City University of Hong Kong

Calendar

2013-2014





CALENDAR 2013–2014

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City University of Hong Kong

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University Motto 校 訓



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 our general activities.

CityU aspires to become a leading global university, excelling in research and professional education by promoting a culture of discovery and innovation through its Discovery-enriched Curriculum (DEC). The DEC is the blueprint for the University's Academic Development Proposal for 2012–2015, which was endorsed by the University Grants Committee. Through the creation, communication, curation and cultivation 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 2013, 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 annually.

The following website contains information about the programmes and courses information for 2013–2014:

http://www.cityu.edu.hk/cityu/prgm/index.htm

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

Professor Arthur B. Ellis

lu By

Provost

Abbreviations Used in this Calendar

Programmes

AAAssociate 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 Bachelor of Science with Honours Degree BSc(Hons) Bachelor of Social Sciences with Honours Degree BSocSc(Hons) BSW(Hons) Bachelor of Social Work with Honours Degree

D Diploma

HD Higher Diploma

LLB(Hons) Bachelor of Laws with Honours Degree

Master of Laws LLM Master of Arts MA

Master of Business Administration **MBA**

Master of Engineering MEng Master of Fine Arts **MFA MPhil** Master of Philosophy Master of Science MSc

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 **HKDSE** Hong Kong Diploma of Secondary Education

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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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 and beyond. 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 more than 20,000 enrolled in more than 130 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, School of Energy and Environment and School of Energy and Environment and School of Law offer bachelors degree and postgraduate 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 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 Policy

College of Science and

Engineering

Departments:

Biology and Chemistry

Biomedical Sciences

Civil and Architectural Engineering

Computer Science Electronic Engineering

Mathematics

Mechanical and Biomedical

Engineering

Physics and Materials Science

Systems Engineering and Engineering

Management

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:

Applied Science and Technology

Business

Languages and Communication

Social Sciences

Principal Officers of the University

Chancellor

The Honourable Leung Chun-ying GBM, GBS, JP
Chief Executive of the Hong Kong Special Administrative Region

Pro-Chancellor

Dr Norman Leung Nai-pang GBS, LLD, JP

Chairman of the Council

Mr Herman Hu Shao-ming BBS, 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)

Barry Lam (November 2010)

Lee Kai-fu (November 2010)

Allan Zeman (November 2012)

Honorary Doctor of Engineering

Cheng Hon-kwan (May 1996)

Lu Yongxiang (November 1997)

Henry T Yang (November 2005)

Xu Kuangdi (November 2011)

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)

Andrew Li Kwok-nang (November 2010)

Jasper Tsang Yok-sing (November 2011)

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)

Ou 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)

Jean-Marie Lehn (November 2010)

John Forbes Nash, Jr. (November 2011)

Bai Chunli (November 2012)

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)

Chung Shui-ming (November 2010)

Lien Chan (November 2011)

Hu Fa-kuang (November 2012)

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)

Stella Lau Kun Lai-kuen (September 2010)

Honorary Award Holders of the University

Raymond Leung Siu-hong (September 2010)

Leung Wing-tai (September 2010)

Dennis T L Sun (September 2010)

John Chan Chung-tung (September 2011)

Wong Cho-bau (September 2011)

Wong Kam-po (September 2011)

Nelson Yip Siu-hong (September 2011)

Ann Chiang Lai-wan (October 2012)

Kenneth Koo Chee-kong (October 2012)

Lau Ming-wai (October 2012)

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;
- 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;
- 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;
- provide for profit or otherwise advisory, consultancy, research and other related services

8. (repealed)

Part II A The Court

8A. The Court

- 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

- 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:
 - 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:
- (i) 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

- 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

- 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.
- Power of the Council to delegate to the President
 - 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:
 - 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

- 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:

- 'Academic staff' means the full-time teaching and research staff of the University appointed
 on Academic Staff terms of service or Academic and Equivalent Administrative Staff terms
 of service. For the avoidance of doubt, the aforesaid meaning of 'academic staff' does not
 apply to the full-time academic staff referred to in Statute 13(16)(e);
- '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;
- '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;
- '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;
- '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

- 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.
- 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.
- 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.
- 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:
 - 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.
- 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:
 - 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;
- have authority to make appointments of staff up to and including the rank of Vice-President.

Statute 4: Powers of the Council

- 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;
 - 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:
 - appoint a Deputy President by resolutions passed by not less than three quarters of its members for the time being;
 - 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.
- 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.
- 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.
- 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:
 - 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.

- 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.
- 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

- Within the policies, procedures and priorities established by the Senate, a College Board shall have the power:
 - 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 fulltime 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.
- 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

- Within the policies, procedures and priorities established by the Senate, the School Board shall have the power:
 - 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) all full-time Teaching Fellows and Senior Teaching Fellows of the School;
 - (5) up 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;
 - (6) up to four 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:
 - (7) the member of the University Library staff in charge of the Law Section of the University Library;
 - (8) 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.
- 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

- Within the policies, procedures and priorities established by the Senate, the School Board shall have the power:
 - 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.
- 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

- Within the policies, procedures and priorities established by the Senate, the School Board shall have the power:
 - 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.
- The School Secretary shall be the Secretary to the Board of the School of Energy and Environment.
- 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

- Within the policies, procedures and priorities established by the Senate and subject to the general oversight of the Academic Policy Committee, 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 on the implementation of academic regulations and policies, and the development of postgraduate studies;
 - (5) review and make recommendations to the Academic Policy Committee for the introduction of new postgraduate programmes;
 - (6) report on its business to the Senate via the Academic Policy Committee and/or Quality Assurance Committee at such intervals as the Senate may decide;
 - (7) review and make recommendations to the Academic Policy Committee on any matters relating to academic regulations, policies and rules governing postgraduate studies, including general entrance requirements and policies for student admission;
 - (8) review and make recommendations to the Quality Assurance Committee on any matters relating to quality assurance of teaching and learning of postgraduate programmes;
 - (9) 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) the Chairman of Quality Assurance Committee;
 - (6) Chairmen of College/School Graduate Studies Committees;
 - (7) two members appointed from each College Graduate Studies Committee;
 - (8) one member appointed from each School Graduate Studies Committee;
 - (9) five members appointed from and by the Senate;
 - (10) 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.
- The period of office of members shall be two years, except for members in category 10
 whose term shall be one year. The membership in categories 7 to 9 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

- 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.
- 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.
- 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.
- There shall be a Standing Committee of the Convocation which shall be the executive body of the Convocation.
- 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

- 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.
- 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.
- 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

- 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')

- 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.
- 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.
- 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.

- 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;
 - 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.
- 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.

University Charter of Social Responsibility

The University Charter of Social Responsibility is established to guide the conduct of activities at CityU so that the University's operation can be managed sensitively and responsibly, whilst giving due consideration to its impact on the environment and society; balancing growth with sustainability. The Charter covers the following areas: Ethics, Students, Employees, Community, Environment, Health and Safety. Members of the University community are required to comply with this Charter.

1. Ethics

1.1 The University is committed to promoting ethical standards to be adopted by students, staff and other members of the University community. This should include standards relating to student behaviour, staff teaching and research, academic, administrative and other activities. The President should ensure that there are associated codes of conduct covering the required standards.

2. Students

The University is committed to:

- 2.1 providing a stimulating learning environment for students;
- 2.2 helping students to achieve their maximum potential;
- 2.3 making students aware of the importance and nature of social responsibility as part of their education at the University, for example the need to protect the environment and show care and concern for those in need; and
- 2.4 preparing the students, so that when they graduate, they can make a positive contribution to the community.

3. Employees

The University should:

- 3.1 adopt best practice in its Human Resources Management policies and practices;
- 3.2 assist staff to develop their full potential as members of the University's workforce and provide opportunities for professional development;
- 3.3 observe the fundamental tenets of human rights, safety and non-discrimination;
- 3.4 provide fair compensation and implement minimum wages policy; and
- 3.5 where appropriate, involve employees in the decision making processes, for example, through the Senate and other formal University bodies.

4. Community

The University should:

- 4.1 communicate with organisations and local residents on the long term development of the University to ensure that these are beneficial to all;
- 4.2 consider giving access to the facilities of the University as appropriate in support of the development of the community; and
- 4.3 promote Knowledge Transfer as a core means of contributing to technological, social and other developments in the community.

5. Environment, Health and Safety

The University:

- 5.1 ensures that developments in the University are sustainable and do not have a negative impact on the environment;
- 5.2 promotes the concepts of the 3Rs of Reduction, Reuse and Recycling and eliminate, where possible, the use of non-degradable materials;
- 5.3 aims for a continuous reduction of the carbon footprint of the University; and
- 5.4 provides equipment, training and other resources to ensure a healthy and safe environment for the students and staff.

The Council

Membership of the Council

Chairman

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

Mr Herman Hu Shao-ming, BBS, JP

Deputy Chairman

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

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 Shirley Chan Suk-ling, JP

Mr Andrew Fan Ka-fai

Dr Law Hing-chung

Dr Joseph Lee Chung-tak, GBS, SBS, JP

Mr Armstrong Lee Hon-cheung

Mr Joseph Pang Yuk-wing, BBS, JP

Mr Yeung Ka-sing, GBS, MBE, JP

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

Mr Chan Ka-kui, BBS, JP

Ms Dilys Chau Suet-fung

Mrs Rebecca Lai Ko Wing-yee, JP

Ms Connie Lau Yin-hing, JP

Mr Herbert Tsoi Hak-kong, 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 Timothy Lee Ho-yin

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

Mr Chau Sze-tat

Secretary to Council

Dr Kevin John Downing

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;
- 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

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:
 - 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;
 - to consider the necessary actions required to ensure recommendations from the external auditors are properly addressed and acted upon.

Chairman

Lay member of Council

Members

Five lay members of Council One external member

In attendance

Vice-President (Administration)

Director of Finance

Director of Internal Audit Office

Secretary

Secretary to Council

Community Relations Committee

1. Terms of Reference

To work with and advise the University management in the development and execution of strategies to:

- 1.1 promote the University's image, brand and reputation as a leading global destination for research and professional education;
- 1.2 generate sustained community support and secure donations from staff, alumni, students and the public at large;
- 1.3 enhance the University's networks with key stakeholders, including, but not limited to, opinion leaders, employers, the media community and secondary schools;
- 1.4 cultivate a socially responsible culture within the University community underpinned by the core values of the University; and
- 1.5 promote and oversee the development of the University's social responsibility endeavours in accordance with the University's Social Responsibility Charter.

2. Constitution

Chairman

Lay member of Council

Members

Five lay members of Council

President

Vice-President (Development and External Relations)

Vice-President (Student Affairs)

Chairman of the Convocation

Senate staff representative on Council

One elected staff representative on Council President of the Students' Union Postgraduate student representative on Council

In attendance

Provost Vice-President (Administration) Secretary to Council Associate Vice-President (Development)

Secretary

Director of Communications and Public Relations

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.

Chairman

Treasurer

Members

Four lay members of Council

One external member

President

One staff representative on Council

In attendance

Vice-President (Administration)

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

Chairman

Lay member of Council

Members

Four lay members of Council

One external member

President

One staff representative on Council

In attendance

Provost

Vice-President (Administration)

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.

Review Committee

1. Terms of Reference

- 1.1 the purpose of the Review Committee is to consider serious breaches of acceptable behavior of University staff which could possibly constitute a criminal offence under Hong Kong Law. The Committee is charged with the responsibility of deciding whether or not to report individual cases to the law enforcement agencies;
- 1.2 the Committee is required to investigate such cases, to the limit of its powers to uncover the related evidence and to apply the test of reasonable probability in its judgment to determine whether the case should be reported to the authorities;
- 1.3 the Committee will meet on an "as needs" basis. Normally cases will be referred to the Committee by the President or the Chairman of Council but exceptionally individual members of staff can bring matters to the attention of the Committee under the protection of the policy on "whistleblowing".

Chairman

Chairman of Council

Members

Deputy Chairman of Council

Chairman of the Audit Committee

Chairman of the Human Resources Committee

President

One member of the Senate drawn from a panel of three appointed by the Council Chairman and the President

One member of the Teaching and Administrative staff drawn from a panel of three appointed by the Council Chairman and the President

In attendance

In-House Legal Counsel

Secretary

Secretary to Council

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.

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

Vice-President (Administration)

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;

Mr Rex AUYEUNG Pak-kuen

Dr John CHAN Chun-tung

Ms Maggie CHAN Man-ki, MH

Ms Dilys CHAU Suet-fung

Mr David FONG Man-hung, BBS, JP

Ir Dr Raymond HO Chung-tai, SBS, MBE, S.B.St.J., JP

Mr Kenneth KOO Chee-kong

Dr Allen LEE Peng-fei, CBE, JP

Dr Raymond LEUNG Siu-hong

Miss Peggy LIAO Zi-vin

Mrs Eleanor LING LEE Ching-man, SBS, JP

Miss LO Po-man

Miss TONG Hing-min

Dr Elizabeth WANG Ming-chun, SBS

Mr WONG Kai-man, BBS, JP

Mr WONG Kwai-huen, 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. GBM

Dr Peter HO Ka-nam

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

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

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

The Senate

Director of Chinese Civilisation Centre
Director of Computing Services
Director of Education Development and Gateway 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 Policy Committee

1. Terms of Reference

- 1.1 To advise the Senate on:
- 1.1.1 the development, implementation, monitoring and review of academic policy- related matters 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 design and structure of degrees, 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 (ADPs), to review these proposals annually, and to recommend modifications to the Senate for approval based on the University's priorities on teaching and learning.
- 1.3 To advise the Senate on the University's strategic directions and the strategic risks relevant to the academic work of the University so as to facilitate the formulation of the University's Strategic Plan.
- 1.4 To make recommendations to the Senate on:
- 1.4.1 academic quality assurance-related issues, including the academic quality assurance system and processes; and policy on academic conduct and student discipline;
- 1.4.2 research-related policy, funding, conduct and other arrangements;
- 1.4.3 the conduct of education studies in the School of Continuing and Professional Education, including strategic and academic planning, budget performance, and academic quality assurance.
- 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

Provost

Deputy Chairman

Elected by and from among members

Ex Officio Members

The President

Associate Provost (Academic Planning and Undergraduate Education)

Associate Provost (Quality Assurance)

Vice-President (Research and Technology)

Deans or Associate Deans for academic affairs of Colleges/Schools

Members

Three members nominated by and from the Senate

Three faculty members appointed by the Provost in consultation with the President

In Attendance

Chief Information Officer

Director of Academic Regulations and Records Office

Director of Knowledge Enterprise Analysis Unit of Office of VP(RT)

Secretary

Appointed by the Chairman of the Academic Policy Committee

The term of office for the Senate-nominated and appointed members shall be two years with a staggered arrangement.

