregoing:-

- (a) acquire, take on lease, purchase, hold and enjoy property of any description and sell, let or otherwise dispose of or deal with the same in such manner and to such extent as the law would allow if the property were held by a natural person in the same interest;

- (aa) confer degrees and academic awards including honorary degrees and honorary awards;
 - (b) (repealed)
 - (c) erect, provide, equip, maintain, alter, remove, demolish, replace, enlarge, improve, keep in repair and regulate the buildings, premises, furniture and equipment and all other property;
 - (d) set terms of remuneration and conditions of service for staff;
 - (e) (repealed)
 - (f) provide appropriate amenities, (including residential accommodation, facilities for social activities and physical recreation), for its students and persons in its employment;
 - (g) receive and expend funds;
 - (h) invest its funds in such manner and to such extent as it thinks necessary or expedient;
 - (i) borrow money in such manner and on such securities or terms as it thinks expedient;
 - (j) apply for and receive any grant in aid for its functions on such conditions as it thinks fit;
 - (k) engage any professional or expert person to advise it on any matter;
 - (l) fix and collect fees and charges for courses of study, facilities and other services provided by it, and specify conditions for the use of such facilities and services;
 - (m) reduce, waive or refund fees and charges so fixed, generally or in any particular case or class of case;
 - (n) receive and solicit gifts, whether on trust or otherwise, on its behalf and act as trustee of moneys or other property vested in it on trust;
 - (o) (repealed)
 - (p) employ staff, advisers and consultants, on a full time or part time basis;
 - (q) provide financial assistance by way of grant or loan in pursuance of its objects;
 - (r) enter into a contract, partnership or other form of joint venture with other persons;
 - (s) acquire, hold and dispose of interests in other corporate bodies and take part in forming corporate bodies;
 - (t) provide for profit or otherwise advisory, consultancy, research and other related services.
8. (repealed)

Part II A
The Court

8A. The Court

- (1) There is to be a Court of the University which is the supreme advisory body of the University.
- (2) The Court shall consist of the Chancellor as chairman and such other persons as the statutes specify.
- (3) The Court has the following functions :
 - (a) to receive an annual report from the President;
 - (b) to consider reports made to it by the Council;
 - (c) to discuss any motion on general University policy;
 - (d) to raise funds at the request of the University to further the University's objects;
 - (e) to promote the interests of the University in Hong Kong and elsewhere.

Part III
The Council

9. Establishment of the Council

- (1) There is hereby established a Council, to be known as the Council of City University of Hong Kong.
- (2) The Council is the supreme governing body of the University.
- (3) The Council may exercise the powers, and shall perform the duties, of the University.

10. Membership of the Council

- (1) The Council shall consist of the following members :
 - (a) the President;
 - (b) the Deputy President;
 - (c) (repealed)
 - (d) (repealed)
 - (e) (repealed)
 - (f) not more than 15 members who are not students or employees of the University of whom:
 - (i) not more than 8 are appointed by the Chief Executive on the recommendation of the Council; and
 - (ii) 7 are appointed by the Chief Executive;

- (g) an academic member of the Senate nominated by the Senate and appointed by the Council;
 - (h) 2 members of staff elected from among their number and appointed by the Council;
 - (i) the Chairman of the Convocation;
 - (j) the President of the Students' Union; and
 - (k) 1 postgraduate student elected from among postgraduate students and appointed by the Council.
- (2) (a) The Chief Executive shall appoint from the members appointed under subsection (1)(f) :
- (i) one member as Chairman;
 - (ii) one member as Deputy Chairman; and
 - (iii) one member as Treasurer.
- (b) The Deputy Chairman shall act as the Chairman if the Chairman is absent from Hong Kong or is, for any other reason, unable to act as Chairman.
- (c) If for any period both the Chairman and Deputy Chairman are unable by reason of absence from Hong Kong or incapacity to perform the functions of their respective offices, or if for any period both of those offices are vacant, the members may appoint one of the members appointed under subsection (1)(f) to act as Chairman during that period.
- (3) (repealed)
- (3A) A member of the Council appointed under subsection (1)(f) :
- (a) shall be appointed for a period of 3 years or such lesser period as the Chief Executive may in any particular case appoint, but may from time to time be reappointed;
 - (b) may at any time by notice in writing to the Chief Executive resign from the Council.
- (3B) A member appointed by the Council under subsection (1)(g), (h) or (k):
- (a) shall be appointed for a period of 3 years or such lesser period as the Council may in any particular case appoint, but may from time to time be reappointed;
 - (b) shall cease to be a member of the Council :
 - (i) when he ceases to meet the criteria of eligibility for nomination by the body that nominated him; or
 - (ii) when he ceases to be a member of the body that elected him;
 - (c) may at any time by notice in writing to the Chairman of the Council resign from the Council;

- (4) Upon the expiry of the appointment of any member, other than an ex officio member, whether by effluxion of time or as a result of resignation or otherwise, the procedure for a new appointment, or reappointment, as the case may be, shall be as if the position thus vacated were being filled for the first time.
 - (5) The provisions of this section are without prejudice to section 42 of the Interpretation and General Clauses Ordinance (Cap. 1).
11. Meetings and procedure of the Council
 - (1) Meetings of the Council shall be held at such times and places as the Chairman may appoint.
 - (2) One half of the number of members for the time being shall form a quorum at a meeting of the Council.
 - (3)
 - (a) If a member has an interest in any matters to be considered at a meeting of the Council and is present at such meeting, he shall as soon as possible after the commencement of the meeting disclose to the Council the fact and nature of the interest and shall, if required by the Council, withdraw from the meeting while the Council is considering the matter and in any case shall not vote thereon.
 - (b) In this subsection “interest” includes a pecuniary interest.
 - (4) A meeting of the Council may be adjourned by the Chairman or the person presiding or, where the Council so resolves, by the Council.
 - (5) Subject to this Ordinance, the Council may determine its own procedure.
12. Transaction of business by circulation papers

The Council may transact any of its business by circulation of papers, and a resolution in writing which is approved in writing by a majority of the members shall be as valid and effectual as if it had been passed at a meeting of the Council.
13. Committees generally
 - (1) The Council may create and appoint such committees for any general or special purposes as it thinks fit and any such committee may consist partly of persons who are not members of the Council.
 - (2) The chairman of any committee appointed under subsection (1) shall be appointed by the Council from among the members of the Council.
 - (3) Subject to subsection (4), the Council may in writing, with or without restrictions or conditions as it thinks fit, delegate any of its powers and duties to any committee appointed under subsection (1).
 - (4) The Council shall not delegate to any committee appointed under subsection (1) the power:
 - (a) to approve the terms and conditions of service of any class of persons in the employment of the University;
 - (b) (repealed)

- (c) to authorize the preparation of the statements required under section 19(2);
 - (d) to make statutes under section 21A;
 - (e) to appoint the President and the Deputy President or to remove the President and the Deputy President from office or to approve the duties of the President and the Deputy President.
- (5) Subject to the directions of the Council, each committee may determine its own procedure at its meetings.

Part IV

President, Deputy President and other staff

14. Appointment of President and other staff

- (1) The Council
 - (a) shall appoint a President who, subject to the control of the Council, is vested the management, conduct and administration of the University, and the welfare and discipline of staff and students;
 - (b) may appoint a Deputy President who shall undertake such duties as the President may direct;
 - (c) may appoint other persons as employees of the University.
- (2) The President and Deputy President are appointed by resolution of the Council passed by the votes of not less than three quarters of its members for the time being.
- (3) The President or Deputy President may be removed from office on the ground of his misconduct, incompetence, inefficiency or other good cause by resolution of the Council passed by the votes of not less than three quarters of its members for the time being.
- (4) The Council may appoint any person to act as President during the incapacity or absence from Hong Kong of the President or if that office is or becomes vacant for any reason.
- (5) The Council may appoint any person to act as Deputy President during the incapacity or absence from Hong Kong of the Deputy President or if that office is or becomes vacant for any reason.

15. Power of the Council to delegate to the President

- (1) The Council may in writing, with or without restrictions or conditions as it thinks fit, delegate to the President its powers and duties.
- (2) The Council shall not delegate to the President the power to :
 - (a) approve terms and conditions of service of any class of persons in the employment of the University;
 - (b) authorize the preparation of the statements required under section 19(2);

- (c) make statutes under section 21A;
- (d) appoint an acting President and Deputy President.

16. Power of the President to delegate

- (1) Subject to subsection (2), the President may in writing, with or without restrictions or conditions as he thinks fit, delegate, to such persons or committee of persons as he thinks fit, his powers and duties, including any power or duty of the Council delegated to him under section 15.
- (2) The power conferred by this section on the President to delegate any power or duty of the Council delegated to him under section 15, and the exercise by any person or committee of persons of any such power or duty delegated by the President under this section, shall be subject to any restriction or condition imposed in respect thereof by the Council under section 15.

Part V
Senate, Faculties and Convocation

17. Senate of the University

- (1) There is established a Senate, which is the supreme academic body of the University, to :
 - (a) plan, develop, and maintain the academic programmes offered by the University;
 - (b) direct and regulate the teaching and research at the University;
 - (c) regulate the admission of persons to approved programmes of study and their attendance at the programmes;
 - (d) regulate the examinations leading to the degrees and other academic awards of the University;
 - (e) decide on the award of degrees and other academic awards of the University, other than honorary degrees and other honorary awards.
- (2) The Council may make statutes to determine the membership and procedures of the Senate.

17A. Faculties, etc.

- (1) The Council on the recommendation of the Senate may establish faculties and other equivalent bodies.
- (2) A faculty is administered by a board of the faculty.
- (3) The Council may make statutes to determine the membership of the board of each faculty.

17B. Convocation

There is established a Convocation of the University whose constitution and membership may be set by statute made by the Council.

17C. Senate and faculty committees

The Senate and the board of a faculty may set up committees and, subject to the statutes, may determine the membership and procedures of a committee.

Part VI
Reports and Financial Statements

18. (repealed)

19. Accounts

- (1) The University shall maintain proper accounts and records of all income and expenditure.
- (2) After the end of a financial year, the University shall prepare statements of income and expenditure for the financial year and of the assets and liabilities of the University on the last day of the financial year.
- (3) The University may fix a period to be its financial year.

20. Auditors

- (1) The University shall appoint auditors, who shall be entitled at any time to have access to all books of account, vouchers and other financial records of the University and to require such information and explanations thereof as they think fit.
- (2) The auditors shall audit the financial statements prepared under section 19(2) and shall report thereon to the University.

21. Report to the Chancellor

The University shall not later than 6 months after the end of a financial year, or such longer period as the Chancellor may allow in a particular year, submit to the Chancellor

- (a) a report on the activities of the University;
- (b) copies of the financial statements prepared under section 19(2);
- (c) a copy of the auditors' report made under section 20(2).

Part VIA
Statutes

21A. Statutes

The Council may make statutes for the administration of the University and for matters that this Ordinance provides for inclusion in a statute

Part VII
General

22. (repealed)

23. Unauthorized use of title

- (1) No person shall incorporate or form, or be a director, office bearer or organizer of, work in connection with, or be a member of, any company, body corporate, firm or organization which -
 - (a) falsely purports or holds itself out to be:
 - (i) the University or any branch or part thereof; or
 - (ii) connected or associated with the University in any manner whatsoever; or
 - (b) with intent to deceive or mislead, uses the title “City University of Hong Kong” or “香港城市大學” or a title in any language which so closely resembles the title “City University of Hong Kong” or “香港城市大學” as to be capable of deceiving or misleading any person into believing that the company, body corporate, firm or organization is:
 - (i) the University or any branch or part thereof; or
 - (ii) connected or associated with the University in any manner whatsoever.
- (2) Any person who contravenes subsection (1) shall be guilty of an offence and shall be liable on conviction to a fine of HK\$10,000.

24. (repealed)

Statutes of the University

Statute 1: Interpretation

In these Statutes, unless the context otherwise requires:

1. 'Academic staff' means the full-time teaching and research staff of the University appointed on Academic and Equivalent Administrative Staff terms of service;
2. 'Academic year' means such period not exceeding twelve consecutive months, and 'semester' means such part of an academic year, as the Senate shall determine from time to time;
3. 'Chairman' means any person who chairs a meeting and the word shall be taken as gender neutral. Use of alternative terms, for example 'Chairperson', 'Chair', 'Chairlady' shall be at the absolute discretion of the person chairing the meeting;
4. 'Course' means the basic units of instruction into which students are registered and for which grades may be assigned;
5. 'Member of staff' means any person who is in the full-time employment of the University excluding those appointed on temporary terms of service;
6. 'Ordinance' means the City University of Hong Kong Ordinance;
7. 'Polytechnic' means City Polytechnic of Hong Kong;
8. 'Chair Professor' means any person appointed as a Professor of the University within the professorial salary range, and excludes Emeritus Professors, Honorary Professors, Visiting Professors and Adjunct Professors;
9. 'Programme' means the structured academic programme leading to a named award of the University into which students are registered;
10. 'Regulation' means any regulation made pursuant to the Ordinance or these Statutes;
11. 'Student' means any student registered on a programme of study leading to the degrees or other academic awards of the University as approved by the Senate;
12. 'University' 'Chancellor', 'Pro-Chancellor', 'Statutes', 'Court', 'Council', 'Convocation', 'Senate', 'Faculty', shall have respectively the same meaning as they have in the Ordinance;
13. Reference to Faculties includes equivalent bodies as defined by the Council on the recommendation of the Senate;
14. Reference to academic departments includes equivalent bodies as defined by Senate;
15. Words used throughout the Statutes are gender neutral;
16. Words in the singular shall include the plural, and vice-versa; and
17. Words defined in the Ordinance shall have the same meaning in the Statutes.

Statute 2: Making and Revision of the Statutes

1. Under the Ordinance, the Council may make Statutes for the administration of the University and for matters that the Ordinance provides for inclusion in a Statute.
2. The Council shall appoint a Committee on Statutes comprising an equal number of members from the Council, the Senate, and the Management Board for the purpose of considering proposals to make new Statutes, or to revise existing Statutes.
3. The approval by the Council of any proposal to introduce new Statutes, or to revise existing Statutes, must be passed by the votes of not less than three quarters of the members present and voting.

Statute 3: Principal Officers of the University

1. The following shall be the Principal Officers of the University:
 - (1) The Chancellor, who, when present, shall preside at meetings of the Court and at Congregations of the University.
 - (2) The Pro-Chancellor, who shall be appointed by the Chancellor for a term to be determined by the Chancellor, and who, on the authorization of the Chancellor and on the Chancellor's behalf, may exercise any of the powers or perform any of the duties conferred or imposed on the Chancellor by the Ordinance.
 - (3) The Chairman of the Council, the Deputy Chairman, and the Treasurer, who shall be appointed by the Chief Executive from among those members of the Council appointed under subsection 10(1)(f) of the Ordinance, and who shall discharge such functions as may be determined by Statute or by the Council.
 - (4) The President, who shall be appointed for such period and on such terms as may be determined by the Council.
2. One of the Principal Officers shall preside at Congregations of the University in the absence of both the Chancellor and Pro-Chancellor.
3. The Chairman of the Council shall have the authority:
 - (1) to consider and take action on behalf of the Council when a meeting of the Council is not imminent on any matter normally considered by the Council, with the exception of matters which are precluded from delegation by the Ordinance;
 - (2) to appoint Acting President and Acting Deputy President.
4. Should the position of the Chairman of the Council fall vacant, the Deputy Chairman shall act as Chairman and assume the duties of the Chairman until a new appointment is made.
5. The President shall:
 - (1) undertake such duties as may be determined by the Ordinance and supplemented by Statute or by the Council, and shall have a general responsibility to the Council for maintaining and promoting the efficiency and good order of the University, and to the Senate for the academic leadership of the University;

- (2) have authority to make appointments of staff up to and including the rank of Vice-President.

Statute 4: Powers of the Council

1. The Council is the supreme governing body of the University and, as such, may exercise all powers conferred and shall perform all of the duties imposed on the University by the Ordinance. It shall have power to do all such things as are necessary for, or incidental or conducive to, or connected with, the furtherance of the University's objectives, and in particular those set out in Section 7 of the Ordinance.
2. The Council shall also have the power to:
 - (1) recommend to the Chancellor the appointment of a Pro-Chancellor;
 - (2) appoint the President by a resolution passed by not less than three quarters of its members for the time being;
 - (3) authorize or ratify the affixing to documents of the Common Seal of the University;
 - (4) appoint auditors.
3. In addition to the particular powers set out in Sections 1 and 2 above, the Council may also discharge the following in accordance with the terms of the relevant section of the Ordinance:
 - (1) appoint a Deputy President by resolutions passed by not less than three quarters of its members for the time being;
 - (2) appoint an acting President or an acting Deputy President, as necessary, and delegate such appointment to the Council Chairman;
 - (3) remove from office the President or the Deputy President on grounds of misconduct, incompetence, inefficiency or other good cause, by resolution passed by not less than three quarters of its members for the time being;
 - (4) appoint other persons as employees of the University;
 - (5) make and execute any document in the performance or exercise of the University's objectives or powers, or in connection with any matter incidental to or consequential upon the performance or exercise of the same;
 - (6) make Statutes;
 - (7) create and appoint committees for any general or special purposes as it thinks fit;
 - (8) delegate in writing, with or without restrictions or conditions as it thinks fit, any of its power and duties to any person or committee, subject to the restrictions imposed by the Ordinance;
 - (9) establish Faculties and other equivalent bodies on the recommendation of the Senate;
 - (10) provide for by Regulations any matters which it is empowered to regulate by the Ordinance or the Statutes.

Statute 5: The Court

1. The Court shall discharge the functions assigned to it under Section 8A of the Ordinance.
2. The membership of the Court shall comprise:
 - (a) the Principal Officers of the University;
 - (b) the Deputy President, the Provost, the Vice-Presidents, the Associate Provost(s), the Deans and their equivalent;
 - (c) the Members of the Council;
 - (d) the Members of the Senate;
 - (e) not more than 20 members, appointed by the Chancellor, on the recommendation of the Council;
 - (f) not more than 20 members appointed by the Council.
3. The Secretary to the Court shall be appointed by the President.
4. The Chancellor shall preside at meetings of the Court. In the absence of the Chancellor, the Pro-Chancellor or, in his absence, the Chairman of the Council, shall preside.
5. Ex officio members shall continue as members so long as they hold the office by virtue of which they are members of the Court.
6. Members appointed under Section 2(e) shall hold office for three years or a lesser period as determined by the Chairman of the Court and shall be eligible for re-appointment.
7. Members appointed under Section 2(f) shall hold office for three years or a lesser period as determined by the Council and shall be eligible for re-appointment.
8. Vacancies shall be filled as they occur or as soon thereafter as may be convenient and such persons appointed shall normally hold office for the unexpired term of the person replaced.
9. Any member of the Court other than an ex officio member may resign in writing addressed to Secretary to the Court.
10. The Court shall meet at least once in each academic year, although the Chairman of the Court may convene a meeting at any time.
11. One-fourth of the membership of the Court for the time being shall form a quorum for meetings.
12. The President may require any member of the University to be present at a meeting of the Court for the purpose of providing supplementary information on matters being considered by the meeting. Such persons shall not have the right to vote, nor shall they form part of the quorum required for the meeting.

Statute 6: The Senate

1. Subject to the provisions of the Ordinance, the Senate shall have the power:

- (1) to make decisions on the award of degrees and other academic awards of the University other than honorary degrees or other honorary awards;
- (2) with respect to Associate Degree programmes offered by the Community College of City University (CCCU) leading to awards of the University, to make arrangements with the CCCU Academic Board to maintain the academic standards and assure the quality of these programmes and to decide, on behalf of Senate, the awards of Associate Degree to students of CCCU who successfully complete programme requirements;
- (3) to plan, approve, develop, maintain, regulate and promote all teaching, programmes of study, research and other academic work in the University, and to formulate policies accordingly;
- (4) to approve the discontinuation of any programme of study;
- (5) to advise the Council on any matter which is relevant to the educational work of the University;
- (6) to make recommendations to the Council on the establishment of Faculties and other equivalent bodies, and to approve the establishment of academic departments;
- (7) to make recommendations to the Management Board or the Council, as appropriate, on the criteria and methodologies for the allocation of resources to support the academic work of the University, and on the development and operation of required facilities;
- (8) to prescribe the requirements for admission as a student of the University;
- (9) to regulate the conditions for the conferment of academic awards, other than honorary degree and honorary awards, of the University;
- (10) to regulate all examinations and assessments conducted by the University;
- (11) to terminate a student's programme of study on academic grounds;
- (12) to deprive, for reasons which the Senate shall deem to be good cause, any graduate of an academic award conferred by the University or the Polytechnic and/or to revoke any certification granted;
- (13) to advise the President on the welfare and discipline of students in the University;
- (14) to regulate the institution of scholarships, bursaries, prizes and other similar awards;
- (15) to nominate to membership of the Council, as provided for in Section 10(1) of the Ordinance;
- (16) to advise the Council on any matter which may be referred to the Senate by the Council;
- (17) to report to the Council as necessary;
- (18) to refer any matter to a Faculty Board or an equivalent body for consideration and report;
- (19) to appoint committees, working parties and similar bodies for the purpose of discharging the powers conferred on the Senate, and to approve their terms of reference and membership;

- (20) generally to take all necessary action to discharge the powers and duties conferred on the Senate by the Council or to further the purposes of the Senate set out in Section 17 of the Ordinance.
2. The Senate shall comprise:
 - (1) the President, who shall be the chairman;
 - (2) the Deputy President;
 - (3) the Provost;
 - (4) the Vice-Presidents;
 - (5) the Associate Provost(s);
 - (6) the Chief Information Officer;
 - (7) the Dean of Graduate Studies;
 - (8) the Deans of Colleges, and such office holders in an equivalent body of the University as are determined by the Council on the recommendation of the Senate;
 - (9) the Principal of the Community College of City University;
 - (10) the Heads of academic departments or such office holders in an equivalent body of the University as are determined by the Senate;
 - (11) all Chair Professors who are not otherwise members;
 - (12) the Librarian;
 - (13) the Director of the School of Continuing and Professional Education;
 - (14) one member of the full-time academic staff of each academic department or equivalent body of the University as determined by the Senate, elected by and from among their number in that department or equivalent body, as appropriate;
 - (15) one member of the full-time academic staff of each school as defined by the Council on the recommendation of the Senate to be equivalent to a faculty, elected by and from among their number in that school;
 - (16) one member of the full-time staff elected by and from among Instructors II/Instructors I/Tutors/Senior Tutors/Teaching Fellows/Senior Teaching Fellows in academic departments, schools, centres or equivalent body of the University as determined by the Senate;
 - (17) two students nominated by the Students' Union;
 - (18) one postgraduate student nominated by the CityU Postgraduate Association.
3. The Secretary of the Senate shall be appointed by the President.
4. One half of the number of members for the time being shall form a quorum at a meeting of the Senate.

5. The Senate shall meet at least once each semester, or more frequently as determined by the President or by a majority of its members for the time being. The dates of Ordinary meetings shall be specified in the University website. Members shall receive advance notice of any Special meeting.

Statute 7: The Management Board

The Management Board advises the President on matters relating to the development and management of the University and provides a major channel of communication between the senior management and the University community.

1. The Board provides advice to the President including the following:
 - (a) the development of strategic plans and associated financial plans for the University;
 - (b) the methodology for establishing budgets and other resource allocation matters;
 - (c) University policies and associated procedures in the following areas;
 - (i) administration and management;
 - (ii) financial planning and control;
 - (iii) staffing matters;
 - (iv) student affairs;
 - (v) risk management;
 - (vi) development & external relations.
2. To fulfil its role as a major channel of communication, the Board receives regular reports on the following:
 - (a) progress on the implementation of proposals in the Strategic Plan;
 - (b) the University's recurrent and capital finances;
 - (c) capital projects undertaken by the University;
 - (d) reports as appropriate, from other University committees and from administrative offices, as directed by the President.
3. The Management Board shall comprise:
 - (a) the President, who shall be the chairman;
 - (b) the Deputy President;
 - (c) the Provost;
 - (d) the Vice-Presidents or their equivalents;
 - (e) the Associate Provost(s);
 - (f) the Deans of Colleges or equivalent bodies;

- (g) the Dean of Graduate Studies;
 - (h) such heads or other members of staff as determined by the President.
4. One half of the members for the time being shall form a quorum. No meeting shall be held if more than half of the substantive members are represented by staff discharging their office temporarily on an acting basis.

Statute 8: The Boards of the Colleges or bodies equivalent to a Faculty as defined in the Ordinance

8(A): The Boards of the College of Business, College of Liberal Arts and Social Sciences, and College of Science and Engineering

1. Within the policies, procedures and priorities established by the Senate, a College Board shall have the power:
- (1) to advise the Senate, Dean, or Heads of academic departments of the College, as appropriate, on all matters pertaining to the planning, development, implementation and monitoring of the academic work of the College;
 - (2) to be responsible for the establishment, maintenance and monitoring of academic standards in the College, in particular through:
 - (a) the submission of proposals to the Senate for approval of all new programmes of study planned to be introduced in the College and for the discontinuation of existing programmes of study;
 - (b) the monitoring and review of undergraduate programmes of study in the College, and reporting thereon annually to the Senate;
 - (c) the monitoring and review of research studies and taught postgraduate programmes in the College, and reporting thereon annually through the Board of Graduate Studies to the Senate;
 - (d) deciding on the minimum requirements for entry to particular programmes of study in the College, including the identification of qualifications deemed to be equivalent, or appropriate, for entry;
 - (e) guidance to the Heads of academic departments of the College on the implementation of Academic Regulations;
 - (f) the establishment of Examination Boards to review the results of assessments conducted in respect of programmes of study in the College;
 - (3) to determine recipients of prizes, scholarships, bursaries and similar awards pertaining to the College;
 - (4) to establish such committees as the Board deems appropriate to assist in the exercise of its objectives and/or in support of the academic and research work of the College;
 - (5) to consider and make recommendations on all matters which may be referred to it by the Senate, President or Dean of the College;

- (6) to exercise such additional responsibilities and powers as may be assigned to it by the Senate from time to time.
2. The Boards of the Colleges shall comprise:
 - (1) the Dean of the respective College, who shall be the chairman;
 - (2) the Associate Deans of the respective College, if any;
 - (3) the Heads of academic departments of the College;
 - (4) all Chair Professors who are not otherwise members;
 - (5) not less than three members of the full-time academic staff, other than the ex officio members, of each academic department of the College, elected by and from the full-time academic staff of that department;
 - (6) two to four members of the full-time academic staff of academic departments outside the College concerned, or of the staff of the Library, and academic support offices or centres, appointed by the Board, such that no department or centre or office shall be represented by more than one member;
 - (7) one student from each academic department of the College elected by and from the students in that department.
3. The College Secretary shall be the Secretary to the Board.
4. One half of the number of members for the time being shall form a quorum at a meeting of the College Board.

8(B): The Board of the School of Law

1. Within the policies, procedures and priorities established by the Senate, the School Board shall have the power:
 - (1) to advise the Senate or Dean of the School, as appropriate, on all matters pertaining to the planning, development, implementation and monitoring of the academic work of the School;
 - (2) to be responsible for the establishment, maintenance and monitoring of academic standards in the School, in particular through:
 - (a) the submission of proposals to the Senate for approval of all new programmes of study planned to be introduced in the School and for the discontinuation of existing programmes of study;
 - (b) the monitoring and review of undergraduate programmes of study in the School, and reporting thereon annually to the Senate;
 - (c) the monitoring and review of research studies and taught postgraduate programmes in the School, and reporting thereon annually through the Board of Graduate Studies to the Senate;
 - (d) deciding on the minimum requirements for entry to particular programmes of study in the School, including the identification of qualifications deemed to be equivalent, or appropriate, for entry;

- (e) guidance to the Dean on the implementation of Academic Regulations;
 - (f) the establishment of Examination Boards to review the results of assessments conducted in respect of programmes of study in the School.
- (3) to determine recipients of prizes, scholarships, bursaries and similar awards pertaining to the School;
 - (4) to establish such committees as the Board deems appropriate, to assist in the exercise of its objectives and/or in support of the academic work of the School;
 - (5) to consider and make recommendations on all matters which may be referred to it by the Senate, President or Dean of the School;
 - (6) to exercise such additional responsibilities and powers as may be assigned to it by the Senate from time to time.
2. The Board of the School of Law shall comprise:
- (1) the Dean of the School, who shall be the chairman;
 - (2) Associate Dean(s), if any;
 - (3) all full-time academic staff of the School;
 - (4) two to four members of the full-time academic staff of departments outside the School of Law, or of the staff of academic support offices or centres other than the Library, appointed by the Board, such that no department or centre or office shall be represented by more than one member;
 - (5) up to seven members appointed by the Board of the School of Law for a term of two years and including a representative from various segments of the legal profession, namely barristers, solicitors, the Judiciary, the Legal Department, the Legal Aid Department and the Consumer Council, and such other organizations as the Board may determine from time to time;
 - (6) the member of the University Library staff in charge of the Law Section of the University Library;
 - (7) four students elected by and from the students of the School of Law.
3. The School Secretary shall be the Secretary to the Board of the School of Law.
4. One half of the number of members for the time being shall form a quorum at a meeting of the Board of the School of Law.

8(C): The Board of the School of Creative Media

- 1. Within the policies, procedures and priorities established by the Senate, the School Board shall have the power:
 - (1) to advise the Senate or Dean of the School, as appropriate, on all matters pertaining to the planning, development, implementation and monitoring of the academic work of the School;

- (2) to be responsible for the establishment, maintenance and monitoring of academic standards in the School, in particular through:
 - (a) the submission of proposals to the Senate for approval of all new programmes of study planned to be introduced in the School and for the discontinuation of existing programmes of study;
 - (b) the monitoring and review of associate and bachelor's degree programmes in the School, and reporting thereon annually to the Senate;
 - (c) the monitoring and review of research studies and taught postgraduate programmes in the School, and reporting thereon annually through the Board of Graduate Studies to the Senate;
 - (d) deciding on the minimum requirements for entry to particular programmes of study in the School, including the identification of qualifications deemed to be equivalent, or appropriate, for entry;
 - (e) guidance to the Dean on the implementation of Academic Regulations;
 - (f) the establishment of Examination Boards to review the results of assessments conducted in respect of programmes of study in the School.
 - (3) to determine recipients of prizes, scholarships, bursaries and similar awards pertaining to the School;
 - (4) to establish such committees as the School Board deems appropriate, to assist in the exercise of its objectives and/or in support of the academic work of the School;
 - (5) to consider and make recommendations on all matters which may be referred to it by the Senate, President or Dean of the School;
 - (6) to exercise such additional responsibilities and powers as may be assigned to it by the Senate from time to time.
2. The Board of the School of Creative Media shall comprise:
 - (1) the Dean of the School, who shall be the chairman;
 - (2) Associate Dean(s), if any;
 - (3) all full-time academic staff of the School;
 - (4) two to four members of the full-time academic staff of departments outside the School of Creative Media, or of the staff of academic support offices or centres, appointed by the Board, such that no department or centre or office shall be represented by more than one member;
 - (5) up to four students elected by and from the students of the School of Creative Media.
3. The School Secretary shall be the Secretary to the Board of the School of Creative Media.
4. One half of the number of members for the time being shall form a quorum at a meeting of the Board of the School of Creative Media.

8(D): The Board of the School of Energy and Environment

1. Within the policies, procedures and priorities established by the Senate, the School Board shall have the power:
 - (1) to advise the Senate or Dean of the School, as appropriate, on all matters pertaining to the planning, development, implementation and monitoring of the academic work of the School;
 - (2) to be responsible for the establishment, maintenance and monitoring of academic standards in the School, in particular through:
 - (a) the submission of proposals to the Senate for approval of all new programmes of study planned to be introduced in the School and for the discontinuation of existing programmes of study;
 - (b) the monitoring and review of undergraduate programmes of study in the School, and reporting thereon annually to the Senate;
 - (c) the monitoring and review of research studies and taught postgraduate programmes in the School, and reporting thereon annually through the Board of Graduate Studies to the Senate;
 - (d) deciding on the minimum requirements for entry to particular programmes of study in the School, including the identification of qualifications deemed to be equivalent, or appropriate, for entry;
 - (e) guidance to the Dean on the implementation of Academic Regulations;
 - (f) the establishment of Examination Boards to review the results of assessments conducted in respect of programmes of study in the School.
 - (3) to determine recipients of prizes, scholarships, bursaries and similar awards pertaining to the School;
 - (4) to establish such committees as the Board deems appropriate, to assist in the exercise of its objectives and/or in support of the academic work of the School;
 - (5) to consider and make recommendations on all matters which may be referred to it by the Senate, President or Dean of the School;
 - (6) to exercise such additional responsibilities and powers as may be assigned to it by the Senate from time to time.
2. The Board of the School of Energy and Environment shall comprise:
 - (1) the Dean of the School, who shall be the chairman;
 - (2) Associate Dean(s), if any;
 - (3) all full-time academic staff of the School;
 - (4) two to four members of the full-time academic staff of departments outside the School of Energy and Environment, or of the staff of academic support offices or centres, appointed by the Board, such that no department or centre or office shall be represented by more than one member;

- (5) up to seven members appointed by the Board of the School of Energy and Environment for a term of two years and including a representative from various segments of the energy and environment-related professions as the Board may determine from time to time;
 - (6) up to four students elected by and from the students of the School of Energy and Environment.
3. The School Secretary shall be the Secretary to the Board of the School of Energy and Environment.
4. One half of the number of members for the time being shall form a quorum at a meeting of the Board of the School of Energy and Environment.

Statute 9: Board of Graduate Studies

1. Within the policies, procedures and priorities established by the Senate and subject to the general oversight of the Senate, the Board of Graduate Studies shall:
 - (1) review and make recommendations on the Academic Regulations, Rules and Procedures governing all postgraduate programmes and studies;
 - (2) develop, implement, monitor and review policy pertaining to postgraduate work;
 - (3) establish and maintain academic standards of all postgraduate programmes;
 - (4) provide guidance and advice to College/School Boards and the Examination Boards and Panels for all postgraduate programmes on the implementation of regulations and on individual cases where necessary and approve recommendations relating to examinations on behalf of the Senate;
 - (5) advise and make recommendations to the Senate for the introduction of new postgraduate programmes;
 - (6) submit an annual report to the Senate on matters relating to the Board's business during the year;
 - (7) advise the Senate on any matter which may be referred to it by the Senate;
 - (8) appoint sub-committees, working parties and similar bodies for the purpose of discharging its duties, and approve their terms of reference and membership.
2. The membership of the Board shall comprise:
 - (1) the Dean of Graduate Studies who shall be the Chairman;
 - (2) the Deputy Chairman shall be the Associate Dean (School of Graduate Studies);
 - (3) the Deputy President;
 - (4) the Chairman of the Senate's Research Committee;
 - (5) Chairmen of College/School Graduate Studies Committees;
 - (6) two members appointed from each College Graduate Studies Committee;

- (7) one member appointed from each School Graduate Studies Committee;
 - (8) five members appointed from and by the Senate;
 - (9) three postgraduate students, one of whom is to be the President of the CityU Postgraduate Association, appointed by the Board in consultation with the CityU Postgraduate Association.
3. The period of office of members shall be two years, except for members in category 9 whose term shall be one year. The membership in categories 6 to 8 above shall allow for overlapping periods to ensure continuity.
 4. A person appointed by the Dean of Graduate Studies shall be the Secretary to the Board.

Statute 10: The Convocation

1. Subject to the provisions in the Ordinance, the Convocation shall have the following objectives:
 - (1) to strengthen the relationship among members of the Convocation and between the Convocation and the University;
 - (2) to promote good relations between the University and the general public;
 - (3) to discuss any matter relating to the development of the University including any matter referred to it by the Council and to make recommendations to the Council;
 - (4) to promote the objectives and activities of the University.
2. Each graduate on receipt of an academic award granted by the University or the Polytechnic, in accordance with the Academic Regulations as approved by the Senate, shall be a member of the Convocation.
3. Emeritus Professors and honorary award recipients on whom the titles have been conferred by the University shall be members of the Convocation.
4. A register containing the names of all members of the Convocation shall be kept by the Secretary of the Convocation.
5. A member may at any time by giving notice in writing to the Secretary of the Convocation resign from membership of the Convocation.
6. There shall be a Standing Committee of the Convocation which shall be the executive body of the Convocation.
7. There shall be a Chairman of the Convocation who shall at the same time be Chairman of the Standing Committee.
8. The Convocation shall, from its own members, elect a Chairman and not more than four Vice-Chairmen who shall respectively hold office for a period of two years. A retiring Chairman or Vice-Chairman shall be eligible for re-election except for the retiring Chairman who has, at the time of such retirement, held an office for two consecutive full terms.

9. In case of a vacancy in the office of the Chairman arising from other than expiry of the term of office of a retiring Chairman, the Convocation shall elect one of its members at a special or the next annual general meeting to fill the vacancy. The person so elected shall hold office for the remainder of the term for which his/her predecessor was appointed.
10. In the absence of the Chairman, one of the Vice-Chairmen shall be appointed by the Chairman to act on his behalf. If the Chairman fails to appoint an acting Chairman, the Standing Committee shall appoint one of the Vice-Chairmen to act as the Chairman.
11. Subject to the Ordinance and this Statute, the Convocation may appoint committees for any general or special purposes as it thinks fit, and to approve their terms of reference and membership.
12. The Convocation shall meet at least once in each calendar year and at such other times as it may determine.
13. Thirty members of the Convocation shall form a quorum for meetings.
14. The Secretary of the Convocation shall be appointed by the President.

Statute 11: Emeritus Professors

1. On the recommendation of the Senate, the Council may confer the title of Emeritus Professor upon any Chair Professor of the University on retirement from office and after being employed in the service of the University for not less than ten years, of which at least five shall have been as a full-time Chair Professor, and who in the opinion of the Senate has made a distinguished contribution to his chosen academic field.
2. Emeritus Professors shall be members of Convocation, and shall rank in precedence before Chair Professors of the University on any ceremonial or official occasion. In addition, they shall have the right to use University facilities, and be eligible to apply for office facilities within the University.
3. Emeritus Professors shall not be entitled, solely by virtue of that title, to be a member of any other body of the University, or to exercise any administrative or executive functions, except as specified in this Statute.
4. Emeritus Professors may be requested to represent the University, or to carry out duties on the University's behalf, either in Hong Kong or elsewhere.

Statute 12: Honorary Awards and Award Holders

1. Honorary awards may be conferred by the Chancellor from time to time on the recommendation of the Honorary Awards Committee.
2. The Chancellor may confer the following honorary awards in the name of the University:

Honorary Doctor of Business Administration	(Hon DBA)
Honorary Doctor of Engineering	(Hon DEng)
Honorary Doctor of Laws	(Hon LLD)
Honorary Doctor of Letters	(Hon DLitt)
Honorary Doctor of Science	(Hon DSc)
Honorary Doctor of Social Science	(Hon DSocSc)

3. The Honorary Awards Committee shall determine which of the honorary awards to be conferred under section (2).
4. The criteria for the award of an honorary doctorate shall be distinctive contributions to learning, to the development of the University, or to the well-being of society in general.
5. The Certification of an honorary award conferred by the Chancellor shall be in Chinese and in English and shall record the full name of the recipient and the title of the award. It shall be authenticated by the signature of the Chancellor of the University, the Chairman of the Council and the President.
6. The recipient of an honorary award conferred by the Chancellor shall sign his name in the Register of Honorary Awards.
7. The holders of such honorary awards shall rank in precedence before the Emeritus Professors of the University on ceremonial occasions, and shall be members of the Convocation. They shall also have the right to use all University facilities.

Statute 13: The Community College of City University (hereinafter referred to as 'CCCU')

1. The Community College of City University (CCCU) shall be established by the Council of the University as a company limited by guarantee.
2. The Objects of CCCU shall be:
 - (a) to provide educational programmes leading to the award of the Associate Degree of the City University of Hong Kong;
 - (b) to provide full-time and mixed mode educational programmes leading to the award of undergraduate degrees of other educational institutions;
 - (c) to provide educational programmes which fulfill the entry requirements to Associate Degree programmes of the City University of Hong Kong;
 - (d) to provide other programmes of study, whether or not leading to formal awards, for the benefit of the community.
3. Members of CCCU shall be the City University of Hong Kong, and the members of the Executive Committee of the Council of the University. Additional Members can be admitted by the Board of Management in accordance with the Memorandum and Articles of Association of CCCU.
4. There shall be a Board of Management of CCCU appointed by the Members.
5. The Board of Management shall be responsible for:
 - (a) determining the strategic direction of CCCU;
 - (b) determining its management structure;
 - (c) overseeing its contractual and business matters;
 - (d) advising the Principal on the management and operations of CCCU;

- (e) ensuring that the operation of CCCU is consistent with its self-financing status.
- 6. The Board of Management shall comprise not fewer than 6 and not more than 9 members including:
 - (a) the Chairman who shall be a member of the Council of the University;
 - (b) the Vice-Chairman who shall be the President or his nominee;
 - (c) two external members who may or may not be members of Council of the University;
 - (d) the Director of Finance of the University;
 - (e) the Principal of CCCU.
- 7. Any new members shall be appointed where necessary by the Members of CCCU.
- 8. 'Director of Finance' should be interpreted as the senior staff member of the University responsible for managing its financial affairs.
- 9. The Board of Management shall create and appoint committees for any general or specific purposes as it thinks fit.
- 10. There shall be an Academic Board of CCCU established by the Board of Management.
- 11. The Academic Board shall be responsible for:
 - (a) planning, developing and maintaining the Associate Degree programmes of the University run by CCCU and for deciding on the awards for students studying these programmes;
 - (b) directing and regulating the teaching at CCCU;
 - (c) regulating the admission of persons to the approved programmes run by CCCU;
 - (d) regulating the examinations leading to the awards of the University.
- 12. The Academic Board, under the delegated authority from the University Senate, takes full responsibility for the academic management of the CityU award-bearing Associate Degree programmes offered by CCCU.
- 13. The delegation covers:
 - (a) approving academic plans, student intakes and enrolments, and discontinuation of programmes subject to the agreement of the Board of Management of CCCU;
 - (b) approving entrance requirements and maintaining an appropriate academic standard at entry;
 - (c) approving the curriculum of new programmes;
 - (d) approving changes to programmes;
 - (e) approving academic regulations for student progress through programmes of study, assessment of students, and requirements for graduation;

- (f) establishing principles and policies for the assurance of the academic standards and quality of programmes of study;
 - (g) deciding, on behalf of Senate, awards of Associate Degree for students successfully completing their programmes.
14. The delegation of authority from Senate is conditional upon CCCU subscribing to quality assurance principles, policies and practices consistent with those of the University, and the submission of an annual report to Senate which should include the development of the Associate Degree programmes and any changes made to the academic policies of CCCU.
15. The Senate reserves the right to conduct periodic academic audits on the Associate Degree programmes and, if necessary, rescind its authorization if not satisfied as to quality.
16. The constitution of the Academic Board shall be as follows:
- (a) the Principal, who shall be the Chairman;
 - (b) all Heads of Divisions;
 - (c) Secretary of Senate;
 - (d) Secretary of Quality Assurance Committee;
 - (e) two members of the full-time academic staff of each Division elected by and from among their number in that Division;
 - (f) one student from each Division, elected by and from among their number in that Division;
 - (g) up to three members from academic support units of the University.
17. The Secretary of the Academic Board shall be appointed by the Principal.
18. The Academic Board shall have the power to co-opt additional members.
19. The terms of office shall be two years for elected staff and nominated members, and a term of one year for the student members. The Academic Board shall meet at least once each semester or more frequently as determined by the Principal, or by a majority of its members. One half of the number of members shall form the quorum at a meeting of the Academic Board.
20. The Board of Management shall ensure that CCCU maintains financial accounts for its operations and shall submit its audited Annual Financial Report to the Council of the University.
21. The Board of Management shall submit an Annual Report to the Council of the University giving details of the activities of CCCU.
22. At the Congregations of CCCU, the Chairman of the Board of Management may preside.

The Council

Membership of the Council

Chairman

Appointed under University Ordinance sections 10(1)(f)(ii) and 10(2)(a)(i):

The Hon Leung Chun-ying, *GBS, JP*

Deputy Chairman

Appointed under University Ordinance sections 10(1)(f)(ii) and 10(2)(a)(iii):

Mr Raymond Or Ching-fai, *SBS, JP*

Treasurer

Appointed under University Ordinance sections 10(1)(f)(i) and 10(2)(a)(iii):

Mr Vincent Chow Wing-shing, *BBS, JP*

President

Appointed under University Ordinance section 10(1)(a):

Professor Way Kuo, *JP*

Members

Appointed under University Ordinance section 10(1)(b):

Deputy President

(Vacant)

Appointed under University Ordinance section 10(1)(f)(i):

Ms Maggie Chan Man-ki

Ms Shirley Chan Suk-ling

Dr Law Hing-chung

Mr Joseph Lee Chung-tak, *SBS, JP*

Mr Armstrong Lee Hon-cheung

Mr Joseph Pang Yuk-wing, *JP*

Mr Yeung Ka-sing, *SBS, MBE, JP*

Appointed under University Ordinance section 10(1)(f)(ii):

Mr Rex Auyeung Pak-kuen

Mr Chan Ka-kui, *BBS, JP*

Mr David Fong Man-hung, *JP*

Mr Herman Hu Shao-ming, *JP*

Mr Wong Kai-man, *BBS, JP*

Appointed under University Ordinance section 10(1)(g):

Professor Roderick Wong Sue-cheun

Appointed under University Ordinance section 10(1)(h):

Dr Fung Wai-wah

Mr Mak Hoi-wah

Appointed under University Ordinance section 10(1)(i):

Chairman of the Convocation

Miss Karmen Chan Ka-man

Appointed under University Ordinance section 10(1)(j):

President of the Students' Union

Mr Alfred Chan Tin-yau

Appointed under University Ordinance section 10(1)(k):

Mr Tang Chi-keung

Secretary to Council

Mr John Dockerill

Council Committees

Executive Committee

1. Terms of Reference

- 1.1 to review the work of the standing committees of Council and to consider committee reports and papers before they are presented to the full Council;
- 1.2 to consider and take action on behalf of the Council, when a meeting of the Council is not imminent, on any matter normally considered by the Council, with the exception of matters which are precluded from delegation by the Ordinance. Such action shall be reported at the next regular meeting of the Council;
- 1.3 to deal on behalf of the Council with all contractual matters personal to the post of President and Deputy President, and to make recommendations to the Council where appropriate; and
- 1.4 to advise the Council on any matters referred to it by the Council or any committees of the Council.

2. Constitution

Chairman

Chairman of the Council

Members

Officers of the University

Deputy Chairman of the Council

Treasurer

President

Standing Committee Chairmen unless included in the above

Audit Committee

Committee on Statutes

Community Relations Committee

Finance Committee

Human Resources Committee

Social Responsibility Committee

Strategic Development Committee

Secretary

Secretary to Council

Audit Committee

1. Terms of Reference

The following Terms of Reference and associated responsibilities of the Audit Committee cover all the operations of the University and its subsidiary companies:

- 1.1 to review the consistency and appropriateness of the accounting policies of the University and to oversee the preparation of the annual financial statements of the University and its subsidiary companies for submission to the Council for approval;
- 1.2 to consider and make recommendations regarding the appointment of external auditors, including the agreement of the audit fee, and to monitor their effectiveness including matters affecting their independence and objectivity;
- 1.3 to approve the annual work plan, and to review the reports of the Internal Audit Office regarding the assessment of the effectiveness of the University's internal control and risk management systems and to ensure that appropriate action is taken by the University management to address the issues raised in the findings of the Office;
- 1.4 to approve the staffing levels of the Internal Audit Office, including the remuneration and terms of appointment of the audit staff, and to consider any question of the resignation or dismissal of the head of the Office;
- 1.5 to monitor and review the effectiveness and performance of the work of the Internal Audit Office and ensure proper resources are allocated to facilitate the execution of its work;
- 1.6 to commission any investigation on any matters as the Committee deems necessary, or referred to it by the Council;
- 1.7 to oversee the University's policies on fraud and risk management, including the effectiveness of any action taken under these policies; and
- 1.8 to submit to the Council an annual report on its work and the results of the work undertaken by the Internal Audit Office.

Notes:-

- (a) *The annual financial statements audited by the University's auditors should be sent to the Finance Committee as it presents the final outcome of the University's investments for the financial year.*
- (b) *To enhance communication between the Finance Committee and the Audit Committee for matters relevant to both Committees, cross-membership between the committees is recommended.*
- (c) *The modus operandi regarding the audit of the annual financial statements includes:*
 - i. *to meet with the external auditor to discuss their annual audit plan, results of the annual audit and recommendations, and to review management letters prepared by them, if any;*
 - ii. *to consider the necessary actions required to ensure recommendations from the external auditors are properly addressed and acted upon.*

2. Constitution

Chairman

Lay member of Council

Members

Five lay members of Council

One external member

In attendance

Chief Administration Officer

Director of Finance

Director of Internal Audit Office

Secretary

Secretary to Council

Community Relations Committee

1. Terms of Reference

- 1.1 to approve strategies to communicate the work and achievements of the University to the community;
- 1.2 to assist the management in establishing a positive “image” of the University in the community;
- 1.3 to establish channels of communication with potential employers of the graduates of the University;
- 1.4 to initiate campaigns to raise funds to support the work of the University; and
- 1.5 to seek donations on behalf of the University.

2. Constitution

Chairman

Lay member of Council

Members

Five lay members of Council

President

Chairman of the Convocation

Senate staff representative on Council

Student representative on Council

Postgraduate student representative on Council

In attendance

Provost

Chief Administration Officer

Secretary to Council

Co-Secretaries

Director of Communications and Public Relations
Associate Vice-President (Development)

Finance Committee

1. Terms of Reference

The following Terms of Reference and associated responsibilities of the Finance Committee cover all the operations of the University and its subsidiary companies:

- 1.1 to advise the Council of the financial implications of the University's strategic and operational plans;
- 1.2 to advise and recommend to Council the financial strategy for the University's long term development;
- 1.3 to recommend to Council the annual and triennial budgets of the University;
- 1.4 to oversee the formulation and review the investment policies and strategies, including borrowing of monies for any purpose, to approve the appointment of financial institutions and professionals, and to monitor the performance of fund managers;
- 1.5 to monitor the Board of Trustees' management of the superannuation schemes;
- 1.6 to approve the financial management policies and procedures of the University and to monitor their effectiveness;
- 1.7 to approve the establishment of subsidiaries and associated companies of the University, to oversee the establishment of "spin-off" companies under CityUE Group and to review their performance and possible disestablishment; and
- 1.8 to consider any matter referred to the Committee by the Council.

Notes:

- (a) *The Committee should receive for information the annual financial statements reviewed by the University's auditors which present the final outcome of the University's investments for the financial year.*
- (b) *To enhance communication between the Finance Committee and the Audit Committee for matters relevant to both Committees, cross-membership between the committees is recommended.*

2. Constitution

Chairman

Treasurer

Members

Four lay members of Council
One external member
President
One staff representative on Council

In attendance

Chief Administration Officer
Vice-President (Research & Technology)
Secretary to Council

Secretary

Director of Finance

Honorary Awards Committee

1. Terms of Reference

- 1.1 to make recommendations to the Chancellor for the conferment of honorary awards, including honorary degrees, in the name of the University; and
- 1.2 to determine the individual titles of honorary awards to be conferred.

2. Constitution

Chairman

Chairman of the Council

Members

Members of the Executive Committee
Two academic staff nominated by the Senate

Secretary

Secretary to Council

Human Resources Committee

1. Terms of Reference

- 1.1 to oversee the development of the University's Human Resources Strategy in relation to the approved Strategic Plan of the University;
- 1.2 to recommend for Council approval all policies relating to the employment of University personnel including :
 - Recruitment and Selection,
 - Compensation and Benefits,
 - Performance Management,
 - Discipline and Grievance,
 - Redundancy and Voluntary Departure Schemes,
 - Staff Development and Retention,
 - Staff Relations;
- 1.3 to recommend for Council approval the annual salary review;
- 1.4 to monitor the University's operation of policies relating to Statutory Requirements including equal opportunities; and

- 1.5 to consider any other human resources matters referred to the Committee by the Council.

2. Constitution

Chairman

Lay member of Council

Members

Four lay members of Council
One external member
President
One staff representative on Council

In attendance

Provost
Chief Administration Officer
Secretary to Council

Secretary

Director of Human Resources

Nominations Committee

1. Terms of Reference

For Council Appointments

- 1.1 to consider the possible re-appointment of Council members, who fall into the category 10(1)(f) as specified in the Ordinance, i.e. members to be recommended by the Council for the Chief Executive's approval, whose term of office is expiring;
- 1.2 where vacancies exist under category 10(1)(f), to invite nominations for membership of the Council from the University Community, including Council members, staff, students and the Convocation; and
- 1.3 to consider the list of nominees and to recommend candidates to the Government to fill the number of vacancies.

For Court Appointments

- 1.4 where vacancies exist under categories 2(e) and 2(f) of Statute 5, to invite nominations for membership of the Court from the University Community, including Council members, staff, students and the Convocation;
- 1.5 to consider the list of nominees for appointment to the Court and decide on the appointments to be made under the category determined by the Council; and
- 1.6 to consider the list of nominees for appointment and to recommend to the Chief Executive those to be appointed by virtue of his authority.

2. Constitution

Chairman

Chairman of the Council

Members

Deputy Chairman of the Council

Treasurer

President

Two additional members appointed by the Council

Secretary

Secretary to Council

N.B. Council members from category 10(1)(f) who are completing their terms of office and who could be the subject of possible renewal of membership will be asked to withdraw from the meeting of the Committee when their continued membership may be considered.

3. Procedures for Council Appointments

- 3.1 If the vacancies arise as a result of members' terms of office expiring and there is a possibility that they could be renewed, the Committee will decide whether a recommendation should be made to the Chief Executive for their renewal.
- 3.2 If there are still vacancies after retiring members have been considered, the Committee will seek nominations for membership from the University Community including Council members, staff, students and the Convocation.
- 3.3 It will be made clear that those nominating individuals to serve on the Council should not approach the nominees concerned.
- 3.4 The Nominations Committee will draw up a shortlist of possible candidates for recommendation to the Chief Executive.
- 3.5 The Chairman of the Committee will approach the individuals concerned to ascertain their willingness to serve on the Council.
- 3.6 The Chairman will report back to the Committee on the result of these approaches.
- 3.7 The Committee will decide which nominees to recommend to the Chief Executive for approval.
- 3.8 Following the decision of the Chief Executive, the names of the new Council member(s) will be reported to the Council.

4. Procedures for Court Appointments

- 4.1 When vacancies arise, the Committee will seek nominations for membership from the University Community including Council members, staff, students and the Convocation.
- 4.2 The Committee will decide the nominees to be appointed under the category of membership determined by the Council.
- 4.3 The Committee will recommend nominees to be appointed by the Chief Executive.

- 4.4 It will be made clear that those nominating individuals to serve on the Court should not approach the nominees concerned.
- 4.5 The Nominations Committee will draw up a shortlist of possible candidates for recommendation to the Chief Executive.
- 4.6 The Chairman of the Committee will approach the individuals concerned to ascertain their willingness to serve on the Court.
- 4.7 The Chairman will report back to the Committee on the result of these approaches.
- 4.8 The Committee will decide the nominees to be appointed under the category of membership determined by the Council.
- 4.9 The Committee will recommend nominees to be appointed by the Chief Executive.
- 4.10 Following the decision of the Committee itself and by the Chief Executive the new Court members will be reported to the Court and the Council.

Social Responsibility Committee

1. Terms of Reference

- 1.1 to establish and keep under review a Charter of Social Responsibility for the University;
- 1.2 to monitor the developments and operations of the University to ensure that they are consistent with the Charter;
- 1.3 to recommend to the Council new initiatives that help achieve the objectives set out in the Charter;
- 1.4 to publicise and promote within the University the importance of social responsibility;
- 1.5 in cooperation with the Community Relations Committee, to communicate with the wider community, the University's commitment to maintaining a high standard of social responsibility; and
- 1.6 to consider any other matters referred to the Committee by the Council.

2. Constitution

Chairman

Chairman of the Council or his nominee

Members

Treasurer
Chairman of the Community Relations Committee
One lay member of Council
President
Vice-President for Student Affairs
Chief Administration Officer
Chairman of the Convocation

Elected staff representatives on Council
President of the Students' Union
Postgraduate student representative on Council

Secretary

Secretary to Council

The Committee will have the powers to co-opt additional members as appropriate, including members external to the University.

Committee on Statutes

1. Terms of Reference

- 1.1 to review the University Statutes and to recommend any changes or additions to Council for approval; and
- 1.2 to propose any changes to the City University Ordinance required as a result of modifications to the Statutes.

2. Constitution

Chairman

A member of the Council from amongst those appointed under section 10(1)(f) of the University Ordinance

Members

One Council member
Two Senate members
Two Management Board members

Secretary

Secretary to Council

Strategic Development Committee

1. Terms of Reference

- 1.1 to prepare and review the mission and core values of the University for the Council's consideration;
- 1.2 to work with the President to prepare the draft strategic plan for the Council's approval;
- 1.3 to work with the President to prepare the master plan for the development of the University campuses;
- 1.4 together with the President, to review, from time to time, the organisational philosophy and structure of the University;
- 1.5 to formulate the methodology for resource allocation within the University;

- 1.6 to recommend to the Council the levels of delegation within the University;
- 1.7 to review, and recommend to Council, the long term overall deployment of resources, both recurrent and capital funding, and to ensure that the deployment of these resources is consistent with the strategic objectives of the University; and
- 1.8 to review plans for the development of the outreach activities of the University, including continuing education, consultancy, etc.

2. Constitution

Chairman

Chairman of the Council

Members

Treasurer

Four lay members of Council

President

Senate staff representative on Council

Student representative on Council

In attendance

Provost

Chief Administration Officer

Director of Finance

Secretary

Secretary to Council

Advisory Committee for Graduate Employment

1. Terms of Reference

- 1.1 to advise the President, the Council and the Senate, as appropriate, on matters relating to student employment and graduate employment;
- 1.2 to promote employment opportunities for the University's graduates by maintaining appropriate liaison with the Hong Kong community;
- 1.3 to advise the President and the Career and Internship Office, as appropriate, on careers counselling activities; and
- 1.4 to present an annual report to the Council and to the Senate on the activities of the Advisory Committee.