Board of Graduate Studies

1. Terms of Reference

Within the policies, procedures and priorities established by the Senate and subject to the general oversight of the Academic Policy Committee, 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 on the implementation of academic regulations and policies, and the development of postgraduate studies;
- 1.5 review and make recommendations to the Academic Policy Committee for the introduction of new postgraduate programmes;
- 1.6 report on its business to the Senate via the Academic Policy Committee and/or Quality Assurance Committee at such intervals as the Senate may decide;
- 1.7 review and make recommendations to the Academic Policy Committee on any matters relating to academic regulations, policies and rules governing postgraduate studies, including general entrance requirements and policies for student admission;

- 1.8 review and make recommendations to the Quality Assurance Committee on any matters relating to quality assurance of teaching and learning of postgraduate programmes;
- 1.9 appoint sub-committees, working parties and similar bodies for the purpose of discharging its duties, and approve their terms of reference and membership.

Chairman

Dean of Graduate Studies (ex officio)

Deputy Chairman

Associate Dean, Chow Yei Ching School of Graduate Studies (ex officio)

Members

- (a) Deputy President
- (b) Chairman of Senate's Research Committee (ex officio)
- (c) Chairman of Quality Assurance Committee (ex officio)
- (d) Chairmen of College/School Graduate Studies Committees (ex officio)
- (e) Two members appointed from each College Graduate Studies Committee
- (f) One member appointed from each School Graduate Studies Committee
- (g) Five members appointed from and by the Senate
- (h) 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, Student Development Services

Director, Academic Regulations and Records Office

Director, Research Grants and Contracts Office

The term of office for members shall be two years, except for category (h) whose tenure shall be one year. The membership in categories (e) to (g) above should be staggered to overlap in order to ensure continuity.

Board of Undergraduate Studies

1. Terms of Reference

Subject to the general oversight of the Academic Policy Committee, the Board of Undergraduate Studies (BUS) shall:

- 1.1 review and make recommendations on academic regulations, policies and rules governing all undergraduate and associate degree studies, including general entrance requirements and policies for student admission;
- 1.2 advise and make recommendations on academic plans, including student intakes and enrolments of all undergraduate and associate degree studies; the introduction of new

degrees, majors, minors, and GE courses; and discontinuation of existing degrees, majors, minors, and GE courses;

- 1.3 review and make recommendations on general issues relating to teaching, learning and student experiences associated with undergraduate and associate degree studies;
- 1.4 provide guidance and support to Colleges/Schools on the implementation of academic regulations and policies, and the development of undergraduate and associate degree studies:
- 1.5 monitor the academic appeals of student pursuing undergraduate and associate degrees, and formulate appropriate strategy and policy to address issues that might arise;
- 1.6 appoint sub-committees, working groups, and similar bodies for the purpose of discharging the BUS's duties, and approve their terms of reference and membership;
- 1.7 report on its business to the Senate via the Academic Policy Committee at such intervals as the Senate may decide.

2. Constitution

Chairman

Associate Provost (Academic Planning and Undergraduate Education)

Deputy Chairman

Elected by and from among members

Ex Officio Members

Vice-President (Student Affairs)

Associate Provost (Quality Assurance)

Director of EDGE

Nominated Members

Two members nominated from each College

One member nominated from each School

Three faculty members appointed by the Provost in consultation with the President

Two members nominated by the Students' Union

In Attendance

Director of Admissions Office

Director of Academic Regulations and Records Office

Director of Student Development Services

Chief Information Officer

Librarian

Director, Chinese Civilisation Centre

Head, English Language Centre

Secretary

Appointed by the Chairman of the Board of Undergraduate Studies

The term of office of the nominated and appointed members shall be two years with a staggered arrangement. The term of office of student members shall be one year.

Quality Assurance Committee

1. Terms of Reference

- 1.1 To advise the Senate through the Academic Policy Committee on principles, policies and procedures relating to quality assurance of teaching, learning and assessment and other related matters as requested by the Academic Policy Committee.
- 1.2 To conduct audits and other reviews as requested by the Academic Policy Committee, and report on the quality assurance mechanisms and quality of the offerings of the academic units
- 1.3 To review external assessments of academic units and their programmes.
- 1.4 To advise the Academic Policy Committee on the quality assurance mechanisms of research activities in the University.
- 1.5 To promote quality assurance through various means.
- 1.6 To facilitate the development and dissemination of good practices in quality assurance throughout the university.
- 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 via the Academic Policy Committee at such intervals as the Senate may decide.

2. Constitution

Chairman

Associate Provost (Quality Assurance)

Deputy Chairman

Elected by and from among members

Ex Officio Members

Vice-President (Student Affairs)

Associate Provost (Academic Planning and Undergraduate Education)

Vice-President (Research and Technology)

Dean of Graduate Studies

Principal of the Community College of CityU or his/her nominee

Director of the School of Continuing and Professional Education or his/her nominee

Director of the Office of Education Development and Gateway Education (EDGE)

Members

- (a) One academic representative from each College's or School's Deans office, responsible for the unit's quality assurance
- (b) Three members nominated by and from the Senate
- (c) Three faculty members appointed by the Provost in consultation with the President
- (d) One undergraduate student nominated by the Students' Union
- (e) One postgraduate student nominated by the CityU Postgraduate Association

In Attendance

Staff member directing the Institutional Analysis Group of the Office of the Provost

Director of Knowledge Enterprise Analysis Unit of Office of VP(RT)

Teaching Excellence Awards Selection Panel Chair

Secretary

Administrative staff appointed by the Chairman of the Quality Assurance Committee

The term of office of the nominated and appointed members shall be two years with a staggered arrangement. The term of office of student members shall be one year.

Research Committee

1. Terms of Reference

- 1.1 To advise the Academic Policy Committee on policies for the promotion, conduct, oversight and funding of research in the University.
- 1.2 To foster the University's research activities and facilitate the development of multidisciplinary areas of research strengths.
- 1.3 To allocate the University's internal research funding.
- 1.4 To oversee applications for external research funding submitted by the University.
- 1.5 To monitor the progress of internal research projects, and those funded by other funding bodies and 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 Academic Policy Committee 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

Provost or his nominee

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

In Attendance

Chairman of Quality Assurance Committee

Secretary

Director of the Research Grants and Contracts Office

The Chairman of Quality Assurance Committee will be invited to attend the meetings of the Research Committee when quality assurance matters are discussed.

The term of office of the nominated and appointed members shall be two years with a staggered arrangement.

Academic Calendar 2013–2014

Week	s	М	Т	W	Т	F	s	Events		Public Holidays
	September 2013							Semester A 2013/2014		
1	1	2	3	4	5	6	7	2 Sept-30 Nov Teaching Period		
2	8	9	10	11	12	13	14			
3	15	16	17	18	19	20	21		20	Day following Mid-
4	22	23	24	25	26	27	28		İ	Autumn Festival
5	29	30								
	Octo	ber								
			1	2	3	4	5	2 Graduation Date	1	National Day
6	6	7	8	9	10	11	12			
7	13	14	15	16	17	18	19		14	Day following Chung
8	20	21	22	23	24	25	26			Yeung Festival
9	27	28	29	30	31					_
	Nove	embe	er							
						1	2			
10	3	4	5	6	7	8	9			
11	10	11	12	13	14	15	16			
12	17	18	19	20	21	22	23			
13	24	25	26	27	28	29	30	30 Last day of Teaching		
	Dece	embe	er							
	1	2	3	4	5	6	7	2–7 Student Revision Period		
	8	9	10	11	12	13	14	9-12 Examination Period		
	15	16	17	18	19	20	21			
	22	23	24	25	26	27	28	23 Dec-11 Jan Semester Break	25	Christmas Day
	29	30	31						26	Day following
										Christmas Day
	Janı	ıary,	2014	1						
				1	2	3	4		1	First day in January
	5	6	7	8	9	10	11	Semester B 2013/2014		
1	12	13	14	15	16	17	18	13 Jan-26 Apr Teaching Period		
2	19	20	21	22	23	24	25			
3	26	27	28	29	30	31		31 Jan–6 Feb Lunar New Year Break	31.	Jan–3 Feb Lunar New Year Holidays

Week	s	М	Т	W	Т	F	s	Events		Public Holidays
	Febr	uary	, 201	4						
		-	-				1			
	2	3	4	5	6	7	8			
4	9	10	11	12	13	14	15	14 Graduation Date		
5	16	17	18	19	20	21	22			
6	23	24	25	26	27	28				
	Marc	ch								
							1			
7	2	3	4	5	6	7	8			
8	9	10	11	12	13	14	15			
9	16	17	18	19	20	21	22			
10	23	24	25	26	27	28	29			
11	30	31								
	Apri	I					_			
			1	2	3	4	5		5	Ching Ming Festival
12	6	7	8	9	10	11	12			
13	13	14	15	16	17	18	19	18–24 Easter Break	18	Good Friday
	20	21	22	23	24	25	26	26 Last Day of Teaching	19	Day following Good
	27	28	29	30				28 Apr–3 May Student Revision		Friday
								Period	21	Easter Monday
	May					_				
	4	5	6	7	8	2	3	5-9 Examination Period	1	Labour Day
	11	12	13	14	15	16	10 17	5-9 Examination Period	0	Buddha's Birthday
	18	19	20	21	22	23	24	20 May-7 Jun Semester Break		
	25	26	27	28	29	30	31	20 May=/ Juli Semester Break		
	20	20	21	20	2)	50	51			
	June	9								
	1	2	3	4	5	6	7	Summer Term 2014		
1	8	9	10	11	12	13	14	9 Jun-26 Jul Teaching Period	2	Tuen Ng Festival
2	15	16	17	18	19	20	21			S
3	22	23	24	25	26	27	28			
4	29	30								
	July									
			1	2	3	4	5		1	HKSAR Establishment
5	6	7	8	9	10	11	12			Day
6	13	14	15	16	17	18	19	15 Graduation Date		
7	20	21	22	23	24	25	26	26 Last Day of Teaching		
	27	28	29	30	31			28 Jul–2 Aug Student Revision		
								Period		

Week	s	М	Т	W	Т	F	s	Events	Public Holidays
	Aug	ust 2	014						
						1	2		
	3	4	5	6	7	8	9	4-9 Examination Period	
	10	11	12	13	14	15	16	11–30 Term Break	
	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 2014/2015

	Start Date	End Date
Semester A		
Teaching Period	1 September 2014	29 November 2014
Student Revision Period	1 December 2014	6 December 2014
Examination Period	8 December 2014	20 December 2014
Semester Break	22 December 2014	10 January 2015
Semester B		
Teaching Period	12 January 2015	25 April 2015
(Tenataiv	e Lunar New Year holidays.	: 19–21 February 2015)
Student Revision Period	27 April 2015	2 May 2015
Examination Period	4 May 2015	16 May 2015
Semester Break	18 May 2015	6 June 2015
Summer Term		
Teaching Period	8 June 2015	25 July 2015
Student Revision Period	27 July 2015	1 August 2015
Examination Period	3 August 2015	8 August 2015
Term Break	10 August 2015	29 August 2015

Provisional Academic Calendar 2015/2016

	Start Date	End Date
Semester A		
Teaching Period	31 August 2015	28 November 2015
Student Revision Period	30 November 2015	5 December 2015
Examination Period	7 December 2015	19 December 2015
Semester Break	21 December 2015	9 January 2016
Semester B		
Teaching Period	11 January 2016	23 April 2016
(Tenate	aive Lunar New Year holid	lays: 8–10 February 2016)
Student Revision Period	25 April 2016	30 April 2016
Examination Period	2 May 2016	16 May 2016
Semester Break	17 May 2016	4 June 2016
Summer Term		
Teaching Period	6 June 2016	23 July 2016
Student Revision Period	25 July 2016	30 July 2016
Examination Period	1 August 2016	6 August 2016
Term Break	8 August 2016	27 August 2016

Admission of Students

Admission of Students

Admission of Students — Bachelor's Degree Study

Principles of Admission

To be eligible for admission to the University, the applicant must satisfy the general entrance requirements for the level of study as specified by Senate AND the college/school/department requirements, if any.

Admission to the University is competitive. Meeting the entrance requirements does not guarantee admission. Decisions on the admission of applicants are final.

Admission is based on academic performance and other relevant criteria. The University does not discriminate on the grounds of age, gender, sexual orientation, nationality, race, social or ethnic origin, family status or disability.

General Entrance Requirements (GER)

For admission to the University, an applicant must satisfy ONE of the following:

1) Hong Kong Diploma of Secondary Education (HKDSE)

- (i) Level 3 or above in Chinese Language and English Language; AND
- (ii) Level 2 or above in Mathematics and Liberal Studies; AND
- (iii) Level 3 or above in one elective subject (excluding Applied Learning subjects). If the elective subject is a subject under "other languages", a minimum of grade E is required.

2) International Baccalaureate Diploma

International Baccalaureate (IB) Diploma with an overall minimum score of 28 for admission with Advanced Standing I; and an overall minimum score of 24 for admission to first-year study.

3) General Certificate of Education Advanced (A) Level

- Grade E or above in three General Certificate of Education A-level (or A2) subjects.
 Two Advanced Subsidiary (AS) level subjects will be considered equivalent to one GCE
 A-Level. The same subject may not be counted at both the A Level and AS Level; AND
- (ii) Grade C or above in GCSE English or English Literature, or a satisfactory score in TOEFL or IELTS*.

^{*} The minimum requirements for TOEFL or IELTS are given below. For details of other acceptable English qualifications, consult the online prospectus at www.admo.cityu.edu.hk/international.

Test of English as a Foreign Language (TOEFL)	79 (Internet) / 550 (paper)
International English Language Testing System (IELTS)	Overall band score 6.5

4) Local Post-Secondary Study

Post-secondary study may include a bachelor's degree, an associate degree, or a higher diploma*.

5) Non-local qualifications

For non-local qualifications, most school-leaving qualifications acceptable for university entry are recognized. A list of recognized qualifications is published in the online prospectus at www.admo.cityu.edu.hk/international. Applicants whose entrance qualification is obtained in a language other than English will need a satisfactory score in TOEFL or IELTS, or other acceptable English qualifications*.

6) Mature Applicants

Mature local applicants are eligible to apply for admission notwithstanding that they do not satisfy the requirements in 1-5 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 studying the degree/major.

College / School / Department Requirements

In addition to the general entrance requirements, Colleges/Schools/Departments may also specify additional academic qualifications or attributes required for entry. Details are available in the online prospectus at www.admo.cityu.edu.hk/undergrad/proglist. Qualifications for which college/school/department requirements are not specified will be assessed on a case-by-case basis and consideration will be given to applicants holding relevant subject qualifications.

[†] The minimum requirements for TOEFL or IELTS are given below. For details of other acceptable English qualifications, consult the online prospectus at www.admo.cityu.edu.hk/international.

Test of English as a Foreign Language (TOEFL)	79 (Internet) / 550 (paper)
International English Language Testing System (IELTS)	Overall band score 6.5

^{*} The following qualifications are accepted for meeting the general entrance requirements:

Hong Kong Advanced Level Examination (Grade E in two A-Level subjects, AS Use of English and AS Chinese Language and Culture)

[•] Higher Diploma from the Hong Kong Institute of Vocational Education

[·] an accredited Associate Degree / Higher Diploma

[·] Advanced Diploma from the Hong Kong Academy of Performing Arts

Satisfactory completion of one year of study of an accredited associate degree/higher diploma programme with a minimum overall Grade Point Average (GPA) of 3.0 or equivalent

For applicants seeking admission on the basis of the Hong Kong Diploma of Secondary Education (HKDSE), the college/school requirements are as follows:

Minimum Level Required	English Language	Chinese Language	Mathematics (Compulsory Part)	Liberal Studies	One elective subject*(excluding Applied Learning subjects)
College of Business	Level 3	Level 3	Level 3	Level 2	Level 3
College of Liberal Arts and Social Sciences	Level 3	Level 3	Level 2	Level 2	Level 3
College of Science	and Engine	ering			
Engineering#	Level 3	Level 3	Level 2	Level 2	Level 3
Science	Level 3	Level 3	Level 2	Level 2	Level 3 in one of the following subjects: • Biology • Chemistry • Physics • Science (Integrated or Combined) • Business, Accounting and Financial Studies • Design and Applied Technology • Information and Communication Technology
			OR		
	Level 3	Level 3	Level 3	Level 2	Level 3 in any elective subject
School of Creative Media	Level 3	Level 3	Level 2	Level 2	Level 3
School of Energy and Environment	Level 3	Level 3	Level 2	Level 2	Level 3 in one of the following subjects: • Biology • Chemistry • Physics • Science (Integrated or Combined)
School of Law Remarks:	Level 5	Level 3	Level 2	Level 2	Level 3

Remarks:

- * Unspecified electives may include "other languages" at grade E or above.
- # Students seeking admission to the College of Science and Engineering (Engineering) are advised to study one or more of the following HKDSE subjects: Biology, Chemistry, Physics, Mathematics (Extended Module 1 or 2), Science (Integrated or Combined), Business, Accounting and Financial Studies, Design and Applied Technology, Information and Communication Technology

Advanced Standing

Subject to the requirements of the relevant college/school/department, and/or professional recognition requirements, students with a recognized qualification may be admitted to the University with advanced standing.

Students admitted with advanced standing may complete the degree with a minimum of 60 credits or 90 credits, subject to the requirements of individual degrees/majors. For details of the degree/major requirements for advanced standing students, refer to the Academic Regulations and the relevant curriculum.

Advanced standing is typically awarded based on the following entry qualifications:

Advanced Standing I (minimum graduation requirements: ≥90 credits)

- Hong Kong Advanced-Level Examination (HKALE)
- International Baccalaureate (IB)
- General Certificate of Education (GCE) Advanced Level Examination
- a 13-year school leaving qualification
- Associate Degree or Higher Diploma graduates admitted to a non-senior-year place
- · bachelor's degree study of one year or more at a recognized university

Advanced Standing II (minimum graduation requirements: ≥60 credits)

Associate Degree or Higher Diploma graduates admitted to a senior-year place*

Advanced standing is assessed based on academic criteria, as well as the availability of places. Students admitted with advanced standing will not be entitled to additional credit transfer on the basis of their entry qualifications. Instead, students may be granted exemption from specific courses based on prior study. Credit units are not earned for an exempted course.

Admission of Students — Government-funded Associate Degree Study

Principles of Admission

To be eligible for admission, the applicant must satisfy the minimum entrance requirements for associate degree study as specified by Senate.

Admission to the University is competitive. Meeting the entrance requirements does not guarantee admission. Decisions on the admission of applicants are final.

Admission is based on academic performance and other relevant criteria. The University does not discriminate on the grounds of age, gender, race, sexual orientation, nationality, social or ethnic origin, family status or disability.

^{*} Students who receive Advanced Standing II (minimum graduation requirement: ≥60 credits) at the time of admission will be considered as admitted to a senior-year place.

General Entrance Requirements (GER)

For admission to the University, an applicant must satisfy ONE of the following:

1) Hong Kong Diploma of Secondary Education (HKDSE)

- Level 2 or above in five HKDSE subjects* including Chinese Language and English Language;
- (ii) If a subject under "other languages" is used for meeting the requirement in (i), a minimum of grade E is required;

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 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 local applicants are eligible to apply for admission 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 study.

Applicants should also fulfill the programme-specific requirements, if any.

[‡] The minimum requirements for TOEFL or IELTS are given below.

Test of English as a Foreign Language (TOEFL)	79 (Internet) / 550 (paper)
International English Language Testing System (IELTS)	Overall band score 6.5

^{*} excluding Applied Learning subjects

[†] For applicants holding Hong Kong Advanced Level Examination (HKALE) qualifications, the general entrance requirements are as follows.

⁽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.

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:

- A TOEFL score of 550 (paper-based test), 213 (computer-based test) or 79 (internet-based test); OR
- An overall band score of 6.5 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 Master's degree (or equivalent qualification) from a recognised university;

OR

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

(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 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/rpg/admission.

Application for Admission

Applications for admission to associate degree, bachelor's degree and taught postgraduate programmes are normally 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

Online Enquiry Form: www.cityu.edu.hk/admo/enquiry
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

Online Enquiry Form: www.cityu.edu.hk/sgs/enquiry

Website : www.cityu.edu.hk/sgs

Research degree and professional doctorate programmes

Applications for admission to research degree programmes are accepted throughout the year. 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
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. For visiting students taking undergraduate level course(s), they can apply to the Academic Regulations and Records Office for a testimonial or academic transcript.

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 Information

Admission information is available at the following websites:

Admissions Office: http://www.admo.cityu.edu.hk
Chow Yei Ching School of Graduate Studies: http://www.sgs.cityu.edu.hk
Community College of City University: http://www.cityu.edu.hk/cccu

Regulations

Academic Regulations for Associate Degrees

Glossary

Academic Transcript The official academic record of a student's associate degree 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 used 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 Exemption Students may be granted an exemption from specific courses based

on prior study. Credit units are **not** earned for an exempted course.

Course Leader A Course Leader is appointed by the Head or Dean of an academic

unit for each course offered by the academic unit with responsibility

for delivery and 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 based on specific courses that are

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.

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 those 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 making decisions on students' academic standing, 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 those 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 will be restricted from registration in a course when they have earned credit units for an exclusive course.

Grade Point Average (GPA) The GPA is obtained by adding all the quality points (i.e. grade points multiplied by the number of credit units) for all courses taken by the student during a specified period of time, and then dividing the result by the total number of credit units taken. All course grades, unless excluded as approved by Senate, are included in the calculation. The GPA calculation shall not be rounded. Any digits after the second digit to the right of a decimal point shall be truncated.

> When calculated for all courses taken at the time of calculation, it is known as the Cumulative GPA (CGPA). When calculated for a given semester, it is known as the Semester GPA (SGPA).

Graduation Date

Each academic year has three graduation dates as set by Senate for the graduation of students who have completed requirements for awards as determined by the College/School Examination Board.

Home Academic Unit

An academic unit refers to an academic department, college or school. A student's home academic unit is the department/college/ school offering the programme in which he/she is enrolled.

Mode of Study

Students are enrolled in a full-time or part-time 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 IP, I, TR, Z, AU, X and WD 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, t are set for some courses. Precursors are not compulsory 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.

Senate The University Senate of City University of Hong Kong

Substitute Course Under exceptional circumstances where a required course cannot be

completed, a "substitute" course may be approved by the Dean of the home academic unit for a student replacing the required course

with another.

University City University of Hong Kong

University Award An award of the University approved by Senate on completion of

specified programme requirements.

University Requirement
A requirement set by Senate for all associate degree students,

irrespective of programme.

Working Days Mondays to Fridays, excluding Saturdays, Sundays and public

holidays and excluding a day throughout or for part of which a black rainstorm warning or Typhoon Signal Number 8 or above is

issued by the Hong Kong Observatory.

Academic Regulations (AR)

These Academic Regulations are made by the University Senate to govern student progress leading to associate degree* awards approved by the University Senate. Regulations concerning courses and related arrangements also apply to exchange and visiting students.

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 particular programme is set out in the requirements for the programme on the University website.

The Regulations are supplemented by information on administrative procedures and about particular programmes to be found on 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 is based on academic performance and other relevant criteria. The University does not discriminate on the grounds of age, gender, sexual orientation, nationality, race, social or ethnic origin, family status, or disability.

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

- 2.2 To be eligible for admission, the applicant must satisfy the general entrance requirements as specified by Senate and the academic unit's 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 decisions on the admission of applicants are final.

3. Enrolment

- 3.1 On entry to the University, students are enrolled in a specific programme of study.
- 3.2 Students may change their programme of study. To change their programme, students must apply in writing for approval by the Head of the receiving academic unit. If approved, the change will take effect from the following semester.
- 3.3 Unless otherwise approved by the University, students who are admitted for full-time studies are expected to study full-time in the programme concerned and are not permitted to enrol in full-time or part-time study for any other award qualification either at the University itself or at any other tertiary institution.
- 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 leave of absence may not be less than one full semester, and may not accumulate to more than four semesters. Applications for leave of absence should be submitted for approval by the Head of the home academic unit.

5. Credit Transfer

- 5.1 Students who have taken courses at a recognised post-secondary institution or have previous educational or vocational experience may apply for transfer credit to be counted toward meeting the credit units required to earn an award from the University.
- 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 Credit units for transfer are normally assigned with respect to specific courses for work equivalent in content and standard.
- 5.5 Transfer credits must have been earned no earlier than eight years before the date of enrolment at the University. Individual academic units may stipulate a more stringent requirement for transfer credits, as deemed appropriate.

5.6 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 course-offering academic unit.
- 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 an X grade representing the late drop of the course.
- 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 will be restricted from registration in a course when they have earned credit units for an exclusive course.
- 6.8 Students who have met all the requirements to graduate from a programme or reached their maximum period of study cannot register for further courses in subsequent semesters/ terms.

7. Maximum and Minimum Credit-Unit Load

- 7.1 In each semester, except the Summer Term, full-time students must register for courses summing to a total of at least 12 credit units, and for not more than 18 credit units; and part-time students must register for courses summing to a total of no more than 11 credit units.
- 7.2 In the Summer Term, students may register for courses but the total load must not exceed 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 Head of the home academic unit.

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.
- 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 academic unit.

9. Grading of Courses

9.1 Courses are graded according to the following schedule:

Letter Grade			Grade Definitions				
A+ A A-	4.3 4.0 3.7	Excellent:	Strong evidence of original thinking; good organization, capacity to analyze and synthesize; superior grasp of subject matter; evidence of extensive knowledge base.				
B+ B B-	3.3 3.0 2.7	Good:	Evidence of grasp of subject, some evidence of critical capacity and analytic ability; reasonable understanding of issues; evidence of familiarity with literature.				
C+ C C-	2.3 2.0 1.7	Adequate:	Student who is profiting from the university experience; understanding of the subject; ability to develop solutions to simple problems in the material.				
D	1.0	Marginal:	Sufficient familiarity with the subject matter to enable the student to progress without repeating the course.				

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

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 O	Grades		
IP	In Progress		An IP grade is shown where students will register for the same course in subsequent semesters to complete the assessment of the course.
I	Incomplete		A grade of incomplete may be granted (i) where there are extenuating circumstances that have prevented a student from completing required work, or attending the examination; (ii) 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.
TR	Credit Tran	sfer	Assigned when a student is granted transfer credits for the course.
Z	Exemption		Assigned when a student is exempted from the course.
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.
X	Late Drop		Assigned when a student is permitted to drop the course after the normal drop date
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, Z, AU, X and WD do not earn credit units.
- 9.3 Grades of P, IP, I, TR, Z, AU, X and WD are not counted in the calculation of a student's CGPA. Grades of F are counted, unless the fail is recovered under AR12.5.
- 9.4 Grades of P, IP, I, TR, Z, AU, X and WD are not counted in the calculation of a student's SGPA

10. Illness or Other Circumstances Related to Assessment

- 10.1 A student who believes that his/her ability to attend an examination, or in-course assessment with a weighting of 20% or above, has been adversely affected by circumstances beyond his/her control must submit the case, with documentary evidence, to his/her home academic unit following the procedures stated on the University website, as soon as possible and no later than 5 working days of the scheduled date for completing the affected examination or assessment.
- 10.2 The home academic unit of the student will investigate the case, in consultation with the course-offering academic unit. Only compelling reasons such as illness, hospitalization, accident, family bereavement or other unforeseeable serious personal or emotional circumstances will be considered. The decision of the home academic unit is final.
- 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 academic unit 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.

Informal Resolution

- 11.2 For review of course grades via informal resolution, the Course Leader will consider requests on grounds of administrative error in recording or calculating the mark or result, or other circumstances that impact the course grade awarded.
- 11.3 A student should contact the Course Leader within 5 working 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 13 working days following the announcement of grades by the University.

11.6 Other than disagreement with the academic judgement of Course Leaders which does not constitute valid grounds for formal review by virtue of AR11.7, if the student's concerns regarding course grades as stipulated in AR11.2 cannot be resolved by informal means, the student may seek resolution via the formal procedures outlined below. However, informal review is not a pre-requisite for the formal procedure.