2. Constitution

Chairman

A prominent figure from commerce/industry

Members

One representative from each of a number of designated public bodies concerned with graduate employment, namely:

Hong Kong Government, Civil Service Bureau
Employers' Federation of Hong Kong
Federation of Hong Kong Industries
Hong Kong General Chamber of Commerce
Hong Kong Council of Social Service
Chinese Manufacturers' Association of Hong Kong
Chinese General Chamber of Commerce
Hong Kong Institute of Human Resource Management

Up to five individuals from local industry and commerce, invited in their personal capacity, preferably Personnel Managers

A member of the University Council selected from amongst those appointed under section 10(1)(f) of the University Ordinance

A representative from City University of Hong Kong Convocation

Director of Student Affairs, The Hong Kong Polytechnic University

Seven University staff, namely:

President (Deputy Chairman of the Committee)
Three academic Heads of Departments, nominated by the President and appointed by the Senate
Vice-President (Student Affairs)
Director of Student Development Services
Director of Career and Internship Office

Two students nominated by the Students' Union

One postgraduate student nominated by the CityU Postgraduate Association

Secretary

A staff member of the Career and Internship Office nominated by Vice-President (Student Affairs)

The Court

Membership of the Court

- (a) the Principal Officers of the University;
- (b) the Deputy President, the Provost, the Vice-Presidents, the Associate Provost(s), the Deans and their equivalent;
- (c) the Members of the Council;
- (d) the Members of the Senate;
- (e) not more than 20 members, appointed by the Chancellor, on the recommendation of the Council;

Dr Payson CHA Mou-sing, *JP*
Mr Peter CHAN Wing-fui
Mr Rock CHEN Chung-nin, *JP*
Dr Henry CHENG Kar-shun, *GBS*
Dr Ann CHIANG Lai-wan
Ms Rosanna CHOI Yi-tak
Dr Rita FAN HSU Lai-tai, *GBM, JP*
Mr Kenneth FANG Hung, *GBS, JP*
Ir Dr the Hon Raymond HO Chung-tai, *SBS, MBE, S.B.St.J., JP*
Mr David HUI Yip-wing
Dr Allen LEE Peng-fei, *JP*
Mr Wilfred LEE Yuen-kwong
Miss Peggy LIAO Zi-yin
Mr Christopher WONG Kwok-yan
Mrs Kathleen YIP HO Tsang-yue, *JP*
Mr Gabriel YU Chi-ming

- (f) not more than 20 members appointed by the Council.

Professor CHAN Kei-biu, *MH*
The Hon Dr Justice Patrick CHAN Siu-oi
Mr Peter HO Ka-nam
Mr Hans Michael JEBSEN, *BBS*
Mr Dennis LAM Haw-shun, *JP*
Dr John MA Hung-ming, *BBS*
Dr John E STRICKLAND, *GBS, JP*
Dr Dennis SUN Tai-lun, *BBS, JP*
Mr Roderick WOO Bun, *JP*
Dr Daniel YIP Chung-yin

(To be updated)

The Senate

1. Terms of Reference

Subject to the provisions of the Ordinance, the Senate shall have the power:

- 1.1 to make decisions on the award of degrees and other academic awards of the University other than honorary degrees or other honorary awards;
- 1.2 with respect to Associate Degree programmes offered by the Community College of City University (CCCU) leading to awards of the University, to make arrangements with the CCCU Academic Board to maintain the academic standards and assure the quality of these programmes and to decide, on behalf of Senate, the awards of Associate Degree to students of CCCU who successfully complete programme requirements;
- 1.3 to plan, approve, develop, maintain, regulate and promote all teaching, programmes of study, research and other academic work in the University, and to formulate policies accordingly;
- 1.4 to approve the discontinuation of any programme of study;
- 1.5 to advise the Council on any matter which is relevant to the educational work of the University;
- 1.6 to make recommendations to the Council on the establishment of Faculties and other equivalent bodies, and to approve the establishment of academic departments;
- 1.7 to make recommendations to the Management Board or the Council, as appropriate, on the criteria and methodologies for the allocation of resources to support the academic work of the University, and on the development and operation of required facilities;
- 1.8 to prescribe the requirements for admission as a student of the University;
- 1.9 to regulate the conditions for the conferment of academic awards, other than honorary degree and honorary awards, of the University;
- 1.10 to regulate all examinations and assessments conducted by the University;
- 1.11 to terminate a student's programme of study on academic grounds;
- 1.12 to deprive, for reasons which the Senate shall deem to be good cause, any graduate of an academic award conferred by the University or the Polytechnic and/or to revoke any certification granted;
- 1.13 to advise the President on the welfare and discipline of students in the University;
- 1.14 to regulate the institution of scholarships, bursaries, prizes and other similar awards;
- 1.15 to nominate to membership of the Council, as provided for in Section 10(1) of the Ordinance;
- 1.16 to advise the Council on any matter which may be referred to the Senate by the Council;

- 1.17 to report to the Council as necessary;
- 1.18 to refer any matter to a Faculty Board or an equivalent body for consideration and report;
- 1.19 to appoint committees, working parties and similar bodies for the purpose of discharging the powers conferred on the Senate, and to approve their terms of reference and membership;
- 1.20 generally to take all necessary action to discharge the powers and duties conferred on the Senate by the Council or to further the purposes of the Senate set out in Section 17 of the Ordinance.

2. Constitution

Chairman

President

Ex Officio Members

Deputy President

Provost

Vice-Presidents

Associate Provost(s)

Chief Information Officer

Dean of Graduate Studies

Deans of Colleges, and such office holders in an equivalent body of the University as determined by the Council on the recommendation of the Senate

Principal of Community College of City University

Heads of academic departments or such office holders in an equivalent body of the University as determined by the Senate

All Chair Professors who are not otherwise members

Librarian

Director of School of Continuing and Professional Education

Elected Members

One member of the full-time academic staff of each academic department or equivalent body of the University as determined by the Senate, elected by and from among their number in that department or equivalent body, as appropriate.

One member of the full-time academic staff of each school as defined by the Council on the recommendation of the Senate to be equivalent to a faculty, elected by and from among their number in that school.

One member of the full-time staff elected by and from among Instructors II / Instructors I / Tutors / Senior Tutors / Teaching Fellows / Senior Teaching Fellows in academic departments, schools, centres or equivalent body of the University as determined by the Senate.

Nominated Members

Two students nominated by the Students' Union

One postgraduate student nominated by the CityU Postgraduate Association

In Attendance

Chief Administration Officer

Chief-of-Staff

Director of Admissions Office
Director of Chinese Civilisation Centre
Director of Computing Services
Director of Education Development and General Education
Director of Research Grants and Contracts Office
Director of Student Development Services
Head of English Language Centre
Secretary to Council
Secretary to Management Board
Secretary to Academic Policy Committee

Secretary

The Secretary of the Senate shall be appointed by the President.

Senate Committees

Academic Conduct Committee

1. Terms of Reference

- 1.1 To advise the Senate on policies and procedures relating to academic honesty;
- 1.2 To determine and keep under review the University's Rules on Academic Honesty;
- 1.3 To determine the procedures for dealing with violations of the Rules on Academic Honesty, and the penalties relating thereto;
- 1.4 To appoint sub-committees, working parties and similar bodies for the purpose of discharging the duties of the Committee, and to approve the terms of reference and membership;
- 1.5 To maintain a central pool of academic staff for College/School Academic Conduct Committees to co-op into their committee meetings to consider academic misconduct cases;
- 1.6 To report on its business to the Senate at such intervals as the Senate may decide.

2. Constitution

Chair

Provost

Deputy Chair

Elected by and from among members

Members

- (a) Four members appointed by and from the Senate
- (b) Associate Provost (Academic Planning and Undergraduate Education)
- (c) Associate Dean of Graduate Studies
- (d) Two undergraduate students nominated by the Students' Union
- (e) One postgraduate student nominated by the CityU Postgraduate Association

Secretary

Administrative staff of the office of the Provost

- Notes:
- (i) The term of office of category (a) members is two years.
 - (ii) The term of office of student members is one year.

Academic Policy Committee

1. Terms of Reference

- 1.1 To advise the Senate on:
 - 1.1.1 the development, implementation, monitoring and review of those matters of academic policy affecting the University as a whole;
 - 1.1.2 the criteria and methodologies for the allocation of resources required to support the academic work of the University;
 - 1.1.3 policy for the development and operation of facilities required to support the academic work of the University;
 - 1.1.4 the formulation of guidelines on the regulatory framework for the design and structure of programmes, levels of awards, and the admission and assessment of students.
- 1.2 On the basis of such policies and procedures as are agreed by the Senate, to prepare for submission to the Senate the University's triennial academic development proposals, to review these proposals annually, and to recommend modifications to the Senate for approval.
- 1.3 To appoint sub-committees, working parties and similar bodies for the purpose of discharging the duties of the Committee, and to approve their terms of reference and membership.
- 1.4 To report on its business to the Senate at such intervals as the Senate may decide.

2. Constitution

Chairman

Provost

Deputy Chairman

Elected by and from among members

Ex Officio Members

President

Associate Provost (Academic Planning and Undergraduate Education)

Vice-President (Research and Technology) / Dean of Graduate Studies

Deans of Colleges

Deans of Schools

Members

Three members nominated by and from the Senate

In Attendance

Chief Information Officer

Director of Academic Regulations and Records Office

Secretary

The Secretary shall be appointed by the Chairman of the Academic Policy Committee.

Academic Review Committees

Postgraduate Academic Review Committee

1. Terms of Reference

- 1.1 To decide whether a student has established grounds for review of Examination Board decisions, in accordance with AR14.6;
- 1.2 To refer substantiated review cases to the appropriate Examination Board(s);
- 1.3 To decide whether a student has established grounds for appeal against College/School Grade Review Committees, in accordance with AR10.13;
- 1.4 To refer substantiated appeal cases to the appropriate Assessment Panel(s);
- 1.5 To dismiss requests for review/appeal where cases are not substantiated;
- 1.6 To receive reports from Examination Boards/Assessment Panels in relation to cases referred by this committee;
- 1.7 To identify any academic quality or wider issues raised by each case;
- 1.8 To report annually to the Senate via the Quality Assurance Committee on review cases considered.

2 Constitution

Chairman

Dean of Graduate Studies (or nominee)

Members

Two full-time academic staff appointed by the Senate

A pool of 5 academic staff members will be appointed as potential members

Secretary

School Secretary, School of Graduate Studies (or nominee)

Undergraduate Academic Review Committee

1. Terms of Reference

- 1.1 To decide whether a student has established grounds for review of Examination Board decisions, in accordance with AR14.6;
- 1.2 To refer substantiated review cases to the appropriate Examination Board(s);
- 1.3 To decide whether a student has established grounds for appeal against College/School/ELC/CCIV Grade Review Committees, in accordance with AR10.13;
- 1.4 To refer substantiated appeal cases to the appropriate Assessment Panel(s);
- 1.5 To dismiss requests for review/appeal where cases are not substantiated;

- 1.6 To receive reports from Examination Boards/Assessment Panels in relation to cases referred by this committee;
- 1.7 To identify any academic quality or wider issues raised by each case;
- 1.8 To report annually to the Senate via the Quality Assurance Committee on review cases considered.

2 Constitution

Chairman

Associate Provost (Academic Planning and Undergraduate Education) (or nominee)

Members

Two full-time academic staff appointed by the Senate

A pool of 5 academic staff members will be appointed as potential members

Secretary

Director of Academic Regulations and Records Office (or nominee)

Board of Graduate Studies

1. Terms of Reference

Subject to the general oversight of the Senate, the Board of Graduate Studies shall:

- 1.1 review and make recommendations on the Academic Regulations, Rules and Procedures governing all postgraduate programmes and studies;
- 1.2 develop, implement, monitor and review policy pertaining to postgraduate work;
- 1.3 establish and maintain academic standards of all postgraduate programmes;
- 1.4 provide guidance and advice to College/School Boards and the Examination Boards and Panels for all postgraduate programmes on the implementation of regulations and on individual cases where necessary and approve recommendations relating to examinations on behalf of the Senate;
- 1.5 advise and make recommendations to the Senate for introduction of new postgraduate programmes;
- 1.6 submit an annual report to the Senate on matters relating to the Board's business during the year;
- 1.7 advise the Senate on any matter which may be referred to it by the Senate;
- 1.8 appoint sub-committees, working parties and similar bodies for the purpose of discharging its duties, and approve their terms of reference and membership.

2. Constitution

Chairman

Dean of Graduate Studies

Deputy Chairman

Associate Dean (School of Graduate Studies)

Members

- (a) Deputy President
- (b) Chairman of Senate's Research Committee
- (c) Chairmen of College/School Graduate Studies Committees
- (d) Two members appointed from each College Graduate Studies Committee
- (e) One member appointed from each School Graduate Studies Committee
- (f) Five members appointed from and by the Senate
- (g) Three postgraduate students, one of whom is to be the President of the CityU Postgraduate Association, appointed by the Board in consultation with the CityU Postgraduate Association

Secretary

A person appointed by the Dean of Graduate Studies

In Attendance

Director of Academic Regulations and Records Office

Director of Research Grants and Contracts Office

Director of Student Development Services

The period of office of members shall be two years, except for members in category (g) whose term shall be one year. The membership in categories (d) to (f) above shall allow for overlapping periods to ensure continuity.

Board of School of Continuing and Professional Education

1. Terms of Reference

- 1.1 To make recommendation to Senate on the establishment and update of rules and regulations governing the conduct of education work at the School.
- 1.2 To approve, monitor and review continuing education awards and programmes of the School according to the rules and regulations approved by Senate.
- 1.3 To approve collaborative partners of the School and approve, monitor and review programmes offered in partnerships with non-local universities or institutions leading to their awards.
- 1.4 To consider strategic plans of SCOPE and to ensure the thrust of the School's activities is in line and complement the strategic directions of the University as a whole.
- 1.5 To take into account views from the School's Advisory Committee on the strategic directions and developments of the School.
- 1.6 To oversee the financial performance of the School and recommend the School's annual budget to the University Administration.
- 1.7 To consider and make recommendations on all matters which may be referred to it by the Senate and the University Administration.

- 1.8 To appoint sub-committees, working parties and similar bodies for the purpose of discharging the duties of the Board, and to approve their terms of reference and membership.

In performing the above roles, the work of the Board of SCOPE is facilitated by sub-committees on academic affairs, financial affairs, quality assurance arrangements, and others as deemed appropriate by the Board.

2. Constitution

Chairman

Provost or nominee

Vice-Chairman

Elected by and from among members

Members

Director of School of Continuing and Professional Education

Chairman of SCOPE Advisory Committee or nominee

Up to three full-time academic staff nominated by the Senate

Two staff members of the University nominated by the President

Two staff members of the School nominated by Director of SCOPE

Director of Finance or nominee

Secretary

An Administrative Staff of SCOPE

Committee on Information Services and Technology

1. Terms of Reference

- 1.1 To determine and keep under review policies governing the provision of information services and technology in the University.
- 1.2 To oversee the work of the major information services providers (Library, Computing Services Centre, Enterprise Solutions Office) and to facilitate communication between the service providers and their users.
- 1.3 To advise the Senate on any special issues and matters relating to information services and technology provision in the University.
- 1.4 To appoint sub-committees, working parties and similar bodies for the purpose of discharging the duties of the Committee, and to approve their terms of reference and membership.
- 1.5 To report on its business to the Senate at such intervals as the Senate may decide.

2. Constitution

Chairman

Chief Information Officer

Ex Officio Members

Librarian

Director of Computing Services
Director of Education Development and General Education
Director of Enterprise Solutions Office

Members

- (a) One member of the full-time academic staff of each College/School nominated by the respective College/School Board.
- (b) One member of the full-time academic staff of the Community College of City University nominated by the Academic Board of CCCU.
- (c) Up to three members of the full-time staff nominated by the Management Board.
- (d) Two undergraduate student members nominated by the Students' Union.
- (e) Two postgraduate student members nominated by the CityU Postgraduate Association.

Secretary

The Secretary shall be appointed by the Chairman

Quality Assurance Committee

1. Terms of Reference

- 1.1 On behalf of the Senate, to promote quality assurance in the institution and to foster a culture of quality assurance.
- 1.2 To advise the Senate on principles, policies and procedures relating to the quality assurance of teaching, learning and assessment in the University.
- 1.3 To assist the Senate in the maintenance of academic standards relating to teaching, learning and assessment in the University.
- 1.4 On behalf of the Senate, to establish arrangements to promote self-reflection and peer review of teaching, learning and assessment in line with Senate's quality assurance principles, policies and practices.
- 1.5 To appoint sub-committees, working parties and similar bodies for the purpose of discharging the duties of the Committee, and to approve their terms of reference and membership.
- 1.6 To report on its business to the Senate at such intervals as the Senate may decide.

2. Constitution

Chairman

A senior academic appointed by the President

Deputy Chairman

Elected by and from among members

Ex Officio Members

Vice-President (Student Affairs)
Associate Provost (Academic Planning and Undergraduate Education)
Senior Co-ordinator (Academic Planning and Quality Assurance)

Members

- (a) The chair or the chair's nominee of the teaching and learning committee or its equivalent, or the chair or the chair's nominee of the validation and monitoring committee of the College/School nominated by the College/School Board.
- (b) The Principal of the Community College of City University or his/her nominee.
- (c) Three members nominated by and from the Senate.
- (d) Two undergraduate students nominated by the Students' Union.
- (e) One postgraduate student nominated by the CityU Postgraduate Association.

In Attendance

Advisor to the Vice-President (Student Affairs) on Student Learning
Director of Education Development and General Education
Director of Student Development Services

Secretary

Administrative staff appointed by the Chairman

Research Committee

1. Terms of Reference

- 1.1 To advise the Senate on policies for the promotion, conduct, oversight and funding of research in the University.
- 1.2 To allocate the University's internal research grants.
- 1.3 To oversee the submission of applications for financial support from the RGC Competitive Earmarked Research Grant.
- 1.4 To oversee other applications for external research funding submitted by the University.
- 1.5 To monitor the progress of internal and RGC-funded research projects, and those of other funding bodies (when requested) administered by the University.
- 1.6 To oversee internal and external reviews of the University's research activities.
- 1.7 To appoint sub-committees, working parties and similar bodies for the purpose of discharging the duties of the Committee, and to approve their terms of reference and membership.
- 1.8 To report on its business to the Senate at such intervals as the Senate may decide.

2. Constitution

Chairman

Vice-President (Research and Technology)

Deputy Chairman

Elected by and from among members

Ex Officio Members

Chairmen of the College/School Research Committees

Members

- (a) Two members of the full-time academic staff of each College nominated by, but not necessarily from, the College Board.
- (b) One member of the full-time academic staff of each School nominated by, but not necessarily from, the School Board.

Secretary

Director of Research Grants and Contracts Office

Student Discipline Committee

The Student Discipline Committee is appointed by the Senate. The Committee will meet at least once per year.

1. Terms of Reference

- 1.1 To advise the Senate on policy matters in relation to student discipline;
- 1.2 To determine and keep under review the University's Code of Student Conduct and Disciplinary Procedure;
- 1.3 To keep under review the terms of reference and constitution of the Student Discipline Panel and the Student Discipline Appeals Panel;
- 1.4 To receive reports from the Student Discipline Panel and the Student Discipline Appeals Panel on cases considered by those panels, and any issues of principle arising from them;
- 1.5 To report on its business annually to the Senate.

2. Constitution

Chair

Vice-President (Student Affairs)

Members

- (a) One faculty member from each College/School, nominated by the Dean
- (b) Four members appointed by and from the Senate
- (c) Associate Dean of Graduate Studies
- (d) Director of Academic Regulations and Records Office
- (e) Director of Student Development Services
- (f) Two undergraduate students nominated by the Students' Union
- (g) One postgraduate student nominated by the CityU Postgraduate Association

Secretary

Administrative staff member appointed by the Chair

- Notes:
- (i) The term of office of category (a) and (b) members is two years.
 - (ii) The term of office of student members is one year.

Academic Calendar 2010–2011

Week	S	M	T	W	T	F	S	Events	Public Holidays
	May, 2010								
							1		1 Labour Day
	2	3	4	5	6	7	8	3–15 Examination Period	
	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22	17 May–5 Jun Semester Break	21 Buddha's Birthday
	23	24	25	26	27	28	29		
	30	31							
	June							<u>Summer Term 2010</u>	
			1	2	3	4	5	7 Jun–24 Jul Teaching Period	
1	6	7	8	9	10	11	12		
2	13	14	15	16	17	18	19		16 Tuen Ng Festival
3	20	21	22	23	24	25	26		
4	27	28	29	30					
	July								
					1	2	3		
5	4	5	6	7	8	9	10	15 Graduation Date	
6	11	12	13	14	15	16	17	25 Last Day of Teaching	
7	18	19	20	21	22	23	24	16–31 Student Revision Period	
	25	26	27	28	29	30	31		
	August							2–7 Examination Period	
	1	2	3	4	5	6	7	9–28 Term Break	
	8	9	10	11	12	13	14		
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
	August							<u>Semester A 2010/2011</u>	
1	29	30	31					30 Aug–27 Nov Teaching Period	
	September								
				1	2	3	4		
2	5	6	7	8	9	10	11		
3	12	13	14	15	16	17	18		
4	19	20	21	22	23	24	25		23 Day following Mid-Autumn Festival
5	26	27	28	29	30				

Week	S	M	T	W	T	F	S	Events	Public Holidays
	October, 2010								
						1	2		1 National Day
6	3	4	5	6	7	8	9	4 Graduation Date	
7	10	11	12	13	14	15	16		16 Chung Yeung Festival
8	17	18	19	20	21	22	23		
9	24	25	26	27	28	29	30		
	31								
	November								
10		1	2	3	4	5	6		
11	7	8	9	10	11	12	13		
12	14	15	16	17	18	19	20		
13	21	22	23	24	25	26	27	27 Last Day of Teaching	
	28	29	30					29 Nov–4 Dec Student Revision Period	
	December								
				1	2	3	4		
	5	6	7	8	9	10	11	6–18 Examination Period	
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25	20 Dec–8 Jan Semester Break	25 Christmas Day
	26	27	28	29	30	31			27 First weekday after Christmas Day
	January, 2011								
							1		1 First day of January
	2	3	4	5	6	7	8	<u>Semester B 2010/2011</u>	
1	9	10	11	12	13	14	15	10 Jan–16 Apr Teaching Period	
2	16	17	18	19	20	21	22		
3	23	24	25	26	27	28	29		
4	30	31							
	February								
			1	2	3	4	5	2–8 Lunar New Year Break	3–5 Lunar New Year holidays
	6	7	8	9	10	11	12		
5	13	14	15	16	17	18	19	15 Graduation Date	
6	20	21	22	23	24	25	26		
7	27	28							
	March								
			1	2	3	4	5		
8	6	7	8	9	10	11	12		
9	13	14	15	16	17	18	19		
10	20	21	22	23	24	25	26		
11	27	28	29	30	31				

Week	S	M	T	W	T	F	S	Events	Public Holidays
	April, 2011								
						1	2		
12	3	4	5	6	7	8	9		5 Ching Ming Festival
13	10	11	12	13	14	15	16	16 Last Day of Teaching	22 Good Friday
	17	18	19	20	21	22	23	18-25 Student Revision Period	23 Day following Good Friday
	24	25	26	27	28	29	30	26 Apr-11 May Examination Period	25 Easter Monday
	May								
	1	2	3	4	5	6	7		2 Day following Labour Day
	8	9	10	11	12	13	14	12 May-4 Jun Semester Break	10 Buddha's Birthday
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
	29	30	31						
	June								
				1	2	3	4	<u>Summer Term 2011</u>	
1	5	6	7	8	9	10	11	7 Jun-23 Jul Teaching Period	6 Tuen Ng Festival
2	12	13	14	15	16	17	18		
3	19	20	21	22	23	24	25		
4	26	27	28	29	30				
	July								
						1	2		1 HK SAR Establishment Day
5	3	4	5	6	7	8	9		
6	10	11	12	13	14	15	16	15 Graduation Date	
7	17	18	19	20	21	22	23	23 Last Day of Teaching	
	24	25	26	27	28	29	30	25-30 Student Revision Period	
	31								
	August								
		1	2	3	4	5	6	1-6 Examination Period	
	7	8	9	10	11	12	13	8-27 Term Break	
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
	28	29	30	31					

Note : ■ represents public holidays including all Sundays

Provisional Academic Calendar 2011/2012

	Start Date	End Date
Semester A		
Teaching Period	29 August 2011	26 November 2011
Student Revision Period	28 November 2011	3 December 2011
Examination Period	5 December 2011	17 December 2011
<i>Semester Break</i>	19 December 2011	7 January 2012
Semester B		
Teaching Period	9 January 2012	21 April 2012
	<i>(Tentative Lunar New Year holidays: 23–25 January 2012)</i>	
Student Revision Period	23 April 2012	28 April 2012
Examination Period	30 April 2012	14 May 2012
<i>Semester Break</i>	15 May 2012	2 June 2012
Summer Term		
Teaching Period	4 June 2012	21 July 2012
Student Revision Period	23 July 2012	28 July 2012
Examination Period	30 July 2012	4 August 2012
<i>Term Break</i>	6 August 2012	1 September 2012

Provisional Academic Calendar 2012/2013

	Start Date	End Date
Semester A		
Teaching Period	3 September 2012	1 December 2012
Student Revision Period	3 December 2012	8 December 2012
Examination Period	10 December 2012	22 December 2012
<i>Semester Break</i>	24 December 2012	12 January 2013
Semester B		
Teaching Period	14 January 2013	27 April 2013
	<i>(Tentative Lunar New Year holidays: 9–12 February 2013)</i>	
Student Revision Period	29 April 2013	4 May 2013
Examination Period	6 May 2013	20 May 2013
<i>Semester Break</i>	21 May 2013	8 June 2013
Summer Term		
Teaching Period	10 June 2013	27 July 2013
Student Revision Period	29 July 2013	3 August 2013
Examination Period	5 August 2013	10 August 2013
<i>Term Break</i>	12 August 2013	31 August 2013



Admission of Students

Admission of Students

For admission to programmes of the University:

1. applicants must meet (a) the **general entrance requirements**; and (b) the **programme specific entrance requirements**, if any; OR
2. applicants must hold such other qualifications deemed acceptable by the University as equivalent to 1(a) and 1(b) above.

General Entrance Requirements for Bachelor's Degree Programmes

(The grades indicated below are the minimum acceptable but possession of the qualifications in no way guarantees acceptance.)

For admission to a bachelor's degree programme, an applicant must satisfy ONE of the following:

1. Hong Kong Advanced Level Examination (HKALE)
 - (a) grade E or above in two A-level subjects, OR grade E or above in one A-level subject and two AS-level subjects (other than Use of English and Chinese Language and Culture); AND
 - (b) grade E or above in AS-level Use of English, or A-level Literature in English^{*#}; AND
 - (c) grade E or above in AS-level Chinese Language and Culture, or A-level Chinese Literature^{†#}.

2. Other Qualifications

Other qualifications may include an academic qualification from a local post-secondary institution or a professional qualification acceptable to the University. Qualifications attained by study at a local international school such as GCE Advanced Level or an International Baccalaureate Diploma are also accepted as satisfying the General Entrance Requirements.

For **non-local qualifications**, most school-leaving qualifications acceptable for university entry are recognised. However, applicants from some countries may be required to supplement their studies with a foundation year study.

* Equivalent English language qualifications include:

- GCEAL English Literature: Grade E or above
- GCEOL/GCSE English Language: Grade C or above
- Test of English as a Foreign Language (TOEFL): score of 550 (paper-based test), 213 (computer-based test) or 79 (internet-based test) or above
- International English Language Testing System (IELTS): overall band score of 6 or above

† The following are acceptable in place of the HKALE AS-level Chinese Language and Culture or the HKALE Chinese Literature:

- HKCEE/GCEOL/GCSE — a language subject other than Chinese or English: Grade C or above

When this subject is used for meeting the language requirement, it cannot be used again to count towards the general requirements.

Applicants whose entrance qualification is obtained in a language other than English will need an acceptable result in an approved English language qualification such as TOEFL or IELTS.

3. Mature Applicants

Mature applicants are eligible to apply for given programmes notwithstanding that they do not satisfy the requirements in (1) or (2) above. Mature applicants must be over the age of 25 by 1 September of the year of admission and be able to demonstrate aptitude and suitability for the programme.

General Entrance Requirements for Associate Degree Programmes

(The grades indicated below are the minimum acceptable but possession of the qualifications in no way guarantees acceptance.)

For admission to an associate degree programme, an applicant must satisfy ONE of the following:

1. Hong Kong Advanced Level Examination (HKALE)
 - (a) grade E or above in one A-level subject, OR grade E or above in two AS-level subjects, which may include Use of English and Chinese Language and Culture; AND
 - (b) grade E or above in five HKCEE subjects, which may include level 2 or above in English Language or Chinese Language; AND
 - (c) grade E or above in AS-level Use of English, or level 2 or above in HKCEE English Language^{*}; AND
 - (d) grade E or above in AS-level Chinese Language and Culture, or level 2 or above in HKCEE Chinese Language[†].

-
- ^{*} Equivalent English language qualifications include:
- HKALE Literature in English: Grade E or above
 - HKCEE English Language (Syllabus B): Grade E or above, or HKCEE English Language (Syllabus A): Grade C or above
 - GCEAL English Literature: Grade E or above
 - GCEOL/GCSE English Language: Grade C or above
 - Test of English as a Foreign Language (TOEFL)
 - For Community College of City University (CCCU): score of 500 (paper-based test) or 200 (computer-based test) or above
 - For Division of Building Science and Technology (BST) and School of Creative Media (SCM): score of 550 (paper-based test) or 213 (computer-based test) or 79 (internet-based test) or above
 - International English Language Testing System (IELTS)
 - For CCCU: overall band score of 5 or above
 - For BST and SCM: overall band score of 6 or above
 - College English Test: band 4 (applicable to CCCU only)

- [†] The following are acceptable in place of the HKALE AS-level Chinese Language and Culture or the HKCEE Chinese Language:
- HKALE Chinese Literature: Grade E or above
 - HKCEE Chinese Language: Grade E or above
 - HKCEE—a language subject other than Chinese or English: Grade E or above
 - GCEOL/GCSE—a language subject other than Chinese or English: Grade C or above

2. Other Qualifications

Other qualifications may include an academic qualification from a local post-secondary institution or a professional qualification acceptable to the University. Qualifications attained by study at a local international school, or a non-local high school, at Grade 12 or equivalent, are also accepted as satisfying the General Entrance Requirements.

Applicants whose entrance qualification is obtained in a language other than English will need an acceptable result in an approved English language qualification such as TOEFL or IELTS.

3. Mature Applicants

Mature applicants are eligible to apply for given programmes notwithstanding that they do not satisfy the requirements in (1) or (2) above. Mature applicants must be over the age of 23* by 1 September of the year of admission and be able to demonstrate aptitude and suitability for the programme.

Programme Specific Entrance Requirements for Bachelor's Degree and Associate Degree Programmes

Programme specific entrance requirements are stipulated by the relevant College/School Board. Details of these requirements are set out at <http://www.cityu.edu.hk/admo/programme>.

For the purpose of satisfying the programme specific entrance requirement of a grade D in HKALE AS-level Use of English, grade D or above in HKALE Literature in English or GCEAL English Literature are accepted as equivalents.

For programmes which require an attainment of grade C, D or E in certain HKCEE subjects, grade C or above in the corresponding GCSE/GCEOL subjects are accepted as equivalents, with the exception of GCSE/GCEOL/GCEAL Chinese Language, which cannot replace HKCEE Chinese Language.

General Entrance Requirements for Postgraduate Certificate, Postgraduate Diploma and Master's Degree (by Coursework and Examination) Programmes

For admission to the University's Postgraduate Certificate, Postgraduate Diploma or Taught Master's Degree programmes, an applicant must:

- (a) hold a bachelor's degree of one of the universities in Hong Kong or of an overseas institution recognised for this purpose by the University;

OR

- (b) hold such other qualifications as deemed acceptable by the University as equivalent to (a).

Applicants whose entrance qualification is obtained from an institution where the medium of instruction is not English should also fulfill the following minimum English proficiency requirement:

* For the programmes offered by the Division of Building Science and Technology and School of Creative Media, mature applicants must be over the age of 25 by 1 September of the year of admission.

- A TOEFL score of 550 (paper-based test), 213 (computer-based test) or 79 (internet-based test); OR
- An overall band score of 6.0 in IELTS; OR
- Band 6 in the Chinese mainland's College English Test*; OR
- Other equivalent qualifications.

(Individual Colleges and Schools may stipulate a higher English proficiency requirement, or equivalent acceptable qualifications, suitable for their disciplines.)

Minimum Entrance Requirements for Degrees of Master of Philosophy and Doctor of Philosophy

Applicants seeking admission to a research degree programme should satisfy the following minimum entrance requirements:

Master of Philosophy (MPhil)

- (a) hold a relevant Bachelor's degree with first or second class honours (or equivalent qualification) from a recognised university;

Doctor of Philosophy (PhD)

- (a) be a current MPhil student in the University who seeks transfer to PhD candidature;

OR

- (b) hold a higher degree by research (or equivalent qualification) from a recognised university;

OR

- (c) hold a taught Master's degree (or equivalent qualification) from a recognised university;

OR

- (d) hold a Bachelor's degree with first class honours (or equivalent qualification) from a recognised university.

Equivalent qualifications mentioned above include relevant professional qualifications or other scholarly achievements recognised by the University.

In addition to the above, individual Departments and Schools may prescribe further entrance requirements.

English Proficiency Requirements

Research degree applicants from a university where the language of teaching is not English should obtain at least a score of 550 (paper-based test), 213 (computer-based test) or 79 (internet-based test) in the Test of English as a Foreign Language (TOEFL) or an overall band score of 6.5 in the International English Language Testing System (IELTS). Equivalent qualifications are also

* Applicants holding the old CET-6 result must attain a pass in the test. For applicants holding the new CET-6 result, please refer to the CET-6 core requirements specified for individual programmes.

acceptable. Some Colleges/Schools have prescribed a higher English proficiency requirement suitable for their disciplines. For details, please refer to the admissions website for research degree programmes at www.cityu.edu.hk/sgs/applicants/applicants_r.htm.

Application for Admission

Applications for admission to associate degree, bachelor's degree and taught postgraduate programmes are invited in November. Non-government-funded programmes may follow a different schedule. Enquiries should be directed to:

Bachelor's degree and government-funded associate degree programmes

Admissions Office
City University of Hong Kong
Tat Chee Avenue
Kowloon
Hong Kong
Telephone : (852) 3442 9094
Fax : (852) 3442 0266
Email : asadmit@cityu.edu.hk
Website : www.cityu.edu.hk/admo/programmes

Non-government-funded associate degree programmes

Community College of City University
City University of Hong Kong
Tat Chee Avenue
Kowloon
Hong Kong
Telephone : (852) 3442 9880 and (852) 2707 9440
Fax : (852) 3442 0555
Email : college.office@cityu.edu.hk
Website : www.cityu.edu.hk/cccu

Taught Postgraduate Programmes

Chow Yei Ching School of Graduates Studies
City University of Hong Kong
Tat Chee Avenue
Kowloon
Hong Kong
Telephone : (852) 3442 5588
Fax : (852) 3442 0187
Email : tpadmit@cityu.edu.hk
Website : www.cityu.edu.hk/sgs

Research degree and professional doctorate programmes

Applications for admission to research degree programmes are accepted throughout the year and will be considered in two rounds annually. Professional doctorate programmes accept applications for Admission in December/January. Enquiries should be directed to:

Chow Yei Ching School of Graduates Studies

City University of Hong Kong

Tat Chee Avenue

Kowloon

Hong Kong

Telephone : (852) 3442 9076

Fax : (852) 3442 0332 or (852) 3442 0187

Email : sg@cityu.edu.hk

Website : www.cityu.edu.hk/sgs/

Visiting Students

Applicants who do not wish to pursue a full programme of study at the University may apply for admission as a visiting student to attend selected course(s) and take the assessment as defined in the programme scheme. No qualification will be awarded to visiting students in respect of their studies at the University. A Certificate of Completion/Attendance, however, will be issued to visiting postgraduate students upon their fulfillment of the relevant course/attendance requirements.

Visiting students will only be admitted if the relevant College/School/Department is satisfied with their academic suitability for the course(s) applied for, and if there are places in the lecture groups for the course(s) concerned.

Enquiries should be directed to the [Admissions Office](#) (for undergraduate level) or [Chow Yei Ching School of Graduate Studies](#) (for taught postgraduate and research degree levels).

Admission Programme Information

Programme information is available at www.cityu.edu.hk

Prospective applicants can contact the [Admissions Office](#), the [Chow Yei Ching School of Graduate Studies](#) or the [Community College of City University](#) for print copies.



Regulations



Academic Regulations for Associate Degrees

(Effective from Semester A 2010/11)

Glossary

Academic Transcript	The official academic record of a student's studies at the University, including grades assigned for courses.
Academic Year / Semester / Term	The academic year is a period of twelve months starting normally in September of each year. The academic year is divided into two Semesters and a Summer Term.
Assessment	The tests, coursework, examinations and other activities undertaken to assess students' progress through courses and to assign final grades.
Assessment Panels	University bodies responsible for assigning grades to students for their courses.
Course	The basic units of instruction into which students are registered and for which grades may be assigned. University courses are approved for inclusion in the course catalogue.
Course Catalogue	The official record of University courses maintained by the University.
Course Leader	A Course Leader is appointed by the Head of department for each course offered by the department, to coordinate the assessment of the course.
Credit Transfer	The assignment of credit units toward the credit unit requirements of a programme on the basis of work done outside that programme. Credit units are normally assigned against specific courses for work equivalent in content and standard.
Credit Unit	Each course is assigned a number of credit units. A credit unit is earned by approximately forty-to-fifty hours of student work.

Cumulative Grade Point Average (CGPA)

$$CGPA = \frac{\sum_{i=1}^n G_i U_i}{\sum_{i=1}^n U_i}$$

For the calculation of Grade Point Average (GPA), G is the grade point awarded, U is the credit units earned for the i th course. CGPA is calculated for courses taken during enrolment for a specific programme, $i=1-n$ are all courses completed at the time of the calculation, unless excluded under AR9.3, or AR12.3.

Dean	Dean refers to Deans and other equivalent posts.
Enrolment	On entry to the University, students are enrolled in a programme of study.
Equivalent Course	Equivalent courses are courses where there is sufficient overlap in content that students may, with approval, register in the course to meet a programme requirement, to recover a failure or to improve a course grade.
Examination Board	University bodies responsible for classifying students' awards, recommending to Senate conferment of awards, and terminating the studies of students on academic grounds on behalf of Senate.
Exclusive Course	Exclusive courses are courses where there is sufficient overlap in their content to make it inappropriate for students to earn credits for more than one of the courses. Students may be restricted from registration in a course when they have earned credit units for an exclusive course.
Exemption	Students can be exempted from a requirement of a programme. Credit units are not earned for an exemption from a course.
Graduation Date	Each academic year has three graduation dates as set by Senate for the graduation of students who have completed requirements for awards.
Department	Department refers to "departments and equivalent bodies" as defined by Senate. A student's "home department" is the department offering the programme in which the student is enrolled.
Mode of Study	Students are enrolled in a full-time, part-time or combined mode of study. Students' modes of study govern their maximum and minimum course loads.
Operational Grade	A course grade assigned for administrative purposes to assist in the management of student records. Operational grades of I, IP, S, X, WD and AU do not count in the calculation of students' GPAs.
Prerequisite	A requirement that must be fulfilled before a student can register in a particular course. Precursors are set for some courses. Precursors are not requirements, but students are advised to complete precursors before registering in these courses.
Programme	The structured academic programme leading to a named award of the University into which students are enrolled.
Registration	The inclusion of a student in the class list of a course.

Required Course	A course that must be passed to complete a programme.
Semester GPA (SGPA)	The GPA calculated for all the courses taken in a semester, including F grades, but excluding courses graded I, X, S, IP, P, WD or AU.
Senate	The University Senate of City University of Hong Kong.
Substitute Course	Where the normal course requirements of a programme cannot be completed, a “substitute” course may be approved by the home department for a student, replacing the required course.
University	City University of Hong Kong
University Award	An award of the University approved by the University Senate on completion of specified programme requirements.
University Requirement	A requirement set by the University Senate, irrespective of programme.

Academic Regulations

These Academic Regulations are made by the University Senate to govern student progress leading to associate degree* awards approved by the University Senate. Regulations for studies leading to awards of bachelor's degrees, taught postgraduate programmes, MPhil, PhD, and Professional Doctorates are published separately.

Only the University Senate can amend the Regulations, or permit exceptions, exemptions, or variations from them. Any variation from the Regulations approved by Senate for a programme is set out in the requirements for the programme in the University website.

The Regulations are supplemented by information on administrative procedures and about particular programmes to be found in the University website.

1. Language of Instruction and Assessment

Unless otherwise determined by Senate for a specific course or programme, the medium of instruction and assessment at the University is English.

2. Admission

- 2.1 Admission to the University is based on academic criteria. The University does not discriminate on the basis of age, gender, race, nationality, social or ethnic origin, or disability. The University may have to consider whether its facilities are adequate, before admitting a disabled applicant.

* Associate degree programmes offered by Community College of City University are governed by a separate set of Academic Regulations.

- 2.2 To be eligible for admission, the applicant must EITHER hold the general entrance requirements as specified by Senate and other specific requirements, if any, OR be a “mature applicant” as defined in the general entrance requirements, and be able to demonstrate aptitude and suitability for studies at the University.
- 2.3 Meeting the entrance requirements does not guarantee admission. The University’s decision on the admission of applicants is final.

3. Enrolment

- 3.1 On entry to the University, students are enrolled in a specific programme of the University.
- 3.2 Only in exceptional circumstances may students enrol for more than one programme. To enrol for an additional programme, students must apply in writing for approval by the University.
- 3.3 Students may change their programme of study. To change their programme, students must apply in writing for approval by the University. Changes of programme become effective only after at least one semester of study in a prior programme.
- 3.4 To maintain their enrolment, students must conform to the University’s rules and regulations.

4. Leave of Absence

Students may take a leave of absence from their studies for an approved period. Periods of approved absence may not be less than one full semester/term, and may not accumulate to more than four semesters. Applications for leave of absence must be made in writing for approval by the University.

5. Credit Transfer

- 5.1 The University may allow previous educational or vocational experience to be counted toward the credit units required to earn an award of the University and appear on students’ transcripts.
- 5.2 At least half of the credit units required for an award of the University must be earned by the successful completion of courses required by the programme concerned.
- 5.3 Credit units earned outside the University and counted toward a University award do not count in the calculation of a student’s GPA, except where special arrangements have been made.
- 5.4 Applications for credit transfer should be made in writing for approval by the University. Applications for credit transfer for work completed prior to entry to the University must be made before the start of the first semester according to the deadline set by the University. Applications for credit transfer for outside work completed after admission to the University must be made immediately in the semester following attainment of the additional qualification.

6. Course Registration

- 6.1 Students registering for courses must follow the instructions issued by the University.
- 6.2 Registration for some courses is restricted to students holding the necessary prerequisites.
- 6.3 The University reserves the right to restrict registration in courses, or permit registration only on a priority basis.
- 6.4 Students can add or drop a course during the add/drop period prescribed by the University. Requests for late add/drop of courses require approval by the relevant department.
- 6.5 If students remain registered for a course after the last date for dropping the course, as determined by the University, they will be assigned a course grade.
- 6.6 Students intending not to register in any courses in a semester but who will subsequently continue their study should apply for a leave of absence no later than the end of the course add/drop period.
- 6.7 Students who have met all the requirements to graduate from a programme may not register in further courses.

7. Maximum and Minimum Credit-Unit Load

- 7.1 In each semester, except the Summer Term, full-time students must register for courses to a total of at least twelve credit units, and for not more than eighteen credit units; part-time students must register for courses to a total of no more than eleven credit units; and combined mode students must register for courses for not more than eighteen credit units.
- 7.2 In the Summer Term, students may not register for courses to a total of more than seven credit units.
- 7.3 Except where special arrangements are made for their programme, students seeking an exception to AR7.1 or AR7.2 should apply in writing for approval by the University.

8. Maximum Period of Study*

- 8.1 Students shall complete all programme requirements within the stipulated maximum period of study (i.e. two times the normal study period for the respective programme), inclusive of programme transfer and any periods of leave of absence and suspension of studies.
- 8.2 If a student applies for programme transfer involving a change of study mode, the new maximum period of study will be calculated on a pro-rata basis as determined by the University.
- 8.3 Students who cannot complete all programme requirements for graduation within the maximum study period will be required to discontinue their studies.

* The Academic Regulations on the maximum period of study only apply to students admitted in Semester A 2010/11 and thereafter.

- 8.4 Requests for extension of study beyond the maximum study period will not be granted.
- 8.5 A student whose study has been discontinued due to expiry of the maximum period of study is not allowed readmission to the same programme.
- 8.6 If a student is readmitted to the same programme after study withdrawal or termination of study (but has not exceeded the maximum period of study), his/her previous period of study should be counted in the calculation of the student's maximum period of study. The student's credit units and grades previously earned from the same programme are normally counted in the GPA calculation, and the final decision on acceptance of credit units and grades rests with the respective department.

9. Grading of Courses

- 9.1 Courses are graded according to the following schedule:

Letter Grade	Grade Point	Grade Definitions	
A+	4.3	Excellent:	Strong evidence of original thinking; good organization, capacity to analyze and synthesize; superior grasp of subject matter; evidence of extensive knowledge base.
A	4.0		
A-	3.7		
B+	3.3	Good:	Evidence of grasp of subject, some evidence of critical capacity and analytic ability; reasonable understanding of issues; evidence of familiarity with literature.
B	3.0		
B-	2.7		
C+	2.3	Adequate:	Student who is profiting from the university experience; understanding of the subject; ability to develop solutions to simple problems in the material.
C	2.0		
C-	1.7		
D	1.0	Marginal:	Sufficient familiarity with the subject matter to enable the student to progress without repeating the course.
F	0.0	Failure:	Little evidence of familiarity with the subject matter; weakness in critical and analytic skills; limited, or irrelevant use of literature.
P		Pass:	"Pass" in a pass-fail course. Courses to be graded on a pass-fail basis for a programme are specifically identified under the programme in the course catalogue.

Operational Grades		
IP	In Progress	An IP grade is shown where students will register in subsequent Semesters to complete the assessment of the course.
I	Incomplete	A grade of incomplete may be granted (1) where there are extenuating circumstances that have prevented a student from completing required work, or attending the examination; (2) at the discretion of the Assessment Panel. Where an “I” grade is assigned, the Assessment Panel will approve a schedule for the completion of work, or a supplementary examination. An “I” grade will be converted into an “F” grade four weeks after the “I” grade is first reported, unless an alternative grade has been assigned.
S	Dissertation Submitted	In a dissertation-type course, an S grade is assigned by the Course Leader when a student’s dissertation has been submitted for assessment.
X	Late Drop	Assigned when a student is permitted to drop the course after the normal drop date.
AU	Audit	An audited grade is assigned when an auditing student has completed the conditions established at registration as an auditor. No assessment is made or grade awarded for auditing.
WD	Withdrawn	Assigned when a student has registered for the course in a semester/term and subsequently submitted a notification of withdrawal from the University.

- 9.2 Students assigned a grade of D or better, or a Pass grade in a pass-fail course, earn credit units for the course. Grades of F, IP, I, S, WD, X or AU do not earn credit units.
- 9.3 Grades of P, I, IP, S, WD, X and AU are not counted in the calculation of a student’s CGPA. Grades of F are counted, unless the fail is recovered under AR12.3.
- 9.4 Grades of P, I, IP, S, WD, X and AU are not counted in the calculation of a student’s SGPA.

10. Illness or other Circumstances Affecting Assessment

- 10.1 A student who believes that his/her performance in an examination, or ability to attend an examination, or in-course assessment, has been adversely affected by circumstances beyond his/her control must submit the case, with documentary evidence, to his/her home department following the procedures stated on the University website, within 7 calendar days of the scheduled date for completing the affected examination or assessment.
- 10.2 The home department of the student will investigate the case. Only compelling reasons such as illness, hospitalization, accident, family bereavement or other unforeseeable serious personal or emotional circumstances will be considered.
- 10.3 If the case is justified and substantiated, the decision will be conveyed to the Assessment Panel which will determine whether to offer the student a make-up examination or coursework or other alternative assessment. Where assessments for more than one course are affected, it is the responsibility of the home department to inform all relevant Assessment Panels. The Assessment Panel may also adjust the grade of the student if deemed appropriate.

11. Review of Course Grades

- 11.1 Requests for review of course grades are governed by AR11. Disagreement with the academic judgement of Course Leaders does not constitute valid grounds for review.

Informal Resolution

- 11.2 For review of course grades via informal resolution, the Course Leader will only consider requests on grounds of administrative error in recording or calculating the mark or result.
- 11.3 A student should contact the Course Leader within 7 calendar days of the announcement of grades by the University with a view to resolving the matter informally.
- 11.4 If a revision to the student's course grade is considered necessary, the Course Leader should make a recommendation to amend the grade and seek the endorsement of the Chair of the Assessment Panel. Any grades thus amended will be reported to the Assessment Panel at its next meeting.
- 11.5 The decision on the informal review will be communicated to the student by the Course Leader no later than 17 calendar days following the announcement of grades by the University.
- 11.6 If the student's concerns regarding course grades cannot be resolved by informal means, the student may seek resolution via the formal procedures outlined below.

Formal Procedures for Review

- 11.7 For formal review of course grades, only requests with the following grounds will be considered:
 - (i) there has been a procedural irregularity in the assessment process, for example, the assessment was not conducted in accordance with the Academic Regulations or

- with the arrangement prescribed for the course;
- (ii) there exist circumstances that impact the course grade awarded and that the student was unable to bring to the attention of the Course Leader prior to the assessment for valid reasons.
- 11.8 Any request for review of course grades must be made in writing to the Dean of the College/School offering the course within 30 calendar days of the announcement of grades by the University. For courses offered by the Chinese Civilization Centre and the English Language Centre, the request for formal review should be submitted to the respective Head of Centre. The written application must:
- (i) state the grounds on which the request for review is made;
 - (ii) include a description of the relevant facts; and
 - (iii) provide supporting evidence.
- 11.9 Upon receipt of the formal request for review, the Dean of the College/School or the Head of Centre will determine whether or not a *prima facie* case for review has been established. If, in the view of the Dean of the College/School or the Head of Centre, there is no *prima facie* case, then the request will be dismissed and the decision conveyed to the student no later than 44 calendar days following the announcement of grades by the University.
- 11.10 If, in the view of the Dean of the College/School or the Head of Centre, there is a *prima facie* case, then he/she will refer the matter to the College/School/CCIV/ELC Grade Review Committee for consideration. The Committee may interview the student and staff members concerned. The Committee will record its proceedings and resolutions.
- 11.11 If the Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide the action to be taken. The Assessment Panel will report back to the College/School/CCIV/ELC Grade Review Committee any decisions taken on cases referred via this procedure.
- 11.12 The decision on the formal review will be communicated in writing to the student by the Dean of the College/School or the Head of Centre with a brief statement of the reasons for the decision. The decision should be conveyed to the student no later than 60 calendar days following the announcement of grades by the University.

Appeal Procedures

- 11.13 Formal requests for review of course grades should normally be resolved at the College/School/Centre level. A student may only appeal against the decision of the College/School/CCIV/ELC Grade Review Committee on the basis of procedural irregularity in the review process within 14 calendar days following receipt of the decision on the formal review. Students may submit an appeal in writing to the Associate Provost (Academic Planning and Undergraduate Education). Appellants should clearly indicate the grounds for appeal, and provide evidence in support of the appeal. The Associate Provost (Academic Planning and Undergraduate Education) will determine whether or not a *prima facie* case for appeal has been established. If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is no *prima facie* case, then the appeal will be dismissed and the decision conveyed to the student no later than

- 14 calendar days following receipt of the appeal. The decision of the Associate Provost (Academic Planning and Undergraduate Education) to dismiss an appeal is final.
- 11.14 If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is a prima facie case, he/she will refer the matter to an Undergraduate Academic Review Committee for consideration.
- 11.15 If the Undergraduate Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide the actions to be taken. The Assessment Panel will report back to the Undergraduate Academic Review Committee any decisions taken on cases referred via this procedure.
- 11.16 The Undergraduate Academic Review Committee should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing not later than 30 calendar days following receipt of the appeal and is final.
- 11.17 The College/School/CCIV/ELC Grade Review Committees will submit a report of formal requests for review of course grades considered to the Senate via the Quality Assurance Committee annually. The Undergraduate Academic Review Committee will submit an annual report to the Senate via the Quality Assurance Committee on all appeal cases received by the Academic Review Committee.

12. Students' Academic Progress and Academic Standing

Academic Standing

- 12.1 Academic standing provides an indicator of the student's academic progress and identifies students in academic difficulty needing academic advising and extra help. The four levels of academic standing are defined as follows:

Standing	Definitions
Good Standing	Students are making satisfactory academic progress.
Academic Warning	Students' most recent academic performance has been unsatisfactory, or their overall academic average is below minimum requirements. Students on warning are asked to seek academic advice from their academic advisor.
Probation	Students' most recent academic performance has been extremely unsatisfactory, or their overall academic average has continued to be below the minimum requirements for graduation. Students on Probation will be assigned an academic advisor by their home department, and will not be permitted to register in courses in the following semester without the approval of the academic advisor. The home department may also require students on Probation to take a reduced credit unit load in the semester.

Academic Suspension Students who cannot benefit from course registration in the next semester may be suspended for an approved period of not less than one semester. Academic Suspension is designed to provide students with an opportunity to resolve the problems that are preventing them making academic progress. On return from their suspension, students may be given the opportunity for one additional course repeat in each failed course to recover failure(s).

Operational Standing

Review	A temporary status indicating that a student's performance may require a change of academic standing and has been referred to the student's department.
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- 12.2 An academic standing decision is made for all students at the end of each semester, in accordance with rules adopted by Senate and published by the University.

Repeating Courses to Improve Grades

- 12.3 Except for courses covered by AR12.4, students may repeat a course, or an equivalent course, to recover a failure or to improve a course grade of D. After the first attempt, only two repeat attempts are permitted. Course grades for all attempts will appear on the student's transcript, but only the final grade earned will be included in the calculation of the student's CGPA.
- 12.4 Courses may be designated 'dissertation-type' courses in the course catalogue. For dissertation-type courses, the catalogue will specify the normal duration for course registration and the maximum duration for course registration. Students are not permitted to repeat a dissertation-type course.

Dean's List

- 12.5 At the end of each semester, or for part-time students on the completion of two semesters, students' GPAs are calculated. Where a student over that period has (1) earned twelve credit units or more, (2) achieved a GPA of 3.7 or greater, and (3) not failed any course, the student is placed on the Dean's List.
- 12.6 Students on a combined mode of study will have their GPAs calculated at the end of each semester or upon the completion of two semesters, as appropriate. When a student over that period has (1) earned twelve credit units or more, (2) achieved a GPA of 3.7 or greater, and (3) not failed any course, the student is placed on the Dean's List.

13. Conferment and Classification of Awards

Requirements for University Awards

- 13.1 To be granted an award of the University, students must successfully complete a programme of the University, including specific requirements of the named award for which they are registered, general University requirements, and college/school requirements, if any. The requirements for awards are set out in the University website for each programme.

- 13.2 Credit units earned for courses at a level below the associate degree level are not normally counted toward requirements for an award.
- 13.3 Where two or more courses are defined as exclusive for a programme by the home department, the credit units earned for only one of the courses will count toward the requirements for the award.
- 13.4 Where the normal course requirements of a programme cannot be completed, a “substitute” course may be approved by the home department for a student, replacing the required course.
- 13.5 The University may allow credit units earned by students registered for a particular programme of the University to be counted toward the requirements of another programme for which they register.
- 13.6 The University may allow exemption from courses required for an award of the University. Credit units toward the award are not given when an exemption is granted.
- 13.7 Students may be granted an award only if they have achieved a CGPA of 1.70 or above.
- 13.8 Students completing the requirements for an award graduate on the next following graduation date.

Classification of Awards

- 13.9 The University grants associate degree awards with classifications as follows:
 - (i) Distinction
 - (ii) Credit
 - (iii) Pass
- 13.10 University awards are classified by the relevant College/School Examination Board, that makes a recommendation to Senate for the conferment of awards.
- 13.11 College/School Examination Boards classify awards with regard to, but not necessarily in strict conformity with, a student’s CGPA.

14. Termination of Studies

- 14.1 The University has the right to terminate a student’s study for failure to maintain satisfactory academic progress as determined by the Examination Board or to comply with the policies and procedures of the University.
- 14.2 For termination of studies due to academic reasons, students may not continue their studies at the University without readmission, with readmission to any programme no earlier than one academic year after the student’s termination.

15. Review of Examination Board Decisions

- 15.1 Requests for review of an Examination Board’s decision on academic standing or final award are governed by AR15. The academic judgement of the Board shall not be subject to review.

Informal Resolution

- 15.2 For review of an Examination Board's decision via informal means, the University will only consider requests on grounds of administrative error in recording, transcription or reporting of result.
- 15.3 A student should attempt to resolve the matter informally by contacting the Programme Leader within 7 calendar days of the publication of the Examination Board's decision by the University.
- 15.4 If an amendment to the decision on academic standing or award classification is considered necessary, the Programme Leader should make a recommendation via the Head of Department to this effect and seek the endorsement of the Chair of the Examination Board. Any Examination Board decision thus amended will be reported to the Examination Board at its next meeting.
- 15.5 The decision on the informal review will be communicated to the student by the Programme Leader no later than 10 days following receipt of the formal request for review.

Formal Procedures for Review

- 15.6 For formal review of an Examination Board's decision, only requests with the following grounds will be considered:
- (i) there has been a procedural irregularity affecting the Board's decision;
 - (ii) there exist circumstances that impact the Board's decision and that the student was unable to bring to the attention of the Board prior to its deliberations for valid reasons.
- 15.7 Students may submit a formal request in writing to the Associate Provost (Academic Planning and Undergraduate Education) within 30 calendar days of the publication of the Examination Board's decision by the University. The application must:
- (i) state the grounds on which the request for review is made;
 - (ii) include a description of the relevant facts; and
 - (iii) provide supporting evidence.
- 15.8 The Associate Provost (Academic Planning and Undergraduate Education) will determine whether or not a *prima facie* case for review has been established. If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is no *prima facie* case, then the request will be dismissed and the decision conveyed to the student no later than 14 calendar days following receipt of the request. The decision of the Associate Provost (Academic Planning and Undergraduate Education) to dismiss request for review is final.
- 15.9 If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is a *prima facie* case, he/she will refer the matter to an Undergraduate Academic Review Committee for consideration. The Committee may interview the student and staff members concerned. The Committee will record its proceedings and resolutions.

- 15.10 If the Undergraduate Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the case and decide whether changes to the student's academic standing or award classification are required. The Examination Board will report back to the Undergraduate Academic Review Committee any decisions taken on cases referred via this procedure.
- 15.11 The decision on the formal review will be conveyed to the student in writing no later than 30 calendar days following receipt of the formal request for review.

Appeal Procedures

- 15.12 Formal requests for review of Examination Board's decisions should normally be resolved by the Undergraduate Academic Review Committee. A student may only appeal against the decision of the Committee on the basis of procedural irregularity in the review process. Students may submit an appeal in writing to the Provost within 14 calendar days following receipt of the decision on the formal review. Appellants should clearly indicate the grounds for appeal, and provide evidence in support of the appeal.
- 15.13 If the Provost determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the case and decide whether changes to the student's academic standing or award classification are required. The Examination Board will report back to the Provost any decisions taken on cases referred via this procedure.
- 15.14 The Office of the Provost should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing within 30 calendar days following receipt of the appeal and is final.
- 15.15 The Undergraduate Academic Review Committee will submit a report of formal requests for review of Examination Board decisions and of appeals cases received to the Senate via the Quality Assurance Committee annually. The Provost will submit an annual report to the Senate via the Quality Assurance Committee on all appeal cases received by him/her.