Formal Procedures for Review

- 11.7 Disagreement with the academic judgement of Course Leaders does not constitute valid grounds for formal review. For formal review of course grades, only requests with the following grounds will be considered:
 - 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 that the student was unable to bring them 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 22 working 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 the 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 the 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 the centre, there is no prima facie case, then the request will be dismissed and the decision conveyed to the student no later than 32 working 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 the centre, there is a prima facie case, then he/she will refer the matter to the College/School/Centre Grade Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of course grade on the basis of the information and documents provided by the student and other information available to the Committee. 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/Centre 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 the centre with a brief statement of the reasons for the decision. The decision should be conveyed to the student no later than 54 working 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/Centre Grade Review Committee on the basis of procedural irregularity in the review process within 10 working 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 normally no later than 10 working 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 the Academic Review Committee for consideration.
- 11.15 If the 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 Academic Review Committee any decisions taken on cases referred via this procedure.
- 11.16 The Academic Review Committee should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing normally no later than 27 working days following receipt of the appeal case by the Associate Provost (Academic Planning and Undergraduate Education) and is final.
- 11.17 The College/School/Centre 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 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:

Definitions				
Students are making satisfactory academic progress.				
Students' most recent academic performance has been unsatisfactory, or their overall academic average is below minimum requirements. Students on warning should seek advice from their academic advisor.				
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 academic unit, and will not be permitted to register in courses in the following semester without the approval of the academic advisor. The home academic unit may also require students on Probation to take a reduced credit unit load in the following semester.				
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 from 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) as appropriate.				
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 academic unit.				

12.2 In accordance with the following rules approved by Senate, a decision on academic standing is made for all students at the end of Semester A and Semester B:

From	То	SGPA		CGPA
Good standing	Good standing	1.70 or above	and	1.70 or above
	Academic warning	1.00 or above but below 1.70	and	1.00 or above
	Review	Below 1.00	or	Below 1.00
Academic warning	Good standing	1.70 or above	and	1.70 or above
	Academic warning	1.70 or above	and	Below 1.70
	Review	Below 1.70	and	Any

From	То	SGPA		CGPA
Probation/	Good standing	1.70 or above	and	1.70 or above
Academic suspension	Review	Below 1.70	or	Below 1.70

- 12.3 In making decisions on students' academic standing, the Examination Board has the right, upon the recommendation of the students' home academic unit, to make exceptions from the above rules
- 12.4 If so required by the Examination Board, an academic standing decision may also be specially determined for a particular student at the end of the Summer Term if so required by the Examination Board.

Repeating Courses to Improve Grades

12.5 Unless otherwise specified, 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 academic transcript, but only the final grade earned will be included in the calculation of the student's CGPA

Dean's List

12.6 At the end of Semester A and Semester B, or for part-time students on the completion of the second of these two semesters, students' GPAs are calculated. Where a student over that period has (i) earned 12 credit units or more, (ii) achieved a GPA of 3.70 or above, and (iii) 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 for which they are registered. The requirements for awards are set out on the University website.
- 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, the credit units earned for only one of the courses will count toward the requirements for the award.
- 13.4 Under exceptional circumstances where a required course cannot be completed, a "substitute" course may be approved by the Dean of the home academic unit for a student replacing the required course with another.
- 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 Students may be granted an exemption from specific courses based on prior study. Credit units are not earned for an exempted course.
- 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 the following classifications:
 - (i) Distinction
 - (ii) Credit
 - (iii) Pass
- 13.10 University awards are classified by the relevant College/School Examination Board, which makes a recommendation to Senate for the conferment of awards.
- 13.11 The various classifications are based on the CGPAs. The general guidelines* are as follows:

Classification of Award	<u>CGPA</u>
Distinction	3.40 or above
Credit	3.00 - 3.39
Pass	1.70 - 2.99

- 13.12 In all cases of classification of awards, the CGPAs cited above are indicative. The Examination Board has the right, upon the recommendation of the respective academic unit, to make exceptions in the application of the indicative GPAs.
- 13.13 College/School Examination Boards classify awards with regard to, but not necessarily in strict conformity with, a student's CGPA.

14. Withdrawal of Study

Students who wish to withdraw from studies should submit a withdrawal notification to the University. Withdrawal will normally take effect from the date of submission of the notification. However, notification submitted during or after the examination period will take effect only from the following semester/term.

15. Termination of Study

15.1 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.

^{*} The general guidelines on standard CGPA banding for classification of awards only apply to students admitted in Semester A 2010/11 and thereafter.

15.2 For termination of studies due to academic reasons, students may apply for readmission to continue their studies, with readmission to any programme occurring no earlier than one academic year after the termination. Upon readmission after termination of study, students may be given the opportunity for one additional course repeat in each failed course to recover failure(s) as appropriate.

16. Review of Examination Board Decisions

16.1 Requests for review of an Examination Board's decision on academic standing or final award are governed by AR16. The academic judgement of the Board shall not be subject to review

Informal Resolution

- 16.2 For review of an Examination Board's decision via informal means, the University will only consider requests on grounds of administrative error in recording, transcribing, or reporting of the result.
- 16.3 A student should attempt to resolve the matter informally by contacting the Programme Leader within 5 working days of the publication of the academic standing or final award by the University through the University administrative information system. However, informal review is not a pre-requisite for the formal procedure.
- 16.4 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 the academic unit 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.
- 16.5 The decision on the informal review will be communicated to the student by the Programme Leader no later than 8 working days following receipt of the formal request for review.

Formal Procedures for Review

- 16.6 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 that the student was unable to bring them to the attention of the Board prior to its deliberations for valid reasons.
- 16.7 Students may submit a formal request in writing to the Associate Provost (Academic Planning and Undergraduate Education) within 22 working 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.

- 16.8 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 10 working days following receipt of the request. The decision of the Associate Provost (Academic Planning and Undergraduate Education) to dismiss the request for review is final.
- 16.9 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 the Academic Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of Examination Board's decision on the basis of the information and documents provided by the student and other information available to the Committee. The Committee will record its proceedings and resolutions.
- 16.10 If the 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 Academic Review Committee any decisions taken on cases referred via this procedure.
- 16.11 The decision on the formal review will be conveyed to the student in writing no later than 22 working days following receipt of the formal request for review.

Appeal Procedures

- 16.12 Formal requests for review of the Examination Board's decisions should normally be resolved by the 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 10 working days following receipt of the decision regarding the formal review. Appellants should clearly indicate the grounds for appeal and provide evidence in support of the appeal.
- 16.13 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.
- 16.14 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 22 working days following receipt of the appeal and is final.
- 16.15 The Academic Review Committee will submit a report of formal requests for review of Examination Board decisions and of appeal 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 3-year Undergraduate Degrees

Glossary

Academic Transcript The official academic record of a student's undergraduate 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 used 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 Exemption Students may be granted an exemption from specific courses based on

prior study. Credit units are **not** earned for an exempted course.

Course Leader A Course Leader is appointed by the Head or Dean of an academic

unit for each course offered by the academic unit with responsibility for

delivery and 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 based on specific courses that are 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.

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.

Equivalent Course Equivalent courses are those 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 making decisions on students'

academic standing, 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 those 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 will be restricted from registration

in a course when they have earned credit units for an exclusive course.

Grade Point Average

(GPA)

The GPA is obtained by adding all the quality points (i.e. grade points multiplied by the number of credit units) for all courses taken during the student's undergraduate studies at the University, and then dividing the result by the total number of credit units taken. All course grades, unless excluded as approved by Senate, are included in the calculation. The GPA calculation shall not be rounded. Any digits after the second digit to the right of a decimal point shall be truncated.

When calculated cumulatively for all courses taken, it is known as the Cumulative GPA (CGPA). When calculated for a given semester, it is

known as the Semester GPA (SGPA).

Graduation Date Each academic year has three graduation dates as set by Senate for the graduation of students who have completed requirements for awards as

determined by the College/School Examination Board.

Home Academic Unit

An academic unit refers to an academic department, college or school. A student's home academic unit is the department/ college/school offering

the programme in which he/she 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 IP, I, TR, Z, AU ,

X and WD 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 compulsory 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.

Senate The University Senate of City University of Hong Kong

Substitute Course Under exceptional circumstances where a required course cannot be

completed, a "substitute" course may be approved by the Dean of the home academic unit for a student replacing the required course with

another.

University City University of Hong Kong

University Award An award of the University approved by Senate on completion of

specified programme requirements.

University Requirement A requirement set by Senate for all undergraduate students, irrespective

of programme.

Working Days Mondays to Fridays, excluding Saturdays, Sundays and public

holidays and excluding a day throughout or for part of which a black rainstorm warning or Typhoon Signal Number 8 or above is issued by

the Hong Kong Observatory.

Academic Regulations

These Academic Regulations are made by the University Senate to govern student progress leading to undergraduate degree awards approved by the University Senate. Regulations concerning courses and related arrangements also apply to exchange and visiting students.

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 particular programme is set out in the requirements for the programme on the University website.

The Regulations are supplemented by information on administrative procedures and about particular programmes to be found on 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 is based on academic performance and other relevant criteria. The University does not discriminate on the grounds of age, gender, sexual orientation, nationality, race, social or ethnic origin, family status, or disability.

- 2.2 To be eligible for admission, the applicant must satisfy the general entrance requirements as specified by Senate and the academic unit's 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 decisions on the admission of applicants are final.

3. Enrolment

- 3.1 On entry to the University, students are enrolled in a specific programme of study.
- 3.2 Students may apply for changing their programme of study according to the procedures stipulated by the University. If approved, the change will take effect from the following semester/year.
- 3.3 Unless otherwise approved by the University, students who are admitted for full-time studies are expected to study full-time in the programme concerned and are not permitted to enrol in full-time or part-time study for any other award qualification either at the University itself or at any other tertiary institution.
- 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 leave of absence may not be less than one full semester, and may not accumulate to more than four semesters. Applications for leave of absence should be submitted for approval by the Head of the home academic unit.

5. Credit Transfer

- 5.1 Students who have taken courses at a recognised post-secondary institution or have previous educational or vocational experience may apply for transfer credit to be counted toward meeting the credit units required to earn an award from the University.
- 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 Credit units for transfer are normally assigned with respect to specific courses for work equivalent in content and standard.
- 5.5 Transfer credits must have been earned no earlier than eight years before the date of enrolment at the University. Individual academic units may stipulate a more stringent requirement for transfer credits, as deemed appropriate.

5.6 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 course-offering academic unit.
- 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 an X grade representing the late drop of the course.
- 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 will be restricted from registration in a course when they have earned credit units for an exclusive course.
- 6.8 Students who have met all the requirements to graduate from a programme or reached their maximum period of study cannot register for further courses in subsequent semesters/ terms.

7. Maximum and Minimum Credit-Unit Load

- 7.1 In each semester, except the Summer Term, full-time students must register for courses summing to a total of at least 12 credit units, and for not more than 18 credit units; part-time students must register for courses summing to a total of no more than 11 credit units; and combined mode students must register for courses for not more than 18 credit units.
- 7.2 In the Summer Term, students may register for courses but the total load must not exceed 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 Head of the home academic unit.

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.
- 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 academic unit.

9. Grading of Courses

9.1 Courses are graded according to the following schedule:

Letter Grade	Grade Point	Grade Defin	itions
A+ A A-	4.3 4.0 3.7	Excellent:	Strong evidence of original thinking; good organization, capacity to analyze and synthesize; superior grasp of subject matter; evidence of extensive knowledge base.
B+ B B-	3.3 3.0 2.7	Good:	Evidence of grasp of subject, some evidence of critical capacity and analytic ability; reasonable understanding of issues; evidence of familiarity with literature.
C+ C C-	2.3 2.0 1.7	Adequate:	Student who is profiting from the university experience; understanding of the subject; ability to develop solutions to simple problems in the material.

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

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.
Oper	ational Grades		
IP	In Progress	for the	P grade is shown where students will register the same course in subsequent semesters to elete the assessment of the course.
I	there are extenuating circumstances that prevented a student from completing rec work, or attending the examination; (ii) a discretion of the Assessment Panel. Whe "I" grade is assigned, the Assessment Pane approve a schedule for the completion of wo a supplementary examination. An "I" grade w converted into an "F" grade four weeks after the grade is first reported, unless an alternative		ade of incomplete may be granted (i) where are extenuating circumstances that have ented a student from completing required, or attending the examination; (ii) at the etion of the Assessment Panel. Where an rade is assigned, the Assessment Panel will eve a schedule for the completion of work, or plementary examination. An "I" grade will be erted into an "F" grade four weeks after the "I" is first reported, unless an alternative grade een assigned.
TR	Credit Transfer		ned when a student is granted transfer credits e course.
Z	Exemption	Assig	ened when a student is exempted from the e.
AU	J Audit		udited grade is assigned when an auditing in the has completed the conditions established at ration as an auditor. No assessment is made or awarded for auditing.
X	Late Drop		and when a student is permitted to drop the eafter the normal drop date.
WD	Withdrawn	in a	med when a student has registered for the course semester/term and subsequently submitted a cation 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, Z, AU, X and WD do not earn credit units.
- 9.3 Grades of P, IP, I, TR, Z, AU, X and WD are not counted in the calculation of a student's CGPA. Grades of F are counted, unless the fail is recovered under AR12.5.
- 9.4 Grades of P, IP, I, TR, Z, AU, X and WD are not counted in the calculation of a student's SGPA

10. Illness or Other Circumstances Related to Assessment

- 10.1 A student who believes that his/her ability to attend an examination, or in-course assessment with a weighting of 20% or above, has been adversely affected by circumstances beyond his/her control must submit the case, with documentary evidence, to his/her home academic unit following the procedures stated on the University website, as soon as possible and no later than 5 working days of the scheduled date for completing the affected examination or assessment.
- 10.2 The home academic unit of the student will investigate the case, in consultation with the course-offering academic unit. Only compelling reasons such as illness, hospitalization, accident, family bereavement or other unforeseeable serious personal or emotional circumstances will be considered. The decision of the home academic unit is final.
- 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 academic unit 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.

Informal Resolution

- 11.2 For review of course grades via informal resolution, the Course Leader will consider requests on grounds of administrative error in recording or calculating the mark or result, or other circumstances that impact the course grade awarded.
- 11.3 A student should contact the Course Leader within 5 working 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 13 working days following the announcement of grades by the University.

11.6 Other than disagreement with the academic judgment of Course Leaders which does not constitute valid grounds for formal review by virtue of AR 11.7, if the student's concerns regarding course grades as stipulated in AR 11.2 cannot be resolved by informal means, the student may seek resolution via the formal procedures outlined below. However, informal review is not a pre-requisite for the formal procedure.

Formal Procedures for Review

- 11.7 Disagreement with the academic judgement of Course Leaders does not constitute valid grounds for formal review. For formal review of course grades, only requests with the following grounds will be considered:
 - 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 that the student was unable to bring them 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 22 working 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 the 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 the 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 the centre, there is no *prima facie* case, then the request will be dismissed and the decision conveyed to the student no later than 32 working 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 the centre, there is a prima facie case, then he/she will refer the matter to the College/School/Centre Grade Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of course grade on the basis of the information and documents provided by the student and other information available to the Committee. 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/Centre 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 the centre with a brief statement of the reasons for the decision. The decision should be conveyed to the student no later than 54 working 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/Centre Grade Review Committee on the basis of procedural irregularity in the review process within 10 working 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 normally no later than 10 working 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 the Academic Review Committee for consideration.
- 11.15 If the 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 Academic Review Committee any decisions taken on cases referred via this procedure.
- 11.16 The Academic Review Committee should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing normally no later than 27 working days following receipt of the appeal case by the Associate Provost (Academic Planning and Undergraduate Education) and is final.
- 11.17 The College/School/Centre 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 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 should seek 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 academic unit, and will not be permitted to register in courses in the following semester without the approval of the academic advisor. The home academic unit may also require students on Probation to take a reduced credit unit load in the following 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 from 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) as appropriate.
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 academic unit.

12.2 In accordance with the following rules approved by Senate, a decision on academic standing is made for all students at the end of Semester A and Semester B:

From	То	SGPA		CGPA
Good standing	Good standing	1.70 or above	and	1.70 or above
	Academic warning	1.00 or above but below 1.70	and	1.00 or above
	Review	Below 1.00	or	Below 1.00
Academic warning	Good standing	1.70 or above	and	1.70 or above
	Academic warning	1.70 or above	and	Below 1.70
	Review	Below 1.70	and	Any

From	То	SGPA		CGPA
Probation/	Good standing	1.70 or above	and	1.70 or above
Academic suspension	Review	Below 1.70	or	Below 1.70

- 12.3 In making decisions on students' academic standing, the Examination Board has the right, upon the recommendation of the students' home academic unit, to make exceptions from the above rules
- 12.4 If so required by the Examination Board, an academic standing decision may also be specially determined for a particular student at the end of the Summer Term if so required by the Examination Board.

Repeating Courses to Improve Grades

12.5 Unless otherwise specified, 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 academic transcript, but only the final grade earned will be included in the calculation of the student's CGPA.

Dean's List

- 12.6 At the end of Semester A and Semester B, or for part-time students on the completion of the second of these two semesters, students' GPAs are calculated. Where a student over that period has (i) earned 12 credit units or more, (ii) achieved a GPA of 3.70 or above, and (iii) not failed any course, the student is placed on the Dean's List.
- 12.7 Students on a combined mode of study will have their GPAs calculated at the end of Semester A and Semester B or upon the completion of the second of these two semesters, as appropriate. When a student over that period has (i) earned 12 credit units or more, (ii) achieved a GPA of 3.70 or above, and (iii) 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 for which they are registered. The requirements for awards are set out on 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 Under exceptional circumstances where a required course cannot be completed, a "substitute" course may be approved by the Dean of the home academic unit for a student replacing the required course with another.

- 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 Students may be granted an exemption from specific courses based on prior study. Credit units are not earned for an exempted course.
- 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 the following classifications:
 - (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, which makes a recommendation to Senate for the conferment of awards.
- 13.11 The various classifications are based on the CGPAs. The general guidelines* are as follows:

Classification of Award	<u>CGPA</u>
First Class Honours	3.50 or abov
Upper Second Class Honours	3.00 - 3.49
Lower Second Class Honours	2.50 - 2.99
Third Class Honours	2.00 - 2.49
Pass	1.70 - 1.99

- 13.12 In all cases of classification of awards, the CGPAs cited above are indicative. The Examination Board has the right, upon the recommendation of the respective academic unit, to make exceptions in the application of the indicative GPAs.
- 13.13 College/School Examination Boards classify awards with regard to, but not necessarily in strict conformity with, a student's CGPA.

14. Withdrawal of Study

Students who wish to withdraw from studies should submit a withdrawal notification to the University. Withdrawal will normally take effect from the date of submission of the

^{*} The general guidelines on standard CGPA banding for classification of awards only apply to students admitted in Semester A 2010/11 and thereafter

notification. However, notification submitted during or after the examination period will take effect only from the following semester/term.

15. Termination of Study

- 15.1 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.
- 15.2 For termination of studies due to academic reasons, students may apply for readmission to continue their studies, with readmission to any programme occurring no earlier than one academic year after the termination. Upon readmission after termination of study, students may be given the opportunity for one additional course repeat in each failed course to recover failure(s) as appropriate.

16. Review of Examination Board Decisions

16.1 Requests for review of an Examination Board's decision on academic standing or final award are governed by AR16. The academic judgement of the Board shall not be subject to review.

Informal Resolution

- 16.2 For review of an Examination Board's decision via informal means, the University will only consider requests on grounds of administrative error in recording, transcribing, or reporting of the result.
- 16.3 A student should attempt to resolve the matter informally by contacting the Programme Leader within 5 working days of the publication of the academic standing or final award by the University through the University administrative information system. However, informal review is not a pre-requisite for the formal procedure.
- 16.4 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 the academic unit 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.
- 16.5 The decision on the informal review will be communicated to the student by the Programme Leader no later than 8 working days following receipt of the formal request for review.

Formal Procedures for Review

- 16.6 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 that the student was unable to bring them to the attention of the Board prior to its deliberations for valid reasons

- 16.7 Students may submit a formal request in writing to the Associate Provost (Academic Planning and Undergraduate Education) within 22 working 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.
- 16.8 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 10 working days following receipt of the request. The decision of the Associate Provost (Academic Planning and Undergraduate Education) to dismiss the request for review is final.
- 16.9 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 the Academic Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of Examination Board's decision on the basis of the information and documents provided by the student and other information available to the Committee. The Committee will record its proceedings and resolutions.
- 16.10 If the 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 Academic Review Committee any decisions taken on cases referred via this procedure.
- 16.11 The decision on the formal review will be conveyed to the student in writing no later than 22 working days following receipt of the formal request for review.

Appeal Procedures

- 16.12 Formal requests for review of the Examination Board's decisions should normally be resolved by the 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 10 working days following receipt of the decision regarding the formal review. Appellants should clearly indicate the grounds for appeal and provide evidence in support of the appeal.
- 16.13 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.
- 16.14 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 22 working days following receipt of the appeal and is final.

16.15 The Academic Review Committee will submit a report of formal requests for review of Examination Board decisions and of appeal 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 4-year **Undergraduate Degrees**

Glossary

Academic The official academic record of a student's undergraduate studies at the

Transcript University, including grades assigned for courses.

Academic Year/ The academic year is a period of twelve months starting normally in Semester/Term

September of each year. The academic year is divided into two Semesters

and a Summer Term.

Advanced Standing Students with a recognized qualification may be admitted to the

> University with advanced standing. Students will be grouped as "Advanced Standing I" or "Advanced Standing II" depending on their

entry qualifications.

The tests, coursework, examinations and other activities used to assess Assessment

students' progress through courses and to assign final grades.

Assessment Panel 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 Exemption Students may be granted an exemption from specific courses based on

prior study. Credit units are not earned for an exempted course.

Course Leader A Course Leader is appointed by the Head or Dean of an academic unit

for each course offered by the academic unit with responsibility for

delivery and assessment of the course.

Credit Transfer The assignment of credit units toward the credit unit requirements of

> a degree on the basis of work done outside that degree. Credit units are normally assigned based on specific courses that are 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.

Dean Dean refers to Deans and other equivalent posts.

The University's undergraduate curricula are organised into degrees. The Degree

> bachelor's degree is normally granted upon completion of a course of study, which typically includes a major, Gateway Education component, degree-related requirements, electives and/or minor. The minimum number of credit units is 120, subject to the requirements of individual

colleges/schools.

Double Degree The completion of two degrees in accordance with the specified double

degree combinations approved by the University.

Double Major The completion of two majors offered by colleges/schools. The degree

awarded for students taking a double major will be determined by the

home major.

Enrolment On entry to the University, students will be enrolled in a college/school

or degree.

Equivalent courses are those where there is sufficient overlap in content Equivalent Course

that students may, with approval, register in the course to meet degree

requirements, to recover a failure or to improve a course grade.

Examination Board University bodies responsible for making decisions on students' academic standing, 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 those 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 will be restricted from registration in a

course when they have earned credit units for an exclusive course.

Gateway Education The Gateway Education (GE) programme augments the specialized

knowledge students receive in their majors by enabling them to achieve a breadth of knowledge through exposure to multiple disciplines. GE courses lay a solid foundation for personal growth and intellectual

development.

Grade Point The GPA is obtained by adding all the quality points (i.e., grade points Average (GPA)

multiplied by the number of credit units) for all courses taken during the student's undergraduate studies at the University, and then dividing the result by the total number of credit units taken. All course grades, unless excluded as approved by Senate, are included in the calculation. The GPA calculation shall not be rounded. Any digits after the second digit to the

right of a decimal point shall be truncated.

When calculated cumulatively for all courses taken, it is known as the Cumulative GPA (CGPA). When calculated for a given semester, it is

known as the Semester GPA (SGPA).

Graduation Date Each academic year has three graduation dates as set by Senate for the

graduation of students who have completed requirements for awards as

determined by the College/School Examination Board.

Home Academic

An academic unit refers to an academic department, college or school. A Unit student's home academic unit is the department/ college/school offering

the degree or home major in which he/she is enrolled.

Major A major field of study is the core competence area, comprising a

structured group of courses which aims to create a broad and deep intellectual experience in an academic discipline. Each major shall be

overseen by a Major Leader.

Minor A minor consists of a structured group of courses that focus on a

particular academic discipline, allowing students to develop some depth of understanding in a subject area or topic of professional interest. Each

minor shall be overseen by a Minor Leader.

Mode of Study Students are enrolled in a full-time or part-time 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 IP, I, TR, Z, AU,

X and WD 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 compulsory requirements, but students are advised to complete

precursors before registering in these courses.

Registration The inclusion of a student in the class list of a course.

Required Course A course that must be passed to complete a degree.

Senate The University Senate of City University of Hong Kong

Stream Streams are sub-divisions under a major that designate the specialties of

the subject discipline.

Substitute Course Under exceptional circumstances where a required course cannot be

completed, a "substitute" course may be approved by the Dean of the major/minor-offering academic unit for a student replacing the required

course with another.

University City University of Hong Kong

University Award An award of the University approved by Senate on completion of

specified degree requirements.

Working Days Mondays to Fridays, excluding Saturdays, Sundays and public holidays

and excluding a day throughout or for part of which a black rainstorm warning or Typhoon Signal Number 8 or above is issued by the Hong

Kong Observatory.

Academic Regulations

These Academic Regulations are made by the University Senate to govern student progress leading to undergraduate degree awards approved by the University Senate. Regulations concerning courses and related arrangements also apply to exchange and visiting students.

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 particular degree is set out in the requirements for the degree on the University website.

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

1. Language of Instruction and Assessment

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

2. Admission

- 2.1 To be eligible for admission to a bachelor's degree, the applicant must satisfy the general entrance requirements as specified by Senate and the academic unit's requirements, if any, or be a "mature applicant" as defined in the general entrance requirements, and be able to demonstrate aptitude and suitability for studying the degree/major.
- 2.2 Students with a recognized qualification may be admitted to the University with advanced standing.
- 2.3 Admission is based on academic performance and other relevant criteria. The University does not discriminate on the grounds of age, gender, sexual orientation, nationality, race, social or ethnic origin, family status, or disability.
- 2.4 Meeting the entrance requirements does not guarantee admission. The University's decisions on the admission of applicants are final.
- 2.5 Former bachelor's degree students of the University whose studies were discontinued either due to study withdrawal or termination by the University and wish to apply for readmission to the University must follow the normal admission procedures and other conditions specified by the University. If readmission is approved, all credit units and grades of the bachelor's degree level previously earned will be counted in the GPA calculation and if applicable, for fulfilling the degree requirements of the admitted degree. The student's previous period of study will also be counted in the calculation of his/her maximum period of study for the admitted degree.
- 2.6 A bachelor's degree student whose study has been discontinued due to expiry of the maximum period of study is not allowed readmission to any degree of the bachelor's level.

3. Enrolment

- 3.1 On entry to the University, students will be enrolled in a college/school or degree with a declared or undeclared major.
- 3.2 Students having an "undeclared major" shall declare their home major in accordance with the specified time and procedures prescribed by the University.
- 3.3 Any subsequent change/addition of a major should be submitted for approval in accordance with the procedures announced by the University. If approved, the change will take effect from the following semester/year.
- 3.4 Unless otherwise approved by the University, students who are admitted for full-time studies are expected to study full-time in the degree concerned and are not permitted to enrol in full-time or part-time study for any other award qualification either at the University itself or at any other tertiary institution.

3.5 To maintain their enrolment, students must conform to the University's rules and regulations.

4. Degree Requirements

- 4.1 The minimum graduation requirement for a bachelor's degree is 120 credit units, subject to the requirements of individual colleges/schools. Students may take additional courses exceeding the minimum graduation requirement, but the maximum number of credit units completed should not exceed 144.
- 4.2 Of the required graduation units, all students must complete a major and satisfy the requirement for Gateway Education (GE) courses, University language requirements, and any other requirements stipulated by the University and the cognizant academic unit, with the balance to be fulfilled by minor(s) or free electives.
- 4.3 Double counting of courses is permissible only between the major/minor requirement and college/school requirement. However, the credit units would count only once toward the total credits on graduation for the student, regardless of the number of requirements the course serves to fulfil.

4.4 <u>College/School Requirement</u>

Individual colleges/schools have established additional requirements for completion of a degree. Waiver or partial waiver from the college/school requirement may be granted by the college/school to students admitted with advanced standing.

4.5 Major

- 4.5.1 Students must pursue at least one area of knowledge in depth through completion of the requirements for a major with a minimum of 45 credit units. This minimum, plus any college/school requirement, should not exceed 72 credit units. However, the college/school may set a higher limit to meet the requirements of professional accreditation with Senate's approval.
- 4.5.2 A major may be sub-divided into streams to designate the specialties of the subject discipline. Students may select one or more streams in the major as provided in the curriculum, subject to fulfilment of any stipulated conditions.

4.6 <u>Double Major</u>

- 4.6.1 Students may declare a double major no later than the end of their third year of study in accordance with the procedures announced by the University, and subject to attainment of a minimum CGPA of 2.70 and fulfilment of any other stipulated conditions, as well as approval by the Heads of the academic units offering the two majors. Normally, the first declared major should be the students' home major.
- 4.6.2 Students are required to fulfil the degree and curriculum requirements associated with the home major and the curriculum requirements for the second major. Some overlap in the courses required for the two majors is allowed provided that at least 30 credit units in new courses are completed for the second major.