Academic Regulations for Undergraduate Degrees

(Effective from Semester A 2010/11)

Glossary

Academic Transcript	The official academic record of a student's studies at the University, including grades assigned for courses.
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Assessment	The tests, coursework, examinations and other activities undertaken to assess students' progress through courses and to assign final grades.
Assessment Panels	University bodies responsible for assigning grades to students for their courses.
Course	The basic units of instruction into which students are registered and for which grades may be assigned. University courses are approved for inclusion in the course catalogue.
Course Catalogue	The official record of University courses maintained by the University.
Course Leader	A Course Leader is appointed by the Head of department for each course offered by the department, to coordinate the assessment of the course.
Credit Transfer	The assignment of credit units toward the credit unit requirements of a programme/degree on the basis of work done outside that programme/degree. Credit units are normally assigned against specific courses for work equivalent in content and standard.
Credit Unit	Each course is assigned a number of credit units. A credit unit is earned by approximately forty-to-fifty hours of student work.

Cumulative Grade Point Average (CGPA)

$$CGPA = \frac{\sum_{i=1}^n G_i U_i}{\sum_{i=1}^n U_i}$$

For the calculation of Grade Point Average (GPA), G is the grade point awarded, U is the credit units earned for the *i*th course. CGPA is calculated for courses taken during enrolment for a specific programme/degree, *i*=1-*n* are all courses completed at the time of the calculation, unless excluded under AR9.3, or AR12.3.

Dean	Dean refers to Deans and other equivalent posts.
Degree	Degree refers to bachelor's degrees with honours offered by the University. The type of bachelor's degree awards includes Bachelor of Arts, Bachelor of Business Administration, Bachelor of Engineering, Bachelor of Laws, Bachelor of Science, Bachelor of Social Sciences, and any other degree titles as approved by the Senate.
Enrolment	On entry to the University, students are enrolled in a programme of study or degree.
Equivalent Course	Equivalent courses are courses where there is sufficient overlap in content that students may, with approval, register in the course to meet a programme/degree requirement, to recover a failure or to improve a course grade.
Examination Board	University bodies responsible for classifying students' awards, recommending to Senate conferment of awards, and terminating the studies of students on academic grounds on behalf of Senate.
Exclusive Course	Exclusive courses are courses where there is sufficient overlap in their content to make it inappropriate for students to earn credits for more than one of the courses. Students may be restricted from registration in a course when they have earned credit units for an exclusive course.
Exemption	Students can be exempted from a requirement of a programme/ degree. Credit units are not earned for an exemption from a course.
Graduation Date	Each academic year has three graduation dates as set by Senate for the graduation of students who have completed requirements for awards.
Home Department	A student's home department is the department/college/school offering the programme, degree or major he/she is enrolled in.
Major	A major field of study is the core competence area comprising a structured group of courses which aim to create a broad and deep intellectual experience in an academic discipline.
Mode of Study	Students are enrolled in a full-time, part-time or combined mode of study. Students' modes of study govern their maximum and minimum course loads.
Operational Grade	A course grade assigned for administrative purposes to assist in the management of student records. Operational grades of I, IP, S, X, WD and AU do not count in the calculation of students' GPAs.
Prerequisite	A requirement that must be fulfilled before a student can register in a particular course. Precursors are set for some courses. Precursors are not requirements, but students are advised to complete precursors before registering in these courses.

Programme	The structured academic programme leading to a named award of the University into which students are enrolled.
Registration	The inclusion of a student in the class list of a course.
Required Course	A course that must be passed to complete a programme/degree.
Semester GPA (SGPA)	The GPA calculated for all the courses taken in a semester, including F grades, but excluding courses graded I, X, S, IP, P, WD or AU.
Senate	The University Senate of City University of Hong Kong.
Substitute Course	Where the normal course requirements cannot be completed, a “substitute” course may be approved by the home department for a student, replacing the required course.
University	City University of Hong Kong
University Award	An award of the University approved by the University Senate on completion of specified programme/degree requirements.
University Requirement	A requirement set by the University Senate for all undergraduate students, irrespective of programme/degree.

Academic Regulations

These Academic Regulations are made by the University Senate to govern student progress leading to bachelor’s degree awards approved by the University Senate. Regulations for studies leading to awards of associate degrees, taught postgraduate programmes, MPhil, PhD, and Professional Doctorates are published separately.

Only the University Senate can amend the Regulations, or permit exceptions, exemptions, or variations from them. Any variation from the Regulations approved by Senate for a programme/degree is set out in the requirements for the programme/degree in the University website.

The Regulations are supplemented by information on administrative procedures and about particular programmes or degrees to be found in the University website.

1. Language of Instruction and Assessment

Unless otherwise determined by Senate for a specific course or programme, the medium of instruction and assessment at the University is English.

2. Admission

- 2.1 Admission to the University is based on academic criteria. The University does not discriminate on the basis of age, gender, race, nationality, social or ethnic origin, or disability. The University may have to consider whether its facilities are adequate, before admitting a disabled applicant.

- 2.2 To be eligible for admission, the applicant must EITHER hold the general entrance requirements as specified by Senate and other specific requirements, if any, OR be a “mature applicant” as defined in the general entrance requirements, and be able to demonstrate aptitude and suitability for studies at the University.
- 2.3 Meeting the entrance requirements does not guarantee admission. The University’s decision on the admission of applicants is final.

3. Enrolment

- 3.1 On entry to the University, students are enrolled in a specific programme of study or degree with a declared/undeclared major. Students having an “undeclared major” shall declare their major in accordance with the timeline and procedures announced by the University.
- 3.2 Students may apply for changing their programme of study or major according to the procedures stipulated by the University. If approved, the change will take effect from the following semester/year.
- 3.3 To maintain their enrolment, students must conform to the University’s rules and regulations.

4. Leave of Absence

Students may take a leave of absence from their studies for an approved period. Periods of approved absence may not be less than one full semester/term, and may not accumulate to more than four semesters. Applications for leave of absence must be made in writing for approval by the University.

5. Credit Transfer

- 5.1 The University may allow previous educational or vocational experience to be counted toward the credit units required to earn an award of the University and appear on students’ transcripts.
- 5.2 At least half of the credit units required for an award of the University must be earned by the successful completion of courses required by the programme/degree concerned.
- 5.3 Credit units earned outside the University and counted toward a University award do not count in the calculation of a student’s GPA, except where special arrangements have been made.
- 5.4 Applications for credit transfer should be made in writing for approval by the University. Applications for credit transfer for work completed prior to entry to the University must be made before the start of the first semester according to the deadline set by the University. Applications for credit transfer for outside work completed after admission to the University must be made immediately in the semester following attainment of the additional qualification.

6. Course Registration

- 6.1 Students registering for courses must follow the instructions issued by the University.
- 6.2 Registration for some courses is restricted to students holding the necessary prerequisites.
- 6.3 The University reserves the right to restrict registration in courses, or permit registration only on a priority basis.
- 6.4 Students can add or drop a course during the add/drop period prescribed by the University. Requests for late add/drop of courses require approval by the relevant department.
- 6.5 If students remain registered for a course after the last date for dropping the course, as determined by the University, they will be assigned a course grade.
- 6.6 Students intending not to register in any courses in a semester but who will subsequently continue their study should apply for a leave of absence no later than the end of the course add/drop period.
- 6.7 Students who have met all the requirements to graduate from a programme or completed the maximum credit units allowed for a degree may not register in further courses.

7. Maximum and Minimum Credit-Unit Load

- 7.1 In each semester, except the Summer Term, full-time students must register for courses to a total of at least twelve credit units, and for not more than eighteen credit units; part-time students must register for courses to a total of no more than eleven credit units; and combined mode students must register for courses for not more than eighteen credit units.
- 7.2 In the Summer Term, students may not register for courses to a total of more than seven credit units.
- 7.3 Except where special arrangements are made, students seeking an exception to AR7.1 or AR7.2 should apply in writing for approval by the University.

8. Maximum Period of Study*

- 8.1 Students shall complete all programme/degree requirements within the stipulated maximum period of study (i.e. two times the normal study period for the respective programme/degree), inclusive of programme transfer and any periods of leave of absence and suspension of studies.
- 8.2 If a student applies for programme/degree transfer involving a change of study mode, the new maximum period of study will be calculated on a pro-rata basis as determined by the University.
- 8.3 Students who cannot complete all programme/degree requirements for graduation within the maximum study period will be required to discontinue their studies.

* The Academic Regulations on the maximum period of study only apply to students admitted in Semester A 2010/11 and thereafter.

- 8.4 Requests for extension of study beyond the maximum study period will not be granted.
- 8.5 A student whose study has been discontinued due to expiry of the maximum period of study is not allowed readmission to the same programme/degree with the same major.
- 8.6 If a student is readmitted to the same programme/degree with the same major after study withdrawal or termination of study (but has not exceeded the maximum period of study), his/her previous period of study should be counted in the calculation of the student's maximum period of study. The student's credit units and grades previously earned from the same programme/degree with the same major are normally counted in the GPA calculation, and the final decision on acceptance of credit units and grades rests with the respective department.

9. Grading of Courses

- 9.1 Courses are graded according to the following schedule:

Letter Grade	Grade Point	Grade Definitions	
A+	4.3	Excellent:	Strong evidence of original thinking; good organization, capacity to analyze and synthesize; superior grasp of subject matter; evidence of extensive knowledge base.
A	4.0		
A-	3.7		
B+	3.3	Good:	Evidence of grasp of subject, some evidence of critical capacity and analytic ability; reasonable understanding of issues; evidence of familiarity with literature.
B	3.0		
B-	2.7		
C+	2.3	Adequate:	Student who is profiting from the university experience; understanding of the subject; ability to develop solutions to simple problems in the material.
C	2.0		
C-	1.7		
D	1.0	Marginal:	Sufficient familiarity with the subject matter to enable the student to progress without repeating the course.
F	0.0	Failure:	Little evidence of familiarity with the subject matter; weakness in critical and analytic skills; limited, or irrelevant use of literature.
P		Pass:	"Pass" in a pass-fail course. Courses to be graded on a pass-fail basis are specifically identified in the course catalogue.

Operational Grades

IP	In Progress	An IP grade is shown where students will register in subsequent Semesters to complete the assessment of the course.
I	Incomplete	A grade of incomplete may be granted (1) where there are extenuating circumstances that have prevented a student from completing required work, or attending the examination; (2) at the discretion of the Assessment Panel. Where an “I” grade is assigned, the Assessment Panel will approve a schedule for the completion of work, or a supplementary examination. An “I” grade will be converted into an “F” grade four weeks after the “I” grade is first reported, unless an alternative grade has been assigned.
S	Dissertation Submitted	In a dissertation-type course, an S grade is assigned by the Course Leader when a student’s dissertation has been submitted for assessment.
X	Late Drop	Assigned when a student is permitted to drop the course after the normal drop date.
AU	Audit	An audited grade is assigned when an auditing student has completed the conditions established at registration as an auditor. No assessment is made or grade awarded for auditing.
WD	Withdrawn	Assigned when a student has registered for the course in a semester/term and subsequently submitted a notification of withdrawal from the University.

9.2 Students assigned a grade of D or better, or a Pass grade in a pass-fail course, earn credit units for the course. Grades of F, IP, I, S, WD, X or AU do not earn credit units.

9.3 Grades of P, I, IP, S, WD, X and AU are not counted in the calculation of a student’s CGPA. Grades of F are counted, unless the fail is recovered under AR12.3.

9.4 Grades of P, I, IP, S, WD, X and AU are not counted in the calculation of a student’s SGPA.

10. Illness or other Circumstances Affecting Assessment

10.1 A student who believes that his/her performance in an examination, or ability to attend an examination, or in-course assessment, has been adversely affected by circumstances beyond his/her control must submit the case, with documentary evidence, to his/her home department following the procedures stated on the University website, within 7 calendar days of the scheduled date for completing the affected examination or assessment.

- 10.2 The home department of the student will investigate the case. Only compelling reasons such as illness, hospitalization, accident, family bereavement or other unforeseeable serious personal or emotional circumstances will be considered.
- 10.3 If the case is justified and substantiated, the decision will be conveyed to the Assessment Panel which will determine whether to offer the student a make-up examination or coursework or other alternative assessment. Where assessments for more than one course are affected, it is the responsibility of the home department to inform all relevant Assessment Panels. The Assessment Panel may also adjust the grade of the student if deemed appropriate.

11. Review of Course Grades

- 11.1 Requests for review of course grades are governed by AR11. Disagreement with the academic judgement of Course Leaders does not constitute valid grounds for review.

Informal Resolution

- 11.2 For review of course grades via informal resolution, the Course Leader will only consider requests on grounds of administrative error in recording or calculating the mark or result.
- 11.3 A student should contact the Course Leader within 7 calendar days of the announcement of grades by the University with a view to resolving the matter informally.
- 11.4 If a revision to the student's course grade is considered necessary, the Course Leader should make a recommendation to amend the grade and seek the endorsement of the Chair of the Assessment Panel. Any grades thus amended will be reported to the Assessment Panel at its next meeting.
- 11.5 The decision on the informal review will be communicated to the student by the Course Leader no later than 17 calendar days following the announcement of grades by the University.
- 11.6 If the student's concerns regarding course grades cannot be resolved by informal means, the student may seek resolution via the formal procedures outlined below.

Formal Procedures for Review

- 11.7 For formal review of course grades, only requests with the following grounds will be considered:
 - (i) there has been a procedural irregularity in the assessment process, for example, the assessment was not conducted in accordance with the Academic Regulations or with the arrangement prescribed for the course;
 - (ii) there exist circumstances that impact the course grade awarded and that the student was unable to bring to the attention of the Course Leader prior to the assessment for valid reasons.
- 11.8 Any request for review of course grades must be made in writing to the Dean of the College/School offering the course within 30 calendar days of the announcement of grades by the University. For courses offered by the Chinese Civilization Centre and

the English Language Centre, the request for formal review should be submitted to the respective Head of Centre. The written application must:

- (i) state the grounds on which the request for review is made;
- (ii) include a description of the relevant facts; and
- (iii) provide supporting evidence.

- 11.9 Upon receipt of the formal request for review, the Dean of the College/School or the Head of Centre will determine whether or not a *prima facie* case for review has been established. If, in the view of the Dean of the College/School or the Head of Centre, there is no *prima facie* case, then the request will be dismissed and the decision conveyed to the student no later than 44 calendar days following the announcement of grades by the University.
- 11.10 If, in the view of the Dean of the College/School or the Head of Centre, there is a *prima facie* case, then he/she will refer the matter to the College/School/CCIV/ELC Grade Review Committee for consideration. The Committee may interview the student and staff members concerned. The Committee will record its proceedings and resolutions.
- 11.11 If the Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide the action to be taken. The Assessment Panel will report back to the College/School/CCIV/ELC Grade Review Committee any decisions taken on cases referred via this procedure.
- 11.12 The decision on the formal review will be communicated in writing to the student by the Dean of the College/School or the Head of Centre with a brief statement of the reasons for the decision. The decision should be conveyed to the student no later than 60 calendar days following the announcement of grades by the University.

Appeal Procedures

- 11.13 Formal requests for review of course grades should normally be resolved at the College/School/Centre level. A student may only appeal against the decision of the College/School/CCIV/ELC Grade Review Committee on the basis of procedural irregularity in the review process within 14 calendar days following receipt of the decision on the formal review. Students may submit an appeal in writing to the Associate Provost (Academic Planning and Undergraduate Education). Appellants should clearly indicate the grounds for appeal, and provide evidence in support of the appeal. The Associate Provost (Academic Planning and Undergraduate Education) will determine whether or not a *prima facie* case for appeal has been established. If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is no *prima facie* case, then the appeal will be dismissed and the decision conveyed to the student no later than 14 calendar days following receipt of the appeal. The decision of the Associate Provost (Academic Planning and Undergraduate Education) to dismiss an appeal is final.
- 11.14 If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is a *prima facie* case, he/she will refer the matter to an Undergraduate Academic Review Committee for consideration.

- 11.15 If the Undergraduate Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide the actions to be taken. The Assessment Panel will report back to the Undergraduate Academic Review Committee any decisions taken on cases referred via this procedure.
- 11.16 The Undergraduate Academic Review Committee should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing not later than 30 calendar days following receipt of the appeal and is final.
- 11.17 The College/School/CCIV/ELC Grade Review Committees will submit a report of formal requests for review of course grades considered to the Senate via the Quality Assurance Committee annually. The Undergraduate Academic Review Committee will submit an annual report to the Senate via the Quality Assurance Committee on all appeal cases received by the Academic Review Committee.

12. Students' Academic Progress and Academic Standing

Academic Standing

- 12.1 Academic standing provides an indicator of the student's academic progress and identifies students in academic difficulty needing academic advising and extra help. The four levels of academic standing are defined as follows:

Standing	Definitions
Good Standing	Students are making satisfactory academic progress.
Academic Warning	Students' most recent academic performance has been unsatisfactory, or their overall academic average is below minimum requirements. Students on warning are asked to seek academic advice from their academic advisor.
Probation	Students' most recent academic performance has been extremely unsatisfactory, or their overall academic average has continued to be below the minimum requirements for graduation. Students on Probation will be assigned an academic advisor by their home department, and will not be permitted to register in courses in the following semester without the approval of the academic advisor. The home department may also require students on Probation to take a reduced credit unit load in the semester.
Academic Suspension	Students who cannot benefit from course registration in the next semester may be suspended for an approved period of not less than one semester. Academic Suspension is designed to provide students with an opportunity to resolve the problems that are preventing them making academic progress. On return from their suspension, students may be given the opportunity for one additional course repeat in each failed course to recover failure(s).

Operational Standing

Review	A temporary status indicating that a student's performance may require a change of academic standing and has been referred to the student's home department.
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- 12.2 An academic standing decision is made for all students at the end of each semester, in accordance with rules adopted by Senate and published by the University.

Repeating Courses to Improve Grades

- 12.3 Except for courses covered by AR12.4, students may repeat a course, or an equivalent course, to recover a failure or to improve a course grade of D. After the first attempt, only two repeat attempts are permitted. Course grades for all attempts will appear on the student's transcript, but only the final grade earned will be included in the calculation of the student's CGPA.
- 12.4 Courses may be designated 'dissertation-type' courses in the course catalogue. For dissertation-type courses, the catalogue will specify the normal duration for course registration and the maximum duration for course registration. Students are not permitted to repeat a dissertation-type course.

Dean's List

- 12.5 At the end of each semester, or for part-time students on the completion of two semesters, students' GPAs are calculated. Where a student over that period has (1) earned twelve credit units or more, (2) achieved a GPA of 3.7 or greater, and (3) not failed any course, the student is placed on the Dean's List.
- 12.6 Students on a combined mode of study will have their GPAs calculated at the end of each semester or upon the completion of two semesters, as appropriate. When a student over that period has (1) earned twelve credit units or more, (2) achieved a GPA of 3.7 or greater, and (3) not failed any course, the student is placed on the Dean's List.

13. Conferment and Classification of Awards

Requirements for University Awards

- 13.1 To be granted an award of the University, students must successfully complete the University requirements, including specific requirements of the named award/degree for which they are registered, and college/school requirements, if any. The requirements for awards are set out in the University website.
- 13.2 Credit units earned for courses at a level below the bachelor's degree level are not normally counted toward requirements for an award.
- 13.3 Where two or more courses are defined as exclusive, the credit units earned for only one of the courses will count toward the requirements for the award.
- 13.4 Where the normal course requirements cannot be completed, a "substitute" course may be approved by the home department for a student, replacing the required course.

- 13.5 The University may allow credit units earned by students registered for a particular programme/degree of the University to be counted toward the requirements of another programme/degree for which they register.
- 13.6 The University may allow exemption from courses required for an award of the University. Credit units toward the award are not given when an exemption is granted.
- 13.7 Students may be granted an award only if they have achieved a CGPA of 1.70 or above.
- 13.8 Students completing the requirements for a degree award graduate on the next following graduation date.

Classification of Awards

- 13.9 The University grants bachelor's degree awards with classifications as follows:
 - (i) First Class Honours
 - (ii) Upper Second Class Honours
 - (iii) Lower Second Class Honours
 - (iv) Third Class Honours
 - (v) Pass
- 13.10 University awards are classified by the relevant College/School Examination Board, that makes a recommendation to Senate for the conferment of awards.
- 13.11 College/School Examination Boards classify awards with regard to, but not necessarily in strict conformity with, a student's CGPA.

14. Termination of Studies

- 14.1 The University has the right to terminate a student's study for failure to maintain satisfactory academic progress as determined by the Examination Board or to comply with the policies and procedures of the University.
- 14.2 For termination of studies due to academic reasons, students may not continue their studies at the University without readmission, with readmission to any programme/degree no earlier than one academic year after the student's termination.

15. Review of Examination Board Decisions

- 15.1 Requests for review of an Examination Board's decision on academic standing or final award are governed by AR15. The academic judgement of the Board shall not be subject to review.

Informal Resolution

- 15.2 For review of an Examination Board's decision via informal means, the University will only consider requests on grounds of administrative error in recording, transcription or reporting of result.

- 15.3 A student should attempt to resolve the matter informally by contacting the Programme Leader within 7 calendar days of the publication of the Examination Board's decision by the University.
- 15.4 If an amendment to the decision on academic standing or award classification is considered necessary, the Programme Leader should make a recommendation via the Head of Department to this effect and seek the endorsement of the Chair of the Examination Board. Any Examination Board decision thus amended will be reported to the Examination Board at its next meeting.

- 15.5 The decision on the informal review will be communicated to the student by the Programme Leader no later than 10 days following receipt of the formal request for review.

Formal Procedures for Review

- 15.6 For formal review of an Examination Board's decision, only requests with the following grounds will be considered:
- (i) there has been a procedural irregularity affecting the Board's decision;
 - (ii) there exist circumstances that impact the Board's decision and that the student was unable to bring to the attention of the Board prior to its deliberations for valid reasons.
- 15.7 Students may submit a formal request in writing to the Associate Provost (Academic Planning and Undergraduate Education) within 30 calendar days of the publication of the Examination Board's decision by the University. The application must:
- (i) state the grounds on which the request for review is made;
 - (ii) include a description of the relevant facts; and
 - (iii) provide supporting evidence.
- 15.8 The Associate Provost (Academic Planning and Undergraduate Education) will determine whether or not a *prima facie* case for review has been established. If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is no *prima facie* case, then the request will be dismissed and the decision conveyed to the student no later than 14 calendar days following receipt of the request. The decision of the Associate Provost (Academic Planning and Undergraduate Education) to dismiss request for review is final.
- 15.9 If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is a *prima facie* case, he/she will refer the matter to an Undergraduate Academic Review Committee for consideration. The Committee may interview the student and staff members concerned. The Committee will record its proceedings and resolutions.
- 15.10 If the Undergraduate Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the case and decide whether changes to the student's academic standing or award classification are required. The Examination Board will report back to the Undergraduate Academic Review Committee any decisions taken on cases referred via this procedure.

- 15.11 The decision on the formal review will be conveyed to the student in writing no later than 30 calendar days following receipt of the formal request for review.

Appeal Procedures

- 15.12 Formal requests for review of Examination Board's decisions should normally be resolved by the Undergraduate Academic Review Committee. A student may only appeal against the decision of the Committee on the basis of procedural irregularity in the review process. Students may submit an appeal in writing to the Provost within 14 calendar days following receipt of the decision on the formal review. Appellants should clearly indicate the grounds for appeal, and provide evidence in support of the appeal.
- 15.13 If the Provost determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the case and decide whether changes to the student's academic standing or award classification are required. The Examination Board will report back to the Provost any decisions taken on cases referred via this procedure.
- 15.14 The Office of the Provost should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing within 30 calendar days following receipt of the appeal and is final.
- 15.15 The Undergraduate Academic Review Committee will submit a report of formal requests for review of Examination Board decisions and of appeals cases received to the Senate via the Quality Assurance Committee annually. The Provost will submit an annual report to the Senate via the Quality Assurance Committee on all appeal cases received by him/her.

Academic Regulations for Taught Postgraduate Degrees

(Effective from Semester A 2010/11)

Glossary

Academic Transcript	The official academic record of a student's studies at the University, including grades assigned for courses.
Academic Year / Semester /Term	The academic year is a period of twelve months starting normally in September of each year. The academic year is divided into two Semesters and a Summer Term.
Assessment	The tests, coursework, examinations and other activities undertaken to assess students' progress through courses and to assign final grades.
Assessment Panels	University bodies responsible for assigning grades to students for their courses.
Course	The basic units of instruction into which students are registered and for which grades may be assigned. University courses are approved for inclusion in the course catalogue.
Course Catalogue	The official record of University courses maintained by the University.
Course Examiner	A Course Examiner is appointed by the Head of department for each course offered by the department, to coordinate the assessment of the course.
Credit Transfer	The assignment of credit units toward the credit unit requirements of a programme on the basis of work done outside that programme. Credit units are normally assigned against specific courses for work equivalent in content and standard.
Credit Unit	Each course is assigned a number of credit units. A credit unit is earned by approximately forty-to-fifty hours of student work.

Cumulative Grade Point Average (CGPA)

$$CGPA = \frac{\sum_{i=1}^n G_i U_i}{\sum_{i=1}^n U_i}$$

For the calculation of Grade Point Average (GPA), G_i is the grade point awarded, U_i is the credit units earned for the i th course. CGPA is calculated for courses taken during enrolment for a specific programme, $i=1, 2, \dots, n$ are all courses completed at the time of the calculation, unless excluded under AR9.3, or AR12.3.

Dean	Dean refers to Deans and other equivalent posts.
Department	Department refers to “departments and equivalent bodies” as defined by Senate. A student’s “programme department” is the department offering the programme in which the student is enrolled.
Enrolment	On entry to the University, students are enrolled in a programme of study.
Equivalent Course	Equivalent courses are courses where there is sufficient overlap in content that students may, with approval, register in the course to meet a programme requirement, to recover a failure or to improve a course grade.
Examination Board	University bodies responsible for classifying students’ awards, recommending to Senate conferment of awards, and terminating the studies of students on academic grounds on behalf of Senate.
Exclusive Course	Exclusive courses are courses where there is sufficient overlap in their content to make it inappropriate for students to earn credits for more than one of the courses. Students may be restricted from registration in a course when they have earned credit units for an exclusive course.
Exemption	Students can be exempted from a requirement of a programme. Credit units are not earned for an exemption from a course.
Graduation Date	Each academic year has three graduation dates as set by Senate for the graduation of students who have completed requirements for awards.
Mode of Study	Students are enrolled in a full-time, part-time or combined mode of study. Students’ modes of study govern their maximum and minimum course loads.
Operational Grade	A course grade assigned for administrative purposes to assist in the management of student records. Operational grades of I, IP, S, X, WD and AU do not count in the calculation of students’ GPAs.
Prerequisite	A requirement that must be fulfilled before a student can register in a particular course. Precursors are set for some courses. Precursors are not requirements, but students are advised to complete precursors before registering in these courses.
Programme	The structured academic programme leading to a named award of the University into which students are enrolled.
Registration	The inclusion of a student in the class list of a course.
Required Course	A course that must be passed to complete a programme.
Semester GPA (SGPA)	The GPA calculated for all the courses taken in a semester, including F grades, but excluding courses graded I, X, S, IP, P, WD or AU.

Senate	The University Senate of City University of Hong Kong.
Substitute Course	Where the normal course requirements of a programme cannot be completed, a “substitute” course may be approved by the programme department for a student, replacing the required course.
Taught Postgraduate	A student enrolled for a Postgraduate Certificate, Postgraduate Diploma, or Master’s Degree. These regulations do not cover students enrolled for a MPhil, PhD, or Professional Doctorate.
University	City University of Hong Kong
University Award	An award of the University approved by the University Senate on completion of specified programme requirements.
University Requirement	A requirement set by the University Senate, irrespective of programme.

Academic Regulations

These Academic Regulations are made by the University Senate to govern student progress leading to taught postgraduate awards approved by the University Senate. Regulations for studies leading to awards of bachelor’s degrees and associate degrees, MPhil, PhD, and Professional Doctorates are published separately.

Only the University Senate can amend the Regulations, or permit exceptions, exemptions, or variations from them. Any variation from the Regulations approved by Senate for a programme is set out in the requirements for the programme in the University website.

The Regulations are supplemented by information on administrative procedures and about particular programmes to be found in the University website.

1. Language of Instruction and Assessment

Unless otherwise determined by Senate for a specific course or programme, the medium of instruction and assessment at the University is English.

2. Admission

- 2.1 Admission to the University is based on academic criteria. The University does not discriminate on the basis of age, gender, race, nationality, social or ethnic origin, or disability. The University may have to consider whether its facilities are adequate, before admitting a disabled applicant.
- 2.2 To be eligible for admission, the applicant must hold the general entrance requirements as specified by Senate and other specific requirements, if any, and be able to demonstrate aptitude and suitability for studies at the University.
- 2.3 Meeting the entrance requirements does not guarantee admission. The University’s decision on the admission of applicants is final.

3. Enrolment

- 3.1 On entry to the University, students are enrolled in a specific programme of the University, and in the full-time, part-time or combined mode of study.
- 3.2 To enrol for an additional CityU programme or a government-funded programme/place, students must apply in writing for approval by the University.
- 3.3 Students may change their programme of study. To change their programme, students must apply in writing for approval by the University. If approved, the change will take effect from the following semester/year.
- 3.4 To maintain their enrolment, students must conform to the University's rules and regulations.

4. Leave of Absence

Students may take a leave of absence from their studies for an approved period. Periods of approved absence may not be less than one full semester/term, and may not accumulate to more than four semesters. Applications for leave of absence must be made in writing for approval by the University.

5. Credit Transfer

- 5.1 The University may allow previous educational or vocational experience to be counted toward the credit units required to earn an award of the University and appear on students' transcripts.
- 5.2 At least half of the credit units required for an award of the University must be earned by the successful completion of courses required by the programme concerned.
- 5.3 Credit units earned outside the University and counted toward a University award do not count in the calculation of a student's GPA, except where special arrangements have been made.
- 5.4 For students who have completed an award level at the University and wish to enrol in a higher award level within the programme, the previous credits and grades earned from lower level awards within the same programme may count towards the higher award level being pursued and in the calculation of a student's GPA.
- 5.5 The following guidelines apply to credit transfer (a) between different taught postgraduate programmes at the University and (b) between different streams of study at the same award level within the same programme:
 - a) Credit transfer should be limited to a maximum of 50% of the total credits for the award being pursued.
 - b) Grades from the transferred credits may be counted in the calculation of a student's GPA for the award being pursued.
- 5.6 Colleges and Schools may stipulate a validity period for courses recognized at the time of admission for credit transfer purposes, if deemed necessary.

- 5.7 Applications for credit transfer should be made in writing for approval by the University. Applications for credit transfer for work completed prior to entry to the University must be made before the start of the first semester according to the deadline set by the University. Applications for credit transfer for outside work completed after admission to the University must be made immediately in the semester following attainment of the additional qualification.

6. Course Registration

- 6.1 Students registering for courses must follow the instructions issued by the University.
- 6.2 Registration for some courses is restricted to students holding the necessary prerequisites.
- 6.3 The University reserves the right to restrict registration in courses, or permit registration only on a priority basis.
- 6.4 Students can add or drop a course during the add/drop period prescribed by the University. Requests for late add/drop of courses require approval by both the course offering department and the programme department.
- 6.5 If students remain registered for a course after the last date for dropping the course, as determined by the University, they will be assigned a course grade.
- 6.6 Students intending not to register in any courses in a semester but who will subsequently continue their study should apply for a leave of absence no later than the end of the course add/drop period.
- 6.7 Students who have met all the requirements to graduate from a programme may not register in further courses.

7. Maximum and Minimum Credit-Unit Load

- 7.1 In each semester, except the Summer Term, full-time students must register for courses to a total of at least twelve credit units, and for not more than eighteen credit units; part-time students must register for courses to a total of no more than eleven credit units; and combined mode students must register for courses for not more than eighteen credit units.
- 7.2 In the Summer Term, students may not register for courses to a total of more than seven credit units.
- 7.3 Except where special arrangements are made for their programme, students seeking an exception to AR7.1 or AR7.2 should apply in writing for approval by the University.

8. Maximum Period of Study*

- 8.1 Students shall complete all programme requirements within the stipulated maximum period of study[†], inclusive of programme transfer and any periods of leave of absence and suspension of studies.

* The Academic Regulations on the maximum period of study only apply to students admitted in Semester A 2010/11 and thereafter.

† The respective programme document on the maximum study period stipulated for individual programmes shall be referred to.

- 8.2 If a student applies for programme transfer involving a change of study mode, the new maximum period of study will be calculated on a pro-rata basis as determined by the University.
- 8.3 Students who cannot complete all programme requirements for graduation within the maximum study period will be required to discontinue their studies.
- 8.4 Requests for extension of study beyond the maximum study period will not be granted.
- 8.5 A student whose study has been discontinued due to expiry of the maximum period of study is not allowed readmission to the same programme.
- 8.6 If a student is readmitted to the same programme after study withdrawal or termination of study (but has not exceeded the maximum period of study), his/her previous period of study should be counted in the calculation of the student's maximum period of study. The student's credit units and grades previously earned from the same programme are normally counted in the GPA calculation, and the final decision on acceptance of credit units and grades rests with the respective department.

9. Grading of Courses

- 9.1 Courses are graded according to the following schedule:

Letter Grade	Grade Point	Grade Definitions	
A+	4.3	Excellent	Strong evidence of original thinking; good organization, capacity to analyze and synthesize; superior grasp of subject matter; evidence of extensive knowledge base.
A	4.0		
A-	3.7		
B+	3.3	Good	Evidence of grasp of subject, some evidence of critical capacity and analytic ability; reasonable understanding of issues; evidence of familiarity with literature.
B	3.0		
B-	2.7		
C+	2.3	Adequate	Student who is profiting from the university experience; understanding of the subject; ability to develop solutions to simple problems in the material.
C	2.0		
C-	1.7		
D	1.0	Marginal	Sufficient familiarity with the subject matter to enable the student to progress without repeating the course.
F	0.0	Failure	Little evidence of familiarity with the subject matter; weakness in critical and analytic skills; limited, or irrelevant use of literature.
P		Pass	"Pass" in a pass-fail course. Courses to be graded on a pass-fail basis for a programme are specifically identified under the programme in the course catalogue.

Operational Grades		
IP	In Progress	An IP grade is shown where students will register in subsequent Semesters to complete the assessment of the course.
I	Incomplete	A grade of incomplete may be granted (1) where there are extenuating circumstances that have prevented a student from completing required work, or attending the examination; (2) at the discretion of the Assessment Panel. Where an “I” grade is assigned, the Assessment Panel will approve a schedule for the completion of work, or a supplementary examination. An “I” grade will be converted into an “F” grade four weeks after the “I” grade is first reported, unless an alternative grade has been assigned.
S	Dissertation Submitted	In a dissertation-type course, an S grade is assigned by the Course Examiner when a student’s dissertation has been submitted for assessment.
X	Late Drop	Assigned when a student is permitted to drop the course after the add/drop period prescribed by the University.
AU	Audit	An audited grade is assigned when an auditing student has completed the conditions established at registration as an auditor. No assessment is made or grade awarded for auditing.
WD	Withdrawn	Assigned when a student has registered for the course in a semester/term and subsequently submitted a notification of withdrawal from the University.

9.2 Students assigned a grade of D or better, or a Pass grade in a pass-fail course, earn credit units for the course. Grades of F, IP, I, S, WD, X or AU do not earn credit units.

9.3 Grades of P, I, IP, S, WD, X and AU are not counted in the calculation of a student’s CGPA. Grades of F are counted, unless the fail is recovered under AR12.3.

9.4 Grades of P, I, IP, S, WD, X and AU are not counted in the calculation of a student’s SGPA.

10. Illness or other Circumstances Affecting Assessment

10.1 A student who believes that his/her performance in an examination, or ability to attend an examination, or in-course assessment, has been adversely affected by circumstances beyond his/her control must submit the case, with documentary evidence, to his/her programme department following the procedures stated on the University website, within 7 calendar days of the scheduled date for completing the affected examination or assessment.

- 10.2 The programme department of the student will investigate the case. Only compelling reasons such as illness, hospitalization, accident, family bereavement or other unforeseeable serious personal or emotional circumstances will be considered.
- 10.3 If the case is justified and substantiated, the decision will be conveyed to the Assessment Panel which will determine whether to offer the student a make-up examination or coursework or other alternative assessment. Where assessments for more than one course are affected, it is the responsibility of the programme department to inform all relevant Assessment Panels. The Assessment Panel may also adjust the grade of the student if deemed appropriate.

11. Review of Course Grades

- 11.1 Requests for review of course grades are governed by AR11. Disagreement with the academic judgement of Course Examiners does not constitute valid grounds for review.

Informal Resolution

- 11.2 For review of course grades via informal resolution, the Course Examiner will only consider requests on grounds of administrative error in recording or calculating the mark or result.
- 11.3 A student should contact the Course Examiner within 7 calendar days of the announcement of grades by the University with a view to resolving the matter informally.
- 11.4 If a revision to the student's course grade is considered necessary, the Course Examiner should make a recommendation to amend the grade and seek the endorsement of the Chair of the Assessment Panel. Any grades thus amended will be reported to the Assessment Panel at its next meeting.
- 11.5 The decision on the informal review will be communicated to the student by the Course Examiner no later than 17 calendar days following the announcement of grades by the University.
- 11.6 If the student's concerns regarding course grades cannot be resolved by informal means, the student may seek resolution via the formal procedures outlined below.

Formal Procedures for Review

- 11.7 For formal review of course grades, only requests with the following grounds will be considered:
- (i) there has been a procedural irregularity in the assessment process, for example, the assessment was not conducted in accordance with the Academic Regulations or with the arrangement prescribed for the course;
 - (ii) there exist circumstances that impact the course grade awarded and that the student was unable to bring to the attention of the Course Examiner prior to the assessment for valid reasons.
- 11.8 Any request for review of course grades must be made in writing to the Dean of the College/School offering the course within 30 calendar days of the announcement of grades by the University. For courses offered by the Chinese Civilization Centre and

the English Language Centre, the request for formal review should be submitted to the respective Head of Centre. The written application must:

- (i) state the grounds on which the request for review is made;
- (ii) include a description of the relevant facts; and
- (iii) provide supporting evidence.

- 11.9 Upon receipt of the formal request for review, the Dean of the College/School or the Head of Centre will determine whether or not a *prima facie* case for review has been established. If, in the view of the Dean of the College/School or the Head of Centre, there is no *prima facie* case, then the request will be dismissed and the decision conveyed to the student no later than 44 calendar days following the announcement of grades by the University.
- 11.10 If, in the view of the Dean of the College/School or the Head of Centre, there is a *prima facie* case, then he/she will refer the matter to the College/School/CCIV/ELC Grade Review Committee for consideration. The Committee may interview the student and staff members concerned. The Committee will record its proceedings and resolutions.
- 11.11 If the Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide the action to be taken. The Assessment Panel will report back to the College/School/CCIV/ELC Grade Review Committee any decisions taken on cases referred via this procedure.
- 11.12 The decision on the formal review will be communicated in writing to the student by the Dean of the College/School or the Head of Centre with a brief statement of the reasons for the decision. The decision should be conveyed to the student no later than 60 calendar days following the announcement of grades by the University.

Appeal Procedures

- 11.13 Formal requests for review of course grades should normally be resolved at the College/School/Centre level. A student may only appeal against the decision of the College/School/CCIV/ELC Grade Review Committee on the basis of procedural irregularity in the review process within 14 calendar days following receipt of the decision on the formal review. Students may submit an appeal in writing to the Dean of Graduate Studies. Appellants should clearly indicate the grounds for appeal, and provide evidence in support of the appeal. The Dean of Graduate Studies will determine whether or not a *prima facie* case for appeal has been established. If, in the view of the Dean of Graduate Studies, there is no *prima facie* case, then the appeal will be dismissed and the decision conveyed to the student no later than 14 calendar days following receipt of the appeal. The decision of the Dean of Graduate Studies to dismiss an appeal is final.
- 11.14 If, in the view of the Dean of Graduate Studies, there is a *prima facie* case, he/she will refer the matter to a Postgraduate Academic Review Committee for consideration.
- 11.15 If the Postgraduate Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide the actions to be taken. The Assessment Panel will report back to the Postgraduate Academic Review Committee any decisions taken on cases referred via this procedure.

- 11.16 The Postgraduate Academic Review Committee should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing not later than 30 calendar days following receipt of the appeal and is final.
- 11.17 The Postgraduate Academic Review Committee will submit an annual report to the Senate via the Quality Assurance Committee on all appeal cases received by the Postgraduate Academic Review Committee.

12. Students' Academic Progress and Academic Standing

Academic Standing

- 12.1 Academic standing provides an indicator of the student's academic progress and identifies students in academic difficulty needing academic advising and extra help. The four levels of academic standing are defined as follows:

Standing	Definitions
Good Standing	Students are making satisfactory academic progress.
Academic Warning	Students' most recent academic performance has been unsatisfactory, or their overall academic average is below minimum requirements. Students on warning are asked to seek academic advice from their academic advisor.
Probation	Students' most recent academic performance has been extremely unsatisfactory, or their overall academic average has continued to be below the minimum requirements for graduation. Students on Probation will be assigned an academic advisor by their programme department, and will not be permitted to register in courses in the following semester without the approval of the academic advisor. The programme department may also require students on Probation to take a reduced credit unit load in the semester.
Academic Suspension	Students who cannot benefit from course registration in the next semester may be suspended for an approved period of not less than one semester. Academic Suspension is designed to provide students with an opportunity to resolve the problems that are preventing them making academic progress. On return from their suspension, students may be given the opportunity for one additional course repeat in each failed course to recover failure(s).
Operational Standing	
Review	A temporary status indicating that a student's performance may require a change of academic standing and has been referred to the student's programme department.

- 12.2 An academic standing decision is made for all students at the end of each semester, in accordance with rules adopted by Senate and published by the University.

Repeating Courses to Improve Grades

- 12.3 Except for courses covered by AR12.4, students may repeat a course, or equivalent course, to recover a failure or to improve a course grade of C or below. After the first attempt, only two repeat attempts are permitted. Course grades for all attempts will appear on the student's transcript, but only the final grade earned will be included in the calculation of the student's CGPA.
- 12.4 Courses may be designated 'dissertation-type' courses in the course catalogue. For dissertation-type courses, the catalogue will specify the normal duration for course registration and the maximum duration for course registration. Students are not permitted to repeat a dissertation-type course.

13. Conferment and Classification of Awards

Requirements for University Awards

- 13.1 To be granted an award of the University, students must successfully complete a programme of the University, including specific requirements of the named award for which they are registered, general University requirements, and college/school requirements, if any. The requirements for awards are set out in the University website for each programme.
- 13.2 Credit units earned for courses at a level below postgraduate programme level are not normally counted toward requirements for an award.
- 13.3 Where two or more courses are defined as exclusive for a programme by the programme department, the credit units earned for only one of the courses will count toward the requirements for the award.
- 13.4 Where the normal course requirements of a programme cannot be completed, a "substitute" course may be approved by the programme department for a student, replacing the required course.
- 13.5 The University may allow credit units earned by students registered for a particular programme of the University to be counted toward the requirements of another programme for which they register.
- 13.6 The University may allow exemption from courses required for an award of the University. Credit units toward the award are not given when an exemption is granted.
- 13.7 Students may be granted a taught postgraduate award only if they have achieved a CGPA of 2.00 or above.
- 13.8 Where a programme is designed to enable students to gain an intermediate award, students who meet the requirements for the intermediate award and who do not intend to complete the full programme may apply in writing to the University for conferment of the award. Such applications must be received within one calendar year of the student's withdrawal from the programme.

- 13.9 Students completing the requirements for an award graduate on the next following graduation date.

Classification of Awards

- 13.10 The University grants Master's Degree/Postgraduate Diploma/Postgraduate Certificate awards with classifications as follows:
- (i) Distinction
 - (ii) Credit
 - (iii) Pass
- 13.11 University awards are classified by the relevant College/School Examination Board, that makes a recommendation to Senate for the conferment of awards.
- 13.12 College/School Examination Boards classify awards with regard to, but not necessarily in strict conformity with, a student's CGPA.

14. Termination of Studies

- 14.1 The University has the right to terminate a student's study for failure to maintain satisfactory academic progress as determined by the Examination Board or to comply with the policies and procedures of the University.
- 14.2 For termination of studies due to academic reasons, students may not continue their studies at the University without readmission, with readmission to any programme no earlier than one academic year after the student's termination.

15. Review of Examination Board Decisions

- 15.1 Requests for review of an Examination Board's decision on academic standing or final award are governed by AR15. The academic judgement of the Board shall not be subject to review.

Informal Resolution

- 15.2 For review of an Examination Board's decision via informal means, the University will only consider requests on grounds of administrative error in recording, transcription or reporting of result.
- 15.3 A student should attempt to resolve the matter informally by contacting the Programme Leader within 7 calendar days of the publication of the Examination Board's decision by the University.
- 15.4 If an amendment to the decision on academic standing or award classification is considered necessary, the Programme Leader should make a recommendation via the Head of Department to this effect and seek the endorsement of the Chair of the Examination Board. Any Examination Board decision thus amended will be reported to the Examination Board at its next meeting.
- 15.5 The decision on the informal review will be communicated to the student by the Programme Leader no later than 10 days following receipt of the formal request for review.

Formal Procedures for Review

- 15.6 For formal review of an Examination Board's decision, only requests with the following grounds will be considered:
- (i) there has been a procedural irregularity affecting the Board's decision;
 - (ii) there exist circumstances that impact the Board's decision and that the student was unable to bring to the attention of the Board prior to its deliberations for valid reasons.
- 15.7 Students may submit a formal request in writing to the Dean of Graduate Studies within 30 calendar days of the publication of the Examination Board's decision by the University. The application must:
- (i) state the grounds on which the request for review is made;
 - (ii) include a description of the relevant facts; and
 - (iii) provide supporting evidence.
- 15.8 The Dean of Graduate Studies will determine whether or not a *prima facie* case for review has been established. If, in the view of the Dean of Graduate Studies, there is no *prima facie* case, then the request will be dismissed and the decision conveyed to the student no later than 14 calendar days following receipt of the request. The decision of the Dean of Graduate Studies to dismiss request for review is final.
- 15.9 If, in the view of the Dean of Graduate Studies, there is a *prima facie* case, he/she will refer the matter to a Postgraduate Academic Review Committee for consideration. The Committee may interview the student and staff members concerned. The Committee will record its proceedings and resolutions.
- 15.10 If the Postgraduate Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the case and decide whether changes to the student's academic standing or award classification are required. The Examination Board will report back to the Postgraduate Academic Review Committee any decisions taken on cases referred via this procedure.
- 15.11 The decision on the formal review will be conveyed to the student in writing no later than 30 calendar days following receipt of the formal request for review.

Appeal Procedures

- 15.12 Formal requests for review of Examination Board's decisions should normally be resolved by the Postgraduate Academic Review Committee. A student may only appeal against the decision of the Committee on the basis of procedural irregularity in the review process. Students may submit an appeal in writing to the Provost within 14 calendar days following receipt of the decision on the formal review. Appellants should clearly indicate the grounds for appeal, and provide evidence in support of the appeal.
- 15.13 If the Provost determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the case and decide whether changes to the student's academic standing or award classification are required. The Examination Board will report back to the Provost any decisions taken on cases referred via this procedure.

- 15.14 The Office of the Provost should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing within 30 calendar days following receipt of the appeal and is final.
- 15.15 The Postgraduate Academic Review Committee will submit a report of formal requests for review of Examination Board decisions and of appeals cases received to the Senate via the Quality Assurance Committee annually. The Provost will submit an annual report to the Senate via the Quality Assurance Committee on all appeal cases received by him/her.

Regulations for the Research Degrees of Master of Philosophy and Doctor of Philosophy

RD1 General

- 1.1 The definitions in the University's Academic Regulations shall apply to these Regulations unless stated otherwise.
- 1.2 These Regulations are approved by the Senate upon the recommendation of the Board of Graduate Studies. The administration of the Regulations is handled by the Chow Yei Ching School of Graduate Studies (SGS).

RD2 Nature of the Degrees

- 2.1 The degree of Master of Philosophy (MPhil) shall be awarded to a candidate who has:
 - 2.1.1 successfully completed prescribed coursework requirements, if any;
 - 2.1.2 presented the results of research in a thesis which gives evidence of a sound understanding of the area of study, its context and applicability and makes a contribution to knowledge; and
 - 2.1.3 satisfied the examiners in an oral examination in the subject area of the thesis, and in such other examinations as may be prescribed.
- 2.2 The degree of Doctor of Philosophy (PhD) shall be awarded to a candidate who has:
 - 2.2.1 successfully completed prescribed coursework requirements, if any;
 - 2.2.2 presented the results of research in a thesis which gives evidence of a sound understanding of the area of study, its context and applicability and makes a substantial original contribution to knowledge in the subject area concerned; and
 - 2.2.3 satisfied the examiners in an oral examination in the subject area of the thesis, and in such other examinations as may be prescribed.

RD3 Admission to Candidature

- 3.1 For admission to MPhil candidature, an applicant shall:
 - 3.1.1 hold a relevant Bachelor's degree with first or second class honours (or equivalent qualification) from a recognised university.
- 3.2 For admission to PhD candidature, an applicant shall:
 - 3.2.1 be a current MPhil student in the University who seeks transfer to PhD candidature; or
 - 3.2.2 hold a higher degree by research (or equivalent qualification) from a recognised university; or

- 3.2.3 hold a taught Master's degree (or equivalent qualification) from a recognised university;
or
- 3.2.4 hold a Bachelor's degree with first class honours (or equivalent qualification) from a recognised university.
- 3.3 Equivalent qualifications mentioned above shall include relevant professional qualifications or other scholarly achievements recognised by the University.
- 3.4 In addition to the above, an applicant may be required to demonstrate a sufficient command of the English language in which the programme of study and research shall be pursued, or of the Chinese language, if permission is given to present the thesis in that language.
- 3.5 The University may prescribe other additional entry qualifications, as deemed appropriate.

RD4 Registration

- 4.1 A candidate shall register within a period specified by the University.
- 4.2 A candidate may, as a condition of registration, be required to take a preliminary course of study or an examination, written or oral, either before the date of commencement, or during the period of candidature.
- 4.3 A candidate is not allowed to register simultaneously in another programme of study in the University or in any other institution without the prior permission of SGS.

RD5 Full-time and Part-time Modes of Study

- 5.1 An applicant may be admitted, either as a full-time or a part-time candidate.
- 5.2 A candidate may apply for a change in mode of study. If approved, the candidate's period of study will be adjusted accordingly.

RD6 Duration of Study

- 6.1 The study periods for research degree studies are as follows:

Programme of Study	Full-time	Part-time
MPhil	2 years	4 years
PhD (students with a research master's degree)	3 years	6 years
PhD (students without a research master's degree)	4 years	8 years

- 6.2 The duration of candidature, where permission has been given to transfer from MPhil to PhD candidature, is inclusive of the period of MPhil candidature, but should not be less than nine months after the transfer.
- 6.3 Requests for extension of candidature beyond the stipulated study period shall not normally be entertained except in exceptional circumstances.

RD7 Leave of Absence and Residence Requirements

- 7.1 Candidates who wish to take a leave of absence for the reasons stated below shall apply in writing, if possible, one month before the intended commencement date of leave.
- 7.2 A leave for interruption of studies for non-academic reasons requires the recommendation of the Head of Department and the College/School. Approval of such requests rests with SGS. The leave period, which will not be counted towards the candidate's period of study, should not normally accumulate to more than 12 months.
- 7.3 Study leave for academic purposes outside Hong Kong requires the recommendation of the Head of Department and the College/School. Approval of such requests rests with SGS. The leave period, which will be counted towards the candidate's period of study, should not accumulate to exceed half of the stipulated study period.
- 7.4 A candidate who is receiving regular supervision in Hong Kong or in a designated location approved by the Board of Graduate Studies is classified as being in residence. The required residence period for research degree studies is equivalent to half of the relevant period of study.

RD8 Structure of the Degrees

- 8.1 The degrees of MPhil and PhD shall consist of coursework and independent research studies culminating in the submission of a thesis.
- 8.2 Candidates are required to fulfill the following minimum coursework requirements during their period of candidature:
 - 8.2.1 MPhil: 7 credit units
PhD: 14 credit units and
 - 8.2.2 for research students who commence their studies on or after 1 June 2008: A compulsory course on teaching and learning (1 credit unit)
 - 8.2.3 Pursuant to RD8.2.1, research students who commence their studies on or after 1 June 2009 should fulfill the stipulated coursework structure as determined by their College, School and Department, with the following minimum core course requirement:
 - MPhil: at least 2 credit units of core course(s) which shall be research methodology or foundation course(s) at postgraduate level;
 - PhD: at least 4 credit units of core courses which shall include at least 2 credit units of research methodology or foundation course(s) at postgraduate level.
- 8.3 Exemption from coursework requirements may be granted only in exceptional circumstances. Such requests require the approval of the College/School upon the recommendation of the Head of Department.
- 8.4 Credit transfer may be allowed for candidates who possess postgraduate or other qualifications of relevance to their research studies. Such requests require the approval of the College/School upon the recommendation of the Head of Department.

RD9 Qualifying Period

- 9.1 Candidates are required to submit a qualifying report within the specified qualifying periods as follows:

Full-time: Within 6-12 months from commencement of study

Part-time: Within 9-18 months from commencement of study

- 9.2 A qualifying report shall include a survey of the relevant literature, an identification of a specific research topic, the research methodology and a discussion on the possible outcome.
- 9.3 The qualifying report shall be assessed by the respective qualifying panels. Candidates who have been confirmed as qualified for their studies are required to submit a progress report on an annual basis until they complete their theses and other academic requirements.

RD10 Qualifying Panel and Supervision

- 10.1 The College/School shall appoint a qualifying panel for each candidate, upon the recommendation of the Department.
- 10.2 The Panel shall consist of at least three members including the proposed supervisor of the candidate who shall be its chairperson. The supervisor, and at least one of the other members, shall be from the Department concerned.
- 10.3 The Panel shall:
- 10.3.1 identify and prescribe coursework for the candidate;
 - 10.3.2 assess the qualifying report and monitor the candidate's performance in coursework;
 - 10.3.3 assess the candidate's performance by conducting an interview, oral examination or presentation, as deemed appropriate, for the purpose of confirmation of candidature;
 - 10.3.4 recommend to SGS, after the assessment mentioned above, on the candidate's suitability to continue the study, or to transfer from MPhil to PhD candidature or vice versa;
 - 10.3.5 recommend termination of candidature if the candidate's academic performance is unsatisfactory;
 - 10.3.6 monitor the progress of the candidate through the supervisor for the entire duration of the candidature and report to SGS annually;
 - 10.3.7 certify, before a thesis is submitted for examination, that the candidate has satisfied all coursework requirements.

RD11 Termination of Study

- 11.1 A candidate's failure to observe the University's regulations and guidelines may result in termination of candidature.
- 11.2 Unsatisfactory academic performance may result in termination of a candidate's study.

RD12 Submission of Theses

- 12.1 A candidate shall give three months' notice of intention to submit the thesis. Such notice shall be given together with the proposed title of the thesis, an abstract of the thesis, and the examination fee.
- 12.2 The candidate shall, by the intended submission date, submit a thesis embodying the results of the research undertaken, together with:
 - 12.2.1 a short abstract of some 200-300 words summarising the content of the thesis;
 - 12.2.2 a certificate signed by the candidate to the effect that the candidate is the author of the thesis and that it has not been submitted for a higher degree or any other award of this or any other institution;
 - 12.2.3 a statement on the extent of the collaboration, if any part of the work has been carried out in collaboration with another person, identifying the parts of the thesis which are not the result of the candidate's own work.
- 12.3 The thesis submitted shall be in the form prescribed in the "Regulations for the Form of Theses".
- 12.4 Normally, a thesis is expected to be submitted not earlier than three months for MPhil candidates and six months for PhD candidates before the expiry of the period of study. Early submission of theses before the said date requires special approval of SGS.

RD13 Content of Theses

- 13.1 A candidate may not submit, as the main content of the thesis, work previously accepted for a degree or other awards of the University or any other institution, but may incorporate such work in the thesis if the work or material which has been so incorporated is specified.
- 13.2 The thesis shall include a detailed statement of the sources of information used in the preparation of the thesis.

RD14 Thesis Examination

- 14.1 The thesis examination will include thesis assessment, an oral examination and such other examinations as may be required by the Panel of Examiners. If the thesis is confirmed to be of the required academic standard by the Panel of Examiners, an oral examination will be arranged. The oral examination is compulsory.
- 14.2 The Panel of Examiners for the thesis shall be appointed by SGS upon the recommendation of the College/School and the Head of Department. It shall consist of:
 - 14.2.1 For MPhil -
 - Panel Chair (who is an Internal Examiner)
 - One External Examiner
 - The supervisor of the candidate
 - 14.2.2 For PhD -
 - Panel Chair (who is an Internal Examiner)
 - One additional Internal Examiner
 - One External Examiner
 - The supervisor of the candidate

RD15 Examination Results

- 15.1 The recommendation of the Panel of Examiners shall be submitted to SGS.
- 15.2 A candidate who has satisfied all the requirements for the degree shall be recommended by the Panel of Examiners for award of the degree.
- 15.3 A candidate who is required to make minor revisions to the thesis, but has satisfied all other requirements, may be recommended for the award of the relevant degree, subject to resubmission of the thesis after making minor revisions, as indicated by the examiners.
- 15.4 A candidate who is not recommended for the award of the relevant degree may be allowed to submit a revised thesis for a second examination.
- 15.5 A PhD candidate may be recommended for the award of an MPhil degree if the thesis is assessed to be below the standard expected of a PhD thesis but is considered to have fulfilled the standard required for an MPhil degree.
- 15.6 A candidate may be deemed to have failed in the examination and shall not be permitted to resubmit the thesis for a second examination.

RD16 Appeal

- 16.1 Candidates may make an appeal in writing to SGS on matters relating to their research degree studies.
- 16.2 An appeal against the examination results should be made in writing to the Dean of Graduate Studies through SGS within one month of notification of the results. The appeal shall be considered only if there has been a material administrative error, or some other material irregularity. The decision of the Dean of Graduate Studies shall be final.

Regulations Governing Professional Doctorate Programmes

1. General

- 1.1 The Glossary in the University's Academic Regulations shall apply to these Regulations unless stated otherwise.
- 1.2 These Regulations are approved by the Senate upon the recommendation of the Board of Graduate Studies. The administration of the Regulations is handled by the Chow Yei Ching School of Graduate Studies (SGS).

2. Language of Instruction and Assessment

Unless otherwise determined by the Senate for a specific course or programme, the medium of instruction and assessment at the University is English.