- 4.6.3 Students who cannot complete their second major but have fulfilled the degree and curriculum requirements for the home major may still apply for graduation. The completed courses from the unfulfilled second major may be counted toward the degree as free electives or used for fulfilling requirements for a minor as appropriate.
- 4.6.4 Students who cannot complete their second major within the maximum credit limit of 144 may still continue to pursue the double major. Any further course registration after completion of 144 credit units must be self-financed.

4.7 Minor

- 4.7.1 Students have the option of completing the requirements for minors. A minor requires 15 to 18 credit units. Credits earned to fulfil the minor requirement cannot be used toward meeting the requirement for a major and/or other minor(s) taken by the student.
- 4.7.2 Students should file a declaration of their minor(s) in accordance with University procedures. Application for minor awards should be submitted together with the application for graduation, and all requirements for the minor(s) should be met by the time of graduation.
- 4.7.3 Students who cannot complete their declared minor(s) but have fulfilled their degree requirements can still graduate. The completed courses concerned may be counted toward the degree as free electives as appropriate.

4.8 Gateway Education (GE) Courses

- 4.8.1 To fulfil their degree requirements, students must complete a minimum of 30 credit units of Gateway Education courses in accordance with the following requirements prescribed by the University:
 - (i) University Requirements (nine credit units): English (six credit units) and Chinese Civilization - History and Philosophy (three credit units); and
 - (ii) Area Requirements (21 credit units) in the following three broad areas: Arts and Humanities; Study of Societies, Social and Business Organizations; and Science and Technology. Students must take a minimum of three credit units in each of the three areas.
- 4.8.2 Gateway Education courses cannot be prescribed as prerequisites for enrolling in any major or minor.

4.9 Free Electives

Students may choose free electives to fulfil their degree requirements, and must do so if their cumulative credit load is below 120 credit units.

4.10 English Language Requirement

To fulfil the English Language Requirement, students should complete the required Gateway Education English courses under the category of "University Requirements" mentioned in AR4.8.1(i). Students whose level of attainment in the English language subject of their entry qualifications is below a specified grade/level as determined by the University are required to complete the English for Academic Purposes course (no credit units toward graduation requirements) prior to taking the aforementioned Gateway Education English courses.

4.11 English Attainment Requirement

To ascertain students' level of English proficiency, all students should fulfil the English Attainment Requirement upon graduation as specified by Senate.

4.12 Chinese Language Requirement

Depending on the entry qualifications and the level of attainment in the Chinese language subject as determined by the University, students may be required to take one or more additional Chinese courses and/or major-specific Chinese courses in fulfilment of the Chinese Language Requirement.

5. Double Degree

- 5.1 Students may declare a double degree no later than the end of their third year of study in accordance with the procedures announced by the University. Subject to attainment of a minimum CGPA of 3.30 and fulfilment of any other stipulated conditions, as well as approval by the Dean(s) of the college(s)/school(s) offering the two degrees, such students will pursue a concurrent study of two degrees (one of which is to be the degree for the home major) in accordance with the specified double degree combinations approved by the University.
- 5.2 Attainment of a double degree requires a minimum of 165 credit units. Some overlap in the courses required for the two degrees is allowed provided that at least 45 credit units in new courses are completed for the second degree. Apart from fulfilling all the specified requirements for both degrees, including the college/school requirements for both degrees as appropriate, students may be required to fulfil any other extra requirements stipulated by the college(s)/school(s) concerned.
- 5.3 Additional credits exceeding 144 credit units required for studying a double degree must be self-financed.
- 5.4 Students who cannot complete a double degree but have fulfilled the requirements for a single degree may still apply for graduation. The completed courses from the unfulfilled degree may be counted toward the completed degree as free electives or used for fulfilling requirements for a second major or a minor as appropriate.

6. Advanced Standing

6.1 Students with a recognized qualification may be admitted to the University with advanced standing. Students admitted with advanced standing may complete the degree with a minimum of 60 or 90 credit units, subject to the requirements of individual degrees/majors.

6.2 Students Admitted with Advanced Standing I

6.2.1 Students with Advanced-Level Examinations or other recognized qualifications may be admitted to the University with Advanced Standing I. They have to achieve a minimum requirement of 90 credit units for graduation subject to the requirements of individual colleges/schools, and the maximum number of credit units completed should not exceed 114.

- 6.2.2 Such students should fulfil the following minimum degree requirements, in addition to any requirements stipulated by the cognizant academic unit:
 - (i) A major
 - (ii) Gateway Education courses of 21 credit units
 - (iii) English Language Requirement
 - (iv) English Attainment Requirement
 - (v) Chinese Language Requirement (if applicable)
- 6.3 Students Admitted with Advanced Standing II
- 6.3.1 Students with Associate Degree, Higher Diploma or other recognized qualifications may be admitted to the University with Advanced Standing II. They have to achieve a minimum requirement of 60 credit units for graduation subject to the requirements of individual colleges/schools, and the maximum number of credit units completed should not exceed 84.
- 6.3.2 Such students should fulfil the following minimum degree requirements, in addition to any requirements stipulated by the cognizant academic unit:
 - (i) A major
 - (ii) Gateway Education courses of 12 credit units
 - (iii) English Language Requirement (GE discipline-specific English course)
 - (iv) English Attainment Requirement
 - (v) Chinese Language Requirement (if applicable)
- 6.4 Students Admitted with Advanced Standing Pursuing a Double Major or Double Degree
- 6.4.1 Students admitted with Advanced Standing I or Advanced Standing II may declare a double major/double degree no later than the end of their second year and first year of study respectively.
- 6.4.2 Attainment of a double degree requires a minimum of 135 and 105 credit units for Advanced Standing I and Advanced Standing II students respectively.
- 6.4.3 Additional credits exceeding 114 credit units (for Advanced Standing I) and 84 credit units (for Advanced Standing II) required for studying a double major or double degree must be self-financed.
- 6.4.4 Apart from AR6.4.1 to AR6.4.3, all the regulations related to double major or double degree also apply to students admitted with advanced standing pursuing a double major or double degree.

7. Course Registration

- 7.1 Students registering for courses must follow the instructions issued by the University.
- 7.2 Registration for some courses is restricted to students holding the necessary prerequisites.
- 7.3 The University reserves the right to restrict registration in courses, or permit registration only on a priority basis.

- 7.4 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 course-offering academic unit.
- 7.5 If students remain registered for a course after the last date for dropping the course, as determined by the University, they will be assigned an X grade representing the late drop of the course.
- 7.6 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.
- 7.7 Students will be restricted from registration in a course when they have earned credit units for an exclusive course.
- 7.8 Under exceptional circumstances where a required course cannot be completed, a "substitute" course may be approved by the Dean of the major/minor-offering academic unit for a student replacing the required course with another.
- 7.9 Credit units earned for courses at a level below the bachelor's degree level are not normally counted toward requirements for an award.
- 7.10 Students who have applied for graduation and fulfilled the degree requirements in the specified graduation semester/term; or completed the maximum credit units allowed for a degree (except for students pursuing a double major paying the additional credits exceeding the maximum credit limit on a self-financed basis); or reached their maximum period of study, cannot register for further courses in subsequent semesters/terms.

8. Credit Transfer

- 8.1 Students who have taken courses at a recognized post-secondary institution or have previous educational or vocational experience may apply for transfer credit to be counted toward meeting the credit units required to earn an award from the University.
- 8.2 Notwithstanding AR8.1 above, students admitted with advanced standing will not be entitled to any credit transfer on the basis of their entry qualifications. Instead, students may be granted exemption from specific courses based on prior study.
- 8.3 Credit units for transfer are normally assigned with respect to specific courses for work equivalent in content and standard.
- 8.4 Transfer credits must have been earned no earlier than eight years before the date of enrolment at the University. Individual academic units may stipulate a more stringent requirement for transfer credits, as deemed appropriate.
- 8.5 The maximum number of transfer credits that students can obtain throughout their studies, including transfer credits for study exchange, is as follows:
 - Normative 4-year Degree: 60 credit units
 - Advanced Standing I: 45 credit units
 - Advanced Standing II: 30 credit units

- Double Degree: Half of the credit units required for the award of the double degree to be stipulated by the cognizant academic units
- 8.6 Credit units earned outside the University and counted toward a University degree do not count in the calculation of a student's GPA, except where special arrangements have been made.
- 8.7 Students may apply for credit transfer in accordance with the procedures announced by the University.

9. Course Exemption

- 9.1 Students may be granted an exemption from specific courses based on prior study. Credit units are not earned for an exempted course.
- 9.2 Students who have been granted course exemptions are required to fulfil the minimum credit requirements for individual degrees in order to graduate.
- 9.3 Students may apply for course exemptions in accordance with the procedures announced by the University.

10. Maximum and Minimum Credit-Unit Load

- 10.1 In each semester, except the Summer Term, full-time students must register for courses summing to a total of at least 12 credit units, and for not more than 18 credit units; and part-time students must register for courses summing to a total of no more than 11 credit units.
- 10.2 In the Summer Term, students may register for courses but the total load must not exceed seven credit units.
- 10.3 Except where special arrangements are made, students seeking an exception to AR10.1 or AR10.2 should apply in writing for approval by the Head of the home academic unit.

11. Duration of Study

- 11.1 Students may take a leave of absence from their studies for an approved period. Periods of approved leave of absence may not be less than one full semester, and may not accumulate to more than four semesters. Applications for leave of absence should be submitted for approval by the Head of the home academic unit.
- 11.2 Students shall, irrespective of their mode of study, complete all the degree requirements within the stipulated maximum period of study (i.e., eight years for normative 4-year degree, six years for Advanced Standing I, and five years for Advanced Standing II), inclusive of any change of majors, periods of leave of absence and suspension of studies. The maximum period of study for individual double degrees shall be stipulated by the cognizant academic units.
- 11.3 Students who cannot complete all the degree requirements for graduation within the maximum study period will be required to discontinue their studies. Requests for extension of study beyond the maximum study period will not be granted.

12. Withdrawal of Study

Students who wish to withdraw from studies should submit a withdrawal notification to the University. Withdrawal will normally take effect from the date of submission of the notification. However, notification submitted during or after the examination period will take effect only from the following semester/term.

13. Termination of Study

- 13.1 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.
- 13.2 For termination of studies due to academic reasons, students may apply for readmission to continue their studies, with readmission to any degree study occurring no earlier than one academic year after the termination. Upon readmission after termination of study, students may be given the opportunity for one additional course repeat in each failed course to recover failure(s) as appropriate.

14. Assessment

14.1 The award of any degree qualification shall be based on a student's performance in such examinations or other tests of learning or ability which have been approved by the University for the courses constituting the degree and award concerned.

14.2 Grading of Courses

14.2.1 Courses are graded according to the following schedule:

Letter Grade	Grade Point	Grade Defin	itions
A+ A A-	4.3 4.0 3.7	Excellent:	Strong evidence of original thinking; good organization, capacity to analyze and synthesize; superior grasp of subject matter; evidence of extensive knowledge base.
B+ B B-	3.3 3.0 2.7	Good:	Evidence of grasp of subject, some evidence of critical capacity and analytic ability; reasonable understanding of issues; evidence of familiarity with literature.
C+ C C-	2.3 2.0 1.7	Adequate:	Student who is profiting from the university experience; understanding of the subject; ability to develop solutions to simple problems in the material.
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.

[Note: A grade with an asterisk (e.g. B+*) is excluded in the calculation of GPA and will not be counted toward the minimum credit requirement for graduation.]

14.2.2 The following grades are used for operational purposes:

Letter Grades	Grade Descriptions	
IP	In Progress	An IP grade is shown where students will register for the same course in subsequent semesters to complete the assessment of the course.
I	Incomplete	A grade of incomplete may be granted (i) where there are extenuating circumstances that have prevented a student from completing required work, or attending the examination; (ii) 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.
TR	Credit Transfer	Assigned when a student is granted transfer credits for the course.
Z	Exemption	Assigned when a student is exempted from the course.
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.
X	Late Drop	Assigned when a student is permitted to drop the course after the normal drop date.

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.

- 14.2.3 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, Z, AU, X and WD do not earn credit units.
- 14.2.4 Grades of P, IP, I, TR, Z, AU, X and WD are not counted in the calculation of a student's CGPA. Grades of F are counted, unless the fail is recovered under AR14.4.
- 14.2.5 Grades of P, IP, I, TR, Z, AU, X and WD are not counted in the calculation of a student's SGPA.
- 14.3 Students' Academic Progress and Academic Standing
- 14.3.1 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 should seek 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. The academic advisor may require students on Probation to take a reduced credit unit load in the following 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 from 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) as appropriate.			
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 academic unit.			

14.3.2 In accordance with the following rules approved by Senate, a decision on academic standing is made for all students at the end of Semester A and Semester B:

From	То	SGPA		CGPA
	Good standing	1.70 or above	and	1.70 or above
Good standing	Academic warning	1.00 or above but below 1.70	and	1.00 or above
	Review	Below 1.00	or	Below 1.00
	Good standing	1.70 or above	and	1.70 or above
Academic warning	Academic warning	1.70 or above	and	Below 1.70
warming	Review	Below 1.70	and	Any
Probation/	Good standing	1.70 or above	and	1.70 or above
Academic suspension	Review	Below 1.70	or	Below 1.70

- 14.3.3 In making decisions on students' academic standing, the Examination Board has the right, upon the recommendation of the students' home academic unit, to make exceptions from the above rules.
- 14.3.4 If so required by the Examination Board, an academic standing decision may also be specially determined for a particular student at the end of the Summer Term.

14.4 Repeating Courses to Improve Grades

Unless otherwise specified, 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 academic transcript, but only the final grade earned will be included in the calculation of the student's CGPA.

- 14.5 <u>Illness or Other Circumstances Related to Assessment</u>
- 14.5.1 A student who believes that his/her ability to attend an examination, or in-course assessment with a weighting of 20% or above, has been adversely affected by circumstances beyond his/her control must submit the case, with documentary evidence, to his/her home academic unit following the procedures stated on the University website, as soon as possible and no later than 5 working days of the scheduled date for completing the affected examination or assessment.
- 14.5.2 The home academic unit of the student will investigate the case, in consultation with the course-offering academic unit. Only compelling reasons such as illness, hospitalization, accident, family bereavement or other unforeseeable serious personal or emotional circumstances will be considered. The decision of the home academic unit is final.
- 14.5.3 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 academic unit to inform all relevant Assessment Panels. The Assessment Panel may also adjust the grade of the student if deemed appropriate.

14.6 Dean's List

At the end of Semester A and Semester B, or for part-time students on the completion of the second of these two semesters, students' GPAs are calculated. Where a student over that period has (i) earned 12 credit units or more, (ii) achieved a GPA of 3.70 or above, and (iii) not failed any course, the student is placed on the Dean's List.