3. Admission

- 3.1 Admission to the University is based on academic criteria. The University does not discriminate on the basis of age, sex, colour, race, creed, nationality, social or ethnic origin, or physical disability. The University may have to consider whether its facilities are adequate, before admitting a disabled applicant.
- 3.2 To be eligible for admission to a professional doctorate programme, applicants must meet the University's general entrance requirements as set out below, and the entrance requirements specific to individual programmes:
 - 3.2.1 hold a master's degree in a related discipline/profession (or equivalent qualification) from a recognized university; in exceptional circumstances, applicants with a relevant bachelor's degree with first or second class honours or equivalent from a recognized university may be considered.
 - 3.2.2 In addition to the above, applicants must have at least five years of work experience; and fulfilled the English proficiency requirement as stipulated by the University for the Master of Philosophy and Doctor of Philosophy programmes.
- 3.3 The University may prescribe other additional entry qualifications, as deemed appropriate.
- 3.4 Possession of the entrance requirements does not, in itself, entitle applicants to admission to the University.

4. Enrolment

- 4.1 On entry to the University, students are enrolled in a specific programme of the University, and in either the full-time or part-time or combined mode of study.
- 4.2 Students may, as a condition of enrolment, be required to take a preliminary course of study or an examination, written or oral, either before or after the student registration procedures with the University.

- 4.3 Students are not allowed to enrol simultaneously in another programme of study in the University or in any other institution without the prior approval of SGS.
- 4.4 To maintain their enrolment, students must conform to the University's Code of Student Conduct, and must pay all fees and charges owed to the University by the due date.

5. Programme Structure

- 5.1 Professional doctorate programmes should require at least 54 credit units with at least 21 units earned through attendance in taught courses and at least 21 units earned through assessed Independent Work.
- 5.2 Independent Work must display a high level of intellectual accomplishment and innovation and must exhibit the following characteristics:
- It makes a substantial intellectual contribution to the candidate's business (or organization) or to the candidate's professional discipline; and
 - it could be published in a mainstream professional or research journal.
- 5.3 The following formats are permitted for the presentation of Independent Work in a thesis:
- A single piece of work
 - A portfolio of published papers, case studies, or work with a coherent theme
- 5.4 The maximum period of study for an individual professional doctorate programme will be 2 times of its normal study period. Any periods of leave of absence and academic suspension will be counted towards the maximum period of study. (For instance, if a professional doctorate programme has set its normal study period as 3 years for full-time students and 4 years for part-time students, the programme's maximum study period will be 6 years and 8 years for full-time and part-time students respectively.)
- 5.5 Individual programmes may stipulate their own maximum period of study which should not exceed 2 times of its normal study period.
- 5.6 A student is required to fulfil all the requirements for graduation within the maximum period of study for his/her enrolled programme. The University may consider termination of a student's studies if he/she fails to meet the graduation requirements within the maximum period of study.
- 5.7 Full-time students are normally expected to undertake professional doctorate programmes under regular supervision in Hong Kong. Special supervision arrangements for students pursuing part of their studies outside Hong Kong will be subject to approval by SGS.

6. Changes in Status

- 6.1 Students may take a leave of absence from their studies for an approved period. Periods of approved absence shall be on a full semester/term basis, and may not accumulate to more than four semesters. Applications for leave of absence must be made in writing to SGS for approval by the University.
- 6.2 Students may change their mode of study. Applications to change mode of study must be made in writing to SGS for approval by the University. Changes in mode of study can become effective only at the beginning of a semester.

7. Credit Transfer

- 7.1 Credit transfer is permitted only from relevant, formal studies at postgraduate level, may count only against taught course requirement, and is limited to 50% of taught course requirement in terms of credit units.
- 7.2 Credit units earned outside the University and counted toward a University award do not count in the calculation of a student's GPA, except where special arrangements have been made.
- 7.3 Applications for credit transfer should be made in writing to SGS for approval by the University. Applications for credit transfer for work completed prior to entry to the University must be made in the first semester following the student's admission, before the deadline set by the University. Applications for credit transfer for outside work completed after admission to the University must be made immediately in the semester following attainment of the additional qualification.

8. Course Registration

- 8.1 Students registering for courses must follow the instructions issued by SGS/Academic Regulations and Records Office.
- 8.2 Registration for some courses is restricted to students holding the necessary prerequisites.
- 8.3 The University reserves the right to restrict registration in courses, or permit registration only on a priority basis.
- 8.4 If students remain registered for a course after the last date for dropping the course, as determined by the Academic Regulations and Records Office, they will be assigned a course grade.
- 8.5 Students who have met all the requirements to graduate from a programme may not register in further courses.

9. Maximum and Minimum Credit-Unit Load

- 9.1 In each semester, except the Summer Term, full-time students must register for courses to a total of at least twelve credit units, and for not more than eighteen credit units; part-time students may register for courses to a total of no more than eleven credit units; combined-mode students may register for courses to a total of no more than eighteen credit units.
- 9.2 In the Summer Term, students may not register for courses to a total of more than seven credit units.
- 9.3 Except where special arrangements are made for their programme, students seeking an exception to Clauses 9.1 and 9.2 should apply in writing to SGS for approval by the University.

10. Grading of Courses

- 10.1 Courses are graded according to the section on "Grading of Courses" of the Academic Regulations of the University.

- 10.2 Except for the Independent Work and “dissertation-type” courses as specified in the course catalogue, students in professional doctorate programmes may repeat a course, or equivalent course, to recover a failure or to improve a course grade of C or below. After the first attempt, only two repeat attempts are permitted. Course grades for all attempts will appear on the student’s transcript, but only the final grade earned will be included in the calculation of the student’s CGPA.

11. Illness or other Circumstances Affecting Assessment

Except for the Independent Work, if students wish the University to take into account illness or some other extenuating circumstances that affected their performance in an examination, or ability to attend an examination, or to complete coursework, they must refer the circumstances of the case to the relevant Course Examiner in writing, within five days of the scheduled date for students to complete the assessment of the course.

12. Review of Course Grades

Review of course grades, except for the Independent Work examination result, should be handled in accordance with the section on “Review of Course Grades” of the Academic Regulations of the University.

13. Fees

- 13.1 The “Regulations on Tuition Fees” stipulated by the University shall normally be applicable to professional doctorate programmes, with the exception that the administrative office for handling professional doctorate students’ matters is SGS.
- 13.2 Individual programmes may charge other fees, as approved by the University. Such fees are normally non-refundable, unless otherwise specified.
- 13.3 For any special circumstances which are not covered in the “Regulations on Tuition Fees” or in guidelines published by individual programmes, the University may consider them on a case-by-case basis. Such cases must be submitted to SGS in writing with supporting documentary evidence, and a recommendation from the Head of the programme department where appropriate. The Associate Dean of SGS will consider such cases in consultation with the Director of Finance.

14. Supervision — Qualifying Panel

- 14.1 The programme department should establish a Qualifying Panel for each student on commencement of Independent Work. The composition of the Panel is subject to approval by the College/School Graduate Studies Committee. Any subsequent changes to the Panel membership should be reported to SGS.
- 14.2 The Panel should consist of at least three members, including the supervisor of the student who should be the Chair of the Panel. The supervisor and at least one of the other members should be from the programme department concerned.
- 14.3 The Panel should normally
- prescribe courses for students, as appropriate;
 - approve proposals for Independent Work;

- monitor student performance, providing a report on each student's progress to SGS at least once per year;
- make recommendations to SGS on students' ability to continue studies and to undertake Independent Work; and
- recommend termination of candidature if the student's academic performance is unsatisfactory.

15. Submission of Reports

15.1 Annual Progress Report

- 15.1.1 On commencement of Independent Work, students are required to submit progress reports (typed and in English) on an annual basis until they have submitted the final version of their Independent Work for oral examination and completed any other academic requirements.
- 15.1.2 A student should submit sufficient copies of the annual progress report to SGS for forwarding to the respective Qualifying Panel for assessment. On the basis of the annual progress report, the Qualifying Panel should make a recommendation regarding the student's suitability to continue his or her studies for approval by the programme department and the College/School Graduate Studies Committee.

15.2 Late Submission of Annual Progress Report

For students who fail to submit an annual progress report by the stipulated date without the prior approval of the University, their study may be suspended or terminated.

16. Ownership of Intellectual Property Rights

The ownership of intellectual property rights for all original work produced by students in the course of or for the purposes of their studies, scholarship or research with or at the University shall be determined based on the Policy on Intellectual Property of the University. The University will, however, have a royalty-free and non-exclusive perpetual licence to use such work for normal University educational and operational purposes.

17. Medium of Instruction/Assessment of Independent Work

- 17.1 Students should write and present their Independent Work in English, unless they give very strong justifications for using another language.
- 17.2 Students with valid reasons to support using a language other than English in Independent Work writing may apply to SGS in writing within the first six months of their studies.
- 17.3 Students who have been approved to use a language other than English in Independent Work writing are required to include an additional abstract written in English in their Independent Work when it is ready for examination.

18. Panel of Examiners

- 18.1 A Panel of Examiners should be formed to assess a student's Independent Work and conduct an oral examination. The Panel should at least consist of:
- Panel Chair (who is an Internal Examiner)

- One additional Internal Examiner
 - One External Examiner
 - The supervisor of the student
- 18.2 The internal and external examiners should normally be at the grade of Associate Professor or above, and have appropriate expertise related to the subject area of the student's Individual Work. Individuals studying for a higher degree should not be appointed as examiners.
- 18.3 If an appointed overseas external examiner is not available to participate in the oral examination either in person or via telephone conferencing, the programme department and College should appoint an additional examiner who can attend the examination. The additional examiner may be either internal or external, depending on the recommendation of the programme department. The additional member will be treated as a full examiner and be invited to raise questions on behalf of the absent overseas external examiner.
- 18.4 The supervisor, with the consent of the student concerned, may invite other qualifying panel members to join the oral examination as observers.

19. Independent Work Assessment and Oral Examination

19.1 Submission of Independent Work

- 19.1.1 Students who wish to submit Independent Work for examination should notify SGS three months before their expected date of submission. Applications should be sent to SGS, together with an abstract of the Independent Work and the original payment receipt of the examination fee.
- 19.1.2 Normally, students are expected to submit their Independent Work not earlier than the minimum study period/six months before the end of the (normal) study period of the relevant programme. Early submission of Independent Work requires special approval from SGS.
- 19.1.3 Students must submit Independent Work for examination by the end of their maximum study period or the stipulated study period.
- 19.1.4 Students should submit sufficient copies of their Independent Work, presented in the prescribed form as given in the "Regulations for the Form of Theses", together with a Certifying Form and a Statement on the Extent of Research Collaboration to SGS by the submission deadline.
- 19.1.5 Students should not submit, as the main content of their Independent Work, work previously accepted for a degree or any other award of the University or of any other institution, but may incorporate such work in the Independent Work if the incorporated material is specified.

19.2 Examination of Independent Work

- 19.2.1 The examination of Independent Work should include an oral examination, and any other assessment arrangements that may be required by the Panel of Examiners.

19.2.2 The oral examination is compulsory. It should normally take place in Hong Kong, unless special permission has been given. The oral examination should be conducted in English, unless approval has been obtained under Regulation 17.1 to use another language to write and present their Independent Work.

19.2.3 Students who have not fulfilled the taught course requirement or any other academic requirements stipulated by the University will not be allowed to undertake the oral examination.

19.3 Examination Results

19.3.1 Students who have satisfied all the requirements for the degree will be recommended for the award by the Panel of Examiners.

19.3.2 Students who are required to make minor revisions to their Independent Work, but have satisfied all other academic requirements, may be recommended for the award, subject to re-submission of the Independent Work after making minor revisions by the deadline set by the examiners.

19.3.3 Students who are not recommended for the award of the relevant degree may be required to submit a revised Independent Work for re-examination. The Panel of Examiners should set a deadline for re-submission normally not exceeding 12 months from the date of the oral examination. The Panel may recommend that a second oral examination be waived. After re-examining the revised Independent Work, the examiners should make a recommendation to SGS.

19.3.4 A student who is deemed to have failed in the oral examination shall not be permitted to re-submit the Independent Work for a second examination.

19.3.5 If there is disagreement among the examiners concerning the performance of the student, the examiners should submit individual reports to SGS. An additional external examiner may then be appointed and be required to make a report and recommendation to SGS. The reports from the examiners and additional examiner will be forwarded to the programme department and College for consideration, and the Committee on Research Degrees Candidature will make a final decision based on the advice of the programme department and College.

19.4 Re-examination

19.4.1 A student must pay a re-examination fee to sit for a second oral examination, pursuant to the examination result stipulated under Regulation 19.3.3.

19.4.2 The Panel of Examiners for the re-examination should be the same as for the first examination, unless otherwise recommended by the College.

19.4.3 A student who has failed to satisfy the Panel of Examiners in a re-examination is not permitted to present himself or herself for re-examination on a further occasion.

19.5 Bound Theses on Independent Work

Students should submit both printed (three properly bound copies) and electronic copies of their thesis documenting the Independent Work to SGS within one month after approval by the Panel of Examiners of the Independent Work and of any revisions required.

20. Appeal Relating to Independent Work

- 20.1 Students may make an appeal in writing to SGS on matters relating to their Independent Work.
- 20.2 An appeal against the examination results should be made in writing to the SGS within one month of the notification of the results. The appeal will be considered only if there has been a material administrative error, or some other material irregularity.
- 20.3 Appeals against the examination results should normally be handled at the College level. The College may form a College Review Committee to investigate the case. Membership of a College Review Committee shall normally include the student's Department Head (or nominee) as the Chair and two other academic staff who are not involved in the supervision of the student concerned. The College Review Committee may interview the student, and the Chair and members of the Panel of Examiners concerned. If the Committee decides that the student's appeal is substantiated, it may recommend the student to sit a second oral examination, to extend the revision period, etc. The Committee should record its proceedings and resolutions. The recommendation should be approved by the Chair of the College Graduate Studies Committee. The decision will be communicated in writing to the student by the College with a brief statement of the reasons for the decision.
- 20.4 If a student is not satisfied that his/her case has been dealt with appropriately at the College Level, the student can convey his/her concern directly in writing to the Dean of Graduate Studies. The decision of the Dean of Graduate Studies will be final.

21. Award of Professional Doctorate Degree

- 21.1 Awards of professional doctorate are classified Pass-Fail.
- 21.2 Students completing the requirements for an award will graduate on the next following graduation date.

22. Withdrawal

Students who wish to withdraw from their studies should notify SGS by submitting a withdrawal notice. They should also notify relevant parties (e.g. the supervisor, the programme department, etc.) of their withdrawal. The withdrawal will take immediate effect.

23. Suspension of Study

- 23.1 Students' study status may be suspended by SGS due to the following:
- Failure to submit annual progress reports by the set deadline without prior approval;
 - Failure to settle tuition or other required fees by the set deadline;
 - Failure to seek prior approval for matters related to study.
- 23.2 If students under suspension still cannot fulfil the University's requirements by an extended deadline, their study will be terminated.
- 23.3 For suspended students whose status is subsequently reinstated:
- Fees, once paid, will not be refunded;
 - The study period will be extended accordingly.

24. Termination of Study

24.1 Students' study may be terminated under the following circumstances:

- Unsatisfactory academic progress;
- Prolonged delay in settling tuition or continuation fees by the specified deadline without prior approval from SGS;
- Failure to resume studies or return to study by the set date after leave of absence;
- Failure to submit annual progress reports by the extended deadline without prior approval;
- Failure to complete studies by the end of the maximum study period or the (extended) study period;
- Failure in the oral examination for the Independent Work;
- Simultaneous registration in another programme of study in any other institutions without the prior permission of SGS;
- Failure to observe the University's regulations and guidelines.

24.2 For study termination on academic grounds, students may not continue their studies at the University without re-admission, with re-admission to any programme no earlier than one academic year after the student's termination.

Regulations for the Form of Theses

1. Applicability

- 1.1 Research degree and professional doctorate students who have successfully completed their thesis examination are required to submit both printed and electronic copies of their thesis to the Chow Yei Ching School of Graduate Studies. An electronic copy will be uploaded onto online databases for both internal and public access.
- 1.2 The submission of the printed and electronic copies of the thesis forms part of the graduation requirement. The required formats for the printed and electronic copies are given below:

2. Format of the Printed Copy

- 2.1 The thesis should be presented in a permanent and legible form either in original typescript, plain paper photocopy or a comparably permanent process.
- 2.2 The lower-case x-height of characters should not be significantly larger or smaller than 2mm. Double or one-and-a-half spacing should be used, except for indented quotations or footnotes where single spacing may be used.
- 2.3 International A4 size paper of good and opaque quality should be used for the thesis which should be typed on one side of the paper only. Exceptionally, paper other than international A4 size may be used when the nature of the thesis requires it.
- 2.4 Margins at the binding edge should not be less than 40mm and other margins should not be less than 20mm. Exceptionally, margins of a different size may be used when the nature of the thesis requires it.
- 2.5 Pages should be numbered through the thesis in Arabic numerals on the upper right hand corner, including appendices but excluding the table of contents and other material preceding the beginning of the general text which may be numbered with lower case Roman numerals.
- 2.6 The thesis should contain the following parts in the order shown:
 - (a) Title page, containing the following information in both Chinese and English:
 - the thesis title
 - the full name of the candidate
 - the degree for which the thesis is submitted
 - the name of the University
 - the month and year of the College's/School's endorsement in recommending the award
 - (b) The abstract of contents
 - (c) Acknowledgment, if any

- (d) The table of contents and, where appropriate, a list of plates, tables, figures, symbols or other abbreviations
 - (e) The general text
 - (f) Bibliography
 - (g) Appendices and other addenda, if any.
- 2.7 Whenever practicable, diagrams, maps, illustrations, computer printouts, published papers and tables should be included in the thesis adjacent to the corresponding text.
- 2.8 Folded diagrams or charts included in the text should be arranged so as to open out to the top and left.
- 2.9 Photographic prints should be on single weight paper or permanently mounted on cartridge paper for binding and should be securely fixed in the thesis.
- 2.10 Illustrative material which cannot be conveniently bound in the text (such as maps and slides) should be packaged in such a way that it can be bound with the thesis. If the amount of such material is substantial, it should be gathered into a supplementary volume and packaged in a rigid container similar in format to the bound thesis. All loose material should be marked with the candidate's name and degree for which the work is submitted so that it can be readily linked with the thesis.
- 2.11 The thesis should be bound in boards covered in dark blue cloth or other suitable material. The binding should be of a fixed kind with leaves permanently secured by sewing.
- 2.12 The outside front cover should bear in gold lettering the title of the thesis, the full name of the candidate, the degree for which the thesis is submitted, the name of the University and the month and year of the College's/School's endorsement in recommending the award.
- 2.13 The spine should bear in gold lettering:
- 20 mm from the bottom and across — CityU
 - 70 mm from the bottom and across — the degree and year of the College's/School's endorsement in recommending the award — e.g., MPhil 2003
 - Evenly spaced between the statement of the degree and year of endorsement and the top of the spine and across or down — the name of the author and the title (or, if necessary, an abbreviated title) of the thesis.
- 2.14 Where lettering runs down the spine it should be printed in such a direction that it is upright when the thesis is lying flat with the front cover uppermost.
- 2.15 Notwithstanding the provisions of clause 2.11 of these Regulations, a candidate should present a thesis in an unbound form prior to examination in such a way that could be forwarded to the examiners without the risk of disarrangement. It should be the responsibility of the candidate to ensure that the thesis is properly bound after the examination, and prior to lodgment. No award shall be made until these arrangements have been completed.

3. Format of the Electronic Copy

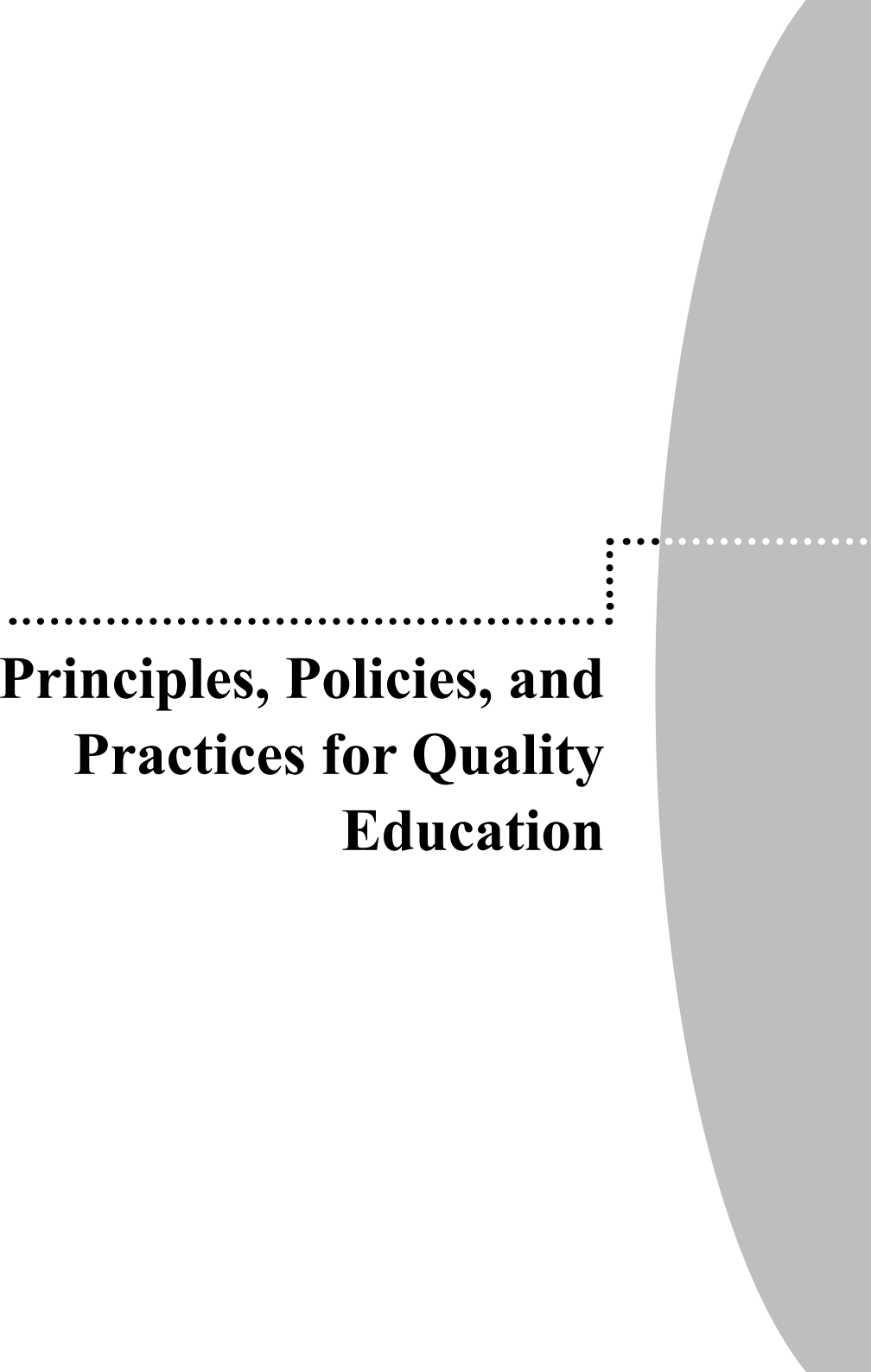
- 3.1 Students are required to submit their theses in an electronic format in accordance with the specifications given in the Library's Webpage.
- 3.2 It is the responsibility of the student to ensure that an acceptable copy of his/her thesis in an electronic format is submitted to the Chow Yei Ching School of Graduate Studies.
- 3.3 Students who wish to use newer technologies for their theses, such as digital multimedia, hyper linking, etc. should check early in their thesis production, on the viability of software involved vis-à-vis, library preservation, and incorporation of such theses in the Library's online database.

4. Waivers

Where a candidate would meet with serious difficulty in complying with the provisions of these Regulations, he or she may apply to the Chow Yei Ching School of Graduate Studies for a particular Regulation(s) to be waived.

5. Further Advice

Candidates requiring further advice on the interpretation of these regulations should consult the Chow Yei Ching School of Graduate Studies.

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Principles, Policies, and Practices for Quality Education

Principles, Policies, and Practices for Quality Education

I. Principles for Quality Education

1. City University of Hong Kong is committed to the provision of a high-quality education and learning experience for all its students.
2. The University believes that education quality and quality assurance are an institutional and collective responsibility. This responsibility is implemented through the University's system of governance, and through maintaining a culture of quality among staff and students.
3. The University is committed to the continual development, recognition and reward of quality in all aspects of staffs' activity in the provision of high-quality education at the University.
4. The University ensures that the awards granted by the University Senate are equivalent in standard to similar awards granted by other internationally recognized universities.
5. The University recognizes an obligation to be accountable to stakeholders, including the community that funds the University.

II. Policies for Quality Education

Section A — Roles and Responsibilities

Governance

1. Under the City University of Hong Kong Ordinance, the Senate of the University is required to “plan, develop, and maintain the academic programmes offered by the University”, “direct and regulate the teaching at the University”, and “decide on the award of degrees and other academic awards of the University”.
2. In undertaking these functions, Senate relies on the Quality Assurance Committee, the Academic Policy Committee and the Board of Graduate Studies to provide advice on policies and plans relating to the academic life of the University.
3. The day-to-day task of assuring the quality of education and maintaining academic standards at CityU falls to the “Colleges and equivalent bodies” and “Departments and equivalent bodies”, established by Council, on Senate's recommendation. Under their statutes, the academic boards of colleges/equivalent bodies have the duty to advise Senate, the Dean (or equivalent) and Heads of Departments (or equivalent) “on all matters pertaining to the planning, development, implementation and monitoring of the academic work of the College”, and “reporting thereon annually” to Senate (in the case of postgraduate programmes through the Board of Graduate Studies).

4. Under their statutes, the work of colleges* and departments should be undertaken “within the policies, procedures and priorities established by Senate”. Notwithstanding its delegation of authority, Senate is available to all members and is the final authority for the resolution of disagreements.

A Quality Culture

5. The University has charged the Quality Assurance Committee with the responsibility to promote quality assurance, and to foster a culture of quality teaching and learning at the University.
6. The University has established Teaching Excellence Awards to promote good teaching and reward our best teachers.
7. The University expects all staff and students to participate in, and feel ownership of, policies and processes for the assurance of quality and academic standards.
8. The University supports a self critical and reflective approach to its work, and welcomes and responds appropriately to criticism, including criticism from students and other stakeholders.
9. The University’s framework of governance provides for academic staff a wide range of opportunities to participate in the academic management of the University. Moreover, in their areas of expertise, the University expects academic staff to exercise the maximum discretion and professional autonomy to further educational goals.
10. Students are also included as members of key University committees, and are encouraged to participate in the work of departments and colleges. The University calls on students to make an active contribution to the improvement of education quality on their own behalf and on behalf of the University.

Section B — Arrangements for Quality Assurance and Maintaining Academic Standards

1. Arrangements and activities to maintain and improve education quality and academic standards should be characterized by:
 - (a) A forward-looking view, oriented to the task of improving education quality.
 - (b) Coverage of all aspects of students’ educational experience.
 - (c) Clear definition of policies and procedures.
 - (d) Regular monitoring and evaluation of teaching and learning quality within formal systems capable of operating independently of particular individuals.
 - (e) Recognition of the importance of feedback from ‘stakeholders’ (e.g. students, employers, professional bodies).

* “colleges” include the schools

- (f) Recognition of the importance of external benchmarks in establishing the quality of teaching and learning and of academic standards.
 - (g) Establishment of mechanisms to identify and disseminate examples of good professional practice.
 - (h) Provision of the facilities and resources necessary to support activities to enhance and improve the quality of teaching and learning.
2. Arrangements to maintain and enhance education quality should be subject to regular review and periodic audit to ensure their continued effectiveness.

Section C — Academic Planning, and Curriculum Development

Senate's Responsibility

1. Senate exercises its responsibilities for academic planning and the development of the curriculum by reserving key decisions for Senate policies, consideration and delegating authority to colleges and departments. The decisions reserved for Senate consideration are:
 - (a) Approval of the titles in English and Chinese of all degrees and awards of the University.
 - (b) Approval of general regulations for the conferment of academic awards.
 - (c) Approval of academic plans on the basis of recommendations from the Academic Policy Committee (APC), including plans for the introduction or discontinuation of programmes of study, and student intakes and enrolment in academic programmes.
2. In relation to these decisions, Senate seeks the advice of the Board of Graduate Studies, with respect to postgraduate academic programmes.
3. College boards/equivalent bodies have the authority to manage the curriculum of academic programmes, within the framework of Senate policies, regulations, guidelines, and approved academic plans, making further delegation of this authority to departments/equivalent bodies, as appropriate.

Approval of Academic Plans

4. In making recommendations to Senate for the academic development of the University and the management of student numbers, Academic Policy Committee receives proposals for academic developments and student numbers from colleges and equivalent bodies, and acts on the advice of the Board of Graduate Studies. APC considers these proposals in the light of the broad criteria agreed by Senate. (*Refer to Section A – Criteria for Academic Planning, Good Practices and Guidelines for Quality Education*)

Process for Curriculum Development

5. The details of arrangements for curriculum design, development and approval are matters for the relevant college to decide. However college boards exercising the delegated authority of Senate should establish arrangements for curriculum development that have the following features:

- (a) Where changes or new developments under consideration go beyond the authority of individual academic staff delivering courses, proposals should be subject to scrutiny by colleagues, and students should be consulted.
- (b) Where changes may have a significant impact on learning outcomes or academic standards, these changes should be subject to review by members of the University not directly involved with the academic programme, and the views of external experts, professional bodies, former students, and employers should be actively sought and taken into account.
- (c) With regard to taught post-graduate programmes, approval should be sought from the Board of Graduate Studies.
- (d) Proposals for changes, and approved changes, should be documented clearly, so that stakeholders are informed of proposals that affect them, and the University catalogue of courses and programmes can be maintained accurately.
- (e) To ensure that the quality and standards of educational programmes offered through the self-financing mode are the same as those receiving funding support through the University Grants Committee, the process for curriculum development, approval and management should be the same for both types of programmes.

Approval of Changes to the Curriculum

- 6. The delegation of Senate authority over the curriculum of academic programmes is made on the understanding that colleges and equivalent bodies will ensure that:
 - (a) The structure of programmes is consistent with the academic regulations.
 - (b) The assignment of credit units to student work is consistent with University standards.
 - (c) The academic standard of programmes is appropriate, given the level of the award, and is comparable with the academic standard of similar programmes elsewhere.
 - (d) The curriculum of courses and programmes is consistent with the University's overall objectives for students' education.
 - (e) Teaching, learning and assessment strategies have been given appropriate attention, and are aligned to the intended learning outcomes of courses and programmes.
 - (f) Resources to deliver programmes and courses are adequate.
 - (g) Where necessary, arrangements for the transition of students to new curriculum requirements have been made.

Section D — Assuring and Improving the Quality of Education

- 1. In discharging its responsibility for the University's academic programmes, Senate relies on departments to maintain and improve the quality of the educational provision for which they are responsible. Senate has adopted general guidelines for departmental quality assurance, under which departments are asked to operate. (*Refer to Section B – Departmental Activities to Assure and Improve the Quality of Education, Good Practices and Guidelines for Quality Education*)

2. Departments should ensure that new, full-time academic staff, and any teaching or research support staff, e.g. teaching assistants, research assistants, who are assigned significant teaching duties, have received an adequate orientation to their teaching role at City University.
3. Departments are asked to pay particular attention to the work of part-time teachers to ensure that the quality of instruction delivered by part-time staff is comparable to that of full-time staff in the University. In this regard, Departments should make reference to the Code of Good Practice for part-time teaching approved by the Senate. *(Refer to Section C – Code of Good Practice for Part-time Teaching, Good Practices and Guidelines for Quality Education)*
4. Departments are required to report annually to the relevant College board (or equivalent body) on the courses and programmes for which they are responsible.

Section E — The Evaluation of Teaching

1. Colleges and equivalent bodies are required to evaluate the teaching of their staff on an individual basis. The primary purpose of any teaching evaluation scheme should be to improve teaching.
2. Colleges are responsible for devising, implementing and maintaining their own teaching evaluation schemes, including determining who should initiate evaluations, who should receive the results, how often evaluations should occur, how they should be administered, and what follow-up procedures will result from the evaluation outcomes.
3. Evaluation schemes should provide the most valid (accurate), reliable (consistent), comprehensive and credible information on the quality of an individual's teaching performance consistent with the costs of the scheme, where costs include the time and effort of both students and teachers.
4. Where evaluation of teaching is undertaken as part of a summative assessment of performance, in addition to student feedback, evidence must be included from other appropriate sources such as peer review, individual reflection, and expert observation.
5. College schemes for teaching evaluation should be consistent with the guidelines adopted by Senate. *(Refer to Section D – Guidelines for the Evaluation of Teaching, Good Practices and Guidelines for Quality Education)*

Section F — Student Assessment and Academic Standards *(Please refer to the 'University Assessment Policy and Principles for Taught Programmes')*

III. Good Practices and Guidelines for Quality Education

Section A — Criteria for Academic Planning

Academic Policy Committee considers proposals for academic developments and student numbers in the light of the following criteria:

1. **Community Needs** — As expressed by government through the University Grants Committee, by employers, professional associations, and through the University's own contacts with the wider community.
2. **University's Strategic Considerations** — As set out in academic development proposals and in the University's strategic plans.

3. **Student Demand** — The demand by new applicants as measured by the band-adjusted applicant-to-place ratio, the quality of applicants and intakes, and internal demand for courses, where students are able to exercise choice.
4. **Academic Merit** — Consistency with the professional and research priorities of staff and contribution to the University's ability to enter emerging academic areas.
5. **Quality of Outcomes** — Ability of units to facilitate sound learning outcomes and to encourage the whole person development of students.
6. **Adjustment Problems** — Contribution to maintaining minimum effective size and full use of the existing staff establishment.

Section B — Departmental Activities to Assure and Improve the Quality of Education

1. Departments are asked to assure and improve the quality of education across the following areas of responsibility:
 - (a) **Design and implementation of the academic curriculum** for discipline areas and professional specialisms under the management of the department, including the approach to teaching and learning, the assessment of students, and maintenance of academic standards.
 - (b) **Design and implementation of an out-of-class educational experience** for the department's students, including: orientation; mentoring; developmental and skill-building activities; and placement.
2. Departments are asked to establish for these areas of responsibility a mechanism for maintaining and assuring quality that has the following features:
 - (a) **Forums for academic staff** to engage in discussion about the design and implementation of educational programmes in the department, encouraging a sense of collective responsibility for quality, innovation and out-of-the-box thinking, and the use of the department's own professional resources to support the development of staff in their teaching role.
 - (b) **Peer review** of the design and implementation of academic programmes by academics and practitioners, to assist in the calibration of students' grades and academic standards against international norms, the transmission of good practice, and benchmarking.
 - (c) **Consultation with stakeholders**, including other academic units, students, employers, alumni and professional bodies.
 - (d) **Assessment of learning outcomes** as a means to evaluate and improve the department's performance.
 - (e) **An orientation to improvement** by the development of concrete action plans, with a well-identified assignment of responsibility and timelines, and a commitment to the evaluation of the impact of actions taken.
 - (f) Encouraging research and publications on teaching and learning.

3. Departments should report annually to their college board/equivalent body on the courses and programmes under their responsibility, and on their implementation of systems to assure and improve quality and academic standards.

Section C — Code of Good Practice for Part-time Teaching

To ensure that the quality of instruction delivered by part-time staff is comparable to that of full-time staff in the University, Senate has adopted the following Code of Good Practice for Part-time Teaching to provide a standard for reference, and a basis for action to enhance the performance and quality of part-time teaching:

1. The recruitment standards in terms of qualifications and experience required for a part-time teaching position should as far as possible be identical to that required for a full-time position.
2. The employment of part-time teachers should be confirmed as soon as possible after a decision to hire a person has been made to enable that person to use University facilities, e.g. Library and Computing Services Centre, for the preparation of materials before starting teaching. Furthermore, honoraria payable for part-time teaching must be handled expeditiously.
3. A senior staff member should be appointed by each department to oversee all part-time teaching matters and to ensure that part-time teaching is of a high quality. Formal recognition for this job should be reflected in the workload of the staff member.
4. Handbooks or other material containing practical information at both University and departmental levels should be made available by departments to part-time teachers.
5. Briefing(s) should be conducted for part-time teachers about their role and duties, course aims and learning outcomes, assessment policy and guidelines, teaching evaluation, background of students, etc.
6. Part-time teachers should be invited as far as possible to curriculum development activities, Programme Committee meetings, and in social departmental/University functions, etc. to enhance their sense of commitment to part-time teaching.
7. Part-time teachers should be invited to participate in staff development workshops organised in the University, whenever necessary. These workshops should be held at a convenient time for part-time teachers who should be paid an additional honorarium for their attendance.
8. Adequate space (working space and lockers) and other facilities including clerical support, stationery, photocopy service, etc. should be provided for part-time teachers.
9. Teaching evaluation should be conducted for part-time teachers in accordance with Senate policy, as for full-time teachers, through student evaluation of teaching, peer review or other means. Departmental reports to the college board should contain a section reporting specifically on part-time teaching and on any deviations from this Code of Good Practice.

Section D — Guidelines for the Evaluation of Teaching

General

1. Teaching evaluation schemes should include student feedback as a substantial, primary element in the process.

2. An individual's teaching should be judged in context – the type and purpose of the teaching, the background of the students, the resources available, the nature of the courses, etc.
3. Teaching evaluation data should cover a representative sample of an individual's teaching activities, for example to include a variety of student groups and types of activity – lecture, tutorial, project supervision, etc.
4. Evaluation schemes should clearly separate questions relating to an individual's performance from questions relating to the contributions of others involved in the course. For example, the teacher to be evaluated might not be responsible for the syllabus, the assessment design, etc.

Evaluation Instruments

5. Evaluation instruments should be based on recognized good practice, teaching-learning theory and accepted research findings.
6. Evaluation by students for the purpose of judging and assessing teaching must include a customized version of the Teaching Feedback Questionnaire.
7. Evaluation instruments to be used with students should have accompanying Chinese translation where this will increase the validity of the data collected.
8. Each evaluation instrument should be designed for a specific audience and should only include items for which this audience is capable of giving informed responses.
9. Evaluation instruments should include sufficient data to allow the teaching context to be readily identified e.g. FT/PT students, core/service courses, etc.

Summative Evaluation and Personnel Decisions

10. Where the results of teaching evaluations are to be incorporated into decision-making related to career progression, the differences between information collected from formative and summative evaluations must be taken into account, since information obtained for the sole purpose of improving teaching, and often collected before that teaching is complete, may be inappropriate to consider when making judgments.
11. Those entrusted with using the information from teaching evaluations for decision-making related to career progression should be skilled in interpreting and drawing together the different sources of information.

Administration

12. The administration of teaching evaluation should follow adequate, standardized procedures in order to protect the validity of the information obtained.
13. Evaluation schemes should include clear guidelines as to who may initiate an evaluation and for what purposes. In all cases the staff member being evaluated must be fully consulted.
14. Evaluation schemes must include clear rules governing the confidentiality of evaluation information and reports. This is particularly the case, where the emphasis is on development and improvement (Formative Evaluation Tools for example).

15. Colleges must provide feedback on the outcomes of evaluations to those involved in providing evaluation data.
16. Teaching evaluation schemes must be documented and provided to the Quality Assurance Committee for information.
17. Provisions should exist for regular review of College/School evaluation schemes and of the institution's evaluation procedures.

Section E — Guidelines for Student Assessment (*Please refer to the 'University Assessment Policy and Principles for Taught Programmes'.*)

Section F — Guidelines for Assigning Course Grades (*Please refer to the 'University Assessment Policy and Principles for Taught Programmes'.*)

Section G — Guidelines for External Academic Advisors

These guidelines are drawn from the University's experience with the External Examiner system. Departments that wish to benchmark the academic standard of their courses and programmes and student work by employing External Academic Advisors may find them of value.

1. Departments should ensure that their External Advisors have the **essential experience** relating to the assessment of candidates for similar awards in other universities of international standing, and that they have the qualifications necessary to lend credibility to the advice they offer to the department.

Role of External Academic Advisors

2. While the principal role of External Academic Advisors is to assist the University to maintain the international standard of its awards, departments are encouraged to seek their advice on broader academic issues.
3. External Advisors may be asked to advise on assessment tasks and strategies related to a course, moderate examination papers, scripts and other written work of students, and tender advice before decisions are made by an Assessment Panel. This is particularly the case where hands-on involvement as members of an assessment team is a requirement imposed by professional bodies. However, External Advisors are normally invited to comment on assessment decisions after Assessment Panels have completed their work, on the understanding that the decisions of properly constituted Assessment Panels are final.

Work of External Academic Advisors

4. Departments should establish a plan of work for the Advisors to cover: the courses to be reviewed over their period of appointment; arrangements for the review of the relevant materials, teaching and learning activities, and assessment tasks, and the timing and objectives of visits to the University.
5. External Advisors should sample an appropriate range of students' work which may include examination scripts for any course under review, selected from the range of student grades. Where coursework is a major component of assessment, a similar sample of coursework should be reviewed by prior co-ordination between the Advisor and the Department.

6. For any courses selected for review, the External Academic Advisors should consider whether:
 - (a) Assessment arrangements validly address intended learning outcomes and allow for a reasonable judgment to be made about the performance of students;
 - (b) Students are required to achieve an appropriate academic level in the assessed coursework and examinations for the course;
 - (c) Assessed work requires students to marshal the range of information and its application, and display the technical and other skills identified as learning outcomes for a course;
 - (d) Assessed work relates to the course outcomes; and
 - (e) Student work has been carefully and competently graded.
7. In their calibration of student work, Advisors are asked to pay special attention to the boundary between pass and fail grades, and to the calibration of the distinction between grades at the upper end, B and A, and the lower end, F and D. If the University is able to set these basic boundaries in line with external standards, it can rely on internal moderation to maintain finer grades.
8. While the programme approval process and mechanisms for programme review ensure that the syllabus of any course is pitched at the right academic level, where External Advisors feel that this is not the case, they are encouraged to include this finding in their reports.

Briefing of External Academic Advisors

9. External Academic Advisors should be adequately briefed. Department concerned should make available:
 - (a) Senate policy and guidelines relating to the assessment of students;
 - (b) The Academic Regulations;
 - (c) A full description of the curriculum, including an explanation of the assessment strategies being followed; and
 - (d) Reports of previous External Academic Advisors, with any response to these reports.

Report

10. The report of the Advisors should have two sections. Section 1 provides a signed assurance that the academic standard of assessment in the area of the Advisor's responsibility is being maintained. This assurance may be unqualified, or qualified. When a qualified assurance is provided, Advisors are asked to note these qualifications. Section 2 is a free format report. The basis for this section is a checklist of issues. This checklist is provided to the Advisors when they are appointed.
11. Departments should arrange for the reports of Advisors to be forwarded to the relevant Dean, at the end of each academic year.

12. Reports from the Advisors are essential inputs for staff seeking to maintain the quality and level of assessment of courses. Reports should therefore be made widely available to staff, and action should be taken as appropriate on the advice of the Advisors to bring the academic standard of awards into line with international standards.

Section H — Decisions on Academic Awards (*Please refer to the 'University Assessment Policy and Principles for Taught Programmes'.*)



University Assessment Policy and Principles for Taught Programmes

University Assessment Policy and Principles for Taught Programmes*

Glossary

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Appendix A – References

Appendix B – Questionnaire for Students with Disability

Appendix C – Terms of Reference and Constitution of Assessment Panel

Appendix D – Terms of Reference and Constitution of Examination Board

* The 'University Assessment Policy and Principles for Taught Programmes' was approved by the Senate on 1 June 2010. It will be partially launched in 2010/11 and fully implemented in 2011/12, to allow sufficient time for Colleges / Schools / Departments to prepare for their local procedures in respective areas specified in the document. The partial implementation in 2010/11 will cover policy statements and principles in Chapters 3 and 15, while all others will be implemented starting from 2011/12.

REVISIONS 6 May 2010

Glossary

Academic Regulations (AR)	Regulations made by the City University Senate to govern student progress through taught programmes leading to awards approved by the City University Senate.
Academic Regulations and Records Office (“ARRO”)	ARRO handles student record matters relating to Bachelor’s Degree and Associate Degree students.
Academic Staff	All persons, whether full-time or part-time, of whatever rank, designation, title or description involved in the delivery and assessment of student learning whether graduate or postgraduate. For the purpose of this policy it includes postgraduate teaching assistants.
Assessment tasks	Tests, coursework, examination and other activities undertaken to assess students’ progress through courses and to assign final grades.
Assessment Panels	University bodies responsible for assigning grades to students for their courses.
Chow Yei Ching School of Graduate Studies (“SGS”)	SGS handles student record matters relating to taught Postgraduate, Professional Doctorate and Research Degrees.
Course	The basic units of instruction into which students are registered and for which grades may be assigned.
Course Leader	Academic staff appointed by Heads of Department with responsibility for the delivery and assessment of a particular course.
Course outline	A description of the course and what it will cover; the intended learning outcomes and a description and weighting of each assessment task, along with the formula for determining the final course grade.
Cumulative Grade Point Average (“CGPA”)	$CGPA = \frac{\sum_{i=1}^n G_i U_i}{\sum_{i=1}^n U_i}$ <p>For the calculation of Grade Point Average (GPA), G is the grade point awarded, U is the credit units earned for the <i>i</i>th course. CGPA is calculated for courses taken during enrolment for a specific programme, <i>i</i>=1-<i>n</i> where <i>n</i> represents all courses completed at the time of the calculation, unless excluded under AR8.3, or AR11.3.</p>
Dean	Dean refers to Deans and other equivalent posts.

Department(s)(Home Department)	Includes all learning and teaching units at City University, including but not limited to department, centre, division, school. From January 2010 a student's "home department" is the department/college/school offering the programme, degree or major or minor in which the student is enrolled.
Departmental Examinations Officer ("DEO")	The member of the academic staff with overall control of the preparation and security of examination materials.
Examination Board	University bodies responsible for classifying students' awards, recommending to Senate conferment of awards, and terminating the studies of students on academic grounds on behalf of Senate.
Programme (includes major and minors)	The structured grouping of courses in the major, minor or degree upon which the student is enrolled.
Programme Leader (includes Leaders for Majors, Leaders for Minors)	The member of the academic staff in overall charge of the delivery of the structured grouping of courses in the major or minor or degree of the academic programme in which students are enrolled.
Rules of Academic Honesty	Rules for handling academic honesty cases.
Staff	Includes both academic and administrative staff members in the university.
Senate	The University Senate of City University of Hong Kong
Taught Programme	A programme for which the requirements are chiefly the completion of courses.
University	City University of Hong Kong

Chapter 1 Introduction

- 1.1 The purpose of the City University Assessment Policy and Principles for Taught Programmes (the Policy) is to clearly set out our philosophy and approach to assessment. Institutional standards are defined in relation to assessment procedures and mechanisms are established to monitor assessment policy and practice at City University of Hong Kong.
- 1.2 As a general guide, policy defines the actions and responsibilities of staff and requires compliance. Principles on the other hand inform staff of procedures which may be used to ensure appropriate outcomes. Therefore principles provide a basis for the development of good practice in assessment, which may be creatively and flexibly used by all staff.
- 1.3 The word 'Department(s)' in this Policy refers to all learning and teaching units at City University.
- 1.4 Appendix A identifies the sources which have been referenced and drawn upon in drafting this Policy.

Chapter 2 General Assessment Policy and Principles

Policy Statements

1. Assessment is the crucial link between effective delivery of courses, student learning and development and the assurance of educational standards.
2. Assessment tasks must:
 - be fit for purpose, fair, consistent and constructively aligned to course or programme intended learning outcomes;
 - not discriminate according to gender, sexual orientation, ethnicity, religion or belief, age, social origin or disability;
 - enable students to develop and demonstrate their learning and potential;
 - enable students to progress to or receive professional accreditation where appropriate;
 - assist student learning and development by providing appropriate and timely feedback on performance;
 - be of sufficient scope and range to enable accurate assessment of the extent to which students have attained the course or programme intended learning outcomes;
 - provide a reliable and consistent basis for converting the results into a final grade for the course;
 - assist academic staff to evaluate the effectiveness of their teaching;
 - be aligned with City University expectations as set out in its mission statement, regulations, policies and procedures.
3. Assessment procedures must be an integral part of a process which encourages the development of creative and critical abilities.
4. Assessment requirements, procedures and intended outcomes must be stated clearly so that the duties, obligations and responsibilities of course leaders, academic staff and students are clearly identified and addressed.
5. Heads of Department must ensure that assessment requirements and procedures are communicated to academic staff, students, external academic advisors and, where appropriate, professional accreditation bodies.
6. Heads of Department must ensure that assessment tasks and assessment procedures are fit for purpose, fair, consistent and constructively aligned to intended learning outcomes.
7. Assessment procedures must be transparent to all those involved in the process.
8. All those involved in the process must ensure they are fully informed about City University and Departmental assessment procedures.

Principles

- 2.1 Each programme should include a variety of assessment tasks which together make up the assessment scheme for that programme. These can include in-class activities, presentations, group activities, quizzes, assignments to be completed in students' own time, examinations, reports and projects, or be based upon pieces of work of a substantial nature such as a thesis or a research project. Variety promotes effective learning, allows for the assessment of a range of intended learning outcomes and supports a range of approaches to learning. An appropriate mix of formative and summative assessments should be used. Formative and summative assessment may, in practice, be combined.
- 2.2 Distribution and completion of assessment tasks should be co-ordinated to minimise stress and pressure for both students and for academic staff.
- 2.3 Wherever possible more than one form of summative assessment should be used in a course, e.g. essay, oral presentation, written examination, multiple choice examination, journal article, laboratory report, literature review, practical performance.
- 2.4 All assessment tasks, whether graded or not, should primarily be considered formative. Students are entitled to timely and meaningful feedback on assessment tasks. Timely and meaningful feedback is good practice and substantially contributes to both student learning and the development of students' potential.
- 2.5 Students should be advised not later than the end of the second week of the semester or, where a course does not run in accordance with scheduled semesters within two weeks of the commencement of the course, of the nature and timing of all assessment tasks for the entire course and the nature and timing of the feedback they will receive on assessment tasks due for completion before the end of the semester.
- 2.6 Assessment tasks and procedures should be regularly reviewed in conjunction with external academic advisors and, where a course is required for or leads to professional accreditation, in conjunction with the relevant professional body or bodies.

Chapter 3 Roles and Responsibilities

Policy Statements

1. Heads of Department are responsible for ensuring that the City University assessment policy and procedures are observed and implemented.
2. Heads of Department must appoint a programme leader for each programme of study within the Department.
3. Heads of Department must appoint a course leader for each course.
4. Heads of Department must establish an Assessment Panel for courses offered by the Department. The composition and duties and responsibilities of Assessment Panels are as set out in Appendix C to this Policy.
5. No course may be considered by more than one Assessment Panel.
6. Deans must establish an Examination Board to consider award classifications. The composition and duties and responsibilities of Examination Boards are as set out in Appendix D to this Policy.

7. All academic staff have a professional responsibility to ensure that assessment tasks and assessment procedures:
 - enhance the quality of learning;
 - accurately measure the extent to which students have achieved the intended learning outcomes for the course and the programme; and
 - provide a reliable basis for converting results into a final grade for the course.
8. All academic staff are collectively responsible for ensuring that assessment tasks are constructively aligned with intended learning and teaching outcomes.

Principles

- 3.1 Heads of Department, Chairs of Assessment Panels and Chairs of Examination Boards are primarily responsible for ensuring the integrity and security of assessment practices and procedures and for maintaining standards on courses and on programmes of study.

Course Leaders

- 3.2 Ideally course leaders should be full-time academic staff but part-time academic staff may be appointed where there are sound pedagogical reasons for doing so in the particular case.
- 3.3 Where part-time academic staff are appointed as course leader, Heads of Department should ideally appoint a full-time academic staff to provide all necessary support and assistance, particularly in relation to the preparation, moderation and marking of examination papers, and to attend all necessary meetings of Assessment Panels and Examination Boards on the course leader's behalf.
- 3.4 Heads of Department are encouraged to appoint associate course leaders. Associate course leaders should also be full-time academic staff but part-time academic staff may be appointed where there are sound pedagogical reasons for doing so in the particular case. Appointing associate course leaders is good practice to ensure continuity of delivery in the course leader's absence.
- 3.5 Where Heads of Department consider the appointment of an associate course leader is not necessary, e.g. because of the number of students taking the course, it is good practice to designate a full-time member of the academic staff to liaise with the course leader, to take up the course leader's duties and responsibilities in the absence of the course leader and to attend all necessary meetings of Assessment Panels and Examination Boards on the course leader's behalf.

The duties and responsibilities of course leaders include:

Generic duties

- Ensures the timely and accurate completion of course management and administration and provides regular reports to the responsible programme leader.
- Ensures the course reflects the coverage and depth required, as well as being up-to-date and relevant to student needs.

- Develops and provides guidance on effective standards relating to academic principles, assessment, content and the support of student needs.
- Provides support to instructors, students, and colleagues associated with the course.
- Evaluates the subject quality and outcomes and ensures feedback is reflected in revisions to the course.

Duties specific to assessment

- Ensures that assessment tasks are consistent with the Policy Statements and the Principles of Assessment in Chapter 2.
 - Prepares the assessment tasks.
 - Ensures that assessment and examination questions are not re-used.
 - Ensures that assessment tasks are properly moderated.
 - Ensures that assessment tasks are constructively aligned with course intended learning outcomes.
 - Ensures that assessment tasks are assessed accurately and in a timely manner.
 - Develops detailed grade descriptors for the course (see Chapter 6).
 - Liaises with the associate course leader or the designated full-time academic staff member as the case may be.
- 3.6 The duty and responsibility of the associate course leader is to shadow the course leader, moderate assessment tasks and take up the course leader's duties and responsibilities in the absence of the course leader.
- 3.7 The duty and responsibility of designated full-time academic staff members is to liaise with and provide support for the course leader and to take up the course leader's duties and responsibilities in the absence of the course leader.
- 3.8 Course leaders, associate course leaders and designated full-time academic staff members should be appointed sufficiently in advance of the start of teaching to ensure that the course is ready for effective delivery at the start of the semester.

Assessment Panels

- 3.9 Attendance at Assessment Panels is an important duty. A course leader whose course is being considered by the Assessment Panel should only be excused attendance for good cause on prior written application to the Head of Department setting out the reasons for absence and the measures that have been taken to ensure that matters relating to the course will be adequately addressed at the Assessment Panel.

Examination Boards

- 3.10 Attendance at Examination Boards is an important duty. Members will only be excused attendance for good cause on prior written application to the Dean setting out the reasons for absence.

Academic Staff

- 3.11 All academic staff are responsible for creating and maintaining an environment in which students are encouraged to develop their full potential. This requires the establishment and maintenance of high educational standards based upon academic honesty and appropriate and effective management of student learning and assessment by:
- ensuring that assessment tasks are consistent with the Policy Statements and the Principles of Assessment in Chapter 2;
 - ensuring that assessment tasks are constructively aligned with intended learning outcomes;
 - developing assessment tasks and procedures that are fair and effective and that contribute to student learning;
 - administering assessment tasks fairly and efficiently;
 - providing timely and constructive feedback to students;
 - designing assessment tasks that minimise the potential for breaches of academic honesty;
 - ensuring that students are aware of common conventions of academic honesty as well as the specific requirements of their discipline;
 - communicating to students the expectations relating to academic honesty;
 - providing students with appropriate guidance, learning activities and feedback on academic honesty;
 - communicating to students the acceptable level of working together and how their work will be individually or jointly assessed;
 - reporting instances of plagiarism or other academic dishonesty;
 - encouraging students to think independently and exchange ideas freely;
 - continually improving the effectiveness of their teaching; and
 - developing and maintaining expertise in their areas.

Programme Leaders

- 3.12 Ideally academic staff appointed as programme leader will have administrative, management and leadership skills and be familiar with the Academic Regulations and the practices and procedures of City University as well as possessing academic credibility and experience.
- 3.13 Programme leaders should not normally be appointed from academic staff new to teaching or new to City University.
- 3.14 The programme leader is the coordinator of the programme of study and reports directly to the Head of Department.
- 3.15 The duties of programme leaders are as follows.

Generic duties

- Ensures the timely and accurate completion of programme management and administration and provides regular reports to the responsible Head of Department.

- Monitors and evidences the quality of student outcomes and benchmarks with other competitors, identifying new areas of content to be incorporated.
- Assesses and regularly monitors the quality, coverage and currency of intended learning outcomes, learning and teaching activities and assessment tasks in the overall programme(s).
- Involves course leaders, lecturers, instructors and students in regular, ongoing review and development of the programme, and provides appropriate guidance.
- Ensures City University policies are reflected in the programme.

Duties specific to assessment

- Coordinates assessment tasks to avoid overloading students, academic staff and administrative staff.
- 3.16 In addition to appointing a programme leader for each programme of study, Heads of Department should ideally appoint an associate programme leader for each programme of study to support and, if necessary, assume the programme leader's responsibilities in the absence of the programme leader.

Students

- 3.17 Students should take responsibility for their own learning. Students are expected to:
- read, appreciate and observe the general regulations for assessment on the ARRO/SGS web site; assessment requirements contained in course outlines of courses upon which they are enrolled and any supplementary requirements imposed by the course leader or the Department responsible for delivering the course or courses upon which they are enrolled;
 - comply with deadlines set for the completion of assessment tasks;
 - submit work for assessment which satisfies the requirements of academic honesty;
 - inform themselves about the expectations of the university and relevant Colleges, Schools and Departments;
 - attend examinations at the time scheduled; and
 - use feedback on assessment tasks constructively to enhance their learning.

Chapter 4 Benchmarking against International Standards

Policy statements

1. In the exercise of their responsibility to maintain academic standards in courses for which they are responsible, Heads of Department must have reference to the norms for similar courses at comparable internationally recognised universities.
2. Collaboration and active engagement with comparable internationally recognised universities is a requirement as it assists City University to draw upon international best practice in the continual review and improvement of learning and teaching.
3. Procedures for review and continued improvement of assessment should be documented and reported to College/School Boards.

Principles

- 4.1 Benchmarking enables City University to make comparison with the standards and performance of comparable internationally recognised universities to improve outcomes, processes and practices.
- 4.2 Measures adopted to ensure that City University standards are being maintained at an equivalent standard to comparable internationally recognised universities should reflect the following principles:
 - assessment tasks should be reviewed alongside a range of comparable courses at comparable universities; and
 - reviews of assessment should extend to courses at all levels.
- 4.3 Heads of Department should take the following steps to ensure that appropriate standards are being maintained:
 - reviewing assessment tasks against course information such as grading rubrics, assessment procedures and practices and achievement of intended learning outcomes;
 - reviewing assessment tasks, procedures and practices with the input of peers with experience of working in universities with an international reputation and from External Academic Advisors (EAAs).
 - reviewing the continued validity and relevance of courses and assessment in the context of global knowledge developments;
 - benchmarking against the requirements of relevant professional bodies; and
 - drawing upon the international experience of academic staff and international visitors to provide different perspectives on the development of assessment practices and procedures.

Chapter 5 Assessment Criteria and Grade Descriptors

Policy Statements

1. Assessment criteria and grade descriptors must be clearly defined and communicated in writing to students at the start of the course. Academic staff and Assessment Panels must adhere to these when assigning student grades.
2. Heads of Department must ensure consistency of grade descriptors across the Department and their compatibility with City University grade descriptors as defined in the Academic Regulations.

Principles

Assessment Criteria

- 5.1 Appropriate and meaningful assessment criteria are essential. Assessment criteria should establish clear and unambiguous standards of intended outcomes and achievement and effective methods for accurately assessing student learning and achievement.

- 5.2 Assessment criteria should be consistent with intended learning outcomes. The criteria should describe the knowledge, understanding and skills that students are expected to display in the assessment task.
- 5.3 Assessment criteria are of critical importance in criterion-referenced assessment, which is a feature of OBTL.
- 5.4 Assessment criteria should be designed to:
- bring transparency and accountability to assessment processes and procedures;
 - achieve consistency of marking on courses forming part of a particular programme of study and across Colleges and Schools;
 - enable markers to award grades which accurately and fairly reflect the attainment of the intended learning outcomes of the work being assessed;
 - enable students to understand how their work has been assessed and the grade awarded;
 - promote understanding of assessment procedures and processes amongst students and academic staff;
 - provide meaningful feedback to students; and
 - enable Departments to assess the quality and effectiveness of learning and teaching procedures and processes.
- 5.5 Further guidance and support on the design of effective assessment criteria is provided by regular seminars and workshops organised through the Office of Education Development and General Education. Academic staff should regard it as an important professional duty to attend those seminars and workshops both for their personal development and the development of accurate and effective assessment procedures and processes across City University.

Grade Descriptors

- 5.6 Grade descriptors describe various levels of achievement.
- 5.7 For individual assessment tasks grade descriptors indicate how well the assessment criteria have been met by the work carried out. For award classification they indicate the level of achievement across a programme of study as a whole.
- 5.8 The City University Academic Regulations address the grading of courses as follows:

Grading of Courses

Courses are graded according to the following schedule:

Letter Grade	Grade Point	Grade Definitions	
A+	4.3	Excellent:	Strong evidence of original thinking; good
A	4.0		organisation, capacity to analyse and synthesise;
A-	3.7		superior grasp of subject matter; evidence of extensive knowledge base.

Letter Grade	Grade Point	Grade Definitions	
B+	3.3	Good:	Evidence of grasp of subject, some evidence of critical capacity and analytic ability; reasonable understanding of issues; evidence of familiarity with literature.
B	3.0		
B-	2.7		
C+	2.3	Adequate:	Student who is profiting from the university experience; understanding of the subject; ability to develop solutions to simple problems in the material.
C	2.0		
C-	1.7		
D	1.0	Marginal:	Sufficient familiarity with the subject matter to enable the student to progress without repeating the course.
F	0.0	Failure:	Little evidence of familiarity with the subject matter; weakness in critical and analytic skills; limited or irrelevant use of literature.
P		Pass:	“Pass” in a pass-fail course. Courses to be graded on a pass-fail basis for a programme are specifically identified under the programme in the course catalogue.

5.9 Assessment Panels and Examination Boards may deviate from the grade descriptors only under exceptional circumstances.

5.10 Situations in which deviation may be justified include:

- professional accreditation requirements;
- when applying compensation for mitigating circumstances;
- when adjustments are deemed necessary to compensate for error on the part of the university;
- in borderline cases (e.g. between classifications), where there is sound evidence that a student is deserving of a higher grade; and
- in cases of academic dishonesty.

Chapter 6 Assessment Tasks

Policy Statements

1. Assessment tasks must be defined in the course outline for each course so that academic staff and students understand their rights and responsibilities at the beginning of the course.
2. Information in the course outline must include a description and weighting of each assessment task, along with the formula for determining the final course grade.

3. Assessment tasks must be manageable and sufficient to provide an accurate view of students' learning and achievement of the course intended learning outcomes without overburdening either students or academic staff and is scheduled accordingly.
4. Changes to the scheduled date for completion of assessment tasks during the semester must be approved by programme leaders.
5. Assessment shall be completed in the semester in which the course is completed.
6. Assessment tasks must reflect the topics and relative importance of the intended learning outcomes of the course.
7. Decisions on the form the end of course examination will take and the material students can bring into the examination must be consistent with the course intended learning outcomes and take account of the conditions under which the examination is written.

Principles

- 6.1 Formative and summative assessment tasks must be included in each course.
- 6.2 Assessments used for summative purposes must be accompanied by clear assessment criteria.
- 6.3 End loading of semesters with assessment tasks for completion before the end of the semester is not in the best interests of students or academic staff.
- 6.4 The overall assessment load and the dates for submission of assessment tasks should be as evenly spread as possible and be monitored by programme leaders. Assessment tasks should be scheduled so that there is sufficient time for students to receive feedback before the end of the semester.
- 6.5 Information about assessment tasks, their timing, weighting, marking criteria, penalties for late submission, exceeding word limits, incorrect citing of authorities and incorrect use of English should be clearly stated in course outlines provided to students and the start of the course and accompany the assessment task when it is distributed. This information could also usefully be included in student handbooks.
- 6.6 Care should be taken to ensure that assessment tasks and procedures do not disadvantage any group or individual.
- 6.7 Assessments, particularly take-home assessments and examination questions should not be re-used in their original form as this unfairly advantages successive students.
- 6.8 Course leaders have the responsibility to ensure that assessment and examination questions are not re-used in their original form.

Groupwork

- 6.9 Groupwork assessments must be carefully planned and take account of the timing and balance of groupwork across the programme upon which the students are engaged.
- 6.10 Groupwork assessments used for summative purposes must clearly define the expected achievement and the marking criteria for students within the group.

- 6.11 Students undertaking groupwork should receive adequate instruction, guidance and support before the start of the groupwork to enable them to understand how to approach the groupwork and how it will be assessed.
- 6.12 Groupwork tasks should not normally be used for summative assessment purposes unless this type of activity is essential to the intended learning outcomes of the course.
- 6.13 Assessment of courses should not normally be based entirely upon groupwork unless this pattern of assessment is essential to the intended learning outcomes of the course.

Peer Assessment

- 6.14 Peer assessment may be used to develop students' ability to work cooperatively, to be constructively critical of others' work and receive constructively critical appraisals of their own work.
- 6.15 Assessment criteria and intended learning outcomes shall be published to students at the start of the course so that students can identify whether, and to what extent, the work of their peers has met the intended learning outcomes and award a reasoned grade for that work.
- 6.16 Measures should be in place for peer assessments to be moderated by the member of the academic staff responsible for the course. Moderators must be particularly alert to subjective peer assessment.
- 6.17 Assessment of courses should not be based entirely on peer assessment.

Examination

- 6.18 Examinations may be closed book or open book. The form of the examination should be included in the course outline. Students should be told not later than the end of the second week of the semester or, where a student subsequently joins a course within two weeks of their joining, whether the examination will be open book; with limited material; with defined material or closed book.
- 6.19 Formal written examinations should have duration of 1, 1.5, 2, 2.5 or 3 hours.

Chapter 7 Late Submission of Assessment Tasks

Policy Statements

- 1. Penalties for failure to submit assessment tasks on time must be consistent across Departments and be applied consistently by all academic staff.
- 2. Students must be provided with a schedule showing the assessment tasks they will be required to undertake, the date they will receive the assessment tasks and the date for submission of the assessment tasks not later than the end of the second week of the semester or, where a student joins a course subsequently, within two weeks of joining.
- 3. The policy on the response to late submission of assessment tasks must be stated in course documents and in course outlines.

4. The assessment schedule to be provided to students not later than the end of the second week of the course, or within second week of students subsequently joining the course, must include information on penalties that will be incurred for failure to submit assessment tasks on time.

Principles

- 7.1 Students are responsible for managing their time to meet the published deadlines for submission of assessment tasks.
- 7.2 Deadlines for submission of assessment tasks will not be extended except in the specific circumstances defined in the university's Academic Regulations.
- 7.3 Failure to submit any summative assessment task will result in no marks being awarded for that assessment component.

Chapter 8 Preparation, Printing, Storage, Delivery and Security of Examination Papers

Policy Statements

1. Security and confidentiality of all examination materials is essential to the integrity and credibility of the examination process.
2. Heads of Departments have the responsibility to ensure the security and confidentiality of all examination materials, including examination answer books.
3. Preparation, handling, storage, printing and transportation of examination materials must be conducted with due regard to security and confidentiality.
4. All academic staff involved in the preparation of examination materials must comply with deadlines set by ARRO/SGS for the delivery of examination materials to ARRO/SGS.

Principles

- 8.1 Heads of Department should nominate two full-time members of the academic staff as the Departmental Examinations Officers ("DEO") to take control of the preparation and security of examination materials for undergraduate and postgraduate programmes respectively and provide them with the necessary support from administrative staff.
- 8.2 DEOs should ensure that examination materials are prepared in a timely manner to facilitate internal and external moderation and the delivery of examination papers to ARRO/SGS. Examination papers for printing should be delivered to ARRO/SGS by hand and under confidential cover. The DEOs should keep a written record of compliance with time limits.
- 8.3 Where examination papers are printed within Departments, DEOs are responsible for the security of those papers and for ensuring the papers reach the correct examination room in good time for the scheduled start of the examination.
- 8.4 DEOs should make a written report to the Head of Department where examination materials are not prepared by the specified dates. The Head of Department should then take appropriate action.

- 8.5 Emailing examination materials to External Academic Advisers is permitted only where the email is encrypted or password protected. Emailing of examination materials within Departments is similarly permissible only where the email is encrypted or password protected.
- 8.6 Hard copies of examination materials kept within the Department should be kept in a safe or in a locked metal cabinet. Measures should be in place to guard against theft, accidental loss, damage or destruction of examination materials. Where hard copies of examination materials are sent to External Academic Advisers or external examiners, care should be taken to maintain security and to avoid misdirection of the materials.
- 8.7 Where examination answer books are removed from the Department for marking elsewhere, the academic staff member concerned should notify the relevant DEO of the removal and location of the books. That DEO should be notified of the return of examination answer books to the Department.

Chapter 9 Marking/Grading

Policy Statements

- 1. All assessment tasks must be marked objectively and impartially applying published assessment criteria, marking schemes and grade descriptors.
- 2. Markers must comply with City University's policy on breaches of academic honesty.
- 3. Marking must not discriminate on grounds of gender, sexual orientation, ethnicity, religion or belief, age, social origin or disability.
- 4. Wherever possible, assessed work must be marked anonymously.
- 5. Marks will only be awarded to legible assessment tasks. Students will not be permitted to re-write illegible work.

Principles

- 9.1 Methods utilised in marking students' work should enable all those involved in the process to be confident that the marks awarded fairly reflect the level of achievement of intended learning outcomes demonstrated by the work submitted.
- 9.2 Students should ensure that their assessment tasks are legible. Where an assessment task is wholly or partially illegible to the extent that the ability of the marker to assess its quality is impaired, it will be assessed on the basis of the legible part or parts and a mark awarded accordingly.

Promotion of Good Marking Practices

- 9.3 Marking should normally be undertaken by the course leader responsible for the delivery of the course. Other academic staff engaged in the delivery of the course may also be involved in marking. Where other academic staff are involved in marking, the course leader has the responsibility for ensuring that good marking practices are deployed and that there is a consistent approach to marking.

- 9.4 Marking carried out by staff who are not full time academic staff should be supervised by a full time member of the academic staff.
- 9.5 Students should not gain marks simply by attending lectures and/or tutorials.

Chapter 10 Moderation

Policy Statements

1. Moderation of all assessment tasks is an essential component of acquired best practice.
2. Information on departmental policies on the moderation of assessment tasks, marks and grades must be published to students and academic staff.
3. Heads of Department are responsible for setting departmental policy on moderation, making arrangements for internal and external moderation of assessment tasks, marks and grades, and for ensuring that the policy is adhered to by all academic staff.

Principles

- 10.1 Moderation involves a range of activities which provide confirmation that assessment has been conducted accurately, consistently and fairly. Moderation addresses the quality of the assessment process, measures the outcomes and helps assess the overall fitness for purpose of the course and the programme of study.
- 10.2 Moderation provides valuable feedback and contributes to the constructive alignment of marking standards across the Department.
- 10.3 Incorporating a moderation element into the design of a course directs attention to how standards and attainment of course intended learning outcomes will be verified, the consistency of the course and the way in which it is assessed.

Moderation of Assessment Tasks

- 10.4 The purpose of moderating assessment tasks is to provide assurance that the design of a specific assessment task is a valid and reliable measure of the intended learning outcomes.
- 10.5 Moderation of assessment tasks should ensure that:
 - each task is a valid and reliable means of providing students with an opportunity to demonstrate achievement of the intended learning outcomes for the course;
 - the questions or instructions are clearly worded, written in student-friendly language, and are unambiguous;
 - the assessment workload is appropriate to the course being assessed, particularly where there are multiple components to the assessment;
 - the time-scale allowed for completion of the assessment task is reasonable;
 - all students can reasonably be expected to have access to the resources required for completion of the assessment task; and
 - there are clear assessment criteria, a marking scheme and grade descriptors.

Moderation of Marks/Grades

- 10.6 Moderation of marks/grades aims to reinforce assessment reliability by ensuring consistency and standards between markers. There are a number of moderation mechanisms available:
- double marking, i.e. two academic staff marking the same piece of work (not splitting the total marking task between two or more academic staff);
 - audio/video recording of assessments with no tangible output, e.g. presentations, music or drama performances, practical demonstrations, which are used by a second marker, who was not present at the original assessment;
 - simultaneous moderation of assessments with no tangible output by the presence of a second assessor or by a panel of assessors at the time of the assessment, either in person or using teleconferencing or similar technology; and
 - analysing marks across a cohort of students and against those of previous cohorts of students.
- 10.7 Double marking is considered as a good practice in borderline cases and cases in dispute. In double marking, the mark of the first marker usually stands unless there are significant discrepancies between the marks of the two markers. Departments should determine their own policies in this area, including a clear definition of what would constitute a significant discrepancy, as appropriate to the marking practices in the Department.
- 10.8 The nature and intensity of the scrutiny will depend on the perceived risk associated with each assessment task. In particular:
- how well defined the assessment task is;
 - whether different people mark the same assessment task, e.g. whether team teaching is involved;
 - the experience and employment status of the marker, e.g. academic staff not familiar with marking processes, inexperienced part-time academic staff;
 - whether mark distributions for the same cohort of students differ noticeably for different assessments;
 - whether different students perform different tasks; and
 - the importance of the mark, in terms of both its weighting and its academic level.
- 10.9 In many cases it is sufficient for a sample of the assessed work to be moderated. Sample size should be determined by taking account of the risk factors described above and should be representative of the size of the cohort.
- 10.10 Heads of Department should establish a departmental policy on arrangements for appropriate moderation of marks/grades and are responsible for ensuring that the policy is known and adhered to by all academic staff involved in assessment. An evaluation of moderation arrangements should be included in the annual programme report.

External moderation

- 10.11 External moderation plays a key role in maintaining academic standards. This is usually undertaken by the External Academic Adviser. (See document XXX for guidance on the role of the EAA)

Chapter 11 Feedback and Retention of Students' Work

Policy Statements

Feedback

1. Timely feedback must be provided on all assessment tasks.
2. Feedback on assessment tasks must normally be provided within 20 working days after the date for submission of the assessment task.
3. Feedback may be written or oral, and given either on an individual or collective basis.

Retention of Students' Work

4. Heads of Department must implement appropriate procedures for the return, retention and disposal of completed assessment tasks.
5. Students must have access to all marked work.
6. Completed work should not be retained indefinitely.
7. Completed work not returned to students and copies of any returned work kept by Departments must not be destroyed earlier than one year after the meeting of the Examination Board for the programme to which the work relates.

Principles

Feedback

- 11.1 To facilitate the development of learning, students should receive prompt, adequate and meaningful feedback on all assessment tasks.
- 11.2 Feedback on assessment tasks should enable students to:
 - understand the reasons for the grade awarded;
 - identify the strengths and weaknesses in the work submitted; and
 - improve their future performance.
- 11.3 The format and manner of the feedback is a matter for course leaders. It is good practice for Departments to develop a standard format and a standard procedure in the interests of accuracy and certainty of feedback and of record keeping.
- 11.4 Whilst oral feedback is valuable, students will benefit more from written feedback. A record should be kept of the feedback and when it was provided.

Retention of Students' Work

- 11.5 To safeguard the integrity and objectivity of the assessment process, departmental procedures should ensure that students' work is available for:
- internal and external moderation;
 - procedures relating to allegations of academic dishonesty; and
 - review procedures.
- 11.6 Students should be permitted to access their marked examination scripts.
- 11.7 Students should not be permitted to remove original examination scripts from the Department.
- 11.8 It is recommended that a record is kept of student access to examination scripts.
- 11.9 Heads of Department should ensure that retained work and any copies of returned work kept by the Department are disposed of securely and confidentially after the expiration of the retention period.
- 11.10 Retained work and any copies kept by the Department may be retained for more than one year after the meeting of the Examination Board for the programme to which the work relates where the Head of Department considers retention is necessary and/or appropriate, for example in relation to professional accreditation. The City University Personal Data (Privacy) Code of Practice should be adhered to where students' work, or copies of that work, is retained.
- 11.11 Detailed information on the retention of student work and copies of returned work and requests for personal data related to assessed work is contained in City University's Personal Data (Privacy) Issues – Code of Practice (version 2.1, July 2008).

Chapter 12 Assessment: Students with Disabilities

Policy Statements

1. Disabled students must not be disadvantaged.
2. Departments must ensure, in conjunction with the Student Development Services, that justifiable procedures and mechanisms are in place to adequately support the needs of disabled students.
3. Students must have the opportunity to disclose a disability throughout their programme of study.
4. Disabled students' assessment tasks must be marked in the same way as the assessment tasks of other students.

Principles

- 12.1 Section 24(2) of the Disability Discrimination Ordinance Cap. 487, ("DDO") subject to certain exceptions, makes it unlawful for an educational establishment to discriminate against a student with a disability by:

- denying that student's access, or limiting that student's access, to any benefit, service or facility provided by the educational establishment;
 - expelling that student;
 - subjecting that student to any other detriment.
- 12.2 Under Section 2 of the DDO "disability" means:
- total or partial loss of the person's bodily or mental functions;
 - total or partial loss of a part of the person's body;
 - the presence in the body of organisms causing disease or illness;
 - the presence in the body of organisms capable of causing disease or illness;
 - the malfunction, malformation or disfigurement of a part of the person's body;
 - a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction;
 - a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.
- 12.3 Students should be advised that Departments need not consider the effect of a disability upon the performance in an assessment if that disability has not been disclosed and supported by medical evidence prior to the assessment.
- 12.4 A student disabled within the DDO who requires additional support or adjustments to assessment should notify ARRO/SGS by completing the respective Questionnaire for Students with Disabilities (Appendix B). Medical confirmation of the disability and consequent needs must be provided. A time limit can be placed upon providing this information. If the medical confirmation and information of required special needs is not provided within that time the Department, in conjunction with the Student Development Services, should adopt appropriate and justifiable procedures to address the student's needs.
- 12.5 Departments, in consultation with the Student Development Services, should make justifiable adjustments to assessment procedures to ensure that disabled persons have an equality of opportunity when undergoing assessments.
- 12.6 Without limiting the modification in the particular case, adjustments to assessment may involve:
- taking the assessment in a separate room;
 - allowing extra time;
 - providing additional or special equipment; and
 - allowing rest breaks, amanuensis or the presence of a carer, particularly where regular medication is required.

Chapter 13 Academic Honesty and Penalties for Breach

Policy Statements

1. Academic honesty is central to the conduct of academic work.
2. All students of City University are expected to appreciate and respect the requirements and obligations of academic honesty.
3. Work presented by students of City University must be their own work, give proper acknowledgment of the work of others and honestly report findings obtained.
4. Students will be bound by the City University of Hong Kong Rules on Academic Honesty.

Principles

- 13.1 The City University of Hong Kong Rules on Academic Honesty are clearly set out on the ARRO web-page and should be adhered to.
- 13.2 Heads of Department are responsible for ensuring that procedures are in place in accordance with the City University of Hong Kong Rules on Academic Honesty to address, detect and respond to academic honesty issues and that such procedures are consistently applied.
- 13.3 All academic staff have the professional responsibility to provide guidance and feedback on academic honesty to students and to lead by example by ensuring that the work of others is acknowledged in their teaching and research.
- 13.4 When setting assessment tasks, in whatever form, course leaders should:
 - design the task to avoid or at least reduce opportunities for academic dishonesty;
 - design the task and the accompanying instructions in the way most likely to lead to prompt identification of academic dishonesty;
 - avoid re-using the same, or very similar assessment topics, and/or examination questions used in previous semesters;
 - provide clear instructions on how the work should be presented to comply with the requirements and obligations of academic honesty, for example as to attribution and citing of authorities and sources;
 - provide clear instructions, particularly where the assessment task is to be completed in students' own time, on the extent to which, if at all, students can make use of third party assistance; and
 - provide clear guidance where the task involves joint or group activities on the acceptable level of joint work, how that joint work should be acknowledged, what amounts to acceptable co-operation and collaboration, what amounts to unacceptable collusion and how individual contributions to joint or group work will be assessed.
- 13.5 When marking assessment tasks, in whatever form, markers should:
 - be alert for academic dishonesty in work presented;
 - investigate suspected academic dishonesty; and

- respond to instances of academic dishonesty in accordance with procedures laid down in the City University of Hong Kong Rules on Academic Honesty.
- 13.6 Students should ensure that they comply with the City University of Hong Kong Rules on Academic Honesty.

Chapter 14 Mitigation and Review

Policy Statements

1. Students who have been unable to attend or complete an assessment task, or who believe their performance has been impaired by medical or other circumstances beyond their control, must have the opportunity to apply for mitigation in accordance with the Academic Regulations of City University.
2. Students must be provided with an opportunity to request a review of any grade awarded or any decision made by an Assessment Panel in accordance with the Academic Regulations of City University.
3. Students dissatisfied with a decision of an Examination Board must be given the opportunity to request a review on the basis of the limited grounds defined in the Academic Regulations of City University.
4. Deans and Heads of Department are responsible for implementing appropriate procedures for mitigation and review requests and ensuring those procedures are adhered to by all academic staff. Procedures must comply with the Academic Regulations of City University on mitigation and academic reviews.

Chapter 15 Classification of Award

Principles

- 15.1 Academic awards should accurately reflect the student's achievement of the intended learning outcomes of the programme. Decisions on award classifications should comply with the Academic Regulations.
- 15.2 Upon completion of all appropriate graduation requirements, students will be awarded an appropriate degree with one of the following classifications:

Bachelor's Degree	PGC/PGD/Master's Degree / Associate Degree
First Class Honours	Distinction
Upper Second Class Honours	Credit
Lower Second Class Honours	Pass
Third Class Honours	
Pass	

- 15.3 The various classifications are based on CGPA. The general guidelines are as follows:

Bachelor's Degree	CGPA
First Class Honours	3.5 or above
Upper Second Class Honours	3.0 – 3.49
Lower Second Class Honours	2.5 – 2.99
Third Class Honours	2.0 – 2.49
Pass	1.7 – 1.99

PGC/PGD/ Master's Degree	CGPA
Distinction	3.5 or above
Credit	3.2 – 3.49
Pass	2.0 – 3.19

Associate Degree	CGPA
Distinction	3.4 or above
Credit	3.0 – 3.39
Pass	1.7 – 2.99

- 15.4 Heads of Department should recommend award classifications to the Examination Board for review and endorsement. The Examination Board reserves the right, upon the recommendation of the Department, to make exceptions in the application of these indicative grade point averages.

Appendix A — References

Biggs, J.B. and Catherine Tang. *Teaching for Quality Learning at University (3rd edition)* England: McGraw-Hill/Open University Press, 2003

Code of Practice for the Assurance of Academic Quality and Standards in Higher Education, The Quality Assurance Agency of Higher Education, UK, 2006

Assessment Policy of the following universities:

Australia

Australia National University
Bond University
Curtin University of Technology
Flinders University
Griffith University
University of Adelaide
University of New South Wales
University of Queensland

Singapore

Nanyang Technological University

United Kingdom

University of Bristol
University of Edinburgh
University of Exeter
London Metropolitan University
University of Loughborough
University of Manchester
University of Nottingham
University of Plymouth
University of Sheffield
University of Southampton
University of Sunderland
Swansea University
University of Warwick

Hong Kong

Hong Kong University of Science and Technology

United States of America

University of California, San Diego
University of Texas, Austin

ARRO web page, City University of Hong Kong

OBTL web page, City University of Hong Kong

SGS web page, City University of Hong Kong

The University Policy on Personal Data (Privacy) Issues, City University of Hong Kong

The Approved Structure of 4-year Undergraduate Degrees, City University of Hong Kong

Academic Regulations, City University of Hong Kong

Appendix B — Questionnaire for Students with Disability



香港城市大學
City University
of Hong Kong

Form R18 (06/2009)

Academic Regulations and Records Office

Tel No. : (852) 2442 2300

Fax No. : (852) 2442 0270

On-line enquiry form:

www.cityu.edu.hk/arro/enquiry.asp

Questionnaire for Students with Disabilities

If you have a disability, this form is an opportunity to let the University have a better understanding of what help you may need so that we can provide appropriate assistance to facilitate your learning here.

The information collected in this form will be used by different faculty centres and departments of the University for offering of assistance to disabled students and for statistical purpose. The Academic Regulations and Records Office will co-ordinate the collection of such information and make appropriate referrals to the teaching department, and other service providers such as the Library and Student Development Services. All information collected will be kept confidential and used on a need-to-know basis. Whilst there are limits to the level and amount of services which can be provided, individual departments may contact you further to discuss the services and assistance they can offer.

After completing the form, please return it to the Academic Regulations and Records Office Service Centre. Thank you for your co-operation.

Student Name: _____ Student No.: _____

Day time Telephone No.: _____ Programme Code: _____

CityU E-mail Address: _____ Programme Title: _____

1. Please briefly describe your disability.

2. Do you need special assistance for travelling to the campus? If yes, how is it arranged?

3. Do you need special arrangements when attending lectures?

4. Do you need assistance or special equipment in your studies and in completing course assignments?

5. Do you envisage any activities in your study programme that you cannot attend, such as field trips, laboratory work, etc.?

6. Do you need special arrangements and equipment or extra time for examinations?

Signature of Student

Date



香港城市大學
City University
of Hong Kong

(01/2010)

Chow Yei Ching School of Graduate Studies
Taught Postgraduate Student Records Service Counter
Unit 601, Block 1, To Yuen Building
Tel No.: 3442-9014 Fax No.: 3442-0237
Email: tpenquir@cityu.edu.hk

Questionnaire for Students with Disabilities

If you have a disability, this form is an opportunity to let the University have a better understanding of what help you may need so that we can provide appropriate assistance to facilitate your learning here.

The information collected in this form will be used by different facility centres and departments of the University for offering of assistance to disabled students and for statistical purpose. The Chow Yei Ching School of Graduate Studies (SGS) will co-ordinate the collection of such information and make appropriate referrals to the teaching department, and other service providers such as the Library and Student Development Services. All information collected will be kept confidential and used on a need-to-know basis. Whilst there are limits to the level and amount of services which can be provided, individual departments may contact you further to discuss the services and assistance they can offer.

After completing the form, please mail or fax it to SGS at the address and fax number indicated above. Thank you for your co-operation.

Student Name: _____ Student No.: _____

Day time Telephone No.: _____ CityU Email Address: _____

Programme Code: _____ Programme Title: _____

1. Please briefly describe your disability:

2. Do you need special assistance for travelling to the campus? If yes, how is it arranged?

3. Do you need special arrangements when attending lectures?

4. Do you need assistance or special equipment in your studies and in completing course assignments?

5. Do you envisage any activities in your study programme that you cannot attend, such as field trips, laboratory work, etc.?

6. Do you need special arrangements and equipment or extra time for examinations?

Signature of Student

Date

Appendix C — Terms of Reference and Constitution of Assessment Panel

Terms of Reference

1. To maintain the academic standards of assessment in courses for which they are responsible.
2. To determine the final grades for students in courses and report them to ARRO and SGS.
3. To decide what action to take as a result of a substantiated claim for mitigation notified to them.
4. To ensure the grading of each course is fair and transparent and does not discriminate according to gender, sexual orientation, ethnicity, religion or belief, age, social origin or disability.
5. To ensure grade descriptors are applied consistently.
6. To consider the implications of any variation of grades in the courses under consideration and the implications of variations between the grades on courses currently under consideration and grades on those courses in previous years.
7. To award 'I' or 'X' grade to students or adjust the grade awarded, where mitigation circumstances have been established.
8. To ensure the discussions at the Assessment Panel are confidential.
9. To ensure meetings be held prior to the release of grades to students in accordance with schedule announced by ARRO or SGS.

Constitution

Chair

Head of Department or nominee (in the absence of the Head)

Members

Programme Leader for the course being considered

Course Leader for the course being considered[#]

Optional members

External Academic Advisor of the programme or the course

Authorised representatives of relevant professional bodies where a programme is required for, or leads to, professional accreditation

Secretary

Head's nominee

[#] Where a course leader is excused attendance at the Assessment Panel, the associate course leader or the designated members of the academic staff as the case may be should attend the Assessment Panel.

Appendix D – Terms of Reference and Constitution of Examination Board

Terms of Reference

1. To classify awards with regard to students' Cumulative Grade Point Average ("CGPA") by taking account of the guidelines for decisions on academic awards contained in the University Assessment Policy and Principles for Taught Programmes.
2. To ensure that academic awards accurately reflect students' achievement of the intended learning outcomes.
3. To make recommendations to the College/School Board in the event of any anomaly or inconsistency in the award classification decisions.
4. To make decisions on the academic standing of students.
5. To make decisions on students in difficulty and on termination of study.
6. To ensure discussions at the Examination Boards are confidential.
7. To make record of each meeting of the Examination Board, detailing decisions made and the reasons for those decisions, in particular for discussions on students in difficulty

Constitution

College Examination Board

Chair

Dean

Members

Heads of Department

At least two full-time academic staff of each Department nominated by the Head of Department
Programme Leaders of programmes being considered by the Board

An academic staff member from another College/School, who must be a member of his/her
own College/School Examination Board

Optional member

External Academic Advisor of the programme

Secretary

Deans' nominee

School Examination Board

Chair

Dean

Members

At least five full-time academic staff of the School

Programme Leaders of programmes being considered by the Board

An academic staff member from another College/School, who must be a member of his/her own College/School

Optional member

External Academic Advisor of the programme

Secretary

Deans' nominee

A quorum for the Examination Board is fifty per cent of its members. Where attendance is excused, the Dean shall appoint a replacement member.

The page features a minimalist design. On the right side, a large, light-grey curved shape, resembling a quarter-circle or a stylized 'C', extends from the top to the bottom. A horizontal dotted line crosses the page, starting from the left margin and ending at a vertical dotted line that forms a right-angle corner. The text is centered below this corner.

Programmes of Study and Academic Departments

Programmes

Types of Programmes

The University's programmes range from associate degree to doctoral level studies in a wide variety of disciplines leading to the following awards: Associate Degree, Bachelor's Degree, Postgraduate Certificate, Postgraduate Diploma, Juris Doctor, Master's Degree, Master of Philosophy, Professional Doctorates and Doctor of Philosophy.

The College of Business, College of Liberal Arts and Social Sciences, College of Science and Engineering, School of Creative Media and School of Law, offer bachelor's degree and postgraduate studies while the School of Energy and Environment currently only offers postgraduate degree studies. The School of Creative Media, Division of Building Science and Technology and the Community College of City University offer associate degree programmes.

Information of programme requirements and details are available at the [Programmes](#) and [Courses](#) website.

Programmes under the Credit Unit Structure

Under the credit unit system, students must earn the minimum number of credit units for the award being sought and must take designated courses to meet the core requirements of their programme. In addition, all undergraduate students must meet certain University requirements to earn their award, including: a language requirement; a requirement to take courses outside the students' main area of study; and a Chinese Civilisation requirement. The academic regulations for University awards are set out in more detail in the section "Regulations" of the University Calendar.

The Structure of University Academic Programmes

1. The academic curriculum of the University is organised into Programmes. Each Programme leads to a named award of the University. Students are admitted to a Programme and remain enrolled on this Programme unless they are permitted to change their enrolment.

Credit Units

2. Programmes are organised on the basis of credit units defined in terms of student work, with one credit unit being earned for about forty-to-fifty hours of student work. In most cases, this notional student work input can be related to contact hours. The “rules of thumb” approved by Senate are that one lecture hour, or one tutorial hour per week for a Semester requires student work sufficient to earn one credit unit; and one laboratory hour per week for a Semester requires student work sufficient to earn one-half a credit unit. It is understood that Programme Committees may wish to deviate from these rules of thumb, where they do not reflect the actual circumstances of the Programme.

Number of Credit Units for University Awards

3. Senate has established a minimum number of credit units that students are required to earn for each award. These minimums are as follows:

Bachelor’s Degree	90 credit units
Associate Degree	66 credit units
Master’s Degree	30 credit units
Postgraduate Diploma	24 credit units
Postgraduate Certificate	12 credit units

4. No maximum for credit units required has been set, but Programme designers should be aware that full-time students are expected to carry no more than a maximum credit unit load per Semester of eighteen units.

Courses

5. The units of instruction at the University and the component parts of Programmes are “courses”. Courses must be designed to earn whole credit units. To facilitate scheduling and therefore flexibility for students, departments are urged as far as possible to offer courses that earn multiples of three credit units.
6. Each course must be assigned a “level” to indicate the degree of academic difficulty associated with the course. Unless explicit approval is given, students may not meet programme requirements by studying courses at a level different than their programme level (i.e. P, B, or A). The levels approved by Senate are as follows:

Postgraduate:	P5; and P6
Bachelor’s Degree:	B1; B2; B3; and B4
Associate Degree:	A1; and A2

7. Equivalent courses may be defined for programmes where there is sufficient overlap in content that students may use any equivalent course to meet programme requirements, recover a failure, or improve a course grade. Where necessary, substitute courses may be assigned to enable students to complete programme requirements.
8. Not all courses are designed for specific Programmes and may be suitable for students irrespective of the Programmes on which they are registered.
9. Courses should be designed so that assessment can be completed in the Semester in which the course is completed. Formal written examinations should have a duration of 1, 1.5, 2, 2.5, or 3 hours.

Structure of Programmes

10. The basic building blocks of Programme design are:

Required Courses:	Courses that students must pass to earn the award.
Programme Electives:	Courses “elected” by students from defined sets of courses prescribed for the Programme.
Free Electives:	Courses chosen by students from any available course, not specifically excluded by the Programme and for which they have the prerequisites.

11. Vertical structure can be introduced into a Programme by the use of prerequisites, or precursors. Prerequisites are requirements that must be fulfilled before a student is able to register in a particular course. Note that this might include educational or other achievements gained before entry to the University, e.g. a particular A level, or relevant work experience. Precursors to courses are not requirements, but students are advised to complete precursors before taking such courses.
12. While setting prerequisites will be necessary in some cases, once established they make it more difficult for students to progress through their studies. Prerequisites should therefore be used with discretion.

Programmes Leading to Bachelor’s Degrees and Associate Degrees

13. Programmes leading to Bachelor’s Degrees and Associate Degrees must include:
 - 13.1 **A structured, integrated core**—The structured core for Bachelor’s Degrees must comprise at least **sixty credit units**, and for Associate Degrees at least **forty-eight credit units**. The core element of the Programme is normally based on a discipline, or professional area of specialisation. The core provides for a planned, objective-oriented educational experience that requires students to progress from introductory to advanced material and to gain an in-depth appreciation of their specialist area, or areas.
 - 13.2 **Opportunities for studies “out-of-discipline”**—Undergraduate Programmes must be designed to permit students to study courses outside their area of specialism. Programmes leading to Bachelor’s Degrees must include **at least nine credit units** earned “out-of-discipline”. Programmes leading to Associate Degrees must include at least six credit units earned out-of-discipline.

The definition of courses that lie outside a discipline area is the responsibility of the department offering the Programme, but is subject to approval by the relevant College Board. Programmes may, if necessary, restrict the choice of students' out-of-discipline studies to courses approved for the Programme.

- 13.3 **University Language Requirement**—Senate requires that all Undergraduate Programmes include six credit units earned in fulfilment of the University language requirement. The language requirements must be met either through studies to meet the University English attainment requirement, or through study of language courses approved by Senate to meet the requirement.
- 13.4 **Chinese Civilisation Requirement**—All Bachelor's Degree Programmes must include six credit units earned in courses in Chinese Civilisation.
14. **Exemption from the University Course Requirements**—College Boards may at their discretion exempt students in part-time, evening programmes from the University's language, Chinese Civilisation and out-of-discipline requirements.
15. **College Requirement**—Requirements may be established by College Boards for the awards offered under the Board. Programme designers must incorporate these requirements in Programmes.
16. **Free Electives**—Senate encourages Programme designers to allow students sufficient room in their studies for courses freely chosen from those on offer in the University. Opportunities to develop one's own interests and talents should be an integral part of any education.
17. **Minors**—Programmes may allow students to select minors as part of their programme of study. Minors comprise a structured group of courses totaling **at least 15 credit units**, allowing for significant exposure to a subject area or topic of professional interest. Minors will be noted on student transcripts.

Colleges, Schools and Academic Departments

College of Business

Dean: Chair Professor Wei, Kwok-kee
BSc *Nan.*, PhD *York*, FAIS, SMIEEE

The College of Business aims to be a globally-oriented business school at the forefront of business ideas and knowledge: a key business education hub — in China for the world. Our mission is to consolidate our position as a centre of academic and professional excellence. We aim to:

- Advance the frontiers of business knowledge.
- Educate our future business leaders with a global orientation.
- Produce innovative and relevant research that enriches the understanding and practice of business.
- Develop business leaders with a broad understanding of the China marketplaces.
- Contribute to the welfare of our faculty members and staff, students, alumni, university, business partners, nation, and the world at large

The College is committed to providing quality business education for students, producing quality applied research with impact, promoting quality academic culture to help staff members excel, and pursuing pro-actively strategic linkages with academic and business organisations in Hong Kong, the mainland and overseas. The College consists of the Departments of Accountancy, Economics and Finance, Information Systems, Management, Management Sciences and Marketing, each contributing to the teaching of the Bachelor of Business Administration (Honours) programmes (BBA), as well as the Master of Business Administration (MBA), Executive Master of Business Administration (EMBA) and the Doctor of Business Administration (DBA) programmes. The College has more than 200 academic staff and eminent scholars recruited from around the world. This diversity ensures students have a global vision of the business environment. Our graduates are well received by employers in the business community and have become a valuable pool of human resources in Hong Kong.

The College of Business has achieved triple accreditations by the premier accrediting agencies for business schools globally, including: AACSB International (The Association to Advance Collegiate Schools of Business), EQUIS (European Quality Improvement System from European Foundation for Management Development), and AMBA (The Association of MBAs). These achievements place us on a par with the leading business schools in different parts of the world that meet quality standards pertinent to business education.

The BBA programme admits students from a variety of backgrounds. It is designed to present an overall view of management while at the same time provide students with the necessary skills in a specialisation so that they can acquire and succeed in a responsible position upon graduation.

At the postgraduate level, the College offers 16 master's degree and one postgraduate certificate programmes tailor-made to suit the specific needs of different professions. In addition to the more traditional research degrees leading to the awards of MPhil and PhD, the College also offers a Doctor of Business Administration (DBA) programme. This professional doctorate programme aims at nurturing a new generation of top-level business scholar-practitioners who can apply advanced research techniques in a scholarly manner to address strategic business problems.

The College excels in selected areas of applied research which are of high international standard. Some of our work has made significant and timely impact on Hong Kong businesses. The research strengths of the College are well aligned with our teaching programmes.

The College emphasises the development of professional competencies and skills in the context of globalisation and whole personal development. We offer high value-added educational programmes, providing ample opportunities for students to participate in international exchange with renowned business schools around the world.

Department of Accountancy

Head: Chair Professor Kim, Jeong Bon
PhD *Temple*

Since its establishment in 1984, the Department has been the leading provider of accounting education to Hong Kong, mainland China and the Asia-Pacific region. The Department offers both undergraduate and graduate students with a broad education as well as an intensive study within the subject areas such as financial reporting, cost and managerial accounting, international accounting, auditing, taxation, accounting information system, China accounting, and corporate governance. Various degree programs offered by the Department aim to respond to the market demand by incorporating new developments in the real world into accounting curriculum in a timely manner. The Department maintains close links with the accounting profession in HK and mainland China. Special attention is given to the international/global dimension of accounting, auditing, and taxation, including the relevant issues regarding accounting practices in China, the recent developments related to International Financial Reporting Standards (IFRS), and the accounting implications of corporate governance and other regulatory reforms in emerging markets, including mainland China. Many graduates from our accounting programs play a leading role in “Big Four” public accounting firms, financial institutions, international and local firms, and others.

Department of Economics and Finance

Head: Professor Chan, Kenneth Shun-yuen
BSc *Tor.*, MA PhD *Brown*

The Department of Economics and Finance provides solid training in both the theory and application of economics and finance. The Department aims to train graduates with cutting-edge knowledge in modern economics and finance and to provide Hong Kong with the young financial executives, economists, and business analysts it needs. The mission of the Department is to be a centre of excellence in research and teaching, using economics and finance for business as well as public sector decision-making in Hong Kong, the mainland, and other Asia-Pacific economies.

The Department offers three undergraduate programmes in Business Economics, Finance, and Quantitative Finance and Risk Management; and four postgraduate programmes in Applied Economics, Banking, Finance, and Financial Engineering. In addition, the Department offers two research degree programmes: MPhil and PhD in Economics and Finance.

Department of Information Systems

Head: Chair Professor Zhao, J Leon
PhD *UC Berkeley*

The Department of Information Systems provides quality education and conducts innovative applied research to meet market needs. It offers a comprehensive range of degree programmes from Bachelor's level to PhD level in the areas of information systems, global business systems management, e-Commerce / e-Business, and knowledge management. A quality mechanism is embedded in the Department to encourage close collaboration with local industry and to ensure the programmes and courses continue to meet the dynamic requirements of local business, industry and society. The Department is a pioneer in teaching innovations and is well-resourced with state-of-the-art information systems laboratories. Its staff members have won 11 teaching excellence awards from the University since 1995.

Being recognised globally as one of the best information systems departments in the world, its staff members have diversified research interests in the areas of e-Logistics, wireless and mobile commerce, e-Business and e-Government, knowledge and innovation management, and information systems security and auditing. The Department also has expertise in the development, application and management of information systems with particular emphasis on finance, tourism, retailing / trading and research management.

Department of Management

Head: Chair Professor Leung, Kwok
BSc CUHK, MA PhD III.

The Department of Management seeks to offer innovative applied research and management education programmes that develop graduates with professional knowledge and skills as well as an international perspective to help them become successful managers and responsible citizens.

The Department of Management takes quality applied research, teaching and community services seriously, and strives for the design and delivery of excellent programmes and services, as well as their continuous improvement. The Department is proactive and innovative in building a community atmosphere, and in responding to the changing needs of students, businesses and other stakeholders.

Department of Management Sciences

Head: Professor Lim, Andrew Leong Chye
BCompSci PhD *Minn.*

We are in an era where organizations across the world are functioning in an environment filled with dynamism and constant advancements in products, services and technologies. Such an atmosphere demands organizations to make adjustments, and carry out continuous development of innovative skills and information technology skills. In order to compete successfully, there is a growing need for the new generation of managers to possess strong analytical skills to solve complex business problems.

As a Management Science Department, our strength lies in application of scientific methods to management practices. To meet the demand of modern quantitative analysis, we are putting a lot of emphasis on teaching proven solutions to our students and also collaborating with industry to carry out applied innovative strategic research.

The City University's Department of Management Sciences not only trains students to be competent in technology and analytical problem solving but also educates them to be competent professionals with good work ethics, and be responsible citizens of the society. Today, our department is one of the largest and strongest departments in this discipline in the Asia-Pacific region.

Department of Marketing

Head : Dr Su, Chenting

MA Econ *Beijing Int. of Bus.*, PhD *Marketing Virginia Tech.*

The Department offers Marketing and China Business majors under the BBA programme. The goal of these majors is to develop young men and women to be marketing and China business professionals to help firms excel in the dynamic Asia-Pacific region in a global context. Students proceed through core courses, minor courses and electives sequentially till they acquire the necessary concepts and skills for their career. The majors emphasise both breadth (regional and global knowledge, language proficiency, communication skills, and creative thinking) and depth (problem-solving capability, subject area knowledge, and effective decision tools).

Students are provided with an all-round education through seminars, indigenous cases, contemporary projects, and professional talks.

College of Liberal Arts and Social Sciences

Acting Dean : Chair Professor Lee, Gregory B.
PhD *Lond.*

Hong Kong, China, and the Region are facing challenging and exciting changes, and at the same time new global responsibilities. The humanities and social sciences will be crucial to the development of the local community's and indeed the nation's ability to tackle these twenty-first century problems. The College of Liberal Arts and Social Sciences (CLASS) of City University is in the vanguard of the intellectual response to these challenges.

This mission of CLASS is to ensure the provision of quality courses for students across a range of subject areas in the liberal arts and social sciences. Equally important within the framework of the new Hong Kong four-year undergraduate curriculum is the College's ability to offer a range of stimulating and mind-broadening courses to the entire university's student body. Our ambition to excel in teaching is matched by our commitment to outstanding research output at the PhD, post-doctoral and senior scholar levels.

CLASS has six departments: Applied Social Studies; Asian and International Studies; Chinese, Translation and Linguistics; English; Media and Communication; and Public and Social Administration. The six departments together offer 36 programmes at undergraduate and postgraduate levels. The undergraduate and post-graduate education and training we provide in the liberal arts and social sciences fosters well-rounded, flexible individuals equipped with the capabilities necessary to their future lives and careers. The main skill we aim to impart to our students is critical thinking, which is essential to their own future and to that of the community as a whole. Critical thought similarly drives the research culture that permeates the College. Indeed, the top-quality research produced by CLASS faculty members underlies our commitment to innovative and internationally recognized teaching.

With the aim of reaching out to, and cooperating across, diverse academic disciplines, the College is this year launching The Hong Kong Advanced Institute for Cross-disciplinary Studies to promote cross-disciplinary research. The Institute will host external high-level researchers and support the University's own scholars who share a common desire to engage in trans-disciplinary and cross-cultural research within the College, across the University, and in partnership with regional and international scholars and institutions. The Institute will privilege dynamic approaches to the Hong Kong Research Grants Council's prioritized research themes, in particular in the domains of public health and ecology, and other key research areas. The Institute aims to nurture and make known the core importance of research in humanities and social sciences to the community's future development and well-being through a spirit of openness towards, and collaboration with, pure and applied sciences.

CLASS offers a variety of co-curricular programmes aimed at providing a foundation for all-round development and lifelong learning. These include International Exchange Programme, Professional Internship, Summer Schools, English Immersion and First-Year Enhancement Scheme. Students have opportunities to explore different cultures, develop communication skills, gain work-related experience and broaden their horizons.

Department of Applied Social Studies

Head: Professor Kwan, Alex Yui-huen
MA *N. Dakota*, MSW *Br. Col.*, PhD *Louisiana State*
Cert(Environmental Ed.) *Wash.*, Cert(Gerontology) *Flor. State*
Cert(SWK Faculty Dev.) *UCLA*, RSW (HK)

The strength of the Department lies in the diversity of its staff, who are criminologists, sociologists, psychologists, counsellor, social work educators and practitioners. The Department offers a broad range of social science programmes in professional and applied fields at both the undergraduate and postgraduate levels.

The Department offers four full-time BSocSc (Hons) programmes in Applied Sociology, Criminology, Psychology, and Social Work. It also offers a part-time BA (Hons) programme in Social Work with Minor in Counselling. The BSocSc (Hons) Criminology and the BA (Hons) programme are designed for associate degree/diploma holders.

Five part-time postgraduate programmes are provided by the Department. They are MSocSc in Applied Psychology, MSocSc in Applied Sociology, MSocSc in Counselling, MSocSc in Psychology of Education, and MSocSc in Social Work.

The MSocSc in Applied Psychology provides graduate students with a comprehensive and in-depth education in Psychology. Graduates of this programme are eligible to apply for graduate membership of the British Psychological Society and the Hong Kong Psychological Society. The other four MSocSc programmes address community needs for enhancing knowledge and skills in the workplace and strong demand for professional training.

The Department is also entrusted with teaching a variety of minor programmes, such as applied sociology, counselling and psychology. It also offers a number of courses in General Education and social sciences to students throughout the University with the objective of broadening the curriculum of students under the credit-unit system.

Department of Asian and International Studies

Acting Head: Professor Lang, Graeme
BA S. Fraser, MA PhD York(Can.)

The Department of Asian and International Studies (AIS) offers four degree programmes — the Bachelors degree in East and Southeast Asian Studies, a Bachelors degree in International Studies, a Masters degree in Development Studies, and a Masters degree in Asian and International Studies. The Department also offers research degree of Doctor of Philosophy (PhD) on social, cultural, and political trends and developments in Hong Kong, the Mainland China, and the Asian regions, with a focus on policy-oriented research.

Teaching and research in the Department include studies of globalization, social and political trends, and the impacts of various types of economic development. Scholars in the Department study problems of democratization, political development, poverty, gender, environment, religion, ethnicity, work, and corporate social responsibility in Asian societies. The core disciplines of the Department are sociology, anthropology, and political science.

AIS scholars also manage the University's Southeast Asia Research Centre (SEARC), which has established an international reputation for research on contemporary Southeast Asia.

Departmental scholars publish regularly and internationally from their research on a number of societies in East and Southeast Asia. The Department combines commitment to research with a dedication to high-quality teaching.

Department of Chinese, Translation and Linguistics

Head: Professor Webster, Jonathan James
BA MA PhD *SUNY Buffalo*

The Department of Chinese, Translation & Linguistics offers programmes of study at both the undergraduate and postgraduate levels designed to address the growing needs of Hong Kong and other Chinese communities for language professionals well versed in areas such as Chinese, translation and interpretation, comparative cultural studies, linguistics and language technology, cultural and heritage management.

At the undergraduate level, our programmes include BA (Hons) in Chinese, BA (Hons) in Linguistics and Language Technology, BA (Hons) in Translation and Interpretation, BA (Hons) in Cultural and Heritage Management, and a non-Government funded BA Honours programme in Language Studies (with specialisation in Chinese, Linguistics and Language Technology, Translation and Interpretation, Japanese or Korean). In addition, the Department also offers minors in Chinese for Professional Purposes, Japanese Studies, Korean Studies, Language Technology, Linguistics, Modern and Contemporary Chinese Literature, and Translation.

At the postgraduate level, the Department offers two non-Government funded MA programmes: MA in Language Studies (with specialisation in Language and Law, Linguistics, Translation and Interpretation, or Translation with Language Information Technology) and MA in Chinese (with specialisation in Chinese Language and Literature, or Chinese for Professional Purposes). To motivate and support our students' enthusiasm for learning, scholarships are offered to those achieving excellent academic performance.

Apart from the taught programmes mentioned above, the Department also offers research degree studies toward MPhil and PhD degrees in the core areas of the Department.

The Department encourages and promotes research in such areas as linguistics and language technology, the study of Chinese language and literature, and translation and cross-cultural studies. Research emphases in the Department include translation (machine and human), cultural and heritage management, corpus linguistics, language and law, computer assisted language learning, phonetics, comparative literature, terminology and scholarship in Chinese and other Asian languages. The Department also maintains links with The Halliday Centre for Intelligent Applications of Language Studies (HCLS).

The Department's Phonetics Laboratory, which is considered one of the best equipped phonetics laboratories in the region, certainly the best in Hong Kong, has all the basic research tools of the latest speech analysis technology for carrying out research in various aspects of phonetics: acoustical, articulatory, perceptual, and physiological. The Department also has a multipurpose laboratory with the most advanced equipment and facilities designed for professional training in simultaneous and consecutive interpretation as well as for language learning.

Department of English

Head: Chair Professor Bolton, Kingsley
BA *Kent*, MSc *Edin.*, PhD *R'dg*

The Department of English of City University of Hong Kong offers a wide range of programmes and courses in English studies, including English literature and linguistics, English for the business and corporate world, English for the creative professions, English language education, and English for specific purposes.

The Department has an international faculty with teachers from Asia, Britain, Europe, Hong Kong, mainland China, and the US. It has an outstanding research and publications record and is a leading centre for English studies in Asia. Courses in our Department are designed to be challenging and intellectually stimulating, and English studies at City University connects to many other academic fields. Undergraduate courses in English studies may be combined with many other subjects, including business studies, European languages, linguistics, media studies, and many other programmes across the University.

At the undergraduate level, the Department offers BA (Hons) in English for Professional Communication; BA (Hons) in English for the Profession, while at the postgraduate level, the Department currently offers three MA degrees: MA in Teaching English as a Second Language, MA in English for Specific Purposes, and an MFA in Creative Writing. The Department has an active research agenda and offers a PhD programme, with particular strengths in the areas of applied linguistics, discourse studies, professional communication studies, world Englishes, and Asian literature in English.

Department of Media and Communication

Head: Chair Professor Lee, Chin-Chuan
BA Nat'l Chengchi, MA Hawaii, PhD Mich.

The Department offers innovative academic programs that emphasize media convergence. Unlike traditional curricula that segregate different modes of mass communication, we aim to train professional communicators capable to work in an environment of media convergence and information integration—an environment that spans across journalism, broadcasting and TV, advertising and public relations, as well as new media. To that end, we emphasize the integral infusion of new technologies, media skills, communication theories, and creativity in our education. Teaching and research are supported with a state-of-the-art integrated and inter-compatible digital multimedia platform. Housed in the InnoCenter to enhance industry cooperation, our facilities include digital TV shooting/editing studios, audio recording/ advertising shooting/designing studios, as well as new media and eye tracking labs. The Department will move into the landmark Multimedia Building upon its completion. We ranked No.1 in the field of communication/media research, according to Hong Kong's Research Assessment Exercise (2006). Most faculty members have extensive industry experience, and some are continuously active in professional activities. We offer the following programs:

- BA (Hons) in Media and Communication
- BA (Hons) in Integrated Strategic Communication
- MA in Communication and New Media
- MA in Integrated Marketing Communication
- MPhil
- PhD

In addition, the Department offers BA (Hons) in Digital Media Broadcasting with the School of Creative Media, and BA (Hons) in English for Professional Communication with the Department of English.

Department of Public and Social Administration

Head: Professor Chan, Hon S
BSSc MPhil *CUHK*, MA PhD *Syr.*

The Department is responding to a growing demand for administrators who combine generalist skills with knowledge about specialist areas, and who can work competently across a wide range of middle management positions in public, private and non-profit sector organisations. In addition, the Department provides opportunities for middle and senior managers to develop professionally in order to better meet the demands of the twenty-first century's rapidly evolving political, economic and social environment. The Department's programmes emphasise personal capacity building for professional management, with particular attention to developing skills in critical analysis.

The Department's applied research focus includes comparative studies in government, analysis of public policy and public management, and collaborative projects with community organisations. The Department has considerable expertise in Hong Kong, the Mainland and the Asia-Pacific region. An increasing thrust is the independent and collaborative research work focused on Greater China.

College of Science and Engineering

Dean: Professor Lu, Jian
PhD *UTC*, FSEM

With our unique combination of science and engineering under one roof, it is clear that the College of Science and Engineering (CSE) aims to break with convention to create innovation in teaching, learning and research. We believe in mutual support and interaction among various science and engineering disciplines, an environment that allows all parties to flourish, with a vision for an interdisciplinary world.

Our professors come from around the world to make CSE their home, bringing with them knowledge, experience, education and high international regard. Our prerequisite is that our faculty members be excited to teach — let teaching be their passion and students their canvasses. In turn, our students are eager to make the most of their university experience, making the most of class as well as seeking further opportunities beyond the four walls of the classroom. We seek to provide a haven for learning, where the generations of tomorrow can prosper in a nurturing, encouraging yet motivating environment.

Department of Biology and Chemistry

Head: Chair Professor Horváth, István Tamás
DSc *Hung Acad Sci*, PhD *U Pannonia*

The Department offers studies and research in fundamental and applied aspects of life, molecular and environmental sciences. The study programmes are designed to understand important scientific issues, current technologies, and future challenges in light of local, regional, and global needs by using outcome based teaching and learning frameworks. An interdisciplinary approach is adopted and emphasis is placed on the integration of theory with practical classes via hands-on-experience. The renovated teaching and research laboratories provide a stimulating environment to do experimental work utilizing state of the art equipments and instruments. Relevant industrial experience in local and international companies and research institutions is included as appropriate. Overseas field trips and exchange studies complement the core programmes. Students are also encouraged to attend departmental seminars by well known visiting scientists and engineers.

Judged by the latest Research Assessment Exercise conducted by the University Grants Committee of Hong Kong, the Department is top of the leagues in biological and chemical research in Hong Kong. Several core groups of research have attained international recognition. The Green Chemistry group has attracted Central Allocation funding and private donations. The environmental biology and chemistry group has been leading other sister institutions in establishing the Centre for Marine Environmental Research and Innovative Technology (MERIT), and one of the eight “Areas of Excellence” in Hong Kong (2004–2012). The Department supports wholeheartedly the newly established State Key Laboratory in Marine Pollution.

Staff members of the Department actively contribute to the community through consultancy work for a variety of professional services or serving as members on government and non-profit organizations locally and regionally.

The Department strives to further excel in research and teaching through the unique integration of biology, chemistry and environmental science.

Department of Building and Construction

Head: Chair Professor Kitipornchai, Sritawat
BEng *Monash*, PhD *Syd.*, FTSE, FHKIE, FIEAust, FIStructE

The Department of Building and Construction is one of the founding departments of the City University of Hong Kong. In due recognition of the missions of the University, our programmes are designed with the aims to quest for academic vigor as well as uphold of professional competencies. Adopting an inter-disciplinary approach, our programmes are delivered by a staff team consisting of building services engineers, construction engineers, structural engineers, material technologist, environmental scientist, building and quantity surveyors, our graduates are uniquely placed to serve the construction industry and the society at large.

The last few years have evidenced significant expansion of our activities, notably the launching of Engineering Doctorate programme and Structural and Geotechnical Engineering. These efforts aim to keep abreast with the demand of the industry. Furthermore, the imminent introduction of 4-year programmes makes ways for new concepts and opportunities. Directed towards an outcome-based teaching and learning paradigm, together with the unwavering efforts in applied research, the Department pledges to keep up with its mission of '**Meeting the Challenges of the Real World**' in the years ahead.

Department of Computer Science

Head: Chair Professor Yao, Frances Foong
BSc *National Taiwan*, PhD *MIT*, FAAAS

The Department offers a wide range of taught and research degree programmes aimed to equip graduates with technical skills and professional knowledge to play leading roles in the digital revolution that is currently in progress, much of which is fueled by the advent of the Internet, web computing, and interactive multimedia technologies.

The Department is also committed to continuing education, particularly, in the application of information technology (IT) in industry and commerce. This is reflected in the postgraduate study programmes offered by the Department.

The programmes, while giving graduates a solid theoretical foundation in software design and engineering, also emphasise practical system implementation skills. This strong combination of theory and practice is clearly demonstrated in the Department's research outputs in international journals, its software development and consultancy assignments for the local industries and the inclusion of an industrial placement year in the undergraduate programme in Computer Science.