15. Review of Assessment Decisions

- 15.1 Review of Course Grades
- 15.1.1 Requests for review of course grades are governed by AR15.1.

Informal Resolution

- 15.1.2 For review of course grades via informal resolution, the Course Leader will consider requests on grounds of administrative error in recording or calculating the mark or result, or other circumstances that impact the course grade awarded.
- 15.1.3 A student should contact the Course Leader within 5 working days of the announcement of grades by the University with a view to resolving the matter informally.
- 15.1.4 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.
- 15.1.5 The decision on the informal review will be communicated to the student by the Course Leader no later than 13 working days following the announcement of grades by the University.
- 15.1.6 Other than disagreement with the academic judgement of Course Leaders which does not constitute valid grounds for formal review by virtue of AR 15.1.7, if the student's concerns regarding course grades as stipulated in AR15.1.2 cannot be resolved by informal means, the student may seek resolution via the formal procedures outlined below. However, informal review is not a pre-requisite for the formal procedure.

Formal Procedures for Review

- 15.1.7 Disagreement with the academic judgement of Course Leaders does not constitute valid grounds for formal review. For formal review of course grades, only requests with the following grounds will be considered:
 - 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 that the student was unable to bring them to the attention of the Course Leader prior to the assessment for valid reasons.
- 15.1.8 Any request for review of course grades must be made in writing to the Dean of the college/school offering the course within 22 working 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 the 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.
- 15.1.9 Upon receipt of the formal request for review, the Dean of the college/school or the Head of the 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 the centre, there is no prima facie case, then the request will be dismissed and the decision conveyed to the student no later than 32 working days following the announcement of grades by the University.
- 15.1.10 If, in the view of the Dean of the college/school or the Head of the centre, there is a prima facie case, then he/she will refer the matter to the College/School/Centre Grade Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of course grade on the basis of the information and documents provided by the student and other information available to the Committee. The Committee will record its proceedings and resolutions.
- 15.1.11 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/Centre Grade Review Committee any decisions taken on cases referred via this procedure.
- 15.1.12 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 the centre with a brief statement of the reasons for the decision. The decision should be conveyed to the student no later than 54 working days following the announcement of grades by the University.

Appeal Procedures

15.1.13 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/Centre Grade Review Committee on the basis of procedural irregularity in the review process within 10 working 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 normally no later than 10 working days following receipt of the appeal. The decision of the Associate Provost (Academic Planning and Undergraduate Education) to dismiss an appeal is final.

- 15.1.14 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 the Academic Review Committee for consideration.
- 15.1.15 If the 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 Academic Review Committee any decisions taken on cases referred via this procedure.
- 15.1.16 The Academic Review Committee should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing normally no later than 27 working days following receipt of the appeal case by the Associate Provost (Academic Planning and Undergraduate Education) and is final.
- 15.1.17 The College/School/Centre Grade Review Committees will submit a report of formal requests for review of course grades considered to Senate via the Quality Assurance Committee annually. The Academic Review Committee will submit an annual report to Senate via the Quality Assurance Committee on all appeal cases received by the Academic Review Committee.

15.2 Review of Examination Board Decisions

15.2.1 Requests for review of an Examination Board's decision on academic standing or final award are governed by AR15.2. The academic judgement of the Board shall not be subject to review.

Informal Resolution

- 15.2.2 For review of an Examination Board's decision via informal means, the University will only consider requests on grounds of administrative error in recording, transcribing, or reporting of the result.
- 15.2.3 A student should attempt to resolve the matter informally by contacting the Major Leader within 5 working days of the publication of the academic standing or final award by the University through the University administrative information system. However, informal review is not a pre-requisite for the formal procedure.
- 15.2.4 If an amendment to the decision on academic standing or award classification is considered necessary, the Major Leader should make a recommendation via the Head of the academic unit 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.
- 15.2.5 The decision on the informal review will be communicated to the student by the Major Leader no later than 8 working days following receipt of the formal request for review.

Formal Procedures for Review

- 15.2.6 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 that the student was unable to bring them to the attention of the Board prior to its deliberations for valid reasons.
- 15.2.7 Students may submit a formal request in writing to the Associate Provost (Academic Planning and Undergraduate Education) within 22 working 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.
- 15.2.8 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 10 working days following receipt of the request. The decision of the Associate Provost (Academic Planning and Undergraduate Education) to dismiss the request for review is final.
- 15.2.9 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 the Academic Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of Examination Board's decision on the basis of the information and documents provided by the student and other information available to the Committee. The Committee will record its proceedings and resolutions.
- 15.2.10 If the 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 Academic Review Committee any decisions taken on cases referred via this procedure.
- 15.2.11 The decision on the formal review will be conveyed to the student in writing no later than 22 working days following receipt of the formal request for review.

Appeal Procedures

15.2.12 Formal requests for review of the Examination Board's decisions should normally be resolved by the 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 10 working days following receipt of the decision regarding the formal review. Appellants should

- clearly indicate the grounds for appeal and provide evidence in support of the appeal.
- 15.2.13 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.
- 15.2.14 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 22 working days following receipt of the appeal and is final.
- 15.2.15 The Academic Review Committee will submit a report of formal requests for review of Examination Board decisions and of appeal cases received to Senate via the Quality Assurance Committee annually. The Provost will submit an annual report to Senate via the Quality Assurance Committee on all appeal cases received by him/her.

16. Application for Graduation and Requirements for Awards

- 16.1 Each academic year has three graduation dates as set by Senate. Students should file an application for graduation during their final year of study in accordance with the procedures announced by the University.
- 16.2 Students who have applied for graduation but do not successfully complete all their academic requirements by the end of the intended graduation semester/term must reapply for graduation for the following cycle.
- 16.3 In order to be awarded a degree, a student shall:
 - (i) complete the minimum credit unit requirements for the degree;
 - (ii) achieve a CGPA of 1.70 or above; and
 - (iii) fulfil other requirements stipulated in the University's regulations and procedures.

17. Conferment and Classification of Awards

- 17.1 The University offers the following undergraduate degrees with honours: Bachelor of Arts, Bachelor of Arts and Science, Bachelor of Business Administration, Bachelor of Engineering, Bachelor of Laws, Bachelor of Science, and Bachelor of Social Sciences.
- 17.2 The degree awarded to students will be determined by the student's home major. The award title to be shown on the student's award certificate will be the degree and the major. If a student has completed a double major, the home major and the second major will be shown on the award certificate in sequence. For students who have completed a double degree, the two degree designations will appear on one award certificate.
- 17.3 University awards are classified by the relevant College/School Examination Board, which makes a recommendation to Senate for the conferment of awards

- 17.4 The University grants bachelor's degree awards with the following classifications:
 - (i) First Class Honours
 - (ii) Upper Second Class Honours
 - (iii) Lower Second Class Honours
 - (iv) Third Class Honours
 - (v) Pass
- 17.5 The various classifications are based on the CGPAs. The general guidelines are as follows:

Classification of Award	<u>CGPA</u>
First Class Honours	3.50 or above
Upper Second Class Honours	3.00 - 3.49
Lower Second Class Honours	2.50 - 2.99
Third Class Honours	2.00 - 2.49
Pass	1.70 - 1.99

- 17.6 The above guidelines also apply in determining the classification of awards for a double degree, and the classifications to be awarded should be endorsed by both the College/School Examination Boards concerned.
- 17.7 In all cases of classification of awards, the CGPAs cited above are indicative. The Examination Board has the right, upon the recommendation of the respective academic unit, to make exceptions in the application of the indicative GPAs.
- 17.8 College/School Examination Boards classify awards with regard to, but not necessarily in strict conformity with, a student's CGPA.

Academic Regulations for Taught Postgraduate Degrees

Glossary

Academic The official academic record of a student's studies at the University,

Transcript including grades assigned for courses.

Academic Unit An academic unit refers to an academic department, college or school. A

student's home academic unit is the department/college/school offering

the programme in which the student is enrolled.

Academic Year/ The academic year is a period of twelve months starting normally in Semester/Term

September of each year. The academic year is divided into two Semesters

and a Summer Term

Assessment The tests, coursework, examinations and other activities used 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 Exemption Students may be granted an exemption from specific courses based on

prior studies. Credit units are not earned for an exempted course.

Course Leader A Course Leader is appointed by the Head or Dean of an academic unit

for each course offered by the academic unit with responsibility for the

delivery and 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 based on specific courses that are 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.

Dean Dean refers to Deans and other equivalent posts.

Enrolment On entry to the University, students are enrolled in a programme of study.

Equivalent courses are those where there is sufficient overlap in Equivalent Course

> 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 making decisions on students'

academic standing, 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 those where there is sufficient overlap in their content to make it inappropriate for students to earn credit units for more

than one of the courses. Students will be restricted from registration in a

course when they have earned credit units for an exclusive course.

Grade Point The GPA is obtained by adding all the quality points (i.e. grade points Average (GPA) multiplied by the number of credit units) for all courses taken by the

student during a specified period of time, and then dividing the result by the total number of credit units taken. All course grades, unless excluded as approved by Senate, are included in the calculation. The GPA calculation shall not be rounded. Any digits after the second digit to the

right of a decimal point shall be truncated.

When calculated for all courses taken at the time of calculation, it is known as the Cumulative GPA (CGPA). When calculated for a given

semester, it is known as the Semester GPA (SGPA).

Graduation Date Each academic year has three graduation dates as set by Senate for the

graduation of students who have completed requirements for awards as

determined by the College/School Examination Board.

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 IP, I, S, TR, Z,

AU, X and WD 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 compulsory 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.

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 academic

unit for a student, replacing the required course.

Taught A student enrolled for a Postgraduate Certificate, Postgraduate Diploma,

Postgraduate or Master's Degree.

University City University of Hong Kong

University Award An award of the University approved by Senate on completion of

specified programme requirements.

University Requirement

A requirement set by Senate, irrespective of programme.

Working Days Mondays to Fridays, excluding Saturdays, Sundays and public holidays

and excluding a day throughout or for part of which a black rainstorm warning or Typhoon Signal Number 8 or above is issued by the Hong

Kong Observatory.

Academic Regulations

These Academic Regulations are made by Senate to govern student progress leading to taught postgraduate awards approved by Senate. Regulations concerning courses and related arrangements also apply to exchange and visiting students. Regulations for studies leading to awards of bachelor's degrees and associate degrees, MPhil, PhD, and Professional Doctorates are published separately.

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

The Regulations are supplemented by information on administrative procedures and about particular programmes to be found on 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 is based on academic performance and other relevant criteria. The University does not discriminate on the grounds of age, gender, sexual orientation, nationality, race, social or ethnic origin, family status, or disability.
- 2.2 To be eligible for admission, the applicant must satisfy the general entrance requirements as specified by Senate and the academic unit's 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 decisions on the admission of applicants are final.

3. Enrolment

- 3.1 On entry to the University, students are enrolled in a specific programme of study, 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 apply for changing their programme of study according to the procedures stipulated 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 leave of absence may not be less than one full semester, and may not accumulate to more than four semesters. Applications for leave of absence should be submitted for approval by the Head of the home academic unit.

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 Credit units for transfer are normally assigned with respect to specific courses for work equivalent in content and standard.
- 5.5 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 credit units and grades earned from lower level awards within the same programme may count toward the higher award level being pursued and in the calculation of a student's GPA.
- 5.6 The following applies to credit transfer (i) between different taught postgraduate programmes at the University and (ii) 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 credit units for the award being pursued.
 - b) Grades from the transferred credit units may be counted in the calculation of a student's GPA for the award being pursued.
- 5.7 Transferred credit units must have been earned no earlier than eight years before the date of enrolment at the University. Individual academic units may stipulate a more stringent requirement for transferred credit units, as deemed appropriate.
- 5.8 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 of both the course-offering academic unit and the home academic unit. Approved late drop of a course will be represented by an X grade.
- 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 studies should apply for a leave of absence no later than the end of the course add/drop period.
- 6.7 Students will be restricted from registration in a course when they have earned credit units for an exclusive course.
- 6.8 Students who have met all the requirements to graduate from a programme or have reached their maximum period of study cannot register for further courses in subsequent semesters/terms

7. Maximum and Minimum Credit-Unit Load

- 7.1 In each semester, except the Summer Term, full-time students must register for at least twelve but not more than eighteen credit units; part-time students must register for not more than eleven credit units; and combined mode students must register for not more than eighteen credit units.
- 7.2 In the Summer Term, students may register for courses but the total load must not exceed 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 Head of the home academic unit.

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

- 8.2 If a student applies for change of study mode or 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 studies beyond the maximum study period will not be granted.
- 8.5 A student whose studies have 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 withdrawal or termination of studies (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 academic unit.

9. Grading of Courses

9.1 Courses are graded according to the following schedule:

Letter Grade	Grade Point	Grade Defin	itions	
A+	4.3	Excellent:	Strong evidence of original thinking; good	
A	4.0		organization, capacity to analyze and	
A-	3.7		synthesize; superior grasp of subject matter evidence of extensive knowledge base.	
B+	3.3	Good:	Evidence of grasp of subject, some evidence	
В	3.0		of critical capacity and analytic ability;	
В-	2.7		reasonable understanding of issues; evidence of familiarity with literature	
C+	2.3	Adequate:	Student who is profiting from the university	
C	2.0	-	experience; understanding of the subject;	
C-	1.7		ability to develop solutions to simple problems in the material.	
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.	

9.2

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.
Oper	ational Grades	
IP	In Progress	An IP grade is shown where students will register for the same course in subsequent semesters to complete the assessment of the course.
Ι	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 "1" grade is assigned, the Assessment Panel will approve a schedule for the completion of work, or a supplementary examination. An "1" grade will be converted into an "F" grade four weeks after the "1" 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.
TR	Credit Transfer	Assigned when a student is granted transferred credit units for the course.
Z	Exemption	Assigned when a student is exempted from the course.
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.
X	Late Drop	Assigned when a student is permitted to drop the course after the add/drop period prescribed by the University.
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.

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, Z, AU, X and WD do not earn credit units.

- 9.3 Grades of P, IP, I, S, TR, Z, AU, X and WD are not counted in the calculation of a student's CGPA. Grades of F are counted, unless the fail is recovered under AR12.4.
- 9.4 Grades of P, IP, I, S, TR, Z, AU, X and WD are not counted in the calculation of a student's SGPA.