Department of Electronic Engineering

Head: Chair Professor Man, Kim-fung
MSc PhD *Cranfield UK*, FIEEE

The Department offers undergraduate programmes in Computer Engineering, Electronic and Communication Engineering and Information Engineering. After being admitted to the programmes, students may choose to take an integrated Business Intelligence Minor. An integrated Law Minor is also available to the Information Engineering programme. At the postgraduate level, the Department offers taught master programmes in Electronic and Information Engineering, and Multimedia Information Technology, as well as research degree studies. Students may choose to take the Business Management option after enrolling in the parent taught master programmes. The Department places great emphasis on quality and innovative teaching as well as co-curricular activities such as Industrial Attachment Scheme, Student Exchange Programme and Student Ambassador Scheme for nurturing and equipping graduates with real work experience, international insights and well-rounded qualities.

The Department boasts 15 chair professors, 4 professors, 26 associate professors, 1 senior lecturer, and 11 assistant professors. Staff members have received numerous prestigious prizes and awards. The academic team engages actively in different research activities in (1) Applied Electromagnetics, (2) Computer Engineering, (3) Control Systems (4) Networking, (5) Optoelectronics and Solid State Devices, (6) Power Electronics, and (7) Wireless Communications. Five Research Centres, namely Centre for Chaos and Complex Networks, Center for Electronic Packaging and Assemblies, Failure Analysis and Reliability Engineering, Center for Power Electronics, Information and Communication Technologies Centre, and Centre for Prognostics and System Health Management have been set up. In addition, with the support and approval from the Ministry of Science and Technology, State Key Laboratory of Millimeter Waves has been established in March 2008 which is the only Engineering State Key Laboratory in Hong Kong.

The Department's academic faculty has commercialised many ground-breaking technologies, such as Access Control and Smartcard Systems; Compact Antennas for Duplex Global Positioning Systems (GPS); the Millimeter-wave Receiving Technology; RFID technology; Voice and Image Encryption via chaos-based techniques, Energy Saving "Green" Burn-in System for Power Supplies; Wireless Charging Platform; Video Compression Technology; 3D TV Enabling Technology, etc.

Personnel with training in high technology are highly sought after in different sectors. Apart from the manufacturing and technology sectors, other economic sectors such as finance and banking, insurance, logistics, entertainment, etc. are in need of technology as an enabler of business operators and transformation.

Department of Manufacturing Engineering and Engineering Management

Acting Head: Dr Kamineni, Pitcheswara Rao

BEng *Karnataka*, MTech *KanpurIIT*, PhD *MadrasIIT*,

CEng, MIE(India), MIIM, MPMAI, MASTM, MIEM, MCIMMP

Our vision is to be the best to educate the best. We aim to provide world-class education for: 1) technical experts; 2) technical managers; in order to produce leaders, entrepreneurs, innovators to meet the needs of current and future manufacturing industries.

Manufacturing Engineering can be defined as the transformation of raw materials into useful products through the most economical and competitive methods, making full use of the scientific principles and innovative designs to gain wide-spread acceptance.

Manufacturing technologies are currently undergoing rapid changes due to the short technology cycle of about three years. Therefore, our graduates should have a life-long learning attitude ingrained in their minds, and equipped with the latest skills in material science, physics, chemistry, mechanical engineering, industrial engineering, and health and safety regulations, with a dose of engineering management for rapid advancement. We strive to be the hub of manufacturing science and technology in the Asian Pacific region.

To ensure that we can teach from strength, we are establishing world-class research facilities with technical expertise in key research areas. We shall continue to increase the Department's intellectual capitals and academic credentials through recruiting worldwide for the best minds to join the Department.

Department of Mathematics

Head: Chair Professor Zhou, Dingxuan
BSc PhD Zhejiang

The Department specialises in applied and computational mathematics. Undergraduate teaching is backed up by extensive research in a wide range of topics. This places us in close contact with many modern uses of mathematics. Our programmes are both relevant and up-to-date.

The Department is conscious of rapid developments in Hong Kong's high technology industries and is keen to introduce programmes producing high-quality graduates in Mathematics capable of making a contribution to such industries.

Department of Physics and Materials Science

Head: Chair Professor Van Hove, Michel Andre
BSc *Federal I.T. (Switzerland)*, PhD *Camb.*

The world of science and technology in the new millennium is facing scientific challenges in the areas of information technology, biotechnology, nanotechnology, energy and environmental science. In all these endeavors, materials issues are ubiquitous and the understanding of the underpinning physics is essential. In 1993, the City University of Hong Kong, recognising the importance of these frontier challenges as well as the need for a synergism between education and research encompassing both physics and materials, formed the Department of Physics and Materials Science — the first of its kind in Hong Kong. The Department's objectives are threefold: to educate students with advanced knowledge and skills, to conduct innovative, especially applied, research and development leading to the advancement of science and technology, and to render professional services for the professional community in Hong Kong and the Pan Pearl River Delta region.

The academic staff of the Department have all earned doctoral degrees from the world's leading academic institutions. Many acquired international reputation and substantial working experience in North America, Europe, Australia or China before joining the Department, bringing with them invaluable knowledge and skills for transfer to their students. Apart from education, the Department excels in research and collaborates with international scientific communities. Our current research areas include: applied optics, environmental physics, computational materials science, surface science and engineering, functional materials and coatings, electroceramics, metals and alloys, polymer composites, electronic materials, magnetism and spintronics, superconductivity, plasma engineering, biomaterials, optoelectronics, photonics, smart materials, instrumentation and measurements, medical radiation physics, nanoscience and technology, nano-scale devices, molecular and bio-electronics, organic light emitting devices, shape memory alloys.

The Department has well-equipped laboratories and a multimedia education facility to serve students and all research staff. It has a group of devoted teachers and researchers who welcome new challenges and are ready to bring state-of-the-art education to all students entering the undergraduate and postgraduate programmes.

Division of Building Science and Technology

Head: Dr Ho, Paul Hok-keung
PhD HK, MHKIE, MCI Arb, FHKIS

The Division of Building Science and Technology offers government funded Associate Degree programmes in Architectural Studies, Building Services Engineering, Construction Engineering and Management, and Surveying (Building Surveying/Estate Surveying/Quantity Surveying).

For meeting industrial needs and articulation purposes, these programmes provide a comprehensive and well-balanced education for students through quality professionally oriented curriculum integrated with broad-based knowledge and generic, transferable skills for life-long learning. The associate degrees awarded are recognised by the relevant professional institutions, and the graduates can also pursue articulation with local and overseas universities.

The Division is supported by a team of well-qualified, multi-disciplinary academic staff with expertise in all aspects of the construction industry. The Design Studios and Computer Studios within the Division, which are equipped with state-of-the-art hardware, software and other facilities, provide a stimulating environment for maximising students' learning.

School of Creative Media

Dean: Chair Professor Shaw, Jeffrey

Creative media encompasses a wide variety of positions in the media-related fields, including animation, multimedia design, advertising, television, film, publishing, arts administration and media production and in the business and manufacturing sectors where high-end technologies are increasingly used in the production processes.

The School's programmes have been designed for students who are interested in such areas as computer animation, film and video production, multimedia design, art directing, production management, digital media broadcast, screenwriting, directing, digital art, or in becoming a critical media scholar.

The School's mission is to train a new generation of multimedia specialists, professionals who are not only skilled in the technology of digital media but who are also versed in the art of storytelling and who can integrate a multiplicity of media forms.

The School's students are encouraged to develop their potential in critical thinking, innovation and the capacity to integrate technology and creativity. They are also trained to understand the business environment in which media industries operate. In addition to the mastery over the technological skills, they will be well-equipped to fill the leading positions and face challenges from the ever-changing media landscape.

Artistic awareness and creativity require intellectual curiosity, critical thinking, imagination and an appreciation of an interdisciplinary approach to all fields of media production. These themes run through all of the courses taught at the School. In selecting students, the School looks for those who are open-minded, with broad interests and a willingness to explore new fields and develop new skills. The applicant is advised to present a portfolio of creative work — of whatever kind — which can demonstrate his/her talents.

School of Energy and Environment

Dean: Chair Professor Chan, Johnny Chung-leung
BSc MPhil HK, PhD *Colorado State*, FHKMets

The School of Energy and Environment is the first in Hong Kong and one of the few in the region, to lead teaching and research that tackles two of the most pressing issues of our time. The School is committed to improving environmental standards and conditions and supporting sustainable development in Greater China and the Asia-Pacific region as a whole. It aspires to be one of the leading schools in the region, specialising in professional education and cutting-edge energy and environment research while addressing core environmental issues relating to energy sufficiency and security, climate change and air pollution.

The School is focused on training high-calibre postgraduate students to satisfy the increasing demand for professionals in these two fields. It places an equally strong emphasis on top-notch research and the development of applications for these rapidly growing areas.

The research focus of the School is in science and technology relating to the generation of renewable energy, energy storage, energy efficiency and conservation, green materials, climate change and air pollution, with a dual emphasis on global excellence and local/regional relevance.

The School places a strong emphasis on scientific and technological research, attracting collaboration with companies and industries working on energy and environment technology to improve their businesses and products.

Starting from 2010, the postgraduate programme, Master of Science in Energy and Environment, will be offered. Details will be available in the School homepage soon. (<http://www.cityu.edu.hk/see>)

School of Law

Dean: Chair Professor Wang, Guiguo
LLM *Columbia*, JSD *Yale*

The School of Law offers quality education to undergraduate and postgraduate students. High on our agenda are three goals: becoming a world renowned centre for research and teaching of law; equipping students with global knowledge, skills and perspectives; and establishing a trusted relationship with local and international legal establishments. These goals are reflected in the composition of our faculty, our curriculums and enrichment activities.

Our School is staffed by a stellar international faculty with a multicultural profile, bringing with them a diversity of quality. To meet the challenges of globalization, our school has established an International Advisory Board, comprising renowned professors from Harvard, Yale and Oxford universities and leading practitioners, to further enhance teaching and research.

Our School has developed close links with its counterparts on the Mainland, in Europe, North America and across the Asia-Pacific region. Students have many opportunities to gain a global perspective in the study of law through various activities organized by the School, such as the Global Legal Education and Awareness Project (G-LEAP), legal placements, international mootting competitions, etc.

Under G-LEAP, students will study an intensive course for one month at Monash University in Australia and University College, Oxford in the UK. The Mainland legal placement enables our students to study at the Renmin University of China and gain the uncommon experience of working at the People's court in various provinces of China. We also provide specialist support for students taking part in international mootting competitions.

Our mootting teams gave some impressive performance in international mootting competitions in 2010 and garnered grand prizes, including ranked third and the Best Memorial Award at Asia-Pacific Rounds of the Manfred Lachs Space Law Moot held in Australia; the Second Honourable Submission and the Top Five Defendant Teams at the 8th Red Cross International Humanitarian Law Moot held in Hong Kong; Honourable Mention for the Best Memorandum on behalf of Applicant and Respondent, and ranked 18 out of 75 in the 7th Annual Willem C. Vis (East) International commercial Arbitration Moot held in Hong Kong; Honourable Mention for the Best Memorandum on behalf of Respondent in the 17th Annual Willem C. Vis International Commercial Arbitration Moot held in Vienna; and ranked 8th out of 29 teams in the Foreign Direct Investment International Moot competition held in Frankfurt.

Starting in 2008, our School has invited professors from Yale Law School, Oxford Law Faculty, and Basel University Faculty of Law to teach our students via video-link facilities. Students can learn from these leading masters and interact with them without leaving the campus.

Last but not least, our School has concluded a tripartite arrangement with the Supreme People's Court of China and Columbia Law School for educating Chinese judges. Every year, 30 Chinese judges are admitted to our Master of Laws (LLM) programme. During their one year study at City University Law School, our Chinese judge students spend one month studying at Columbia Law

School. Starting from 2010, Korea University College of Law became a co-partner by hosting and organizing seminars and visits for the Chinese judge students in Korea. The purpose is for them to learn about Korean law and legal system.

In addition, we also organize a one-month advanced programme for Chinese senior judges two times a year. The presence of these Mainland judges in our School offers an exceptional and unique opportunity to our students, staff members and practitioners for understanding the Chinese legal system and its development.

Chow Yei Ching School of Graduate Studies

Dean: Chair Professor Raupp, Gregory B
BSc MSc *Purdue*, PhD *Wis.*

Over the years, the University has successfully offered taught postgraduate and research degree programmes in the Colleges of Business, Humanities and Social Sciences, and Science and Engineering, as well as in the Schools of Creative Media, Energy and Environment, and Law. Many postgraduate programmes have been developed to meet the professional needs of Hong Kong.

To provide focus and support to the expanding postgraduate student population, the University established the School of Graduate Studies in 1994. The principal role of the School is to facilitate the educational experience of students during their course of study in the University. The School is committed to consistency of standards and academic quality throughout the University. The School received generous donation from Dr Chow Yei Ching, and was named the “Chow Yei Ching School of Graduate Studies” in 2006.

The School is headed by the Dean of Graduate Studies who is also the Chair of the Board of Graduate Studies. The Board is responsible to the Senate for the oversight of all taught postgraduate, professional doctorate and research degree programmes. The School serves to: promote postgraduate study and research opportunities offered by the University; facilitate student admissions and student financial support; monitor study and research progress, examinations and graduation; organise student forums and workshops; coordinate research conferences and seminars; and compile student statistics as well as publications relating to graduate studies.

In general, the School advises and supports Colleges/Schools and academic departments in the dissemination of “best” practices as well as the promotion of new educational initiatives. It also serves to strengthen links with other institutions in order to encourage successful academic exchanges and facilitate the recruitment of non-local students. In addition, it helps to strengthen the research culture of the University through cementing links between the taught postgraduate and research degree programmes on one hand, and between student research degree projects and research and consultancy projects of staff on the other. The School works with the CityU Postgraduate Association (CUPA), an official postgraduate student body, to assure programmes which are sensitive to student concerns.

School of Continuing and Professional Education

Director: Dr Wong, Charles Kit-hung

BSc Lond., MA Br. Col., Hon DED *De Mont.*, Hon DED *Edinburgh Napier*

School website: <http://scope.edu>

The School of Continuing and Professional Education (SCOPE) is the extension arm of CityU serving the community. The mission of SCOPE is to provide quality continuing education for professional practice, retraining and self-development which anticipates and responds to community needs and the effects of social and technological changes.

The School provides different types of course — non-local degree programmes, continuing education diploma/certificate programmes, government initiated programmes and general courses.

Postgraduate Degree Programmes (Part-time)

The postgraduate programmes leading to non-local awards at SCOPE are academically sound and career relevant, and will definitely improve participants' performance and presentation in the workplace, and allow them to learn with people from different backgrounds while acquiring new areas of expertise. These new skills will facilitate their career changes and deepen their knowledge in specific disciplines.

Undergraduate Degree (Top-up) Programmes (Full-time/ Part-time)

With the launch of the first top-up degree programme in 1992, SCOPE has been one of the pioneers of non-local top-up degrees in Hong Kong. The programmes have enabled members of the community to pursue further studies and to advance their careers. Four such programmes have recently been validated by Hong Kong Council for Accreditation of Academic and Vocation Qualifications which means graduates of these programmes can apply for government posts.

Progression Diploma Programmes (Day-time/ Part-time)

These progression programmes provide a route for working adults to pursue higher education through articulation to a number of non-local top-up degree programmes. Participants with school-leaving qualifications and work experience may obtain a Bachelor's Degree through 4 years of part-time study.

Continuing Education Programmes (Part-time)

These standalone programmes lead to Continuing Education awards (Diploma and Certificate level) by CityU SCOPE. The programmes aim to broaden the students' knowledge and provide training for career advancement in specific professionals or industries.

Government Initiated programmes

Project Yi Jin, Applied Learning and programmes offered in conjunction with Education Retraining Board are all government initiated programmes which the School takes part.

General Courses (Part-time)

SCOPE offers a wide range of general courses two times a year: Spring and Autumn. Normally there are no entrance requirements and all applications will be dealt with on a first-come, first-served basis.

In addition, SCOPE undertakes institutional work on behalf of the University by offering optional language courses in Putonghua and English for regular CityU students.

Community College of City University

Principal: Ms Ng, Jennifer Glok-hong

BA S. Fraser, MSocSc PCEd HK, FCIM, CMCIM, FHKIM

The Community College of City University (CCCU) is well recognized as a premier College in Hong Kong in the provision of quality sub-degree education, with more than 7,000 students. CCCU offers a wide range of self-financing Associate Degree programmes (CityU awards), a Pre-Associate Degree and other educational courses. In addition to the specialized knowledge and skills of a core subject area, all Associate Degree programmes at the College incorporate general education and generic skills components essential for employment, further study and personal development.

With over 200 well qualified and experienced staff, we are highly regarded for our rigorous quality assurance systems and our belief in whole person development of students. Industry partners of CCCU support the College by advising on curriculum design and development, and providing internship opportunities and hosting student projects. Well-designed programmes with rich co-curricular activities such as overseas visits, exchange programmes, and student mentoring schemes ensure a holistic education for students. Other schemes such as the Student Ambassador Scheme, External Achievement Awards and the Structured Work Experience Programme enrich student life outside the classroom and prepare them for work.

The outstanding achievements of our graduates in both further studies and careers demonstrate the success of our philosophy. High articulation rates of CCCU's associate degree graduates, together with positive feedback from employers, showed the concrete and tangible results of CCCU's education. They amply justify our efforts to build excellent articulation pathways to offer graduates a wide choice in further studies, and the involvement of industry in our academic programmes.

Division of Commerce

Head: Dr Fu, Peter Chi-ming
BA(Econ) *W. Ont.*, MBA *HK*, DipEd *CUHK*, PhD *R'dg.*, MAIB, MCMAU

The Division of Commerce offers eleven full-time self-financing programmes for first year intake at the Associate Degree Level: Associate of Business Administration (Accountancy), Associate of Business Administration (China Business Management), Associate of Business Administration (with Communication Studies in English/Chinese), Associate of Business Administration (Electronic Commerce & Web Technology), Associate of Business Administration (Financial Services), Associate of Business Administration (Global Business), Associate of Business Administration (General Management), Associate of Business Administration (Global Logistics & Trade Finance), Associate of Business Administration (Hospitality Management), Associate of Business Administration (Human Resources Management), and Associate of Business Administration (Marketing).

All the programmes provide high quality education, focusing on meeting manpower needs at the junior managerial level in the areas of Accounting, Business Administration, Finance, Economics, Banking, Marketing, Business Informatics, e-Commerce, Logistics, and Management Science, but sufficiently broad to facilitate further studies in a wide variety of commerce related fields.

The Division's Associate Degrees are valuable qualification in its own right and the majority of its graduates readily find employment upon graduation or articulate to local or overseas Programmes for completion of a first Degree.

Entry to these programmes is extremely competitive and the programmes have high recognition from professional and chartered institutions. The Division of Commerce has a projected student population of about 2,500 full-time for the academic year 2007–2008.

Division of Computer Studies

Acting Head: Dr Tse, Cyril Ning
BSc *Jinan*, MPhil *CityHK*, MEd *HKPU*, EdA *UWA*

The Division of Computer Studies (DCO) had its new beginning in 2004 when the Community College of City University was established to offer sub-degree programmes. Elements of the programmes being offered have stood the test of time, and could be distinguished in a number of aspects from others. These include a strong professional core, a commitment to the development of application skills with a variety of choices, and a willingness to accommodate the needs of students with diversified backgrounds in science, arts and commerce.

The Division has recently developed a number of programmes at associate degree level aiming to integrate and link together information technology, media technology, logistics, business statistics, environment and engineering with an emphasis on the application of proven methods and techniques to business operations.

To broaden the participation of students in and their communication with the global community, the Division promotes internship, joint student projects with organisations, technical visits, and overseas exchanges. Regular seminars, talks, competitions and social gatherings are also held to enhance peer learning among students and further study opportunities.

Division of Language Studies

Head: Mr Hunter, Duncan Burns
BA *Sus.*, MPhil *HK*, DipTrad *La Sorbonne Nouvelle-ESIT*, PGDipLingSc *Wales*,
DipCredit *Manc. Met.*

As one of the four divisions of the Community College of City University, the Division contributes to the personal and intellectual development of our students and to the needs of Hong Kong and the region in the areas of applied languages for professional communication and communication design.

The Division offers a wide range of self-financing associate degree programmes, in Applied Chinese Studies, Applied Japanese Studies, Digital Visual Design, English for Professional Communication, Media and Publication Design, Communication and Public Relations, Translation and Interpretation, and Bilingual Communication Studies (options in Chinese and English, Chinese and Japanese, English and Japanese, French and English, Korean and English, Korean and Chinese, and Spanish and English). All associate degrees are City University of Hong Kong awards. Partner universities in the UK, Australia, France, Korea and Japan offer favourable entry conditions to the Division's associate degree graduates. Degree programmes at CityU, HKU, CUHK and other local tertiary institutions also offer favourable entry conditions to qualified associate degree students. The Division runs internationally recognised language tests and their preparatory courses in French, Korean, Putonghua, and Spanish through the College's Centre for Lifelong Learning. Pre-associate degree students may normally gain entry to the Division's associate degree programmes.

Division of Social Studies

Acting Head: Dr Cheung, Siu-kau

BSocSc MSocSc MAM MEBM PhD HK, RSWHK

The Division of Social Studies aspires to produce graduates who possess both broad-based and discipline-specific knowledge in social sciences, communication proficiency, analytical and problem-solving abilities, global vision, cultural sensitivity as well as learning skills and commitment to life-long learning. It places dual emphasis upon formal curriculum and out-of-classroom activities, and adopts a teaching and learning approach that is student-directed and integrates knowing, thinking, feeling and acting.

The Division offers the following social science programmes at associate degree level.

- The Associate of Social Science in Social Work, which comprises a UGC-funded and a non-UGC funded programme, produces graduates qualified to register as Registered Social Workers and to work as Social Work Assistants in both government and non-government sectors.
- The Associate of Social Science in Applied Studies in Urban Living equips students with interpersonal and management competence to work in a variety of community service settings, especially leisure and cultural services, and clubhouse and housing management.
- The Associate of Social Science in Public Administration and Management trains students to become competent junior and middle level administrators and managers for the public and social sectors.
- The Associate of Social Science in Leisure and Tourism Management provides students with knowledge and skills for taking up first-line management positions in the leisure and tourism industry.
- The Associate of Social Science in Customer Service Management develops students' competence to work at supervisory and junior managerial levels in customer service in a variety of settings.
- The Associate of Social Science in Applied Social Studies provides broad-based foundation knowledge in a wide spectrum of social science subjects, and more focused and in-depth studies in areas of Urban Studies, International Studies, and Guidance and Counselling.
- The Associate of Social Science in Applied Psychology furnishes students with the knowledge of psychological concepts and principles which can be used in a wide variety of professional and interpersonal settings.
- The Associate of Social Science provides a broad-based social science education to develop students' intellectual abilities to appreciate human and social phenomena from a holistic perspective and to carry out self-directed enquiries into areas of interest.
- The Associate of Social Science in Public Relations and Advertising provides students with the professional training that enables them to start a career in public relations, corporate communications, advertising, media and journalism.



Research Centres

Research Centres

University Research Institute

Hong Kong Advanced Institute for Cross-Disciplinary Studies

Director: Prof Gregory Lee

University Research Centres

Centre of Super-Diamond and Advanced Films

Director: Chair Professor Lee, Shuit-tong

The Centre's mission is to nurture and reinforce collaborative research in the areas of nanomaterials, diamond and nanocoatings, organic light-emitting diode (OLED) and organic electronics with the aim to become an internationally recognised centre of excellence; to assist Hong Kong industries in making use of the technologies based on nanoscience and nanotechnology, diamond and superhard coatings, organic electroluminescent materials and devices, and advanced thin films; to enhance the image and reputation of the University as a university which cultivates high-quality research and technology of wide industrial applications; to promote and support collaborative research with institutions in China in the area of nanoscience and nanotechnology.

Research Focus

- Synthesis of nanoscaled materials and exploration of their novel properties and applications
- Fabrication of nanoscale electronic, optoelectronic, and bio/chemical sensing devices
- Organic electroluminescent and charge-transport materials, organic photovoltaic, organic memory, organic field-effect transistor and organic light-emitting devices
- Single crystalline and nanocrystalline diamond, cubic boron nitride films and related electronic and sensing devices
- Superhard thin films, advanced coatings and tribology
- Computational materials physics on the above topics
- Surface and interface science

Liu Bie Ju Centre for Mathematical Sciences

Director: Chair Professor Wong, Roderick Sue-cheun

The primary mission of the Liu Bie Ju Centre for Mathematical Sciences is to conduct first-class research in applied mathematics and in computational mathematics. As a leading research centre in the Asia-Pacific region, its basic objective is to strive for excellence in applied mathematical sciences.

To this end, it consistently attracts eminent visiting scientists from all over the world. It regularly organises international mathematics conferences and workshops, half-year programs, and weekly colloquia, and actively seeks mathematical and computational problems arising in industry and financial sectors. It also supports the publication of journal articles, books, preprint series and lecture notes series, and plays a leading role in attracting outside funding and donations for the purpose of enhancing research in applied mathematical sciences.

Key Research Areas:

- Partial Differential Equations and Calculus of Variations
- Numerical Analysis, Control and Optimisation
- Modeling and Mathematical Analysis in Elasticity
- Plate and Shell Theory
- Asymptotics and Perturbation Methods
- Special Functions of Mathematical Physics
- Applied Differential Geometry
- Mathematical Finance
- Mathematical Methods in Fluid Mechanics
- Mathematical Methods in Solid Mechanics
- Hyperbolic Conservation Laws
- Boltzmann's Equation
- Complexity and Learning Theory
- Finite Element Methods, Wavelets

The Centre's research output in these fields includes numerous important contributions, which have been regularly published in the top-tier international journals.

Centre for Prognostics & System Health Management

Director: Chair Professor Pecht, Michael Gerard

CityU PHM Centre with current headquarters at City University of Hong Kong, is expecting to start up the Shenzhen laboratory in December 2010. The PHM Centre has been established because of growing interest in Prognostics and Health Management (PHM) implementation on the part of a large number of Chinese industries, including avionics, aerospace, public transportation system, computer, automobile, computer, telecommunication, consumer electronic product, and power companies. Prognostics is the process of predicting the future "effective reliability" of a product by assessing the extent of deviation or degradation of a product from its expected normal operating conditions. Health monitoring is the process of measuring and recording the extent of deviation of degradation from a normal operating condition.

Research Focus

- Development of a prognostics and health management laboratory where soft and intermittent failures can be generated and methods tested. This will be a unique world-class laboratory.
- Development of fault identification and prognostics (prototype software), which use a fusion of advanced symbolic-time series analysis, coupled with optimal feature selection and physics-of-failure analysis to predict system degradation, malfunctions and remaining useful life of critical electronics-rich systems, and to assist in root-cause failure analysis.
- Implementation research to address business concerns, warranty issues, and return on investment.

State Key Laboratories

State Key Laboratory of Millimeter Waves

Director: Chair Professor Luk, Kwai-man

The establishment of the State Key Laboratory of Millimeter Waves at the City University of Hong Kong was approved by the Ministry of Science and Technology of China in March 2008. It is the first laboratory of its kind in the engineering discipline in Hong Kong. Research activities in the Laboratory focus on the advancements and applications of millimeter wave and terahertz technologies. Key mission areas include antenna design, RFIC design and fast computational technique. The Laboratory works closely with her strategic partner at the Southeast University for promoting collaboration between Hong Kong and the mainland. Our long-term goal is to carry out fundamental and applied research for the advancements of communication technologies in China.

Research Focus

- Antenna
- Passive Microwave Circuits
- Active Microwave Circuits Research
- High-Speed Laser Dynamics
- Microelectromechanical Systems (MEMS) for Frequency Control
- Multi-Antenna Communication Technology
- System Integration
- Terahertz (THz) Science and Technology

State Key Laboratory in Marine Pollution

Director: Chair Professor Lam, Paul Kwan-sing

The State Key Laboratory in Marine Pollution (SKLMP) is the second state key laboratory established at City University of Hong Kong. City University is the leading institution, and the SKLMP has five local partner institutions, including the University of Hong Kong, Hong Kong University of Science and Technology, the Chinese University of Hong Kong, Hong Kong Baptist University and Hong Kong Polytechnic University, with the State Key Laboratory of Marine Environmental Science at Xiamen University as its Mainland partner. SKLMP will build on many years of successful collaboration amongst members of the six collaborating universities, especially in the Area of Excellence programme. SKLMP will conduct research on marine environments for the benefit of China and its people. It will also respond to China's pressing and important needs in terms of protecting its marine environment and biological resources, as well as ecological safety, and will help address complex environmental issues related to toxic chemical pollution, eutrophication, hypoxia, biological toxins and aquatic pathogenic bacteria.

Research themes:

- Pollution Monitoring Technology
- Marine Ecosystem
- Risk Assessment
- Pollution Control and Bioremediation

College Research Centres

Centre for Applied Computing and Interactive Media

Director: Chair Professor Shaw, Jeffrey

The mission of the Centre for Applied Computing and Interactive Media (ACIM) is to promote the state-of-the-art high-performance computing in scientific research, engineering practice, media technology and creative arts to enhance the university's academic and industrial competitiveness.

The Centre encourages research synergy among different groups in the University, multidisciplinary in nature, including:

- Physical and mathematical science;
- Electrical and electronic engineering;
- Environmental and biological science;
- Materials science and engineering;
- Building engineering and structural engineering;
- Digital media and multimedia technology (media arts, media Real time image analysis for mixed reality applications;
- Geographic information database for location based applications;
- Intelligent environment and wireless sensor network.

ACIM engages in the development of core competencies in the areas of computational science and engineering, supercomputing and visualisation, media technology and creative arts. The Centre is the focal point for all aspects of high performance computing at the University, and provides production computing resources to faculty members, researchers, students and staff.

Centre for Chaos and Complex Networks

Director: Chair Professor Chen, Guanrong

The Centre aims to promote fundamental and applied research on the emerging and cutting-edge technology of chaos control and synchronization, as well as complex dynamical networks, targeting international academic leadership and regional commercial and industrial applications. It provides a visible base for inter-institutional and inter-disciplinary cooperation, reaching out to the financial market of Hong Kong and beyond. It also plays a significant role in technological advances and transfer, as well as quality postgraduate training. It is a place for studying nonlinear science and engineering.

Research Focuses

- Chaotic dynamical systems and their control and synchronization, with emphasis on fundamental theory studies, engineering design, and practical applications
- Chaos generation via control algorithms and circuit design
- Chaos-based encryption technology for Internet and communications
- Complex dynamical networks: analysis, stability, control and applications
- Networked control and coordinated control
- Optimization and complexity

- Data traffic control over networks
- Wireless communication networks

Centre for Functional Photonics

Director: Prof Andrey Rogach

Centre for Chinese and Comparative Law

Director: Dr Lin Feng

The Centre's goal is to broaden the horizon of human knowledge and to contribute to the betterment of society through comparative legal research. The Centre contributes to the University's goal of excellence in research. The Centre focuses upon research on Chinese and comparative law. The Centre disseminates research results and knowledge in the HKSAR, mainland China and overseas. The Centre provides a platform for discussion and exchange of knowledge amongst a diverse group of scholars and develops links for a co-operative research culture on Chinese and comparative law.

Research Focus

- Chinese and Comparative Commercial law
- WTO-related Law
- Chinese and Comparative Constitutional and administrative law
- Chinese and Comparative Intellectual property law

Centre for Communication Research

Director: Chair Professor Lee, Chin-chuan

The Centre aspires to be a leading research centre in the Asia-Pacific region and internationally, focusing on studies that examine the interrelationships between the media, culture and discourse. The mission of the Centre is to conduct and galvanise high quality research of societal relevance, thus contributing to public understanding about the norms and practices of professional communication.

Research Focus

- Media, social transformation and globalisation
- Social implications of new media
- Cultural meanings of media and communication
- Social and media discourses

Governance in Asia Research Centre

Director: Chair Professor Painter; Martin John

The Centre is committed to innovative, cutting-edge research and comparative analysis of issues and dilemmas of governance in Asia. It operates at the intersection of ethics, politics, public management, policy studies within the broad domains of applied philosophy and applied social sciences.

The objectives of the Centre

- to investigate the ethical and cultural aspects of governance and to contribute to new paradigms of governance in Asia;
- to research institutional design and management processes, and to promote innovation, reform and management of government agencies, corporatised public bodies, and civic organisations in Asia;
- to build capacities for policy planning and policy analysis, and to enhance policy-implementation and policy evaluation in Asia, in both the public and non-profit sectors.

On-going Research Programmes

- Ethics, Culture and Governance
- Institutions, Management and Governance
- Policies, Processes and Governance

Guy Carpenter Asia-Pacific Climate Impact Centre

Director: Chair Professor Chan, Johnny Chung-leung

The mission of the Centre is to become a leading centre in the Asia-Pacific region in research on climate-related perils, particularly those in the region. The research of the Centre focuses on enhancing the understanding of climate-related perils occurring in the Asia-Pacific region and of catastrophic risk throughout the region, as well as making predictions of the occurrence of climate-related perils in the region.

Current/Planned Research Activities

The following projects are either currently being carried out or planned by members of the Centre:

- Climate of tropical cyclones in the western North Pacific and the Australian regions – prediction of annual activity, variations at interannual to interdecadal time scales, and possible changes under different global warming scenarios
- Climate of summer monsoon over South China — prediction of annual rainfall and possible changes as a result of land-use changes (such as urbanisation over the Pearl River Delta, deforestation in the Indochina Peninsula, etc) and under different global warming scenarios
- Climate of the winter monsoon over China — prediction of temperatures as well as rainfall and snowfall, and possible changes under different global warming scenarios.
- Development of methods for the climate prediction of various phenomena on seasonal, annual or semi-decadal time scales
- Application of satellite data in studying the climate of the Asia Pacific region

Southeast Asia Research Centre

Director: Professor Case, William

The mission of the Southeast Asia Research Centre is to gain recognition as a centre of excellence in academic and applied studies of contemporary Southeast Asia. SEARC thus seeks to attract competitive external grant funding, to collaborate internationally with other institutions, to conduct

multidisciplinary research in compelling academic debates in the social sciences, to generate high-quality research publications, and to interact with government agencies and local business in Hong Kong.

The objectives of the Southeast Asia Research Centre are:

- To advance the Centre's international reputation and City University's standing by researching political, economic, and social developments in contemporary Southeast Asia
- To obtain competitive external grant funding
- To extend links to scholars and institutions researching other parts of the developing world, especially China, Northeast Asia, and Latin America, whose concerns resonate with those of the Centre
- To conduct multidisciplinary study
- To address major debates in the social sciences
- To produce high quality research publications on contemporary Southeast Asia
- To provide the Hong Kong government, business community and civil society organizations with policy-relevant information about the region
- To enhance the study of Southeast Asia in Hong Kong and to increase understanding of the region within the CityU and Hong Kong communities.

The Halliday Centre for Intelligent Applications of Language Studies

Director: Professor Webster, Jonathan James

The Halliday Centre bears the name of the world-renowned linguist, Professor M.A.K. Halliday. Professor Halliday's theoretical approach, Systemic Functional Linguistics, focuses on modeling meaning and emphasises social accountability — i.e. applying linguistic insight in such areas as education, computer science, and policy making. The Centre aims to expand opportunities for collaboration with global partners in China, Australia, Europe, Japan, and North America, concentrating on research related to corpus linguistics, computational linguistics, and comparative language studies. The development of computational tools, corpora and other linguistic resources is part of the ongoing expansion of our metalanguage for modeling meaning.

Research Focus

- Metalinguistic modeling — development of our metalinguistic resources for modelling language in context, with particular attention to the development of more explicit higher-level models that can support new computational implementations and new computational tools.
- Text- and register-based comparison of Chinese, English, Japanese and Korean (in a general typological frame), including both quantitative as well as qualitative comparison.
- Discursive cartography — systematic discursive mapping of social life (in Chinese, English and Japanese).

Centre for Transport, Trade and Financial Studies

Director: Professor Liu, John

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Applied Strategic Development Centres and Applied R & D Centres

Applied Strategic Development Centres and Applied R & D Centres

Applied Strategic Development Centres

To further strengthen collaboration with industry, government and commercial sectors, the University has established three applied strategic development centres. These centres are designed to promote and stimulate applied R & D initiatives at the University with the aim of developing new products, processes and services that have potential commercial applications.

Centre for Electronic Packaging and Assemblies, Failure Analysis and Reliability Engineering

Director: Chair Professor Chan, Archie Yan-cheong

Funded by the then Industry Department, the Centre for Electronic Packaging and Assemblies, Failure Analysis and Reliability Engineering (EPA Centre) was established in July 1998 and aims at providing turnkey “one-stop-shop” full services to a wide range of electronics manufacturing industries. These include applied R&D, technology transfer, open-access laboratory, consultancy and manpower training. In February 2000, the Centre acquired the status of Applied Strategic Development Centre (ASDC) in City University of Hong Kong. The ASDC is a focal point to nurture applied R&D in advanced electronic packaging and assemblies which is of direct benefit to the community for commercial and industrial applications. It now holds the most comprehensive range of sophisticated equipment worth over \$20 million, the first of its kind ever found in a local tertiary institution, providing indispensable support to our activities in academic research and applied R&D. Backed by CityU’s strong academic research support and excellent collaboration with both local and overseas top-notch research centres, the ASDC has already demonstrated excellent results in the applications of midstream R&D and providing valuable services to the industry. This is unique for our CityU’s research team to integrate academic research and applied R&D, and to apply research results to the local industry with flying colours.

Centre for Innovative Applications of Internet and Multimedia Technologies

Director: Chair Professor Ip, Horace Ho-shing

The Centre for Innovative Applications of Internet and Multimedia Technologies (AIMtech Centre) aims to establish itself as a centre of excellence for innovative applications of multimedia information and Internet related technologies. The AIMtech Centre responds directly to the University’s call for emphasis on professional practice and applied research and to promote practical exploitation and effective deployment of technology through co-operation with industries to meet local and regional needs.

AIMtech Centre draws on the existing strength of the Department of Computer Science in the area of multimedia information processing, and analysis, interactive media and Internet computing. The core members of the AIMtech Centre, possessing an excellent record in securing external funding from government agencies and industries are recognised as experts in multimedia, computer vision, education technologies and Internet applications.

AIMtech Centre's work focuses on the following areas:

- The identification of challenging projects of multimedia and Internet systems which will create an impact on society.
- The commercialisation and/or technology transfer of applied R & D results in these strategic areas.
- The promotion of exchange programmes and dissemination of knowledge between academia and industry in the area of multimedia and Internet application developments.

The Centre also hosted the SUN Centre of Excellence on Pervasive Computing and a sub-centre on Internet Security and PKI Applications.

Centre for Power Electronics

Director : Chair Professor Hui, Ron Shu-yuen

Co-director : Professor Chung, Henry Shu-hung

The Centre for Power Electronics focuses on fundamental and applied research in power electronics. The research team is world-renowned for its innovative ideas and practicality of the outputs with global impacts. Major technological breakthroughs include the coreless planar transformer technology that enables transformers to be embedded in commercial integrated circuits, wireless battery charging platform technology that plays an instrumental role in the formation of the World's first wireless charging standard "Qi" in 2010, the fastest nonlinear boundary control methodology for switched mode power converters, an extended ant-colony algorithm for both discrete and analog power converter design, the general photo-electro-thermal theory for LED systems; highly reliable LED drivers without electrolytic capacitors for both indoor and outdoor public lighting applications.

Areas of applied research include:

- Power electronic circuits and high-efficient energy conversion techniques
- Novel planar and integrated methods in power electronic designs
- Energy saving and environmentally-friendly solution for power supply, lighting and manufacturing industries
- New wireless charging technologies for the World's first international wireless charging standard "Qi" (including universal charging platform technology) for a wide range of consumer electronic products
- Highly robust LED systems and T5 fluorescent lamps drivers/ballasts with lifetime exceeding 15 years
- High-voltage inverter applications and modern smart-grid technologies and applications such as grid-connected inverters and smart-loads.
- External collaboration with industrial partners & government departments

Hong Kong Centre for Maritime and Transportation Law

Director: Dr Nase, Vernon

The Centre responds to an urgent need for a maritime and transportation law centre in Hong Kong that can meet critical requirements of industry, the practicing Bar and the region while advancing the frontiers of maritime and transportation law practice and scholarship from a local and

comparative perspective. While primarily focusing on maritime law the Centre is also concerned with the law relating to other forms of transportation, such as air, road, rail and multimodal. The Centre also maintains a health interest in the law of outer space and telecommunications law. It is hoped also to engage in long term studies of transportation needs in Hong Kong and to respond to industry needs. The development of the Centre will take place with strong industry involvement and support.

Research Focus

- Primary focus: Maritime, Shipping and Admiralty law;
- Aviation law;
- Road and rail law; and,
- The law of outer space and related telecommunications law.

Applied R & D Centres in Shenzhen

As the Hong Kong economy is set to achieve greater integration with that of the Pearl River Delta (PRD) region, the University has extended its research platform to the PRD through the establishment of four applied R & D centres in Shenzhen. In so doing, the University aims to capitalise on the respective strengths of the PRD and Hong Kong, hoping to contribute to the economic development of both areas. The centres will tap into the talent, facilities and opportunities for commercialisation of research outputs available in the mainland and will help strengthen our collaboration with sister universities, research institutes and business enterprises there. Their overall objectives include development of advanced technologies, offering training to research staff and students, provision of consulting services and commercialisation of research results.

The four applied R & D Centres are:

- Biotechnology and Health Centre
Director: Chair Professor Yang, Mengsu
- Futian-CityU Mangrove R and D Centre
Director: Chair Professor Tam, Nora Fung-yee
- Future Networking Centre
Director: Professor Jia, Weijia
- Information and Communication Technologies Centre
Director: Professor Xue, Quan

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Academic Support Facilities and Services

Academic Support Facilities and Services

The University provides a full range of advanced facilities and services in support of its academic activities through the academic support centres, namely, the Computing Services Centre, the Library, the Chinese Civilisation Centre, the English Language Centre and the Education Development Office.

There are also Video Laboratories and Language Laboratory which are specifically designed to meet the particular needs of the academic discipline concerned. Students can make good use of the facilities which support practical sessions and workshops that aim to enhance their professional skills.

Chinese Civilisation Centre

Director: Professor Cheng, Pei-kai

The Chinese Civilisation Centre is an independent teaching unit set up in 1998 to develop and implement Chinese civilisation courses for undergraduate students of the University. In recognition of the value of an all-round, and holistic education, the courses aim at widening the horizon of students and enhancing their cultural competence.

The Chinese civilisation courses cover a wide range of topics, including Chinese archaeology, classical poetry writing, Buddhist thought, traditional music, burial rituals, traditional family life and education, and the teaching method combines online instruction, open lectures, art demonstrations, field trips, self exploration and guided studies. In addition, the Centre has also developed GE courses, currently offering the following three:

1. Chinese Cultural Heritage in Modern Perspective
2. Chinese Cultural Canons and their Modern Application
3. Chinese Music Appreciation
4. The City in Chinese History and Culture
5. Chinese Art Appreciation

As a general education foundation, the Centre aims to:

- Build a bond between student and staff to develop a more productive balance between teaching and learning;
- Encourage the students to take the initiative to continue learning about Chinese culture and become life-long learners;
- Create awareness of the impact of their cultural heritage and recreate the spiritual bond that characterizes the unity of civilisation.

English Language Centre

Head: Chair Professor Bolton, Kingsley

The English Language Centre (ELC), set up in September 1997, is an independent teaching unit within the University. It consists of several dedicated classrooms, a self-access language learning centre and a language lounge where students can relax and chat in an English language environment.

The majority of the teaching done in the Centre involves the University and College English courses. These are courses designed to help students achieve the English Language Attainment Requirement of the University.

The self-access centre and language lounge provide students with access to a range of focused instructional materials and other English language resources. In the language lounge, students can watch satellite television or movies, listen to songs and music, use the language learning programmes on the computer, play English board games, read English magazines, or just chat to each other in English. The emphasis is on creating a relaxed environment for students to work in groups. For those who prefer to work alone in a quieter environment, the self-access language learning centre is equipped with a variety of computers and audio-visual equipment and well stocked with textbooks, reference books, language worksheets, CDs, videos and laser discs to provide language practice or focus specifically on language learning. Language learning advisors are on duty in the self-access centre at advertised times.

The ELC also offers a range of other activities and services to help students improve their English Language. These include practical language activities, which in the past have included conversation club, current affairs discussion group, drama group, film discussion group, karaoke sessions, singalong sessions, and etc. The ELC also runs Lessons on Demand which allow students to ask ELC staff to create a lesson based on their needs. In addition, the Centre supports students in their preparation for the IELTS test and runs IELTS workshops.

The language lounge, self-access centre and practical language activities are available free of charge to all students of the University, not just those taking the ELC courses. The self-access centre is open seven days a week (except on public holidays) during the semester. The language lounge is closed on Sundays and public holidays.

Computing Services Centre

Acting Director: Mr Poon, Raymond Kin-chung

The Computing Services Centre (CSC) is the IT hub of the University. Its Student Terminal Area, located on the second floor of the Academic Building, is equipped with around 700 PCs distributed in 13 teaching studios each with a big screen projector and an audio system. All PCs are equipped with multimedia devices as well as DVD/CD-RW combo drives. The main Computer Room at the far end of the CSC Student Terminal Area is home to over 200 powerful central servers and over 60-Tera bytes Storage Area Network (SAN), NAS and Backup Systems. These servers serve around 14,000 PCs and workstations to support teaching, research, administrative functions and offer more than 80 software packages catering for a wide spectrum of needs of users in various disciplines. The Service Counter, besides offering immediate, full-range services to users, also provides the Notebook Computer Loan Service to lend wireless notebook computers or LAN cards to students for on-campus use.

The CSC manages the CTNET, probably the largest and most sophisticated university campus network in Hong Kong. It consists of a 10 Gigabit Ethernet backbone for data, video and voice transmission. Besides the central servers, around 42 student Local Area Networks (LANs), 81 staff LANs (mainly supported by NAS), 36,000 computer accounts, 10,000 staff workstations, 4,000 student workstations, and 650 printers are connected to the CTNET.

In addition to the general data services/facilities such as e-learning, email, e-Portal, Internet, facility booking and library resources access etc., the CTNET also delivers video and multimedia services like video-on-demand, video conferencing, live Internet broadcast, multimedia courseware, and digital image library.

The CTNET has 2 x 10Gbps Ethernet links (via a managed optical network service) to HARNET (the Hong Kong Academic and Research Network, which connects the campus networks of eight UGC funded institutions together), and shares with all HARNET members a 1.75Gbps (Sep 2010) to the Internet, a 70Mbps link to TEIN3, 2 x 1Gbps links to HKIX, and a 155Mbps link to CERNET. In addition, the CTNET also has a 150Mbps private link to the Internet.

The CSC also provides computing training and education to staff and students by organising staff computer courses, Student Computer Literacy Programme, CSC Forums and publishing all kinds of online booklets and reference guides and a newsletter. As for enquiry on IT, CSC Service Counter and Help Desk provide immediate and useful assistance to the whole University community.

Library

University Librarian: Professor Ching, Steve Hsianghoo

The Run Run Shaw Library provides comprehensive library and information services covering the entire range of academic disciplines in the University. It is located on Level 3 of the Academic Building.

As a key agent for education and research support in the University, the Library is holding in its collection around 930,300 volumes of books, 198,000 bound serials and 53,300 pieces of media resource items. The Library also made available to its users over 2,262,000 e-books and some 69,450 serial titles of which about 66,570 are e-journals. Together with some 360 electronic databases, these electronic resources can be accessed on or off campus. The entire Library is connected to the campus wireless LAN. It provides more than 2,100 seats for its users and is open from 8:30 a.m. to 11:00 p.m. daily and 24 hours during revision and examination periods (Semester A & B), thus providing staff and students with better access to library materials and enabling them to pursue their studies and research in the Library.

In order to adapt to current pedagogies, cater for diverse user preferences, and prepare for the new 3-3-4 academic structure, the Library is transforming from a traditional library into a Learning Commons. The newly renovated areas, facilities and supporting infrastructure are designed to facilitate collaborative learning and provide support to high-end computer technology.

Office of Education Development and General Education

Director: Professor Randall, David John

The Office of Education Development and General Education (EDGE) is an administrative unit under the Provost, with the role of promoting excellence in teaching and learning and development of General Education.

Video Laboratories

There are five video laboratories, each equipped with video cameras in the main classroom and monitors and recorder in the adjacent observation cubicle. These set-ups enable videotaping of teaching and learning, staff training or research activities for evaluation.

Three conventional classrooms in the Yellow Zone also perform similar function. They are equipped with ceiling concealed microphones, dome cameras and recorders for VCD, DV and VHS recording formats. All the equipment is controlled by a LCD touch panel which is rack-mounted in an equipment rack inside the classroom.



Student Services

Student Services

The University provides a wide range of student services and amenities to ensure that students enjoy a rich campus life on the one hand, and a supportive environment for academic pursuit on the other. The Student Development Services, Mainland and External Affairs Office, Career and Internship Office, and Student Residence Office take good care of student needs and help them in every way possible to overcome personal and study problems during their course of study at the University. The Alumni Relations Office directs and coordinates the alumni relations development. The Students' Union and various student societies/interest groups actively promote their respective causes, such that there are ample opportunities for student participation in career, social, cultural and sports activities.

Alumni Relations Office

Associate Vice-President: Ms Chan, Kathy Yin-ling

With the mission “uniting alumni to support University development”, the Alumni Relations Office (ARO) directs and promotes the University alumni relations development. It organizes a myriad of alumni programmes and collaborates with relevant parties for strengthening a long-term and mutually beneficial relationship between the University and a global alumni community of over 105,000. Adding on its advisory role for some 30 alumni associations, the Office has set up the Secretariat for the Convocation*.

Career and Internship Office

Director: Ms Kwok, Cecilia Sau-fong

The Career and Internship Office (CAIO) is dedicated to better preparing students to meet the challenges of a global workforce upon graduation. In addition to liaising with employers in providing job opportunities to graduates, the office provides consultation to students to enable them to systematically and continuously plan ahead for their professional development. Individual counselling services are also available to those students who need help in career-related areas such as resume write-up, interviewing and job search.

Aside from these core services, the office also provides a series of other services such as local and overseas internship opportunities; On-campus Service-learning Scheme, regular workshops and seminars in employability enhancement. At its Career Resource Centre, located at the 4th floor of the Amenities Building, students can search and use materials related to career development, job information.

* The Convocation, which comprises all graduates of the University, is a statutory body formed in accordance with the University Ordinance (Statute 10) aiming to strengthen and promote the relationships among members of the Convocation, between the Convocation and the University, and between the University and the general public. It works towards promoting the objectives and activities of the University.

A virtual self-help centre is also available [online](#) to students who are ready to prepare themselves to navigate the confusing labyrinth of job-hunting, job-relating, and self-development in the real world. Acting as a bridge, the virtual centre will also be the place where prospective employers can learn about their prospective employees and naturally, vice-versa.

It is the goal and mission of CAIO to perfect these services so that students whom we work with will be able to deploy fully what they have learnt in the university, to find suitable employment, and to serve the community at large.

CityU Postgraduate Association

CityU Postgraduate Association (CUPA) is an official postgraduate student body in the University, with its membership covering both research and taught postgraduate students.

CUPA serves as a communication channel between postgraduate students and the University. Its key objective is to promote a better academic environment and research culture in the University by encouraging communication and interaction among postgraduate students.

Mainland and External Affairs Office

Student and Academic Exchanges

In alignment with the University's strategic plan, the Mainland and External Affairs Office (MEAO) is committed to the promotion of collaborations in research and teaching with prestigious academic institutions in the mainland and overseas through the development of academic and student exchange programmes.

As a result of our continuous outreach efforts, MEAO has to date facilitated 440 institutional and collegial/departamental agreements with 235 universities and research institutions worldwide, as well as 220 student exchange agreements with higher education institutions in 34 countries/regions. Joint research projects, exchanges of teaching/research staff and students, and joint organization of academic conferences are among many scholarly interactions between CityU and its partner institutions, made possible by the hard work of MEAO's dedicated staff. With internationalization high on the University's strategic agenda, MEAO will continue to strengthen existing institutional relationships and establish new links in order to broaden our students' international perspectives and enrich their living and learning environment on campus.

In addition to its outreach function, MEAO also serves as an institutional provider and coordinator of student support services for non-local degree-pursuing and short-term exchange students, including those coming from mainland China. To enhance students' learning experience and to improve their social life at CityU, MEAO offers information resources, conducts orientation and induction programmes, and provides non-academic advising services to non-local students.

For local students, MEAO takes up the central administrative role in the outbound student exchange programme, through which students gain invaluable cultural and academic exposure outside Hong Kong. As the institutional point of contact for outbound exchange students, MEAO provides essential information and assistance to students not only before their departure but also throughout the whole exchange study period.

In an attempt to foster integration of non-local students into the campus community and to promote internationalization of campus life, MEAO also organizes and sponsors a variety of social and cultural activities throughout the year. CityU Buddy Scheme, Lunar New Year Fair, and International Week are some of the programmes well-liked by both local and non-local students.

Student Development Services

Director: Mr Chan, Joseph Kai-nin

The Student Development Services (SDS) is dedicated to enhancing students' education experience in the University by advocating and catering for students' welfare, facilitating a challenging and stimulating campus life, as well as developing diversified learning opportunities, with whole-person-development as foundation.

It offers a comprehensive range of student service including personal advice, training workshops, psychological assessment, leadership and life-skills courses, recreational and sports facilities, welfare services, health education programmes, personal development, resources libraries, scholarships and financial support that will help students with diversified backgrounds and needs to make the best use of their university education. Students are encouraged to join its programmes, use its services and discuss with its staff any personal concern or plan they may have.

Financial Assistance and Scholarships

The SDS assists students who are in financial need to apply for grants and loans offered by the government, and bursaries and loans donated by private organisations or individuals. It also administers scholarships and prizes which recognise students' academic and non-academic achievement. Special student activities funds are also available to support both local and overseas study and service projects.

Leadership and Life Skills

As future leaders, students are welcome to join the Project Star Leadership Development Programme to develop the personal qualities, skills and aspiration. Topics covered include communication, decision-making, thinking, interpersonal relationship, leadership, creativity, team-building, motivation, time management, life-long-learning, community service and outdoor training.

Peer Counsellor and Mental Health Ambassadors

Equipped with counselling basics and understanding of mental health, these two groups of students work to their best to create a caring campus environment, that supports their fellow students in meeting their university life challenges.

Personal Counselling and Student Success Advising Service

Life is full of changes. Entering university denotes the beginning of new challenges which may pose some difficulties to students at times. Personal and academic stress, relationship concerns, and adjustment problems in transition all can interfere with college success.

To help students with their concerns or plan their educational experience, we provide personal counselling for students to talk with an experienced counsellor who can help students select and achieve goals for personal development and make their university life meaningful and satisfying.

Students can make appointments at SDS counter, 6/F Amenities Building or call 3442 8478. All information will be kept strictly confidential.

Psychological Education

Tests are often used to gather or provide information about certain aspects of a person's functioning. A range of psychological tests on personality, personal attitude and career interests are available to enhance students' self-understanding, personal development and career planning. Students are welcome to take part in individual and group testing sessions offered throughout the year.

The 'Psychological Education & Testing' website http://www.cityu.edu.hk/sds/Psycho_test/Psycho_home.htm has also been specifically developed to heighten students' awareness and knowledge on issues related to Psychological Testing, Mental Health and Study/University Life.

Services for Students with Disabilities

Students with disabilities are welcome to discuss with counsellors on their personal needs, adjustment to college life, learning difficulty, hostel, campus accessibility as well as any other concerns. SDS works closely with departments to eliminate barriers to disabled students' learning and participation in campus.

Sports and Recreational Facilities

A wide range of sports facilities are available for students and staff.

Facilities include a multi-purpose sports hall for badminton, basketball, handball and volleyball; two full-height gymnasias for badminton and volleyball, two practice gymnasias for martial arts, dancing, judo etc., a table-tennis room, a well-equipped physical fitness room and annex, an indoor sports climbing wall, an indoor golf driving area, six squash courts, an outdoor basketball court and a 50-metre Olympic-size swimming pool.

Off campus facilities are available in the Joint Sports Centre, jointly owned by City University of Hong Kong, Hong Kong Baptist University and Hong Kong Polytechnic University, at Renfrew Road which has an international standard all-weather athletic track, a full size grass soccer pitch, a multi-purpose court for basketball, handball, 5-a-side-soccer and volleyball, four flood-lit tennis courts, and a golf driving area.

Physical education courses are organised throughout the year for students to participate on a voluntary basis. Students can also take part in various inter-collegiate and internal sports competitions.

Student Activities and Campus Life Enhancement

The office maintains a collaborating relationship with the Students' Union, the Postgraduate Student Association and their affiliated student societies. It offers leadership training for student leaders, and provide advice, subsidies and resources to support student-initiated programmes. To enhance students' campus life and development, the office orchestrates a variety of cultural programmes and art performances throughout the year in collaboration with student groups and staff members. It also manages a wide range of recreational facilities and equipment for the general student body so as to facilitate student interaction and participation.

Student Ambassadors Programme

The Student Ambassadors Programme (“A” Project) is a year-long student development programme with the aims to foster students’ whole person development, to enhance students’ sense of belonging to the University through the practical experience of serving the University in its major promotion and interflow functions and to develop a pool of Student Ambassadors to help promote the University’s image. To achieve the afore-said objectives, Student Ambassadors are required to attend a comprehensive training programme and to offer services to the University.

Student Mentoring Scheme

The Student Mentoring Scheme is a university-wide programme which aims to help first-year students adjust to university education, to develop a supportive personal network amongst first-year students and senior students, to create a warm atmosphere and positive academic culture on campus and to assist first-year students in enhancing their educational experience and development as a person and as a professional in their chosen fields of study. As many as 1,000 senior students participate in the scheme as Student Mentors annually.

Student Welfare

The SDS assists students to apply for MTR Student Personalised Octopus. It also provides lockers for students to apply.

Whole Person Development Award Scheme

The Whole Person Development Award Scheme is established to encourage students to take positive, systematic steps to pursue whole person development, as foundation for academic learning in University and preparation for life after graduation. Students can register for the Scheme at SDS. Participation and involvement in extra-curricular programmes or activities inside and outside campus will add scores leading towards the Award. Those who fulfill the Scheme’s requirement will be rewarded with certificates and souvenirs. Students with demonstrated whole-person development are eligible to apply for Fang Brothers Whole Person Development Scholarships which cover successful applicants’ tuition fee, living expenses and hostel fees.

City Toastmaster Training Club

Promoting public speaking in English is the mission of this Club which meets on every second and fourth Tuesday from 6:45–8:30 pm at Room R6052, Amenities Building. Please contact Mr James Leung at sojleung@cityu.edu.hk, Tel 3442 8148, if you want more details.

Entrepreneurship Club

Starting a new business is both challenging and rewarding. This Club organises talks, training courses, competition and overseas trips to promote students’ interest. For more details, please contact Mr James Leung at Tel 3442 8148 and sojleung@cityu.edu.hk.

Student Health Service

The Young Chung-yee Health Centre provides out-patient medical service, basic dental care, first aid and nursing care for students and staff. Health education programmes are organised to promote health awareness.

Student Residence

Director: Ms Chan, Rebecca Po-yu

The Student Residence Office (SRO) provides a one-stop service for the management of student residence for undergraduate, research and postgraduate students. The SRO aspires to create a safe, supportive and stimulating residential community that embraces diversity, participation, learning and the development of excellence. The SRO is responsible for the overall management of the Student Residence ranging from hall admission and allocation, finance and budget, facilities management and promoting a stimulating environment that integrates the development and learning of students.

The Student Residence at Cornwall Street comprises eight undergraduate halls and one postgraduate hall. With the Student Residence at Cornwall Street and Jockey Club House, a postgraduate hall at the Academic Exchange Building on main campus, the University accommodates nearly 3,000 residents, including local, non-local, exchange and international students of different backgrounds and cultures.

Student residence is more than a place for students to study, sleep and live on campus. In working closely with Residence Masters, Residence Tutors and Residents' Associations, the SRO strives to enhance students' learning and growth through community living and educational living-learning programmes, including organising inter-hall competitions, community service, academic support programmes, cultural appreciation events and leadership training programmes etc.

Students' Union

The City University of Hong Kong Students' Union was established by student initiative. The Students' Union is recognised as an independent official student body. It has its own autonomy in running its affairs. It operates under a constitution which endorses yearly election of Executive Committee, Editorial Board and Union Council. An Arbitration Committee under the Union was formed in October 1992.

All students registered in full-time or sandwich programmes (except postgraduate students) are de facto members of the Students' Union with all its amenities at their disposal. They have the right to stand for election as officers of the Union who are responsible for various aspects of student life. Part-time students, graduates and staff of the University may also apply for associate membership. Also, exchange students may apply for temporary membership.

The main objectives of the Union are to foster a spirit of unity, independence and democracy as well as to promote and safeguard members' general rights and welfare. In addition, it aims at improving the relationship among its members and with those of other tertiary institutions and the entire community.

The ultimate authority of the Students' Union rests on its members who can exercise their power through General Meeting and General Polling. A noteworthy division of the Union is the University Affairs Committee, the channel through which students can present their views to the University.

The Students' Union, through organising regular social functions, provides a focal point for students' social life in the University. Every year it organises a series of orientation programmes

at the beginning of Semester A for freshmen to familiarise themselves with the various aspects of the Union and student life. Affiliated to the Students' Union are 19 societies and 39 affiliated clubs formed by the students.

The Editorial Board of the Union publishes the magazine, 'City Print', and the newspaper for members. The Union also runs a shop 'Cut Price' and a Photocopy Centre located on the 4th floor of the Academic Building and the 4th floor of the Amenities Building respectively.

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Financial Assistance and Scholarships

Financial Assistance for Students

Students who encounter financial difficulties may apply for various types of financial assistance such as Government grants and/or loans, University bursaries, loans, emergency funds and temporary student loan funds listed below.

Tertiary Student Finance Scheme — Publicly-funded Programmes (TSFS)

Administered by the Government, this scheme offers means-tested financial assistance to full-time students of University Grants Committee-funded programmes in the form of grants and/or loans. The former relates to academic expenses, tuition fees and union fees and the latter to living expenses. Loans are on interest-bearing basis and recipients are expected to repay them within a specified period after graduation from the University. Continuation fees for undergraduate and postgraduate programmes are not covered by the scheme. Applicants can refer to the website of the Student Financial Assistance Agency (SFAA) (www.sfaa.gov.hk) for the maximum level of financial assistance. Electronic application forms can be downloaded from the website of SFAA.

Non-means-tested Loan Scheme for Full-time Government-funded Students (NLS)

With effect from the 1998–99 academic year, the Non-means-tested Loan Scheme (NLS) was established to provide financial assistance in the form of loans to all students who are eligible for assistance under the TSFS. The NLS loans are solely used to settle tuition fees and will be paid direct to academic institutions concerned. Continuation fees for undergraduate and postgraduate programmes are not covered by the NLS. Application forms are obtainable from Student Development Services.

Non-means-tested Loan Scheme for Students Studying Part-time or Self-financed Programme

The NLS loans, same as that for full-time students, are solely used to settle tuition fees. Application forms are obtainable from the District Offices and Student Financial Assistance Agency.

Financial Assistance Scheme for Post-secondary Students (FASP)

Administered by the Government, this scheme offers means-tested financial assistance to full-time students pursuing self-financing Associate Degree programmes or accredited degree programmes approved by the Education Bureau to cover their tuition fees in the form of grants or loans. Applicants can refer to the website of the Student Financial Assistance Agency (SFAA) (www.sfaa.gov.hk) for the maximum level of financial assistance. Application forms are obtainable from the Community College of City University or Student Development Services.

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

Administered by the Government, this scheme offers financial assistance in the form of loans to eligible students under the FASP to meet their tuition fees, academic expenses and basic living expenses. Applicants can refer to the website of the Student Financial Assistance Agency (SFAA) (www.sfaa.gov.hk) for the maximum level of financial assistance. Application forms are obtainable from the Community College of City University or Student Development Services.

Bursaries, Loans and Emergency Funds

Government-funded students in financial need may also apply for bursaries or loans donated by CityU academic departments, private organisations, firms, or individuals. University bursaries / loans available, which are administered under CityU Financial Assistance Scheme, as at 1 June 2010 include:

Bursaries —

Albert Wu Charitable Trust Fund

Apple Daily Bursaries

Chiap Hua Cheng's Foundation Bursaries

City Lions Club of Hong Kong Bursary

Convocation Bursary

Emergency Bursaries for CCCU Students

Emergency Bursaries for EE Students

Emergency Bursaries for CSE Students

HK & Macau Taiwanese Charity Fund Ltd. (Angel Care) Assistantship

Hong Kong Association of Business and Professional Women Bursary

Hong Kong Housing Society Academy Bursary

Hsin Chong – K.N. Godfrey Yeh Bursaries

Joyce M. Kuok Foundation Bursaries

K.S. Lo Foundation Emergency Bursary Fund

Kowloon Chamber of Commerce Bursaries

Miss Leung Pui Han Scholarship Fund

Mizuho and Wing Hang Bank Bursary

Mr. Chan Tai Ho Bursaries for Needy Students

Mr. Chan Tai Ho Education Fund for Bursaries

Oriental Press Charitable Fund Association Bursaries

Oriental Press Charitable Fund Association Emergency Fund

Pong Ding Yuen Emergency Bursaries

Providence Foundation Combined Scholarships and Bursaries

Rotary Club of Hong Kong Island East – William Ling Memorial Bursary

Student Dental Relief Fund

Student Medical Relief Fund

Student Support Fund

Swire Bursaries

Thanksgiving Bursaries

The Croucher Foundation Fund for Students with Emergency Needs

The Department of Biology & Chemistry Emergency Bursaries

The Graham Tate Memorial Bursaries

HSBC Hong Kong Bursary

Tsim Sha Tsui District Kai Fong Welfare Association Bursary Fund

University Lodge Golden Jubilee Bursary

Zonta Club of Victoria Bursary

Loans —

Hong Kong Rotary Club Students' Loan Fund

Sing Tao Charitable Foundation Students' Loan Fund

Temporary Student Loan

Tsim Sha Tsui District Kai Fong Welfare Association Temporary Loan

Winsor Education Foundation Loan

Students in serious need of financial assistance due to unforeseen circumstances may apply emergency assistance from The Croucher Foundation Fund for Students with Emergency Needs, Albert Wu Charitable Trust Fund, K.S. Lo Foundation Emergency Bursary Fund, Mr. Chan Tai Ho Bursaries for Needy Students, Mr. Chan Tai Ho Education Fund for Bursaries, Oriental Press Charitable Fund Association Emergency Fund, Pong Ding Yuen Emergency Bursaries, Student Support Fund, Thanksgiving Bursaries, The Department of Biology & Chemistry Emergency Bursaries, Emergency Bursaries for CCCU, CSE and EE students.

Further information about the bursaries, loans and emergency funds can be obtained from Student Development Services.

Donations of Scholarships, Prizes and Student Activities Fund

Scholarships and prizes are donated by private organizations, firms, professional bodies, individuals, academic departments and faculties. They are normally awarded on the recommendation of heads of academic departments to students on the basis of academic merits. Scholarships and prizes available as at 1 May 2010 include:

ACCA Placement Scholarship

ACCA Scholarships

Alumni Civility Hall JUMP Scholarships

Alumni Giving Club Student Exchange Scholarships

AP Education Fund Scholarship(s)

BAEP — Department of English Achievement Scholarships

BBA Business Management Achievement Scholarships

BBA Business Practice Internship Scholarships

Boase Cohen & Collins Prize

BOCHK Charitable Foundation Scholarships

Business Practice Attachment Scheme Awards

Capital Markets CRC Limited Scholarships

Capital Markets CRC Limited Scholarships (IS Top-up)

CB Richard Ellis Scholarships

Chan Sui Kau Hall SEAL (Scholarships for Excellence & Amiable Living)

Chan Wing Fui Scholarships

Chiang Chen Industrial Charity Foundation Scholarships

Chiang Chen Overseas Exchange Scholarships

Chiap Hua Cheng's Foundation Scholarships

Chou Hsien Scholarships

Chow Yei Ching School of Graduate Studies Entrance Scholarships

Chow Yei Ching School of Graduate Studies Scholarships

CII-HK Scholarships for Post-Graduate Research in Construction

CIMA Prizes

City University of Hong Kong Alumni Association Scholarship

CityU - Molitoris Scholarships for Marine Mycology

CityU Basel Scholarships

CityU Entrance Scholarships for JUPAS Applicants

CityU Mainland Student Scholarship - National Olympic Scholarship

CityU Mainland Student Scholarship Scheme — First Class Scholarship

CityU Mainland Student Scholarship Scheme — Second Class Scholarship

CityU Mainland Student Scholarship Scheme — Top Scholarship

CityU Outstanding Innovation Awards
CityU Student Exchange Scholarships for JUPAS Applicants
CityU-EE Student Exchange Scholarships
CMA and Donors Scholarships
Community College of City University Academic Improvement Scholarships
Community College of City University Entrance Scholarships
Community College of City University Outstanding Competitive Event Awards
Community College of City University Outstanding Student Leader Awards
Community College of City University Scholarships
Compass Scholarship
Consulate General of Spain Prize for the Promotion of Spanish Culture (for EN students)
Consulate General of Spain Prizes for the Promotion of Spanish Culture (for LS Students)
Convocation Scholarship
CPA Australia Hong Kong China Division Excellence Award
CPA Australia Hong Kong China Division Excellence Award for Mainland Student
Daikin Scholarships (for BC students)
Daikin Scholarships (for BST students)
Davis Langdon & Seah & Department of BC Joint Scholarship for Quantity Surveying Career Development in PRC
DCO Aviation Scholarship
Deacons Prizes
Dr Allen Lee Scholarship
Dr. H.L. Chan Memorial Prizes in Chinese Management
Dr. Lam Kwok Pun Memorial Badminton Awards
Dr. Lam Kwok Pun Memorial Scholarships for Outstanding Athletes
Electronic Engineering Scholarships for Academic Improvement
Elite Industrial Holdings Ltd. Project Scholarships
Emperor Foundation Scholarship
ESET NOD32 Scholarship
Fang Brothers Whole Person Development Scholarships
Fong Yun Wah Ethnic Minorities Scholarships
Formica Scholarship
Full-time PCLL Tuition Scholarship
George Y.C. Mok & Co.'s Prizes
George Y.C. Mok & Co.'s Scholarship
Geotechnical Engineering Prizes
Golden Regent Electronics Industrial Ltd. Scholarship
Government Scholarship
Hainan Student Scholarships
Hall 9 Scholarships for Overall Excellence
Hang Seng Bank Community Service Scholarships
Hang Seng Bank Environmental Science and Management Scholarship

Hang Seng Bank Scholarship for Mainland Undergraduate Student
Hang Seng Bank Scholarships
Herman Hu Mainland Student Scholarships
Herman Hu Student Exchange Scholarships
Hitachi (H.K.) Ltd. Scholarships
HKIE Building Services Division Scholarship
HKMA IT Management Club Scholarship
HKURC - HKIUS Utility Specialists Fund Scholarship
Hogan Lovells Prize for Overall Excellence in the JD Programme
Hogan Lovells Prize for Overall Excellence in the LLB
Hong Kong Accounting Professionals Association Mr Paul M P Chan Prize
Hong Kong Accounting Professionals Association Ms Susanna L K Chiu Prize
Hong Kong and Kowloon Electrical Appliances Merchants Association Ltd. Scholarship
Hong Kong Chiu Chow Chamber of Commerce Ltd. Elite Athlete Scholarships
Hong Kong Institute of Accredited Accounting Technicians Scholarships
Hong Kong Institute of Certified Public Accountants Scholarships
Hong Kong Institute of Human Resource Management Scholarship
Hong Kong Translation Society F. C. Lo Scholarships
HSBC Hong Kong Scholarships for Students with Disabilities
HSBC Mainland Scholarships for Hong Kong Students
HSBC Overseas Scholarship Scheme
HSBC Prosperity Hall Prosperian Scholarships
HSBC Scholarships for Mainland Students
IEEE (Hong Kong Section) Prizes
International Exchange Student Scholarship
International Fiscal Association Prize in Revenue Law
International Legal Science Undergraduate Programme Scholarships for East China University of Politics and Law
International Student Scholarship
International Studies Entrance Scholarships
Jockey Club Academy Hall Academician Scholarships
Jockey Club Harmony Hall Scholarships
Jockey Club Humanity Hall Scholarships
Joint Law Society of Hong Kong / Bloomsbury Book Prizes
KHI Management Ltd. Scholarship
Korean Chamber of Commerce Scholarships
Korean Residents Association Scholarship for CTL Korean Studies
Lam King-shun Postgraduate Study Scholarships
Lau Man Kin Education Foundation Prizes
Leung Kit Wah International Student Scholarship
Li & Fung Scholarships
Li Po Chun Charitable Trust Fund Scholarships

LLM Scholarships

MaCaPS International Ltd. Scholarships

Mainland Alumni Network Exchange Scholarship

MAOSCM Merit Awards

MAOSCM Outstanding Student Prizes

MAQAB Merit Awards

MAQAB Outstanding Student Prizes

Mayer Brown JSM Prize for Overall Excellence

MEEM Entrance Scholarship for Mainland Foundation Year Students

MEEM Outstanding Student Awards

MEEM Scholarship for Non-JUPAS Entrants

MEEM Student of the Year Award

MGB HK Scholarships

Mobicon Scholarships for Academic Improvement

Mobicon Scholarships for Outstanding Service

Mong Man Wai Mainland — Hong Kong University Student Exchange Scholarship

Moot Court Prizes

Mr. and Mrs. Sze Chi Ching Scholarship

Mr. and Mrs. Sze Chi Ching Student Exchange Scholarships

Mr. Chan Mang Chi Memorial Scholarships

Mr. Chan Tai Ho Scholarships

Mr. Cheung Ka Bong Cultural Exchange Award

Mr. Cheung Ka Bong Prizes

Mr. Chiu Fuk San Memorial Scholarship

Mr. Chuang Shih Ping Outstanding Student Athletes Scholarships

Mr. Matsubara Mitsunobu Scholarship

Mr. Raja M. Daswani Awards

Mr. Tetsuichiro Mizoguchi Scholarships

Mrs. Chiu Fuk San Memorial Scholarship

Mrs. Ng Ho Lai Ngan Prizes

MS Overseas Traveling Scholarship

MS Student Development Scholarship

MSAE Distinguished Graduate Scholarships

MSc Business Information Systems (Stream B) Scholarships

Mustard Seed Foundation Awards for Overseas Studies

Mustard Seed Foundation Moot Court Awards

Noposion China Business Scholarships

ONC Lawyers Prize in Commercial Law and Practice

Oriental Logistics Scholarships

Outstanding Academic Performance Award for Research Degree

Outstanding Achievement Awards

Outstanding MS Student Scholarships

Outstanding Research Thesis Awards
Part-time PCLL Annual Scholarship
Part-time PCLL Tuition Scholarship
PCCW Foundation Scholarships
Peter Carey Memorial Book Prize
Peter Ho Conference Scholarships (for Students under Joint PhD Collaboration Schemes)
Peter Ho Memorial Book Prize
Pong Ding Yuen Memorial Fund for Bilateral Exchange of Students with Mainland China
PricewaterhouseCoopers Scholarships
Primary Education Outstanding Student Award
Prof. Gregory Chow Distinguished Graduate Student Fellowships
Reisman-Arsanjani Prizes
Rider Levett Bucknall Limited Book Prize
Rider Levett Bucknall Limited Scholarship
Robertsons Prize
Royal Institution of Chartered Surveyors (Hong Kong) Project Awards for Surveying Students
Royal Institution of Chartered Surveyors (Hong Kong) Scholarships for Surveying Students
Samsung Scholarships for CTL Korean Studies
SAS Scholarships
School of Law Admission Scholarship for the LLB Programme
School of Law Legal Practice Manuals Prize
School of Law Scholarship for International Students
Seen-Youth Project Prizes
Shun Hing Education & Charity Fund Scholarship
Shun Hing Electronic Trading Scholarship
Simatelex Charitable Foundation Scholarships
Sports Entrance Scholarships
Sports Scholarship for Elite Athletes
Sports Scholarship for Valuable Athletes
Spring-Time Outreach Scholarships
Staff Giving Club Awards
Stevenson, Wong & Co. Fellowship
Student Development Services Sports Awards
Student Residence - Lee Shau Kee Hall Scholarships
Surface Mount Technology (Holdings) Ltd. Scholarships for Tsinghua University Exchange Students
Swire Scholarship
Swire Scholarships for Associate Degree Programmes
Taxation Institute of Hong Kong Prize
Thanksgiving Student Exchange Scholarships
The Alumni Association of the School of Law Book Prize
The Alumni Giving Club Outstanding Academic Performance Awards for Undergraduate Students

The Association of Experts for Modernization Limited Student Exchange Scholarship
The Chartered Institution of Building Services Engineers Book Prizes
The Chartered Institution of Building Services Engineers Scholarship
The Chartered Institution of Building Services Engineers Student Project Prize
The CHASS-AIS/SA International Scholarship for Inbound Exchange Students
The Clifford Chance Prizes for Most Improved Advocate
The College of Business Advanced Management Program Scholarships
The College of Business DBA Scholarships
The College of Business EMBA Awards
The College of Business Entrance Scholarship for Outstanding Mainland Student
The College of Business Internship Awards
The College of Business Research Studies Scholarships
The College of Business Scholarship for Outstanding Mainland Foundation Year Student
The College of Business Scholarships for International Undergraduate Students
The College of Business Sports Awards
The College of Business Top-up Scholarship for International Students
The College of Humanities & Social Sciences Book Prizes for Promotion of Learning
The College of Humanities & Social Sciences International Exchange Scholarship for Huron University College, The University of Western Ontario
The College of Humanities & Social Sciences Scholarship for International Students
The College of Humanities & Social Sciences Scholarships for Southeast Asian Students
The College of Humanities & Social Sciences Sports Awards
The College of Humanities & Social Sciences Student Exchange Scholarships for Outbound Exchange Students
The College of Humanities & Social Sciences Undergraduate Scholarships
The College of Science & Engineering College Medal
The College of Science & Engineering Co-operative Education Scheme Awards
The College of Science & Engineering Dean's Scholarships
The College of Science & Engineering Inbound Exchange Scholarships
The College of Science & Engineering Industrial Attachment Scheme Awards
The College of Science & Engineering International Student Scholarships
The College of Science & Engineering Student Sports Awards
The Daniel R. Fung Q.C. Prize
The Department of Accountancy Accounting Elite Entrance Scholarships
The Department of Accountancy Award for Outstanding EMBA Student in Accounting
The Department of Accountancy Award for Outstanding MBA Student in Accounting
The Department of Accountancy Best Student Award
The Department of Accountancy CISA IT Audit Awards
The Department of Accountancy Mainland Outbound Exchange Awards
The Department of Accountancy Outstanding Competition Achievement Awards
The Department of Accountancy Research Studies Scholarships
The Department of Accountancy Tsinghua University Inbound Exchange Awards

The Department of Accountancy Undergraduate Entrance Scholarships
The Department of Accountancy Undergraduate Entrance Scholarships for DIRECT Entrants
The Department of Accountancy Undergraduate Entrance Scholarships for JUPAS Entrants
The Department of Accountancy Undergraduate Entrance Scholarships for International Students
The Department of Applied Social Studies Bachelor of Social Sciences Foundation Course Prizes
The Department of Applied Social Studies Bachelor of Social Sciences Outstanding Student Prize
The Department of Applied Social Studies Bachelor of Social Sciences Most Improvement Prizes
The Department of Applied Social Studies Best Graduate Scholarships
The Department of Applied Social Studies Best Project Prizes
The Department of Applied Social Studies Best Social Work Practicum Prizes
The Department of Applied Social Studies Entrance Scholarships
The Department of Applied Social Studies MSS in Social Work – Mainland Student Scholarships
The Department of Applied Social Studies Outstanding Students Scholarships for BASWMC
The Department of Applied Social Studies Outstanding Students Scholarships
The Department of Applied Social Studies Prizes for Community Services
The Department of Applied Social Studies Research Tuition Scholarship(s)
The Department of Applied Social Studies Scholarships for International Students
The Department of Applied Social Studies Tuition Scholarships for PhD students (Non-UGC Funded)
The Department of Asian & International Studies Tuition Scholarships for Research Degree Students (Non-UGC-funded)
The Department of Building & Construction BSc (Hons) Architectural Studies Outstanding Academic Achievement Scholarships
The Department of Building & Construction BSc (Hons) Architectural Studies Service Awards
The Department of Building & Construction Entrance Scholarship
The Department of Building & Construction Outstanding Academic Achievement Scholarships
The Department of Chinese, Translation & Linguistics Entrance Scholarships for Direct/Non-JUPAS Applicants
The Department of Chinese, Translation & Linguistics Full Tuition Scholarships for Mainland Students of Taught MA Programmes
The Department of Chinese, Translation & Linguistics Full Tuition Scholarships for International Students of Taught MA Programmes
The Department of Chinese, Translation & Linguistics Graduation Awards
The Department of Chinese, Translation & Linguistics Outstanding Performance Scholarships
The Department of Chinese, Translation & Linguistics Scholarships for Outbound Exchange Students
The Department of Chinese, Translation & Linguistics Scholarships for International Students - Full Tuition Scholarship
The Department of Chinese, Translation & Linguistics Scholarships for International Students - Half Tuition Scholarship
The Department of Chinese, Translation & Linguistics Tuition Scholarships for Research Degree Students (Non-UGC-funded)

The Department of Chinese, Translation & Linguistics Undergraduate Entrance Scholarships for JUPAS Entrants

The Department of Computer Science Achievement Scholarships (for MSc Computer Science Programme)

The Department of Computer Science Entrance Grants

The Department of Computer Science IT Professional Placement Award Scheme

The Department of Computer Science Outstanding Student Scholarships

The Department of Computer Science Special Admission Scheme Scholarships

The Department of Economics & Finance BBA Scholarships

The Department of Economics & Finance BBA Scholarships (based on the results of HKCEE)

The Department of Economics & Finance Exchange Program Awards

The Department of Economics & Finance Fellowship

The Department of Economics & Finance MSAE Scholarships

The Department of Economics & Finance MSc Scholarships

The Department of Economics & Finance Undergraduate Distinguished Entrance Scholarships

The Department of English BAEP- EN Entrance Scholarships

The Department of English Creative Writing Scholarships

The Department of English Learning Award for Year 1 BAEP/PC Students

The Department of English Research Tuition Scholarships for PhD Students

The Department of English Scholarship for Outstanding International Students

The Department of English Student Exchange Scholarships for Outbound Exchange Students

The Department of Information Systems Academic & Professional Excellence (APEX) Scholarships

The Department of Information Systems Academic & Professional Excellence (APEX) Awards

The Department of Information Systems Academic & Professional Excellence (APEX) Awards

The Department of Information Systems Outstanding Student Prize

The Department of Information Systems Undergraduate Admissions Scholarships

The Department of Information Systems Undergraduate Entrance Scholarships

The Department of Information Systems Undergraduate Top Entrance Scholarship

The Department of Information Systems Whole Person Development Scholarship

The Department of Information Systems Young Professional Scholarship

The Department of Management Exchange Program Awards (for Undergraduate Students)

The Department of Management Research Scholarship for PhD Students

The Department of Management Research Tuition Scholarship

The Department of Management Sciences Research Tuition Scholarship(s)

The Department of Marketing Active Learner Awards

The Department of Marketing Best China Study Project Award

The Department of Marketing Community Services Award

The Department of Marketing Exchange Program Awards

The Department of Marketing IELTS Awards

The Department of Marketing Outstanding Student Scholarships

The Department of Marketing Professional Enhancement Awards

The Department of Marketing Top Entrance Scholarship
The Department of Marketing Undergraduate Entrance Scholarships
The Department of Marketing Whole Person Development Awards
The Department of Mathematics Inbound Exchange Scholarships
The Department of Mathematics Outstanding Performance Scholarships
The Department of Media & Communication BAISC - Achievement Scholarships
The Department of Media & Communication BAISC - Entrance Scholarships
The Department of Media & Communication MACNM - Entrance Scholarships
The Department of Media & Communication Research Tuition Scholarships for Self-Financing PhD Students
The Department of Media & Communication Scholarships for International Students
The Department of Media & Communication Student Exchange Scholarships for Outbound Exchange Students
The Department of Public & Social Administration Academic Improvement Awards for BSSAPM Students
The Department of Public & Social Administration Academic Improvement Awards for BSSPSA Students
The Department of Public & Social Administration Admissions Scholarships for BSSAPM Students
The Department of Public & Social Administration Exchange Scholarships for Non-local &/or Non-UGC funded Outbound Exchange Students
The Department of Public & Social Administration Exchange Student Scholarships for Students of BSSPSA
The Department of Public & Social Administration IELTS Awards for BSSAPM Students
The Department of Public & Social Administration Outstanding Academic Achievement Awards
The Department of Public & Social Administration Research Tuition Scholarship(s)
The Department of Public & Social Administration Service Awards
The Department of Public & Social Administration Special Admissions Scheme Scholarships for BSSPSA Students
The Department of Public & Social Administration Student Exchange Scholarships
The Department of Public & Social Administration Student Exchange Scholarships for Students of BSSAPM
The Department of Public & Social Administration Academic Excellence Awards
The Division of Building Science & Technology Outstanding Academic Achievement Scholarships
The Division of Building Science & Technology Service Awards
The Hong Kong Conveyancing & Property Law Association Limited Prize in Conveyancing
The Hong Kong Institute of Chartered Secretaries Prizes
The Hong Kong Institute of Chartered Secretaries Scholarships
The Hong Kong Institute of Surveyors (HKIS) Prizes
The Hong Kong Institution of Engineers (Fire Division) Scholarship
The Hong Kong Jockey Club Scholarships
The Honourable Mr. Justice Cheung Prize

The IET Manufacturing Engineering Student Prize
The Japan Society of Hong Kong Scholarships - Japanese Studies
The K. Y. SHAM - AAEF Scholarship
The Law Society of Hong Kong Prize in Professional Conduct & Practice
The S. H. Ho Foundation Ltd. Student Project Scholarship
The Society of Builders, Hong Kong Scholarship
The Society of Chinese Accountants & Auditors Charitable Trust Scholarship
The Student Athletes Admission & Residence Scholarship Scheme
The Sweet & Maxwell Edlyn Yap Prize for MA in Arbitration & Dispute Resolution Programme
Tian An China Scholarship
Top Outstanding CityU Student Leader Awards
Top Scholarship for International Students
Tricor Services Limited Scholarships
Unison Ridge Scholarship for CTL Korean Studies
Wei Lun Foundation Scholarships
Wing Lung Bank Prizes
Wing Lung Bank Scholarships for Economics & Finance Students
Winling Basketball Awards
Young Chung Yee Memorial Scholarships

For details on regulations for the scholarships and prizes, please consult Student Development Services.



Appendices

Appendix I: External Academic Advisors

The following have been invited to serve as External Academic Advisor (EAA), Associate External Academic Advisor (AEAA) or Deputy External Academic Advisor (DEAA) for the programmes/departments indicated.

College of Business

Prof Chen Houn Gee

Professor
Department of Business Administration
National Taiwan University
Taiwan

EAA Master of Business Administration
(Executive)
October 2007 – September 2010

Prof Chan Tsang Sing

Associate Vice-President
(Academic Quality Assurance)
Shun Hing Chair Professor of Marketing
President's Office
Lingnan University
HK

EAA Executive Master of Business
Administration (International)
October 2010 – September 2014

Prof Wee Chow Hou

Professor and Head
Division of Strategy, Management and
Organization
College of Business
Nanyang Technological University
Singapore

EAA Master of Business Administration
September 2009 – August 2012

Prof M Lynne Markus

Professor
Department of Information & Process
Management
Bentley University
USA

EAA Doctor of Business Administration
January 2010 – December 2013

Dr Margaret A Shaffer

Professor
The Notabaert Distinguished Professor of
International Business and Global Studies
The University of Wisconsin Milwaukee
Milwaukee
USA

EAA BBA (Hons) Business Management
March 2010 – February 2014

Prof Lyn Thomas

Professor of Management Sciences
Department of Management
University of Southampton
UK

EAA

BBA (Hons) Business Management
October 2009 – September 2013

Accountancy

Prof Joseph Weintrop

Executive Officer, Doctoral Programme
Stan Ross Professor of Accountancy
Zicklin School of Business
CUNY-Baruch College
New York
USA

EAA

BBA(Hons) Accountancy
October 2007 – September 2011

Prof Shimin Chen

Professor of Accounting
China Europe International Business School
Shanghai
PRC

EAA

BBA(Hons) Accountancy and Law
October 2007 – September 2011

Prof Li Shu-hsing

Professor
Department of Accounting
College of Management
National Taiwan University
Taiwan

EAA

BBA(Hons) Accountancy and
Management Information Systems
July 2009 – June 2012

Prof Keng L Siau

E.J. Faulkner Professor of Management
Information Systems
College of Business Administration
Department of Management
University of Nebraska-Lincoln
USA

EAA

BBA(Hons) Accountancy and
Management Information Systems
September 2009 – August 2012

Mr Francis Yuen

Managing Director
Union Registrars Limited
HK

EAA

MSc Professional Accounting and
Corporate Governance
(Corporate Governance Stream)
January 2009 – December 2012

Prof Michael Firth

Hong Kong Economic Journal Chair
Professor of Finance and Head
Department of Finance and Insurance
Lingnan University
HK

EAA

MSc Professional Accounting and
Corporate Governance
(Professional Accounting Stream)
July 2009 – June 2012

Prof Gerald Lobo

Arthur Andersen Chair and Professor of Accounting
Chairman
Department of Accountancy and Taxation
C.T. Bauer College of Business
University of Houston
USA

EAA

PGC Professional Accounting
October 2007 – September 2011

Economics and Finance

Prof Charles Q Cao

Smeal Chair Professor of Finance
Department of Finance
The Smeal College of Business
The Pennsylvania State University
USA

EAA

MSc Financial Engineering
October 2008 – September 2011

Prof Hong Hwang

Professor
Department of Economics
National Taiwan University
Taiwan

EAA

MSc Applied Economics
October 2008 – September 2011

Prof Francis Koh

Practice Professor of Finance & Associate Dean
Director, MSc in Wealth Management Programme
Lee Kong Chian School of Business
Singapore Management University
Singapore

EAA

MSc in Banking
October 2006 – September 2010

Prof M B Adams

Professor of Finance
School of Business & Economics
Swansea University
UK

EAA

BBA (Hons) Finance
October 2008 – September 2011

Prof K C John Wei

Chair Professor / Director of MSc(FA) / (IM) Programmes
Department of Finance
Hong Kong University of Science and Technology
HK

EAA

BBA (Hons) Financial Engineering
BBA (Hons) Quantitative Finance and Risk Management
October 2008 – September 2011

Prof Paul Brian McGuinness

Professor
Department of Finance
The Chinese University of Hong Kong
HK

EAA MSc Finance
October 2008 – September 2011

Prof Pasquale Michael Sgro

Associate Dean (Research)
Faculty of Business and Law
Deakin Business School
Deakin University
Australia

EAA BBA (Hons) Business Economics
October 2008 – September 2011

Information Systems

Prof Lee Jae Kyu

Dean, Incheon Campus Planning
Professor
KAIST Business School
Seoul
Korea

EAA MSc Information Systems Management
October 2009 – September 2012

Prof Ralph H Sprague, Jr.

Professor, College of Business
Administration
University of Hawaii
USA

EAA MSc Electronic Business & Knowledge
Management
October 2008 – September 2011

Prof Zhang Chengqi

Research Professor of Information
Technology
Faculty of Engineering and Information
Technology
University of Technology, Sydney
Australia

EAA MSc Business Information Systems
March 2009 – February 2012

Prof M Lynne Markus

Sr. Professor of Information and Process
Management
Department of Information and Process
Management
Bentley College
USA

EAA BBA(Hons) Electronic Commerce
September 2008 – August 2011

Prof Bernerd Cheng-Yian Tan

Professor
Department of Information Systems
National University of Singapore
Singapore

EAA BBA(Hons) Information Systems
October 2007 – September 2010

Prof Michael David Myers

Professor of Information Systems
The University of Auckland Business
School
Auckland
New Zealand

EAA BBA(Hons) Global Business Systems
Management
September 2010 – August 2013

Dr Hock-Hai Teo

Associate Professor
Department of Information Systems
National University of Singapore
Singapore

EAA BBA(Hons) Marketing Information
Management
September 2009 – August 2012

Dr Sanjoy Ghose

Professor of Marketing
School of Business Administration
University of Wisconsin-Milwaukee
USA

EAA BBA(Hons) Marketing Information
Management
September 2009 – August 2012

Management

Prof James Robins

Associate Dean for Faculty and Research
Lee Kong Chian School of Business
Singapore Management University
Singapore

EAA MA Global Business Management
September 2008 – August 2011

Prof Samuel Aryee

Director Research Degrees Programme
Work & Organisational Psychology Group
Aston Business School
Aston University
UK

EAA BBA(Hons) International Business
(Japan Studies)
BBA(Hons) Human Resources
Management
October 2008 – September 2011

Management Sciences

Prof Anthony Yung-cheung Kuk

Head and Professor
Department of Statistics and Applied
Probability
National University of Singapore
Singapore

EAA BBA(Hons) Managerial Statistics
October 2007 – September 2011

Prof Lyn Thomas

Professor of Management Science
School of Management
University of Southampton
UK

EAA BBA(Hons) Management Science
October 2007 – September 2011

Prof Duncan King-hoi Fong

Professor of Marketing and Statistics
Department of Marketing
Smeal College of Business Administration
The Pennsylvania State University
USA

EAA

BBA(Hons) Service Operations
Management
October 2007 – September 2011

Prof Yupo Chan

Professor and Founding Chair
Department of Systems Engineering
Donaghey College of Information Science
& Systems Engineering
University of Arkansas
USA

EAA

MA Operations & Supply Chain
Management
October 2010 – September 2014

Prof Yiu-kuen Tse

Professor of Economics
Associate Dean
School of Economics and Social Sciences
Singapore Management University
Singapore

EAA

MA Quantitative Analysis for Business
October 2010 – September 2014

Marketing

Prof Gerald Hampton

Head and Professor
Department of Marketing
College of Business
New Mexico State University
USA

EAA

BBA(Hons) Marketing
November 2007 – October 2010

Prof Geng Cui

Head and Professor
Department of Marketing and International
Business
Lingnan University
HK

EAA

BBA(Hons) China Business
November 2007 – October 2010

College of Liberal Arts and Social Sciences

Applied Social Studies

Prof Roderic Girth Broadhurst

Honorary Professor
Key Centre for Ethics, Law, Justice and
Governance
Griffith University
Australia

EAA

BSocSc(Hons) Criminology
November 2010 – October 2014

Dr Ira C Colby

Dean and Professor of Social Work
Graduate College of Social Work
University of Houston
USA

EAA BSocSc(Hons) Social Work
BA(Hons) Social Work with Minor in
Counselling
October 2007 – September 2011

Prof Robert Ashley Cummins

Personal Chair in Psychology
School of Psychology
Faculty of Health, Medicine, Nursing and
Behavioural Sciences
Deakin University
Australia

EAA MSocSc Counselling
February 2009 – January 2013

Dr Karen O'Reilly

Reader in Sociology
Department of Social Sciences
Loughborough University
UK

EAA BSocSc(Hons) Applied Sociology
MSocSc Applied Sociology
November 2010 – October 2014

Dr Heung Woon King Vivian

Associate Professor
Department of Educational Psychology,
Counselling and Learning Needs
The Hong Kong Institute of Education
HK

EAA MSocSc Psychology of Education
February 2007 – January 2011

Prof Patrick Leung

Professor of Social Work & Coordinator
Office for International Social Work
Education
Graduate College of Social Work
University of Houston
USA

EAA MSocSc Social Work
December 2009 – November 2013

Prof Peter K Smith

Professor of Psychology
Department of Psychology
Goldsmiths College
University of London
UK

EAA BSocSc(Hons) Psychology
PGD Psychology
MSocSc Applied Psychology
September 2007 – August 2011

Asian and International Studies

Prof Robert H Taylor

Professorial Research Fellow
School of Oriental and African Studies
University of London
UK

EAA BSocSc(Hons) East and Southeast
Asian Studies
December 2007 – November 2011

Prof Benedict John Tria Kerkvliet

Emeritus Professor
Department of Political and Social Change
School of International, Political, and
Strategic Studies
The Australian National University
Australia

EAA

BSocSc(Hons) East & Southeast Asian
Studies
August 2010 – July 2013

Affiliate Graduate Faculty Member
University of Hawai'i at Manoa
Honolulu, Hawai'i,
USA

Prof Colin Patrick Mackerras

Fellow of the Academy of the Humanities
of Australia
Professor Emeritus
Department of International Business and
Asian Studies
Griffith University
Queensland, Australia

EAA

BSocSc(Hons) International Studies
December 2006 – November 2010

Guest Professor
School of English and International Studies
Beijing Foreign Studies University
Beijing, PRC

Prof Vincent G Boudreau

Director
Colin Powell Center for Policy Studies
The City College of New York

EAA

MSocSc Development Studies
January 2010 – December 2013

Prof James Cotton

Professor
Humanities and Social Sciences
University of New South Wales at the
Australian Defence Force Academy

EAA

MA Asian and International Studies
September 2010 – August 2012

English

Prof Lester Faigley

Professor
Department of Rhetoric and Writing
University of Texas at Austin
USA

EAA

BA (Hons) English for Professional
Communication
April 2009 – March 2011

Prof Anthony Paré

Professor
Department of Integrated Studies in
Education
Faculty of Education
McGill University
Canada

EAA BA (Hons) English for Professions
February 2009 – January 2012

Prof Diane Belcher

Professor
Department of Applied Linguistics/ESL
Georgia State University
USA

EAA MA English for Specific Purposes
April 2009 – March 2012

Media and Communication

Prof Ran Wei

Associate Professor
School of Journalism and Mass
Communications
University of South Carolina
USA

EAA BA Integrated Strategic Communication
*November 2008 – December 2011**

Prof William Briggs

Director
School of Journalism and Mass
Communication
San Jose State University
USA

EAA BA Media and Communication
October 2009 – September 2012

Dr Zhongshi Guo

Associate Professor
Department of Journalism
Hong Kong Baptist University
HK

EAA MA Communication and New Media
*December 2008 – November 2012**

Prof Christine Huang Y H

Professor
School of Journalism and Communication
Chinese University of Hong Kong
HK

EAA MA Integrated Marketing
Communication
September 2009 – August 2013

* Pending for approval.

Public and Social Administration

Prof Terry Burke

Professor of Housing Studies
Swinburne Institute for Social Research
Swinburne University of Technology
Australia

EAA MA Housing Studies
October 2009 – September 2012

Prof Neil Carter

Professor of Politics
University of York
UK

EAA BSocSc (Hons) Environmental Policy
Studies
September 2009 – August 2011

Prof Rosemary O'Leary

Distinguished Professor of Public
Administration
Maxwell School Advisory Board Endowed
Chair
Department of Public Administration
Maxwell School of Syracuse University
USA

EAA BSocSc(Hons) Policy Studies and
Administration
October 2008 – September 2012

Prof Tang Shui-yan

University of Southern California
USA

EAA BSocSc (Hons) Administration and
Public Management
February 2009 – January 2011

Prof John Wanna

Sir John Bunting
Chair of Public Administration
Political Science Program
Research School of Social Sciences
Australian National University
Australia

EAA MA Public Policy and Management
January 2008 – December 2010

Prof Jane Duckett

Professor of Chinese and Comparative
Politics
University of Glasgow
UK

AEAA BSocSc (Hons) Policy Studies and
Administration – China Stream
BSocSc (Hons) Administration and
Public Management — China Stream
October 2008 – September 2012

Mr Kwan Sze Ming, Mingo

Registered Professional Housing Manager
HK

DEAA MA Housing Studies
October 2010 – September 2012

Prof Ronald Tjeerdema

Department of Environmental Toxicology
University of California, Davis
USA

AEAA BSocSc (Hons) Environmental Policy
Studies
September 2009 – August 2011

Miss Wong Lai Chun

Registered Professional Housing Manager
HK

AEEA

BA (Hons) Housing Studies

October 2009 – September 2011

College of Science and Engineering

Biology and Chemistry

Prof Ronald Tjeerdema

Head (Chair)
Department of Environment Toxicology
University of California Davis
USA

EAA

April 2008 – March 2010

Prof Alan M Bond

R.L. Martin Distinguished
Professor of Chemistry and Federation
Fellow
School of Chemistry
Monash University
Australia

EAA

January 2009 – January 2011

Prof David Hinton

Nicholas Professor of Environmental
Quality
Division of Environmental Science and
Policy
Nicholas School of the Environment and
Earth Sciences
Duke University
USA

EAA

January 2009 – December 2011

Building and Construction

Ir Dr Joseph Ming Kuen Chow, OBE, JP

Chairman
Joseph Chow & Partners Ltd.
HK

EAA

September 2008 – August 2012

Prof Stuart David Green

Professor of Construction Management
School of Construction Management and
Engineering
Department of Construction Management
and Engineering
The University of Reading
UK

EAA

September 2004 – August 2012

Prof Mohan Maheswaran Kumaraswamy

Professor	EAA	<i>September 2002 – August 2010</i>
Department of Civil Engineering		<i>(being considered extension of tenure to</i>
The University of Hong Kong		<i>August 2011)</i>
HK		

Mr Andrew King Fun Lee

Managing Director	EAA	<i>September 2006 – August 2012</i>
Andrew Lee King Fun & Associates		
Architects Ltd		
HK		

Prof Peter E D Love

Chair Professor of Construction Innovation	EAA	<i>September 2004 – August 2012</i>
Department of Construction Management		
Curtin University of Technology		
Australia		

Prof David A Nethercot, OBE

Head of Department	EAA	<i>September 2005 – August 2013</i>
Professor of Civil Engineering		
Department of Civil and Environmental		
Engineering		
Imperial College London		
UK		

Professor Ronald Richard Wakefield

Professor of Construction and Head	EAA	<i>September 2008 – August 2012</i>
School of Property, Construction and		
Project Management		
Royal Melbourne Institute of Technology		
(RMIT)		
Australia		

Dr Guan Heng Yeoh

Associate Professor	EAA	<i>October 2009 – August 2013</i>
School of Mechanical and Manufacturing		
Engineering		
The University of New South Wales		
Australia		

Mr Kenneth Jor Kin Chan

Managing Director	AEAA	<i>September 2004 – August 2012</i>
KC Surveyors		
HK		

Mr Peter Kam Ming Ho

Director	AEAA	<i>January 2005 – August 2013</i>
Davis Langdon & Seah Hong Kong Limited		
HK		

Mr Jacob Ching Kam Lam

Managing Director
Northcroft Construction Services Ltd
PRC

AEAA *April 2008 – August 2011*

Mr Fergal Whyte

Director
Ove Arup & Partners HK Ltd
HK

AEAA *October 2009 – August 2013*

Computer Science

Prof Ronald L Graham

Irwin and Joan Jacobs Endowed Chair
Computer Science and Engineering
Department
University of California at San Diego
USA

EAA *September 2008 – August 2012*

Prof Brian A Barsky

Professor
Department of Computer Science & Vision
Science
Affiliate Professor of Optometry
University of California
USA

EAA *June 2009 – May 2013*

Electronic Engineering

Prof Kai Chang

E-Systems Endowed Professor
Electromagnetics and Microwaves Chair
Department of Electrical Engineering
Texas A & M University
USA

EAA *October 2008 – August 2012*

Prof Richard Harris

Chair of Telecommunications and Network
Engineering
Institute of Information Sciences and
Technology
Massey University
New Zealand

EAA *September 2008 – August 2012*

Prof Peter Y K Cheung

Deputy Head & Professor of Digital Systems
Department of Electrical & Electronic Engineering
Imperial College of Science Technology & Medicine
UK

EAA *September 2007 – August 2011*

Prof Li Erping

Professor (Adjunct)
Department of Electrical and Computer Engineering
National University of Singapore
Singapore

EAA *September 2008 – August 2012*

Manufacturing Engineering and Engineering Management

Prof David Bennett

Professor of Technology Management and Director of Special Projects
Aston University
UK

EAA *September 2008 – August 2011*

Prof Chan Kang-cheung

Professor and Associate Head
Department of Industrial and Systems Engineering
The Hong Kong Polytechnic University
HK

EAA *October 2009 – September 2013*

Prof Frank L Lewis

Automation and Robotics Research Institute
The University of Texas at Arlington
USA

EAA *October 2009 – September 2012*

Prof John Mo

School of Aerospace, Mechanical and Manufacturing Engineering
RMIT University
Australia

EAA *October 2010 – September 2014*

Prof Shahram Sarkani

Professor
Department of Engineering Management and Systems Engineering
The George Washington University
USA

EAA *September 2008 – August 2011*

Dr Robert De Souza

Executive Director
The Logistics Institute–Asia Pacific
National University of Singapore
Singapore

EAA *November 2009 – November 2012*

Prof Peter Xu

Professor of Mechatronics
School of Engineering & Advanced
Technology
Massey University
New Zealand

EAA *October 2008 – September 2011*

Prof H Han Sung

Professor
Department of Industrial and Management
Engineering
Pohang University of Science and
Technology
South Korea

EAA *December 2009 – August 2012*

Prof Min Xie

Professor
Department of Industrial and Systems
Engineering
National University of Singapore
Singapore

EAA *Mid September 2009 – Mid September 2012*

Mathematics

Prof Wong Yau Shu

Professor
Department of Mathematical Sciences
University of Alberta
Canada

EAA *December 2007 – November 2011*

Mr Peter Luk Kin Yu

Chief Executive Officer
Plan-B Consulting Limited
HK

EAA *October 2008 – September 2012*

Physics and Materials Science

Prof Nathan W T Cheung

Professor
Department of Electrical Engineering &
Computer Sciences
University of California
USA

EAA *October 2006 – September 2014*

Prof Silvanus S W Lau

Professor
Department of Electrical and Computer
Engineering
University of California, San Diego
USA

EAA *October 2004 – September 2012*

Division of Building Science and Technology

Prof Chau Kwong-wing

Chair Professor
Department of Real Estate and Construction
The University of Hong Kong
HK

EAA Associate of Science in Surveying
October 2007 – September 2010

Prof Roger Flanagan

Professor of Construction Management
School of Construction Management and
Engineering
University of Reading
UK

EAA Associate of Science in Construction
Engineering and Management
October 2008 – September 2012

Prof Ho Puay-peng

School of Architecture
The Chinese University of Hong Kong
HK

EAA Associate of Science in Architectural
Studies
March 2009 – February 2013

Prof Wang Sheng-wai

Professor
Department of Building Services
Engineering
Hong Kong Polytechnic University
HK

EAA Associate of Science in Building
Services Engineering
October 2007 – September 2011

School of Creative Media

Prof Peter Comminos

Director
National Centre for Computer Animation
The Media School
Bournemouth University
UK

EAA *September 2008 – August 2010**

* To be confirmed

Prof Richard Allen

Professor, Chair
Tisch School of the Arts
Cinema Studies
New York University
USA

EAA *September 2010 – August 2012**

Prof Ross Harley

Head School of Media Arts
University of New South Wales
Australia

EAA *September 2010 – August 2012 **

School of Law

Mr Kenneth B. Davis, Jr

Dean
University of Wisconsin Law School
USA

EAA Bachelor of Laws with Honours / Juris Doctor
February 2009 – September 2012

Prof Dr iur Andreas Otto Kellerhals

Attorney at law
Director
Europa Institut at the University of Zurich
Switzerland

EAA Master of Arts in Arbitration & Dispute Resolution / Master of Laws in Arbitration & Dispute Resolution
April 2006 – March 2012

AEAA Bachelor of Laws / Juris Doctor
June 2006 – March 2009

Prof Benjamin Liebman

Professor of Law and Director of the Centre
for Chinese Legal Studies
Columbia University
USA

EAA Master of Laws
January 2010 – December 2012

The Hon Mr Justice Pang Kin Kee

Judge of the Court of First Instance
High Court
HK

EAA Postgraduate Certificate in Laws
October 2000 – September 2012

Prof Wan Exiang

Doctor of Law
Professor of International Law
Law School
Wuhan University Law School
PRC

EAA Doctor of Juridical Science
October 2005 – September 2011

* To be confirmed

Prof Wang Zhenmin

Dean
School of Law
Tsinghua University
PRC

EAA Master of Laws
October 2009 – September 2010

Dr Shawkat Alam

Senior Lecturer & Director of Higher
Degree Research
Macquarie Law School
Macquarie University
Australia

AEAA Bachelor of Laws with Honours
February 2009 – September 2012

Prof James Allan

Garrick Professor of Law
University of Queensland
Australia

AEAA Juris Doctor
February 2007 – September 2010

Professor Charles Booth

Professor of Law
William S Richardson School of Law
University of Hawaii
Hawaii
USA

AEAA Bachelor of Laws with Honours / Juris
Doctor
October 2004 – September 2010

Prof David Callies

Benjamin A. Kudo Professor of Law
William S. Richardson School of Law
University of Hawaii
USA

AEAA Bachelor of Laws with Honours
July 2008 – September 2011

Dr Danwood Chirwa

Associate Professor of Law
Faculty of Law
University of Cape Town
South Africa

AEAA Bachelor of Laws with Honours
April 2008 – September 2010

Prof Jacques deLisle

Professor of Law
Law School
University of Pennsylvania
USA

AEAA Bachelor of Laws with Honours / Juris
Doctor
April 2005 – September 2010

Mr Martin Dixon

Fellow and University Senior Lecturer in
Law
Queen's College
University of Cambridge
UK

AEAA Bachelor of Laws with Honours / Juris
Doctor
April 2003 – September 2010

Prof Graham Dufield

Professor of International Governance
School of Law
University of Leeds
UK

AEAA Bachelor of Laws with Honours
March 2009 – September 2012

Prof John Farrar

Emeritus Professor
Faculty of Law
Bond University
Australia

AEAA Bachelor of Laws with Honours
April 2007 – September 2010

Prof Stephen Graw

Head of Law School
Faculty of Law Business and The Creative
Arts
James Cook University
Australia

AEAA Bachelor of Laws with Honours / Juris
Doctor
March 2009 – September 2012

Prof Michael Haley

Professor of Law
Department of Law
Keele University
UK

AEAA Bachelor of Laws with Honours / Juris
Doctor
April 2008 – September 2010

The Hon Mr Justice Michael Hartmann

Judge of Appeal of the Court of Appeal
High Court
HK

AEAA Bachelor of Laws with Honours
April 2003 – September 2010

Prof Mark Israel

Winthrop Professor of Law and
Criminology
Faculty of Law
University of Western Australia
Australia

AEAA Bachelor of Laws with Honours
October 2003 – September 2009
General Education Courses
November 2008 – September 2010

Dr Fleur Johns

Senior Lecturer
Sydney Law School
University of Sydney
Australia

AEAA Bachelor of Laws with Honours / Juris
Doctor
July 2009 – September 2012

Dr Murray Lee

Senior Lecturer
Sydney Law School
University of Sydney
Australia

AEAA Bachelor of Laws with Honours
April 2010 – September 2013

Mr Justice Colin Richard Mackintosh

Judge of the Court of First Instance
High Court
HK

AEAA Bachelor of Laws with Honours / Juris
Doctor
November 2009 – September 2012

Mr James McGowan

Barrister
HK

AEAA Bachelor of Laws with Honours / Juris
Doctor
November 2009 – September 2012

Prof John Mo

Dean
Faculty of International Law of China
University of Political Science and Law
PRC

AEAA Bachelor of Laws with Honours / Juris
Doctor
February 2008 – September 2010

Prof Gabriel Moens

Dean and Professor of Law
School of Law
Murdoch University
Australia

AEAA Bachelor of Laws with Honours
February 2008 – September 2010

Ms Justine Nolan

Senior Lecturer
Deputy Director
Australian Human Rights Centre
Faculty of Law
University of New South Wales
Australia

AEAA Bachelor of Laws with Honours
July 2009 – September 2012

Dr Luke Nottage

Associate Professor & Co-Director
Australian Network for Japanese Law
(ANJeL)
Sydney Law School
University of Sydney
Australia

AEAA Bachelor of Laws with Honours
October 2008 – September 2010

Ms Archana Parashar

Associate Professor
Macquarie Law School
Macquarie University
Australia

AEAA Bachelor of Laws with Honours
July 2009 – September 2012

Mr Andrew Raffell

Faculty of Law
Chinese University of Hong Kong
HK

AEAA Bachelor of Laws with Honours / Juris
Doctor
November 2007 – September 2011

Prof Rao Geping

Professor of Law
School of Law
Peking University
PRC

AEAA Bachelor of Laws with Honours / Juris
Doctor
February 2008 – September 2010

Prof M Sornarajah

Professor
Faculty of Law
National University of Singapore
Singapore

AEAA Bachelor of Laws with Honours / Juris
Doctor
October 2008 – September 2011

Mr Benny Tai

Associate Professor
Faculty of Law
University of Hong Kong
HK

AEAA Bachelor of Laws with Honours /
Juris Doctor
November 2006 – September 2012

Prof Paul Leo Carl Torremans

City Solicitors' Educational Trust
Professor of Intellectual Property
University of Nottingham
UK

AEAA Bachelor of Laws with Honours
March 2006 – September 2011

Prof Prue Vines

Faculty of Law
University of New South Wales
Australia

AEAA Bachelor of Laws with Honours / Juris
Doctor
February 2008 – September 2010

Prof David Weissbrodt

Fredrikson & Byron Professor of Law
University of Minnesota
USA

AEAA Bachelor of Laws with Honours
February 2008 – September 2010

Prof Dr Klaus Ziegert

Associate Professor in Jurisprudence
Sydney Law School
University of Sydney
Australia

AEAA Bachelor of Laws with Honours
February 2008 – September 2010

Prof Fu Kuen-chen

KoGuan Chair Professor of Law
KoGuan Law School
Shanghai Jiao Tong University
PRC

AEAA Master of Laws
January 2010 – December 2012

Prof Wang Chuanli

Professor
School of International Law
China University of Political Science &
Law
PRC

AEAA Master of Laws
November 2005 – September 2011

Mr Clement Shum

Associate Professor
Department of Finance & Insurance
Lingnan University
HK

AEAA Master of Arts in Arbitration &
Dispute Resolution / Master of Laws in
Arbitration & Dispute Resolution
March 2008 – March 2011

Mr Richard Bates

Partner
Kennedys
HK

AEAA Postgraduate Certificate in Laws
October 2004 – September 2010

Mr John Bleach, SC

Temple Chambers
HK

AEAA Postgraduate Certificate in Laws
October 2001 – September 2010

Mr Benjamin Chain

Barrister
HK

AEAA Postgraduate Certificate in Laws
October 2000 – September 2012

Ms Bonita Chan Bow Ye

Partner
Hastings & Co
HK

AEAA Postgraduate Certificate in Laws
October 2009 – September 2012

Ms Linda Chan

Barrister
Temple Chambers
HK

AEAA Postgraduate Certificate in Laws
November 2009 – September 2011

Mr Colin Cohen

Senior Partner
Boase Cohen & Collins
HK

AEAA Postgraduate Certificate in Laws
October 2004 – September 2012

Mr Victor Dawes

Temple Chambers
HK

AEAA Postgraduate Certificate in Laws
October 2008 – September 2011

Mr Ho Chong Ip Raymond

HK

AEAA Postgraduate Certificate in Laws
October 2008 – September 2011

Mr Stephen Hung Wan Shun

Pang, Wan & Choi
HK

AEAA Postgraduate Certificate in Laws
October 2007 – September 2010

Mr Ip Shing Hing

Christine M Koo & Ip
HK

AEAA Postgraduate Certificate in Laws
October 2009 – September 2012

Ms Mabel Kwan Chui Yi

Partner
Gallant Y T Ho & Co
HK

AEAA Postgraduate Certificate in Laws
October 2009 – September 2011

Mr Vincent Kwan Po Chuen

General Manager (Legal)
Sino Land Company Limited
HK

AEAA Postgraduate Certificate in Laws
October 2004 – September 2010

Mr Law Man Chung

HK

AEAA Postgraduate Certificate in Laws
October 2008 – September 2011

Mr Billy Ma Wah Yan

Precedent Partner
Hobson & Ma
HK

AEAA Postgraduate Certificate in Laws
November 2008 – September 2010

Mr Nelson Miu

Sir Oswald Cheung's Chambers
HK

AEAA Postgraduate Certificate in Laws
October 2008 – September 2011

Mr Amirali Bakirali Nasir

Nasirs
HK

AEAA Postgraduate Certificate in Laws
October 2007 – September 2010

Mr Joseph Christopher Vaughan

HK

AEAA Postgraduate Certificate in Laws
October 2008 – September 2011

Mr Wong Kwai Huen Albert

Managing Partner
Asia of Fried, Frank, Harris, Shriver &
Jacobson LLP
Huen Wong & Co
HK

AEAA Postgraduate Certificate in Laws
October 2008 – September 2011

Mrs Wong Ng Kit Wah Cecilia

Partner
Kevin Ng & Co
HK

AEAA Postgraduate Certificate in Laws
October 2008 – September 2011

Community College of City University

Division of Commerce

Prof Brian Andrew

Professor of Accounting
Charles Darwin University
Australia

EAA Associate of Business Administration
(Accountancy)
October 2007 – September 2008

Dr Syed Akhtar

Associate Professor
Department of Management
City University of Hong Kong
HK

EAA Associate of Business Administration
(General Management)
September 2008 – August 2010

Dr Andrew Chan

Associate Professor
Department of Management
City University of Hong Kong
HK

EAA Associate of Business Administration
(Human Resources Management)
September 2008 – August 2010

Prof Ronald Lau

Visiting Associate Professor
Department of Information and Systems
Management
The Hong Kong University of Science and
Technology
HK

EAA Associate of Business Administration
(Global Business)
September 2006 – September 2009

Dr Reuben Mondejar

Associate Professor
Department of Management
City University of Hong Kong
HK

EAA Associate of Business Administration
(with Communication Studies in English/
Chinese)
September 2007 – August 2010

Dr Eric Ngai Wai-ting

Associate Professor
Department of Management & Marketing
The Hong Kong Polytechnic University
HK

EAA Associate of Business Administration
(E-Commerce & Web Technology)
October 2007 – September 2009
Associate of Business Administration
(Global Logistics and Trade Finance)
November 2008 – June 2010

Prof Siu Wai Sum

Professor and Head
Department of Marketing
Hong Kong Baptist University
HK

EAA Associate of Business Administration
(Marketing)
November 2007 – October 2009

Dr Li Kui-wai

Associate Professor
Department of Economics & Finance
College of Business
City University of Hong Kong
HK

EAA Associate of Business Administration
(Financial Services)
November 2008 – October 2010

Dr Shi Yi Zheng

Associate Professor
Department of Marketing
Hong Kong Baptist University
HK

EAA Associate of Business Administration
(China Business Management)
September 2008 – August 2010

Division of Computer Studies

Dr Li Chun-wah

Associate Professor
Department of Mathematics
City University of Hong Kong
HK

EAA Associate of Science in Applied Business
Statistics
September 2008 – August 2010

Dr Richard Fung

Associate Professor
Department of Manufacturing Engineering
& Engineering Management
City University of Hong Kong
HK

EAA Associate of Science in Airport
Operations and Aviation Logistics
September 2009 – August 2011

Dr Albert Sung Chi-wan

Associate Professor
Department of Electronic Engineering
City University of Hong Kong
HK

EAA Associate of Engineering
September 2010 – August 2012

Dr Wong Kam Wah

Assistant Professor
School of Creative Media
City University of Hong Kong
HK

EAA Associate of Science in Creative and
Interactive Media Production
November 2009 – August 2011

Dr Paul Shin

Associate Professor
Department of Biology & Chemistry
City University of Hong Kong
HK

EAA Associate of Science in Environmental
Studies
October 2009 – September 2011

Dr Yu Yuen-tak

Associate Professor
Department of Computer Science
City University of Hong Kong
HK

EAA Associate of Science in Information
Systems Development
September 2010 – August 2011
Associate of Science in Network and
Systems Administration
September 2010 – August 2012
Associate of Science in Information
Technology
October 2010 – September 2012

Division of Language Studies

Dr Stephen Bremner

Assistant Professor
Department of English
City University of Hong Kong
HK

EAA Associate of English for Professional
Communication
November 2008 – November 2011

Dr Ming Cheung

Assistant Professor
Department of Media and Communication
City University of Hong Kong
HK

EAA Associate of Arts in Media and
Publication Design
September 2009 – August 2012

Prof Ho Chi Ming

Assistant Professor
Department of Japanese Studies
The Chinese University of Hong Kong
HK

EAA Associate of Arts in Applied Japanese
Studies
February 2009 – August 2011

Ms Helen Chuen-Yi Kwan

Lecturer and Outreach and Career
Coordinator
Department of English
City University of Hong Kong
HK

EAA Associate of Arts in Communication and
Public Relations
November 2009 – October 2012

Mr Tommy Li Wing-chuen

Creative Director
Tommy Li Design Workshop Ltd
HK

EAA Associate of Arts in Digital Visual
Design
July 2009 – June 2012

Dr Pauline Lee Kit Lin

Director
Independent Learning Centre
The Chinese University of Hong Kong
HK

EAA Associate of Arts in Bilingual
Communication Studies
September 2009 – August 2012

Dr Sin King Kui

Associate Professor
Department of Chinese, Translation &
Linguistics
City University of Hong Kong
HK

EAA Associate of Arts in Translation and
Interpretation
November 2009 – November 2012

Dr Wong Pui Kwong

Associate Professor
Department of Chinese, Translation &
Linguistics
City University of Hong Kong
HK

EAA Associate of Arts in Applied Chinese
Studies
September 2009 – August 2012

Division of Social Studies

Dr Bill Taylor

Associate Professor
Department of Public and Social
Administration
City University of Hong Kong
HK

EAA Associate of Social Science
September 2010 – August 2013

Professor Gyehee Lee

Associate Professor in Tourism
Management
College of Hotel and Tourism Management
Kyunghee University
Seoul
Korea

EAA Associate of Social Science in Leisure
and Tourism Management
September 2008 – August 2011

Dr Julian Lai Chuk-ling

Associate Head
Department of Applied Social Studies
City University of Hong Kong
HK

EAA Associate of Social Science in Applied
Psychology
September 2009 – August 2012

Dr Chen Ni

Associate Professor
Department of Media and Communication
City University of Hong Kong
HK

EAA Associate of Social Science in Applied
Social Studies
November 2008 – August 2011

Professor Robert Mckercher

Professor
School of Hotel and Tourism Management
The Hong Kong Polytechnic University
HK

EAA Associate of Social Science in Applied
Studies in Urban Living
September 2007 – August 2010

Prof Joshua Mo Ka-ho

Associate Dean
Faculty of Social Sciences &
Professor
Department of Social Work & Social
Administration
The University of Hong Kong
HK

EAA Associate of Social Science in Public
Administration and Management
September 2009 – September 2011

Professor Ernest Chui Wing-tak

Associate Professor
Department of Social Work & Social
Administration
Associate Director
Sau Po Centre on Ageing
The University of Hong Kong
HK

EAA Associate of Social Science in Social
Work
September 2008 – August 2011

Dr Eddie Yu Fu-keung

Associate Professor
Department of Management
City University of Hong Kong
HK

EAA Associate of Social Science in Customer
Service Management
September 2008 – August 2011

Chinese Civilisation Centre

Prof Leo Ou-fan Lee

Honorary Director
Chiang Ching-kuo Foundation
Asia-Pacific Centre for Chinese Studies
The Chinese University of Hong Kong
HK

EC* Chinese Civilisation Courses
January 2008 – December 2009

* The External Academic Advisor (EAA) of Chinese Civilisation Centre has been entitled “External Consultant (EC)”.

Appendix II: University Administration

President

Professor Kuo, Way 郭位教授

Provost

Professor Ellis, Arthur B.

Vice-President (Development and External Relations)

Professor Wong, Roderick Sue-cheun 王世全教授

Vice-President (Research and Technology)

Professor Raupp, Gregory B

Vice-President (Student Affairs)

Professor Lam, Paul Kwan-sing 林群聲教授

Chief Administration Officer

Mr Chan, Gabriel Sai-man 陳世民

Chief-of-Staff

Professor Tao, Julia Po-wah Lai 陶黎寶華教授

Dean, Graduate Studies

Professor Raupp, Gregory B

Dean, College of Business

Professor Wei, Kwok-kee 魏國基教授

Dean, College of Liberal Arts and Social Sciences

Professor Lee, Gregory B. 利大英教授

Dean, College of Science and Engineering

Professor Lu, Jian 呂堅教授

Dean, School of Creative Media

Professor Shaw, Jeffrey 邵志飛教授

Dean, School of Energy and Environment

Professor Chan, Johnny Chung-leung 陳仲良教授

Dean, School of Law

Professor Wang, Guiguo 王貴國教授

Appendix III: List of Academic Staff Qualifications

Office of President

University Distinguished Professor

Kuo, Way 郭位

BS *National Tsing Hua*, MS PhD *Kansas State*,
Foreign Member CAE, Member NAE,
Member Academia Sinica, FASQ, FIEEE,
FINFORMS, FASA, FIIE

Office of Provost

University Distinguished Professor

Smale, Stephen 史梅爾

PhD *Mich.*

College of Business

Dean

Wei, Kwok-Kee 魏國基
(Chair Professor of Information Systems,
Department of Information Systems) BSc *Nan.*, PhD *York*, FAIS, SMIEEE

Associate Dean (Research, Postgraduate and Executive Education)

Lee, Matthew Kwok-on 李國安
(Chair Professor of Information Systems and
E-commerce, Department of Information
Systems; Director, Communications and Public
Relations Office) BEng MBA *Sheff.*, MSc *Oxf.*,
PhD *Manc.*, LL.M. *Lond.*, Barrister(Lincoln's
Inn), CAIS, CEng, MBCS, MHKCS

Associate Dean (Undergraduate)

Yu, Eden Siu-hung 俞肇熊
(Chair Professor of Economics, Department of
Economics and Finance) BSc *CUHK*, MSc *S. Ill.*,
MA PhD *Wash. (St. Louis)*

Associate Dean (Internationalisation and Corporate Communication)

Pang, Mary Yuet-ngor 彭月娥
(Associate Professor, Department of
Management) BSc *Wales*, PhD *Warw.*, AHKIPM

Instructor I

Lau, Eric Kin-wai 劉堅偉 BA PhD *City HK*

Accountancy

Head: Chair Professor Kim, Jeong Bon 金正本

Associate Head: Dr Leung, Sidney Chi-moon 梁志滿

Chair Professors

Kim, Jeong Bon 金正本
Chair Professor of Accountancy BBA MBA *Seoul*, PhD *Temple*

Srinidhi, Bin
Chair Professor of Accountancy BTech *IIT Madras*, PGDip(BusAdm) *IIM*
Ahmedabad, MPhil PhD *Col.*

Associate Professors

Kim, Chansog 金璨錫 BA *Sogang*, MBA *W. Ill.*, PhD *N.Y.*

Leung, Sidney Chi-moon 梁志滿 BSc MBA *CUHK*, PhD *NSW*, CPA(Aust.),
SenAAIB

Poon, Margaret Chong-ching 潘莊正 MA *Lanc.*, PhD *Brad.*, MHKSI

Su, Xijia 蘇錫嘉

Zhang, Hao 張皓

Zhang, Tianyu 張田余

BEcon MEcon *Xiamen*, PhD *C'dia*.

BA *Richmond*, PhD *Texas A & M*,
LLB *Open (UK)*

BA *Nanking*, MA *Shanghai U. of Fin. & Econ.*,
PhD *HKUST*

Assistant Professors

Adithipyangkul, Pattarin

Chen, Zhihong 陳治鴻

Guan, Yuyan 官玉燕

Johnston, Joseph Atkins

Kusnadi, Yuanto

Leung, Tak-yan 梁德欣

Ma, Alfred Kwok-wa 馬國華

Nowland, John Edward

Poh, Paul Puay-hwa 傅培華

Sohn, Byung Cherl 孫炳哲

Wa, Jeanette Hsien-shau Liang 華梁顯脩

Wong, Zheng 王征

Yang, Zhifeng 楊志鋒

Zhang, Liandong 張連棟

Zhang, Yue 張玥

BAcc *Chulalongkorn*, MPhil *Camb.*,
PhD *Br. Col.*

BAcc *Tsinghua*, PhD *HKUST*

BEcon *Xiamen*, MBA *UM*, PhD *Tor*

BSc *MACC.*, PhD *Louisiana Stat*

BBA MSc *NU Singapore*, PhD *HKUST*

BCom *Melb.*, MPhil *HKBU*, PhD *HKPU*,
FCPA

BSSc MBA *CUHK*, FCCA, ACCA, AHKSA,
FHKSA

BA BCom *MFm*, PhD *Qld.*

BSc *Brun.*, MBA *Henley Mgm. Coll.(UK)*

BBA PhD *Seoul*, MBA *M.I.T.*

HD *HKTC*, MBA *Henley Mgm. Coll.(UK)*, ASA,
FCCA, AHKSA, CISA

BIntFin *Peking*, MSc *LSE*, PhD *Maryland*

BA MA *Xiamen*, PhD *Alta*, CFA

BAcc *Tsinghua*, PhD *Nan. Tech.*

BFin *Nankai*, MSc MBA PhD *Texas at Dallas*

Senior Teaching Fellow

Yip, David Sai-on 葉世安

MSc MPhil *Lond.*, FCCA, FHKSA

Teaching Fellows

Wong, Sai-on 王世安

BCom MBA *Alta.*, PhD *Newcastle (NSW)*

Wong, Sunny Tze-ming 汪子明

MBA *H.-W.*, FCCA, ACMA, AHKSA

Instructors I

Chai, Hweei-sien 蔡慧嫻

BSc *Middx.*, MSc *Manc.*, CIAIIA (US),
FLMILOMA (US)

Chan, Yvonne Hang-yee 陳杏儀	PGD City HK, AHKSA, FACCA, Practising Cert HKICPA
Lai, Min-mei 蔡敏美	BBA Feng Chai, MBA Ohio
Mak, Kelvin Po-lung 麥寶龍	BA MA City HK, MHKSA, ACCA
Mok, Yuet-ngo 莫月娥	BBA MBA CUHK, CPAWSBA, CMAICPA, FHKSA, AMHKSA, Member BGS CUHK Chap.
Yeung, Siu-fan 楊少芬	MPhil HKPU, CMAICPA

Economics and Finance

Head: Professor Chan, Kenneth Shun-yuen 陳順源

Associate Head: Dr Wang, Yong 汪勇

Chair Professors

Ho, Richard Yan-ki 何忻基 Chair Professor of Finance	BSc Hawaii, MSc PhD Wis.
Yu, Eden Siu-hung 俞肇熊 Chair Professor of Economics (Associate Dean (Undergraduate), College of Business)	BSSc CUHK, MSc S. Ill., MA PhD Wash. (St. Louis)

Professor

Chan, Kenneth Shun-yuen 陳順源	BSc Tor., MA PhD Brown
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Associate Professors

Cai, Jun 柴俊	BA Fudan, MA Ohio, PhD Northwestern
Fang, Zhenmin 方振民	BA Wuhan Inst. of Iron & Steel, MA Huazhong U. of S.T., PhD CUNY
Ho, To-ming 何道明	BA Warw., MSc Lond., DIM(ExeDev) CUHK, PhD S'ton.
Kakkar, Vikas	BStat I. Stat. I., MA PhD Roch.
Kwan, Fred Yum-keung 關蔭強	BSSc CUHK, PhD Minn.
Leung, Charles Ka-yui 梁嘉銳	BSocSc CUHK, MA PhD Roch.
Li, Charles Kui-wai 李鉅威	BSc MSc Lond., MDevStud Inst. Soc. Stud. (Holland), PhD City
Lin, Chen 林晨	BEng S. China U of Tech., MBA MA PhD Flor.
Wang, James Jingdong 王景東	BSc U. of Sci & Tech. of China, MSc N.Y., PhD(Physics) PhD(BusAdm) Utah

Wang, Junbo 王軍波

BSc MSc *Shandong*, PhD *China Academia Sinica*, PhD *Syr.*

Wang, Yong 汪勇

PhD *Brown*

Wong, Michael Chak-sham 王澤森

BSc *N.Y. State*, DipFin PhD *CUHK*, PGDEcon MA *Essex*, MPhil *Camb.*

Wu, Xueping 吳雪平

BEng MEng *Tongji*, MBA PhD *Kath. U. of Leuven*

Zou, Joe Hong 鄒宏

BSc *Fudan*, MEcon *SWUFE*, PhD *Wales Swansea*, CPACICPA

Assistant Professors

Alimov, Azizjon

MBA *C. Michigan*, PhD *Oregon*

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BSc *National Taiwan*, MA PhD *Roch.*

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BA *National Taiwan*, MA *Roch.*, MA PhD *Wash.*

Kunieda, Takuma 國枝卓真

BAgr *Kyoto*, MA PhD *Brown*

Li, Tao 李濤

BSc *Fudan*, PhD *Wash.*

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BSc *NSYSU(Taiwan)*, MA *National Taiwan*, MSc PhD *Wis.*

Marakani, Srikant

BSc MSc *NU Singapore*, MSc *Chic.*, PhD *N. Western*

Mutlu, Gulseren

BA MA *Bogazici Turkey*, PhD *N.Y.*

Na, Hyun Seung 羅鉉勝

BBA MBA *Korea*, MA *Col.*, PhD *Mich. State*

Nam, Deokwoo 南憲祐

BEcon *Hanyang*, MSc *N.Y.*, PhD *Wis.*

Qu, Baozhi 曲保智

BA MA *Renmin*, MSc PhD *Pitt*

Vinaimont, Tom

BSc MSc PhD *Katholike Universiteit Leuven*

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BEcon *HK*, MSc PhD *Stan.*

Instructors I

Jor, Wing-shing 左永成

BBA *City HK & Beijing & HKTCMD*, MPhil *City HK*

Man, Ryan Kwok-leung 文國樑

BA *City HK*, MSc *CUHK*

Instructor II

Ho, Wai-ho 何偉浩

BSc *HKUST*, MPhil *City HK*

Information Systems

Head: Chair Professor Zhao, J Leon 趙建良

Associate Head: Dr Sia, Choon-ling 謝俊霖

Chair Professors

- | | |
|---|--|
| Lee, Matthew Kwok-on 李國安
Chair Professor of Information Systems and
E-commerce
(Associate Dean (Research, Postgraduate and
Executive Education), College of Business;
Director, Communications and Public Relations
Office) | BEng MBA <i>Sheff.</i> , MSc <i>Oxf.</i> ,
PhD <i>Manc.</i> , LL.M <i>Lond.</i> , Barrister(Lincoln's
Inn), CAIS, CEng, MBCS, MHKCS,
CMAIS, AMIEE |
| Vogel, Douglas 戴偉剛
Chair Professor of Information Systems | BSc <i>Mont. State</i> , MSc <i>Calif.</i> , PhD <i>Minn.</i> |
| Wei, Kwok-Kee 魏國基
Chair Professor of Information Systems
(Dean, College of Business) | BSc <i>Nan.</i> , PhD <i>York</i> , FAIS, SMIEEE |
| Zhao, J Leon 趙建良
Chair Professor of Information Systems | MSc <i>UC Davis</i> , MSc PhD <i>UC Berkeley</i> |

Professors

- | | |
|-------------------|--|
| Lim, Kai Hin 林開 | BSc <i>Minn.</i> , MA <i>Nebraska</i> , PhD <i>Br. Col.</i> |
| Ma, Jian 馬建 | BEng <i>Xian U. of Elect. Sci. & Tech.</i> ,
MEng <i>Norwegian I.T.</i> , DEng <i>Asian I.T.</i> ,
MHED <i>NSW</i> |
| Wagner, Christian | PhD <i>Br. Col.</i> |
| Wang, Huaqing 王懷清 | PhD <i>Manc.</i> |

Associate Professors

- | | |
|---|--|
| Bolloju, Narasimha | BTech(EE) <i>J. Nehru U.</i> ,
MTech(IndMEng) <i>Indian</i> , PhD <i>Hyd.</i> |
| Davison, Robert M 戴維遜 | BA MA <i>Nott.</i> , PhD <i>City HK</i> |
| Kwok, Ron Chi-wai 郭致偉
(Associate Director, Office of Education
Development and General Education) | Cert Ed <i>Northcote Coll.</i> , BEd <i>Liv.</i> ,
MSc <i>Brighton</i> , PhD <i>City HK</i> |
| Liao, Stephen Shaoyi 廖少毅 | BSc <i>Peking</i> , Dip d'études Approfondi
PhD <i>Aix-Marseille U.</i> |
| Ma, Louis Chee-keung 馬志強 | MBA <i>Technol. Syd.</i> , PhD <i>Warw.</i> , FHKCS,
MHKIE, MHKMA, MBCS |

Narasipuram, Murali Mohan 穆瀚

BTech J. Nehru U., MTech I.I.T. Delhi,
MHKCS

Sia, Choon-ling 謝俊霖

BSc MSc PhD NU Singapore

Assistant Professors/Senior Lecturer

Fang, Yulin 方鈺麟 (Asst Prof)

BSc Fudan, MPhil UB Norway, PhD W. Ont.

Feng, Juan 馮娟 (Asst Prof)

BA Remin U, PhD Penn.

Ho, Michael Moon-tong 何滿棠 (SL)

BA MSc Hawaii, PhD S. Aust.

Kuan, Kevin Kam-yung 關錦勇 (Asst Prof)

BBA MBA HKUST, PhD Mich.

Lau, Raymond Yiu-keung 劉耀強 (Asst Prof)

MSc City, MSc C. Sturt, PhD Q'ld. U.T.

Li, Xin 李昕 (Asst Prof)

BEng MEng Tsinghua, PhD Arizona

Wang, Wei-quan 王偉泉 (Asst Prof)

BEc BEng MMgt Tsinghua, PhD Br. Col.

Schneider, Christoph (Asst Prof)

BA PhD Wash. State

Sun, Sherry Xiaoyun 孫曉筠 (Asst Prof)

BSc Nanjing, MSc(Plant Patho) MSc(MIS)
PhD Arizona

Tan, Chuan-hoo (Asst Prof)

BSc MSc PhD NU Singapore

Yue, Wei-thoo (Asst Prof) 余偉圖

BSc MSc PhD Purdue

Instructors I

Cheung, Terence Chun-ho 張震豪

BEng PhD City HK

Fung, Chia-min Hong 馮洪嘉敏

MSc Clemson, MBA Widener

Ip, Rachael Kwai-fun 葉桂芬

BA MPhil City HK

Lau, Tania Yuenkei 劉婉琪

MBusSys Monash

Tse, Daniel Woon-kwan 謝煥坤

MBA H.-W., MSc N.U.I., DBA S. Aust., FIMIS,
MBCS, CEng, CISA, RPA

Yu, Janet Kwok-mei 余軻媚

MSc PGDip City, FMHKCS, CMBCS,
MISACA, CISAISACA

Instructors II

Bandyopadhyay R.

MSc HKUST

Chung, Albert Yan-kit 鍾人傑

BSc McMaster

Fung, Terrance Chi-yeung 馮志揚

BSc MSc Wis.

Leung, Hon-wing 梁漢榮

BSc MSc HK

Lo, Frank Man-wan 羅文寶

MBA Texas Stat.

Luk, Renza Po-yuk 陸寶玉

BA HKPU, MInfTec C. Sturt, AHKSA, CISA,
FCCA

Mak, Amy Wai-yan 麥蔚茵

BBA S. Fraser, MSc CUHK

Management

Head: Chair Professor Leung, Kwok 梁覺

Associate Head: Dr Lee, Jenny Shu-yee 李淑賢

Chair Professor

Leung, Kwok 梁覺
Chair Professor of Management

BSc CUHK, MA PhD III.

Associate Professors

Akhtar, Syed 艾傑廷

BA S. Pratap, MA Delhi, PhD I.I.T. Delhi

Chan, Andrew 陳道

MBA PGDipMS CPHK, PhD Lanc., FHCIMA

Chen, Ziguang 陳子光

BSc MEd Hangzhou, PhD Nagoya

Hempel, Paul Steven 韓保羅

BA Reed Coll., PhD Rutgers

Fu, Ho-ying 符可瑩

BSocSc PhD HK

Ip, Olivia King-ming 葉景明

BSocSc DipMS MBA PhD HK,
PGDipEd CUHK

Martinsons, Maris Gunars 馬禮士

BASc MBA Tor., PhD Warw.

Mondejar, Reuben 文德彬

BSc Philippines Sch., MBA De La Salle,
MLA Harv., PhD Navarr

Ozer, Muammer 歐澤賢

BSc MSc Istanbul Tech., MBA St. Louis,
PhD Pitt.

Pang, Mary Yuet-ngor 彭月娥
(Associate Dean (Internationalisation and
Corporate Communication), College of
Business)

BSc Wales, PhD Warw., AHKIPM

Yang, Haibin 楊海濱

BA Fuyang Teachers Col., BA Renmin U.,
MBA Peking, PhD Texas

Yu, Eddie Fu-keung 余富強

MSc Durh., PhD W'gong,
DBA Newcastle (NSW)

Assistant Professors/University Lecturer

Sue-Chan, Christina 蘇慧珊 (Asst Prof)

MBA PhD Tor.

Kim, Tae-yeol 金台烈 (Asst Prof)

BBA MBA Yonsei U., PhD N. Carolina

Kim, Kwangho 金光浩 (Asst Prof)

PhD Penn. State

Lam, Ka-fung 林家鳳 (Asst Prof)

BA CityHK, MSc PhD HKPU

Lee, Jenny Shu-yee 李淑賢 (UL)	BSc MBA <i>St. Louis</i> , PhD <i>S. Aust</i>
Mak, Simon Kwai-ming 麥桂明 (Asst Prof)	BA MBA <i>CUHK</i> , PhD <i>HK</i>
Mok, Aurelia Ge Gah 莫子霞 (Asst Prof)	BComm <i>Tor.</i> , MPhil PhD <i>Col.</i>
Park, Jason Whan 俊相朴 (Asst Prof)	PhD <i>Pitt.</i>
Qian Cuili 錢翠麗 (Asst Prof)	LLB LLM <i>Reumin</i> , MA <i>Leiden</i> , PhD <i>HKUST</i>
Yang, Jane Jixia 楊霽霞 (Asst Prof)	BA(Info Mgmt) BA(Int'l Econ&Fin) <i>Nanjing</i> , PhD <i>Louisiana State</i>
Yu, Frank Kuo-hui 余國輝 (Asst Prof)	PhD <i>UC Berkeley</i>

Teaching Fellow

Chan, Benjamin King-shan 陳景山	BBA <i>CUHK</i> , MCom <i>Hitotsubashi</i> , DBA <i>N'cle. (NSW)</i>
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Instructors I

Chan, Josephine Lai-kwan 陳麗君	BBA <i>S.Fraser</i> , MA <i>City HK</i>
Fukushige, Aya	BA <i>Fukuoka</i> , MA <i>Leeds Met.</i> , PhD <i>Brad.</i>
Kwan, Andy Siu-on 關兆安	BA <i>Hawaii</i> , MSc <i>Nebraska</i> , MBA <i>H.-W.</i> , PhD <i>HK</i> , GMBPS, MIHRM
Kwok, Suk-yin 郭淑賢	BA MA <i>City HK</i> , MSc <i>HKPU</i>
Tam, Steven Kwong-yin 談廣賢	BSc MBA <i>Central Missouri State U.</i>
Tong, Maria Toni 唐妮	BA <i>S. Fraser</i> , MBA <i>C. Sturt.</i> , DBA <i>Newcastle (NSW)</i>
Wong, Yin-yee 王賢儀	BA <i>HKPU</i> , MPhil <i>City HK</i>

Management Sciences

Head: Professor Lim, Andrew Leong-chye 林良才

Associate Head: Dr Tso, Geoffrey Kwok-fai 曹國輝

Chair Professors

Lai, Kin-keung 黎建強 Chair Professor of Management Science	BA <i>Nat'l Chengchi</i> , MA PhD <i>Mich. State</i>
Lau, Hon-shiang 劉漢城 Chair Professor of Operations Management	BEng <i>Sing.</i> , PhD <i>N. Carolina</i>

Professors

Hui, Yee-van 許溢宏 (Associate Dean, Chow Yei Ching School of Graduate Studies)	BSc <i>CUHK</i> , MSIE <i>Texas Tech.</i> , PhD <i>Virginia Poly. Inst. & State U.</i> , SenMIIE
--	---

Lim, Andrew Leong-chye 林良才
 Wan, Alan Tze-kin 溫子堅
 Yau, Kelvin Kai-wing 邱啟榮

BCompSc MSc PhD *Minn.*
 BEcon *Syd.*, MCom PhD *Cant.*
 BSc *CUHK*, PGCEd *HK*, MStats *NSW*,
 PhD *ANU*, CStat, AStat

Associate Professors

Chan, Yan-chong 曾淵滄
 Chung, William Siu-wai 鍾兆偉
 Hao, Gang 郝剛
 Lam, Bruce Kim-fung 林劍峰
 Lam, Josephine Kin-ping Wong 林黃健萍
 Leung, Francis Kit-nam 梁傑南
 Natarajan, Karthik Balkrishnan
 Tse, Siu-keung 謝紹強
 Tso, Geoffrey Kwok-fai 曹國輝
 Yeung, Iris Miu-han 楊妙嫻

BSc *Nanyang*, MA *Lanc.*, PhD *Manc.*, FIPC,
 MIIIE, ABCS
 BEng *Ryerson Poly U.*, MAppSc PhD *Wat.*
 BSc *Sichuan*, MI *Tianjin*, PhD *Pitt.*
 BBA MBA PhD *S. Fraser*
 BSc *Lond.*, MA *Lanc.*
 BSc MSc *Lond.*, PhD *Curtin*
 BEng *Nan. Tech.*, PhD *NU Singapore*
 BSc MPhil *CUHK*, PhD *Wis.*
 BSc MA *York(Can.)*, PhD *Tor.*
 BSocSc *HK*, MSc *Lond.*, Dip *Imp Col.*,
 PhD *Kent*

Assistant Professors

Chiang, Kevin Wei-yu 江偉裕
 He, Simai 何斯邁
 Hou, Teresa Kit-yee Ng 侯吳潔儀
 Leung, Stephen Chi-hang 梁志恒
 Li, Yanzhi 李彥志
 Lin, Carrie Ka-yuk 林嘉玉
 Liu, Guangwu 劉光梧
 Lu, Ye 陸曄
 Ng, Allen Cheuk-key 吳焯基
 Shou, Biying 壽碧英
 Yuen, Sammy Hak-keung 阮克強
 Yu, Yimin 虞義敏

BSc *Fu-Jen U.*, MSc PhD *Ill.*
 PhD *CUHK*
 BSc *Nat'l Cheng Kung*, Cert in Stat. (Health
 Sci) *Texas*, MSc *Calg.*
 BSc *HKBU*, MPhil PhD *City HK*, MIMA,
 CMCILT
 BCompSc *Tsinghua*, PhD *HKUST*
 BSc(Math. & Stat.) DMME *Birm.*,
 MSOR *MIT*
 PhD *HKUST*
 PhD *Notre Dame US*, PhD *MIT*
 BSc MSc DIC *Lond.*, PhD *HK*
 BMIS *Tsinghua*, MSc PhD *N-W*
 BSc PhD *Sur.*, CStat
 PhD *Minn.*

Zhou, Sherry Zhefang 周哲芳

BEC MEC *Tsinghua*, PhD *Purdue*

Instructors I

Ng, Leonard Sze-hin 吳斯憲

BEng BCom *Syd.*, MSc MBA *CUHK*,
MHKIM, MCIM

Tam, Mei-ling 譚美玲

BBA *City HK*, PhD *HKPU*

Tsang, Sally Oi-sze 曾藹詩

BBA *City HK*, MSc *CUHK*, MStat *HK*

Wong, Sandy Yuen-shan 王婉嫻

Dip *Lingnan*, MMan MBA *Macq.*

Marketing

Head: Dr Su, Chenting 蘇晨汀

Associate Head: Dr Dou, Wenyu 竇文宇

Chair Professor

Yau, Oliver Hon-ming 游漢明
Chair Professor of Marketing

BBA MBA *CUHK*, PhD *Brad.*, AFAMI,
ABIM, FAIB, FHKIM

Professor

Zhou, Nan 周南

GradCE *Fuzhou*, MBA *Idaho State*,
PhD *Utah*

Associate Professors

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BACct MEc *Shanghai U. of Fin. & Econ.*,
PhD *UCLA*

Dou, Wenyu 竇文宇

BSc MSc *Peking*, MSc *Wyoming*, PhD *Wis.*

Leung, John Wai-keung 梁偉強

MS PhD *Wis.*

Li, Julie Juan 李娟

BA *Peking*, MSc *Virginia Poly. Inst. & State U.*,
PhD *HK*

Su, Chenting 蘇晨汀

BS *Jiangxi Normal*, MA *Research Inst. of Bus.*,
Min. of Comm. PRC,
PhD *Virginia Poly. Inst. & State U.*

Yan, Yanni Mingping 嚴明萍

Dip MBA *Birm.*, PhD *Camb.*

Yang, Zhilin 楊志林

BA *China U. of Mining & Technology*,
MSc *Shanghai U. of Fin. & Econ.*,
PhD *N. Mex. State*

Assistant Professors

Chen, Liwen 陳立文

BSc *Tsinghua*, MSc *NU Singapore*,
MSc PhD *Texas at Austin*

Cheung, Fanny Sau-lan 張秀蘭

Li, Stella Yiyen 李藝燕

Luk, Chung-leung 陸仲良

Dong, Maggie Chuoyan 董焯嫻

Wang, Jeff Jianfeng 王劍鋒

Wei, Liyuan 魏立原

Wen, Na 溫娜

Zeng, Michelle Xiaohua 曾小鐸

Teaching Fellows

Cheung, Yuen-yi 張婉儀

Dong, Teresa Qin 董勤

Fok, Vincent Shun-cheong 霍信昌

Tham, Alex Koy-siong 譚桂常

Instructors I

Chu, Maggie Ying-ying 朱盈盈

Ng, Raine Shuk-wai 吳淑慧

Wan, Selina Sze-mei 溫詩媚

MA PGDip *Lanc.*, PhD *Brad.*, MCIM

BEcon *Zhongshan*, PhD *HK*

BSSc MPhil *CUHK*, PhD *HK*

BA MA *Fudan*, PhD *HK*

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Public and Social Administration

Head: Professor Chan, Hon S 陳漢宣

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Dr Brewer, Brian 白爾彬

Chair Professors

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Building and Construction

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Li, Robin Chung-wai 李宗維 (<i>Asst Prof</i>)	BSc MSc(SysEng) PhD <i>City</i> , MIEEE, GradMIMechE, AMIEE, MHKIS
Ng, Kai-tat 吳啟達 (<i>Asst Prof</i>)	BEng <i>W. Aust.</i> , MEngSc <i>Syd.</i> , MIEEE
Wong, Wai-ki 王偉旗 (<i>SL</i>)	BSc <i>CUHK</i> , MSc <i>Manc.</i> , PhD <i>Edin.</i> , BA <i>Open</i> , CEng, MIEE, MIEEE, MInstMC
Wu, Angus Kwok-ming 胡國明 (<i>Asst Prof</i>)	BSc MSc(EE) <i>Ohio State</i> , PhD <i>Wash. State</i>

Instructors I

Ting, Chi-wang 丁志宏	BSc <i>City HK</i>
Tong, Kwong-bun 唐廣斌	BEng MPhil <i>CUHK</i>

Manufacturing Engineering and Engineering Management

Acting Head: Dr Kamineni, Pitcheswara Rao 甘來奧

Chair Professors

Feng, Gary Gang 馮剛 Chair Professor of Mechatronic Engineering (Associate Provost (Academic Planning and Undergraduate Education))	BEng MEng <i>Nanjing Aeronautical Inst.</i> , PhD <i>Melb.</i> , FIEEE
Tsui, Kwok-leung 徐國良 Chair Professor of Industrial Engineering	BSc MPhil <i>CUHK</i> , PhD <i>Wis.</i>

Professors

Li, Hanxiong 李涵雄	BEng <i>Nat'l U. of Defence Tech. China</i> , MSc <i>Delft U. of Tech.</i> , PhD <i>Auck.</i>
Sun, Dong 孫東	BEng MEng <i>Tsinghua</i> , PhD <i>CUHK</i>

Associate Professors

Chan, Alan Hoi-shou 陳海壽	BSc MPhil PhD <i>HK</i> , CEng, MIEE, MHKIE, MEngS
Chuah, Kong-bieng 蔡康明	BTech <i>Lough.</i> , PhD DipMS <i>CNA</i> , MIEM
Chin, Kwai-sang 錢桂生	MSc(IE) PhD <i>HK</i> , CEng, SenMIEE, MIMfgE, MHKIE, RPE, SenMSME, MASQC, MHKSQC, FASQ
Dang, Chuangyin 党創寅	BSc <i>Shanxi</i> , MSc <i>Xidian</i> , PhD <i>Tilburg</i>
Djordjević, Alexandar 左哲榮	BSc MSc <i>Belgrade</i> , PhD <i>New Br.</i> , PEng
Fung, Richard Ying-kit 馮英傑	BSc MPhil <i>Aston</i> , PhD <i>Lough.</i> , CEng, MIMfgE, MBPICS, MHKIE, MCMES, MIEE, CFPIM(APICS)
Ho, John Kin-lim 何健康	BSc MSc <i>CNA</i> , PhD <i>E.Lond.</i> , CEng, CEEEng, MIERE, MBCS, MInstMC, MHKIE
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Kamineni, Rao Pitcheswara 甘來奧	BEng <i>Mys.</i> , MTech PhD <i>Indian IT</i> , MBA <i>La Trobe</i> , GradDipMgt <i>Deakin</i> , CEng, MCIMMP, MIE, MIEM, MIIM, MPMA, MASTM
Li, Lawrence Kwok-yan 李國恩	BSc PhD <i>Birm.</i> , MASEE
Li, You-fu 李友福	BSc MSc <i>Harbin Inst. of Tech.</i> , PhD <i>Oxf.</i> , MIEEE
Ma, Weiyin 馬維銀	BSc MSc <i>E. China Inst. of Tech.</i> , MEng PhD <i>Kath. U. of Leuven</i> , MASME, MSIAM, SenMSME, MIEEE
Shen, Yaogen 沈耀根	BSc <i>Zhejiang</i> , PhD <i>Newcastle (NSW)</i> , MAIP, MAVS
Sun, Hongyi 孫洪義	BSc <i>Harbin UST</i> , MSc <i>Harbin Inst. of Tech.</i> , PhD <i>Aalborg</i> , MIEEE, MEUROMS, SenMSME, MIAMOT
Tse, Peter Wai-tat 謝偉達	BSc MSc <i>Sask.</i> , PhD <i>Sus.</i> , PEng, MIEEE, MASME, SMIEE, MCIMM, CSCVI/SCEIO
Wong, Patrick Pat-lam 黃柏林	BSc(Eng) <i>City</i> , PhD <i>HK</i> , MST&LE, SenMCMES
Yam, Richard Ching-man 任正民	MSc PGDip <i>Leeds</i> , MSc DIC <i>Lond.</i> , PhD <i>Warw.</i>

Assistant Professors/University Lecturer

Mok, Albert Chiu-kam 莫朝淦 (<i>Asst Prof</i>)	BSc <i>Aston</i> , Cert <i>Osaka PIRI</i> , MPhil <i>City HK</i> , CEng, SenMIEE, MIMfgE, MHKIE, MIEE
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Tam, Hon-yuen 譚漢元 (<i>UL</i>)	BS <i>Georgia IT</i> , MS PhD <i>Stan.</i>
Wang, Zuankai 王鑽開 (<i>Asst Prof</i>)	BEng(Mech) <i>Jilin U</i> , MEME <i>Grad Sch CAS</i> , PhD <i>Rensselaer Polytech. Inst.</i>
Zhang, Kaili 張開黎 (<i>Asst Prof</i>)	BEng <i>China Textile</i> , PhD <i>NU Singapore</i>

Lecturers

Cheung, Carmencita Chung-hung 張頌紅	BBA <i>Hawaii</i> , MSc <i>Lond.</i> , PhD <i>UHH (Germany)</i>
Hui, Kwan-san 許冠山	BEng MPhil PhD <i>HKUST</i>
Ngan, Shermen Shing-chung 顏成聰	BSc <i>Calif.</i> , MSc PhD <i>Minn.</i>

Instructors I

Liu, Louis King-pui 廖境培	MPhil <i>HK</i> , PhD <i>City HK</i>
Wong, Tse-chiu 黃資超	BEng MPhil PhD <i>HK</i>
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Mathematics

Head: Chair Professor Zhou, Dingxuan 周定軒

Associate Head: Dr Ho, Daniel Wing-cheong 何永昌

Chair Professors

Ciarlet, Philippe G. 菲立普希阿雷 Chair Professor of Mathematics (Deputy Director, Liu Bie Ju Centre for Mathematical Sciences)	PhD <i>Case Inst. of Tech.</i> , PhD <i>Paris</i> , Doctor Honoris Causa <i>Ovidius U</i> , Member French Acad. of Sci., Member Roumanian Acad., Members French Acad. of Tech, Member Nat'l Acad. of Sci., Member, Academia Europaea, Member, European Academy of Sciences
Cucker Farkas, Juan Felige Chair Professor of Mathematics	BMath <i>Barcelona</i> , DMath <i>Rennes</i>
Ismail, Mourad E. H. Chair Professor of Mathematics	PhD <i>Alberta</i>
Micchelli, Charles Anthony Chair Professor of Mathematics	BA <i>Rutgers</i> , MMath PhD <i>Stan.</i>

Wong, Roderick Sue-cheun 王世全
Chair Professor of Mathematics
(Vice-President (Development and
External Relations); Director, Liu Bie Ju
Centre for Mathematical Sciences)

BA San Diego State Coll., PhD Alta., FRSCan,
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Légion d'Honneur, Member, European Academy
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Yang, Tong 楊彤
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BSc MSc Zhongshan, PhD Calif.

Zhou, Dingxuan 周定軒
Chair Professor of Mathematics

BSc PhD Zhejiang

Professors

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BSc MSc PhD Salf., AFIMA, SMIEEE

Hon, Benny Yiu-chung 韓耀宗

MSc PhD S.W. Louisiana

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Wylie, Jonathan James

PhD Camb.

Assistant Professors

Caponnetto, Andrea

Final Degree (Phy) SNS(Italy), MSc Pisa, PhD
Genova

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MSc China Academic Sinica, PhD Rutgers

Song, Qingshuo 宋慶碩

BSc MA Nankai U, MA PhD Wayne State U

Woo, Ching-wah 鄺晶華

BSc CUHK, MS Wis., PhD Maryland

Instructor I

Sun, Pak-kiu 辛百橋

BEng HK, PhD HKBU

Instructor II

Chim, Kwok-chi 詹國姿

MPhil HKUST

Physics and Materials Science

Head: Chair Professor Van Hove, Michel Andre

Chair Professors

Chu, Paul Kim-ho 朱劍豪 Chair Professor of Materials Engineering	BSc <i>Ohio</i> , MSc PhD <i>Cornell</i> , FHKIE, FIEEE
Lai, Joseph Ki-leuk 賴奇略 Chair Professor of Materials Science	BA MA <i>Oxf.</i> , PhD <i>City</i> , CEng, CPhys, MInstP, MIM, MIMechE, FHKIE
Lee, Chun-sing 李振聲 Chair Professor of Materials Science	BSc(Eng) PhD <i>HK</i> , FRMS
Lee, Shuit-tong 李述湯 Professor of Materials Science (Director, Centre of Super-Diamond and Advanced Films)	BSc <i>CUHK</i> , MSc(Chem) <i>Roch.</i> , PhD <i>Br. Col.</i> , Member, Chinese Academy of Sciences, MTWAS
Van Hove, Michel Andre Chair Professor of Physics	BSc <i>Federal I.T. (Switzerland)</i> , PhD <i>Camb.</i>

Professors

Bello, Igor	MEng PhD <i>Slovak Tech. U.</i>
Chan, Kwok-sum 陳國森	BSc PhD <i>HK</i> , MInstP, MIEEE
Li, Robert Kwok-yiu 李國耀 (Associate Dean, College of Science and Engineering)	BA(Eng) MA PhD <i>Dub.</i>
Rogatch, Andrei	PhD <i>Belarusian State</i>
Tjong, Sie-chin 張世振	BSc <i>National Taiwan</i> , MSc PhD <i>Manc.</i> , CEng, MIM
Wu, Lawrence Chi-man 胡志文	BSc(Eng) PhD <i>Brist.</i> , PGDipMS <i>CNA</i> , AMRAeS
Yu, Peter Kwan-ngok 余君岳	BSc PhD <i>HK</i> , CPhys, FRSS, MInstP, FRSH, FRIPHH, MIMA, FGA, FRAS, CMath
Zhang, Ruiqin 張瑞勤	BSc MSc PhD <i>Shandong</i>

Associate Professors

Cheung, Ho-fai 張浩輝	BSc <i>HK</i> , MS <i>Calif.</i> , MS PhD <i>Ill.</i>
Chung, Chi-yuen 鍾志源	BSc PhD <i>HK</i> , MHKIE
Shek, Chan-hung 石燦鴻	BSc(Eng) PhD <i>HK</i> , FRMS
Xu, Zhengkui 徐政魁	BSc <i>SUST</i> , MSc <i>Calif. State</i> , PhD <i>Ill.</i>
Zhang, Wenjun 張文軍	BSc MSc PhD <i>Lanzhou</i>

Assistant Professors

Ho, Johnny Chung-yin 何頌賢	BSc MSc PhD <i>UC Berkeley</i>
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Li, Jensen Tsan-hang 李贊恒	BEng <i>HK</i> , MPhil PhD <i>HKUST</i>
Li, Yangyang 李揚揚	BSc <i>Peking</i> , MSc PhD <i>UCSD</i>
Ruotolo, Antonio	PhD <i>U. Naples Federico II</i>
Vellaisamy, Arul Lenus Roy	BSc <i>St. Xavier</i> , MSc <i>Madr.</i> , PhD <i>Nag.</i>
Zapien, Juan Antonio	BSc <i>N.U. Mexico</i> , PhD <i>Penn. State</i>

Instructors I

Lu, Amy Xiaoyuan 陸小圓	BSc <i>Shanghai UST</i> , MA <i>City HK</i> , MSc PhD <i>Purdue</i>
Shan, Yueyue 沈躍躍	PhD <i>HK</i>

Instructor II

Ho, Joan Pui-yee 何沛怡	BSc <i>City HK</i> , PhD <i>CityU & Syd.</i>
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Division of Building Science and Technology

Head: Dr Ho, Paul Hok-keung 何學強

Principal Lecturers

Ho, Paul Hok-keung 何學強	PhD <i>HK</i> , MHKIE, MCI Arb, FHKIS
Mo, Julie Kwok-wah Chu 毛朱國華	BA BArch MSc <i>HK</i> , FHKIA, CMRIBA

Senior Lecturers

Cheng, Eric Shing-kwong 鄭成光	BBldg BA(Arch Stud) MSocSc <i>HK</i> , DEd <i>Brist.</i> , FRICS, FHKIS, MACE, AMHKMC, FHKIPD
Lee, Ellen Hat-lan Lau 李劉克蘭	BSc <i>RGIT</i> , MSc <i>H.-W.</i> , PhD <i>HK</i> , AAIQS, RPS, FRICS, FHKIS
Leung, Arthur Wing-tak 梁永達	MPhil PhD <i>City HK</i> , MCI OB, ACI Arb, MHKIE, MHKIB, MHKICM, RPEng
Li, Raymond Tak-wo 李德和	MConstMgt <i>NSW</i> , MAIB, AAIQS, MHKIB, MACE, MASI, FCI OB, PMRICS
Poon, Lawrence Wing-cheung 潘永祥	BSc <i>R'dg.</i> , MLE <i>Aberd.</i> , PhD <i>Renmin</i> , RPS(GP), MRICS, FHKIS
Tse, Norman Chung-fai 謝松輝	MSc <i>Warw.</i> , PhD <i>City</i> , GradHKIE, CEEng, IQAIRCA, MHKIE

Assistant Professors

Fong, Square Kwong-fai 方光輝	BEng <i>HKP</i> , MSc <i>Paisley</i> , PhD <i>De Mont.</i> , CEEng, MCIBSE, MHKIE, RPEng, MASHRAE
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Lin, John Zhang 林章	BEng <i>Tsinghua</i> , PhD <i>Massey</i> , MASHRAE, CEng, RPEng, MIEAust
Huang, Gongsheng 黃公勝	BEng MEng <i>Northeastern U</i> , PhD <i>Oxf.</i>
Xue, Charlie Qiuli 薛求理	MArch PhD(Arch.) <i>Tongji</i> , MASC, MSAA, MIAHS, MBIAT, MCI OB, AMHKIA, FASC
Wong, Joseph Francis 黃偉祖	BA <i>Calif.</i> , MArch <i>MIT</i> , MHKIA, Reg. Architect

Lecturers

Chan, Kenny Kwok-hung 陳國雄	MPMgt <i>Syd.</i> , PGD <i>Bath</i> , MACE, ACI Arb, MCI OB, MASI, MHKOSHA, AHKI Arb, MHKIB, MHIREA, MBIFM, MCI Arb, CFM, MHKICM, PMRICS, AAIQS, RPS, Certified Facility Manager of Japan
Chan, Apple Lok-shun 陳樂舜	MPhil <i>CPHK</i> , PhD <i>DeMont.</i> , AMIMEchE, AMASHRAE
Chan, Caroline Tak-wa 陳德華	BSc <i>S. Bank</i> , DipSur <i>Coll. of Est. Mgt.</i> , MSc <i>HKPU</i> , PhD <i>Lough.</i> , MACE, MCI OB, MHKIB, PARICS, AHKIS, MHKICM, RPS
Cheung, Lonnie Siu-hung 張少雄	MSc <i>Brun.</i> , AP(HK), MHKIE, CEng, RPEng(HK), MCIBSE, MIHE, MIP
Ip, Ivan Sai-fung 葉世丰	BSc BArch <i>Wales</i> , MSc <i>Lond.</i> , MRIBA, ARCUK, MHKIA, Reg. Architect
Kong, Jackson 江傑新	BSc <i>Lond.</i> , MAppI Sc <i>Wat.</i> , MEng <i>Tor.</i> , PhD <i>HK</i> , MHKIE, MI StructE, CEng, RPEng
Lai, Simon Hing-wai 黎興偉	MDesSc <i>Syd.</i> , CEng, MICBSE, MIEE, MHKIE, MCIE
Lai, Anthony Wing-yiu 賴榮耀	BSc(BS) <i>CNA A</i> , MSc <i>HKPU</i> , ARICS, AHKIS
Ng, Andy Kung-wing 吳公永	MSc <i>HKPU</i> , MCI OB, MHKIB
Shum, Anna 沈淑儀	BArch <i>NSW</i> , DLegal Studies <i>HK</i> , MPMgt <i>S. Aust.</i> , MHKIA, Reg Architect(HK), MAIPM, RIBA, MIDA
Wen, Hongxing 溫洪星	MSc <i>Tianjin</i> , MPhil <i>N'cle.(UK)</i> , PhD <i>Plym.</i>
Wong, Peter Kung-ming 黃恭明	BEng <i>CNA A</i> , MSc <i>Manc.</i>
Wong, Raymond Wai-man 王煒文	MSc <i>City HK</i> , MCI OB, MHKIB, MHKIE
Yap, Kevin Kwok-keung 葉國強	BTech <i>Ryerson</i> , MArch <i>N. Y. State</i> , MSc <i>HK</i> , MBIAT, MRTPI

Instructors I

Chan, Chak-wa 陳則樺	BEng MSc <i>HK</i> , MISE, MHKIE
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Fong, Alan Ming-lun 方銘麟	BEng MSc <i>HKPU</i> , MCIBSE, CEng, MHKIE, MASHRAE, MHKIFM
Fung, Virginia Wai-man 馮惠敏	BSocSc MArch <i>CUHK</i> , MHKIA, Reg. Architect
Tsai, Luther 蔡信帆	BArch <i>Tor.</i>
Wang, Conny Man-wah 汪敏華	BSc MSc <i>Greenwich</i> , MHKICE, MHKIS, RPS
Yip, Chung-keung 葉聰強	BEng <i>Newcastle (UK)</i> , MISTructE
Pauli, Sabine	Master <i>Brand. Tech.</i>

Instructor II

Chan, Ernest Yung-kwok 陳用國	BSc <i>U of Westminster</i> , MSc <i>Lond.</i>
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School of Creative Media

Dean: Chair Professor Shaw, Jeffrey 邵志飛

Associate Dean: Dr Rodriguez, Hector 羅海德

Chair Professor

Shaw, Jeffrey 邵志飛
Chair Professor Creative Art
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Interactive Media)

Federation Fellowship, Australian Research
Council

Professors

Liu, Zhi-qiang 劉志強

BEng *N'Western Poly U*, MAppSc *Tor*,
PhD *Alta.*, SMIEEE

Waliczky, Tamas Pal

II. Rákóczi Ferenc *S.School*

Associate Professors

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BA *Indiana*, MA *N.Y.*, PhD *Texas*

Hessels, Derwin Scott

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BA *N.Y. State*, MFA *Mass. Coll. of Art*

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BA *CUHK*, MA *Wheaton*, PhD *N.Y.*

Lee, Julian Chi-chiu 李志超

BSocSc *CUHK*, MA *R.C.A.*

Tam, Patrick Ka-ming 譚家明

HKCEE *Wah Yan College HK*

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Wei, Louisa Shiyu 魏時煜

BA *Xidian*, MA *Car.*, PhD *Alta.*

Assistant Professors

Au, Kin-chung 區建忠

BEng MPhil PhD *HKUST*

Ellis-Geiger, Robert Jay

BMusic Sonology GradDip(Film and
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Fu, Hongbo 傅紅波

BSc *Peking*, PhD *HKUST*

Howe, Daniel

BA *Col by Coll*, MProStud PhD *N.Y.*, MFA *Brown*

Leino, Olli Tapio

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Leung, Warren Chi-wo 梁志和

BA MFA *CUHK*

Man, Phoebe Ching-ying 文晶瑩

BA *CUHK*, MFA *San Franc. Art Inst.*

Wong, Kam-wah 黃錦華

BSc MPhil PhD *HK*

Yip, David Kei-man 葉紀文

BA *Calif.*, MFA *S. Calif.*

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BA *Syd.*, MPhil *HK*, MFA *Prin.*

Senior Teaching Fellows

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Tam, Adam Chi-wai 談智偉

BA *C.Eng*

Teaching Fellow

Yim, Chun-pang 嚴振鵬

BEng BSc *Melb.*

Instructors I

Choi, Kimburley Wing-yee 蔡穎儀

BA MPhil *HK*, PhD *Lingnan*

Yip, Koala Choi-fung 葉彩鳳

HD HonDip *Lingnan*, Dip BA *HKAPA*,
MFA(IntMed/Dan) *Cal. Arts*

Instructors II

Chan, Charles Cheuk-wah 陳卓華

BA *Col. Coll.*

Ho, Yue-yin 何禹旂

BA *City HK*

Hui, Rita Nga-shu 許雅舒

BFA *HKAPA*

Lam, Ryan Kin-ying 林健英

BEng *HKUST*

Shek, Phil Ming-fai 石明輝

BSocSc *HKBC*, MSc *HKPU*

Thung, Kin-tung 湯健東

BEng *CUHK*, MPhil *HK*

Wong, Julius Chin-pang 黃展鵬

BA *HKPU*

School of Energy and Environment

Dean: Chair Professor Chan, Johnny Chung-leung 陳仲良

Chair Professor

Chan, Johnny Chung-leung 陳仲良 Chair Professor of Applied Physics (Director, Guy Carpenter Asia-Pacific Climate Impact Centre)	BSc MPhil <i>HK</i> , PhD <i>Colorado State</i> , FHKMetS
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Chair Professor, Affiliate

Hui, Ron Shu-yuen 許樹源 Chair Professor of Electronic Engineering (Director, Centre for Power Electronics)	BSc(E&EEng) <i>Birm.</i> , PhD <i>Lond.</i> , CEng, MIEEE, FIEE, FIEAust
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Professors, Affiliate

Chung, Henry Shu-hung 鍾樹鴻 (Co-director, Centre for Power Electronics)	BEng PhD <i>HKP</i> , MIEEE
Lang, Graeme 梁景文 (Affiliate Professor, School of Energy and Environment)	BA <i>S. Fraser</i> , MA PhD <i>York(Can.)</i>

Associate Professor

Chow, Tin-tai 周天泰	BSc MSc(Eng) <i>HK</i> , MBA <i>CUHK</i> , PhD <i>Strath.</i> , CEng, MIMechE, MCIBSE, FHKIE, MASHRAE
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Assistant Professors

Wenig, Mark Oliver	PhD <i>UHH(Germany)</i>
Teoh, Wey Yang	BEng PhD <i>NSW</i>
Zhou, Wen 周文	MPhil <i>Zhongshan</i> , PhD <i>City HK</i>

Assistant Professors, Affiliate

Francesch Huidobro, Maria Del Mar	BSc MSc <i>CEICID</i> , MPB PhD <i>HK</i>
Li, Wanxin 李万新	BEng MA <i>Tsinghua</i> , MSc PhD <i>Virg. Poly.</i>

Lecturer

Tam, Francis Chi-yung 譚志勇	PhD <i>Prin.</i>
---------------------------	------------------

School of Law

Dean: Chair Professor Wang, Guiguo 王貴國

Associate Deans: Professor Cooray, M Joseph Anthony
Mr Gu, Minkang 顧敏康

Chair Professor

Wang, Guiguo 王貴國 LLM *Col.*, JSD *Yale*
Chair Professor of Chinese and Comparative Law

Professors

Cooray, M Joseph Anthony LLB PhD *Colombo*, PhD *Lond.*,
Attorney-at-Law (Supreme Court, Sri Lanka)

Alexander, Nadja Marie BA LLB *Qld.*, LLM JD *Tubingen*

Associate Professors

Deva, Surya BA LLB LLM *Delhi*, PhD *Syd.*

Gu, Minkang 顧敏康 LLB LLM *E. China U. of Politics & Law*,
DJur *Willamette*, M (European Bus. Law)
Aix-Marseilles III

He, Frank Xin 賀欣 LLB LLM *Peking*, LLM LLD *Stan.*,
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Ho, John Dit-sang 何秩生 BA MSocSc *HK*, MA *N.Y. State*, PhD *Minn.*,
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Chan, Jan Lung 陳璽

Chan, Jim Tau-jen 詹道燕

Chan, Agnes Tsui-shan 陳翠珊

Chau, Carrie Kam-hung 周錦紅

Cheng, Ting-kwan 鄭庭筠

Choi, Mary Sau-yeet 蔡秀怡

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Forde, Kevin

Fung, Maria Mo-kit 馮慕潔

Ho, Man-bo 何萬寶

Ho, Mei-shan 何美珊

Ho, Yiu-fai 何耀輝

Horibe, Masakazu 堀部昌一

Hui, Maggie Ting-ting 許婷婷

Keung, Wing-sang 姜永生

King, Victor Simon Leslie

Lai, Pit-shun 黎必信

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Jap Lang Teacher *NAFL Inst.*

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BA *HKB*, MA *HKUST*

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Tam, Raymond Chi-ho 譚志豪	MUrDesign <i>HK</i>
Tong, Ying 唐瑩	BSSc MPhil <i>HK</i>
Wong, Paul Chi-wai 黃志偉	BSSc MPhil <i>CUHK</i>
Wong, Lilian Lai-ling 黃麗玲	BA <i>HK</i> , MSSc <i>CUHK</i>
Assistant Lecturer	
Yeung, Pui-ling 楊佩玲	BSW <i>City HK</i>

Campus Map



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|--|---|
| ① Academic Building 教學樓 | ⑫ Tak Chee Yuen 德智苑 |
| ② Cheng Yick-chi Building 鄭翼之樓 | ⑬ Joint Sports Centre 聯校運動中心 |
| ③ Fong Yun-wah Building 方潤華樓 | ⑭ Nam Shan Yuen 南山苑 |
| ④ Mong Man-wai Building 蒙文偉樓 | ⑮ University Hillside Trail 大學園林徑 |
| ⑤ Academic Exchange Building 學術交流大樓 | ⑯ Footbridge 天橋 |
| ⑥ To Yuen Building 桃源樓 | ⑰ Community College of City University Building (Construction-in-progress)
香港城市大學專上學院大樓(興建中) |
| ⑦ Amenities Building 康樂樓 | ⑱ Academic and Administration Building (Planning-in-progress)
教學行政大樓(籌建中) |
| ⑧ Swimming Pool 游泳池 | ⑲ Student Residences Phase 4 (Planning-in-progress)
第四期學生宿舍(籌建中) |
| ⑨ Sports Complex 綜合運動場館 | |
| ⑩ Student Residences 學生宿舍 | |
| ⑪ Multi-media Building 多媒體大樓
(Construction-in-progress) (興建中) | |