10. Illness or other Circumstances Related to Assessment

- 10.1 A student who believes that his/her ability to attend an examination, or in-course assessment with a weighting of 20% or above, has been adversely affected by circumstances beyond his/her control must submit the case, with documentary evidence, to his/her home academic unit following the procedures stated on the University website, as soon as possible and no later than 5 working days of the scheduled date for completing the affected examination or assessment.
- 10.2 The home academic unit of the student will investigate the case, in consultation with the course-offering academic unit. Only compelling reasons such as illness, hospitalization, accident, family bereavement or other unforeseeable serious personal or emotional circumstances will be considered. The decision of the home academic unit is final.
- 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 academic unit 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.

Informal Resolution

- 11.2 For review of course grades via informal resolution, the Course Leader will consider requests on grounds of administrative error in recording or calculating the mark or result, or other circumstances that impact the course grade awarded.
- 11.3 A student should contact the Course Leader within 5 working 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 13 working days following the announcement of grades by the University.
- 11.6 Other than disagreement with the academic judgement of Course Leaders which does not constitute valid grounds for formal review by virtue of AR 11.7, if the student's concerns regarding course grades as stipulated in AR 11.2 cannot be resolved by informal means.

the student may seek resolution via the formal procedures outlined below. However, informal review is not a prerequisite for the formal procedure.

Formal Procedures for Review

- 11.7 Disagreement with the academic judgement of Course Leaders does not constitute valid grounds for formal review. For formal review of course grades, only requests with the following grounds will be considered:
 - 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 that the student was unable to bring them 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 22 working 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 the 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 the 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 the Centre, there is no prima facie case, then the request will be dismissed and the decision conveyed to the student no later than 32 working 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 the Centre, there is a prima facie case, then he/she will refer the matter to the College/School/Centre Grade Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of course grade on the basis of the information and documents provided by the student and other information available to the Committee. 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/Centre 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 the Centre with a brief statement of the reasons for the decision. The decision should be conveyed to the student no later than 54 working 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/Centre Grade Review Committee on the basis of procedural irregularity in the review process within 10 working 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 normally no later than 10 working 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 the Academic Review Committee for consideration.
- 11.15 If the 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 Academic Review Committee any decisions taken on cases referred via this procedure.
- 11.16 The Academic Review Committee should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing normally no later than 27 working days following receipt of the appeal case by the Dean of Graduate Studies and is final.
- 11.17 The College/School/Centre Grade Review Committees will submit a report of formal requests for review of course grades considered to Senate via the Quality Assurance Committee annually. The Academic Review Committee will submit an annual report to 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 should seek 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 academic unit, and will not be permitted to register in courses in the following semester without the approval of the academic advisor. The home academic unit may also require students on Probation to take a reduced credit unit load in the following 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 from 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) as appropriate.
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 academic unit.

12.2 In accordance with the following rules approved by Senate, a decision on academic standing is made for all students at the end of each semester/term:

From	То	CGPA
Good standing	Good standing	> 1.99
	Academic warning	> 0.99 but < 2.00
	Review	< 1.00
Academic warning	Good standing Review	> 1.99 < 2.00
Probation/Academic	Good standing	> 1.99
suspension	Review	< 2.00

12.3 In making decisions on students' academic standing, the Examination Board has the right, upon the recommendation of the students' home academic unit, to make exceptions from the above rules.

Repeating Courses to Improve Grades

12.4 Unless otherwise specified, students may repeat a course, or an 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 academic transcript, but only the final grade earned will be included in the calculation of the student's CGPA.

12.5 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 on the University website.
- 13.2 Credit units earned for courses at a level below the postgraduate programme 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 of a programme cannot be completed, a "substitute" course may be approved by the home academic unit 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 withdraw from 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 following graduation date.

Classification of Awards

13.10 The University grants Master's Degree/Postgraduate Diploma/Postgraduate Certificate awards with the following classifications:

- (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 The various classifications are based on the CGPAs. The general guidelines* are as follows:

Classification of Award	CGPA
Distinction	3.5 or above
Credit	3.2 - 3.49
Pass	2.0 - 3.19

- 13.13 In all cases of classification of awards, the CGPAs cited above are indicative. The Examination Board has the right, upon the recommendation of the respective academic unit, to make exceptions in the application of the indicative GPAs.
- 13.14 College/School Examination Boards classify awards with regard to, but not necessarily in strict conformity with, a student's CGPA.

14. Withdrawal of Studies

Students who wish to withdraw from studies should submit a withdrawal notification to the University. Withdrawal will normally take effect from the date of submission of the notification. However, notification submitted during or after the examination period will take effect only from the following semester/term.

15. Termination of Studies

- 15.1 The University has the right to terminate a student's studies for failure to maintain satisfactory academic progress as determined by the Examination Board or to comply with the policies and procedures of the University.
- 15.2 For termination of studies due to academic reasons, students may apply for readmission to continue their studies, with readmission to any programme occurring no earlier than one academic year after the termination. Upon readmission after termination of studies, students may be given the opportunity for one additional course repeat in each failed course to recover failure(s) as appropriate.

^{*} Unless otherwise specified, the general guidelines on standard CGPA banding for classification of awards only apply to students admitted or transferred to a new programme in Semester A 2010/11 and thereafter.

16. Review of Examination Board Decisions

16.1 Requests for review of an Examination Board's decision on academic standing or final award are governed by AR16. The academic judgement of the Board shall not be subject to review.

Informal Resolution

- 16.2 For review of an Examination Board's decision via informal means, the University will only consider requests on grounds of administrative error in recording, transcribing, or reporting of the result.
- 16.3 A student should attempt to resolve the matter informally by contacting the Programme Leader within 5 working days of the publication of the academic standing or final award by the University through the University administrative information system. However, informal review is not a prerequisite for the formal procedure.
- 16.4 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 the academic unit 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.
- 16.5 The decision on the informal review will be communicated to the student by the Programme Leader no later than 8 working days following receipt of the formal request for review.

Formal Procedures for Review

- 16.6 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 that the student was unable to bring them to the attention of the Board prior to its deliberations for valid reasons.
- 16.7 Students may submit a formal request in writing to the Dean of Graduate Studies within 22 working 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.
- 16.8 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 10 working days following receipt of the request. The decision of the Dean of Graduate Studies to dismiss the request for review is final.

- 16.9 If, in the view of the Dean of Graduate Studies, there is a prima facie case, he/she will refer the matter to the Academic Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of Examination Board's decision on the basis of the information and documents provided by the student and other information available to the Committee. The Committee will record its proceedings and resolutions.
- 16.10 If the 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 Academic Review Committee any decisions taken on cases referred via this procedure.
- 16.11 The decision on the formal review will be conveyed to the student in writing no later than 22 working days following receipt of the formal request for review.

Appeal Procedures

- 16.12 Formal requests for review of the Examination Board's decisions should normally be resolved by the 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 10 working days following receipt of the decision regarding the formal review. Appellants should clearly indicate the grounds for appeal and provide evidence in support of the appeal.
- 16.13 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.
- 16.14 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 22 working days following receipt of the appeal and is final.
- 16.15 The Academic Review Committee will submit a report of formal requests for review of Examination Board decisions and of appeals cases received to Senate via the Quality Assurance Committee annually. The Provost will submit an annual report to 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 and Study Period	Full-time	Part-time
MPhil	2 years	4 years
PhD (students with a research master's degree or a master's degree with a thesis/project/dissertation before admission)	3 years	6 years
PhD (students without a research master's degree nor a master's degree with a thesis/project/ dissertation before admission)	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.
- 8.5 The "Academic Regulations for Taught Postgraduate Degrees" stipulated by the University with respect to grading of courses, illness or other circumstances related to assessment, review of course grades and repeating course to improve grade shall apply to the coursework assessment of research degree students.
- 8.6 Except for the thesis component, the "University Assessment Policy and Principles for Taught Programmes" with respect to assessment policy, principles and procedures shall apply to the research degree programmes.

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)

Two examiners, of whom at least one must be an 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 <u>thesis</u> 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:
- 3.1.1 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.
- 3.1.2 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 45 credit units consist of taught component and Independent Work. The minimum requirements are as follows:
 - Taught component: at least 15 credit units for candidates who possessed an acceptable/relevant master's degree, or at least 21 credit units for candidates who do not possess a master's degree
 - Independent Work: at least 21 credit units
- 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; combinedmode 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 for Taught Postgraduate Degrees" 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 Related to Assessment

Except for the Independent Work, the "Academic Regulations for Taught Postgraduate Degrees" stipulated by the University with respect to illness or other circumstances related to assessment, shall apply to professional doctorate degrees.

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 for Taught Postgraduate Degrees" of the University.

13. Assessment Policies

Except for the Independent Work, the "University Assessment Policy and Principles for Taught Programmes" with respect to assessment policy, principles and procedures shall apply to the professional doctorate programmes.

14. Fees

- 14.1 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.
- 14.2 Individual programmes may charge other fees, as approved by the University. Such fees are normally non-refundable, unless otherwise specified.
- 14.3 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.

15. Supervision — Qualifying Panel

15.1 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.

- 15.2 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.
- 15.3 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.

16. Submission of Reports

- 16.1 Annual Progress Report
- 16.1.1 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.
- 16.1.2 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.
- 16.2 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.

17. 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.

18. Medium of Instruction/Assessment of Independent Work

- 18.1 Students should write and present their Independent Work in English, unless they give very strong justifications for using another language.
- 18.2 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.

18.3 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.

19. Panel of Examiners

- 19.1 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)
 - · Two examiners, of whom at least one must be an external examiner
 - The supervisor of the student
- 19.2 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.
- 19.3 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.
- 19.4 The supervisor, with the consent of the student concerned, may invite other qualifying panel members to join the oral examination as observers.

20. Independent Work Assessment and Oral Examination

- 20.1 Submission of Independent Work
- 20.1.1 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.
- 20.1.2 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.
- 20.1.3 Students must submit Independent Work for examination by the end of their maximum study period or the stipulated study period.
- 20.1.4 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
- 20.1.5 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.

20.2 Examination of Independent Work

- 20.2.1 The examination of Independent Work should include an oral examination, and any other assessment arrangements that may be required by the Panel of Examiners.
- 20.2.2 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 18.1 to use another language to write and present their Independent Work.
- 20.2.3 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.

20.3 Examination Results

- 20.3.1 Students who have satisfied all the requirements for the degree will be recommended for the award by the Panel of Examiners.
- 20.3.2 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.
- 20.3.3 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.
- 20.3.4 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.
- 20.3.5 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.

20.4 Re-examination

- 20.4.1 A student must pay a re-examination fee to sit for a second oral examination, pursuant to the examination result stipulated under Regulation 20.3.3.
- 20.4.2 The Panel of Examiners for the re-examination should be the same as for the first examination, unless otherwise recommended by the College.

20.4.3 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.

20.5 Bound Theses on Independent Work

Students should submit both printed (one properly bound copy) 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.

21. Appeal Relating to Independent Work

- 21.1 Students may make an appeal in writing to SGS on matters relating to their Independent Work.
- 21.2 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.
- 21.3 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.
- 21.4 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.

22. Award of Professional Doctorate Degree

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

23. 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.

24. Suspension of Study

- 24.1 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.
- 24.2 If students under suspension still cannot fulfil the University's requirements by an extended deadline, their study will be terminated.
- 24.3 For suspended students whose status is subsequently reinstated:
 - Fees, once paid, will not be refunded;
 - The study period will be extended accordingly.

25. Termination of Study

- 25.1 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.
- 25.2 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 both sides of the paper. 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 the following wordings as far as possible:
 - 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 2013
 - 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.

Principles, Policies, and Practices for Quality Education

Principles, Policies, and Practices for Quality Education

I. Principles for Quality Education

- City University of Hong Kong is committed to the provision of a high-quality education and learning experience for all its students.
- 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

- 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".
- 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

- 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.
- 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

- 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).

^{* &}quot;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.
- 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

- 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.
- 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

 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)

- 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 and Learning

- 1. Evaluation of the teaching and learning experience is as important as any other evaluation procedure within the university's management and quality assurance framework.
- City University of Hong Kong is committed to undertaking regular university-wide evaluation of the teaching and learning experience using student and other stakeholder feedback, for a range of purposes including:
 - to improve teaching and learning quality;
 - · to formulate active and effective teaching practices;
 - to provide information in regard to staff development needs; and
 - to evaluate staff performance to make personnel decisions.
- 3. Evaluation instrument(s), fit for purpose, cost effective, and sufficient to provide an accurate overview of the quality of teaching and learning experience, should be adopted centrally as university-wide instruments for all courses.
- 4. Online evaluation should be adopted whenever possible to streamline workflow and ensure data integrity. Data derived from evaluation will be used in an appropriate manner to protect the anonymity of students who have participated in the evaluation process.
- 5. Heads of Department are responsible for:
 - ensuring regular evaluation of the teaching and learning experience is conducted within their departments using University recognized evaluation instrument(s);
 - analyzing evaluation data and initiating follow-up actions, in consultation with the concerned faculty/teaching staff where appropriate;
 - ensuring that students and staff are informed in a timely manner of the results and improvements and/or changes made arising from the evaluation of the teaching and learning experience.

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:

- 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.
- 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.
- 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

- 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 skillbuilding 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.
- 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:

- 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.
- 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.
- 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.
- 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 — The Evaluation of Teaching and Learning (Please refer to Section E — The Evaluation of Teaching and Learning, Policies for Quality Education)

- 1. Evaluation of the teaching and learning experience is as important as any other evaluation procedure within the university's management and quality assurance framework.
- City University of Hong Kong is committed to undertaking regular university-wide evaluation of the teaching and learning experience using student and other stakeholder feedback, for a range of purposes including:
 - to improve teaching and learning quality;
 - to formulate active and effective teaching practices;
 - to provide information in regard to staff development needs; and
 - to evaluate staff performance to make personnel decisions.
- Evaluation instrument(s), fit for purpose, cost effective, and sufficient to provide an accurate
 overview of the quality of teaching and learning experience, should be adopted centrally as
 university-wide instruments for all courses.
- 4. Online evaluation should be adopted whenever possible to streamline workflow and ensure data integrity. Data derived from evaluation will be used in an appropriate manner to protect the anonymity of students who have participated in the evaluation process.
- 5. Heads of Department are responsible for:
 - ensuring regular evaluation of the teaching and learning experience is conducted within their departments using University recognized evaluation instrument(s);
 - analyzing evaluation data and initiating follow-up actions, in consultation with the concerned faculty/teaching staff where appropriate;
 - ensuring that students and staff are informed in a timely manner of the results and improvements and/or changes made arising from the evaluation of the teaching and learning experience.

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

With the rise in the University's academic quality and the parallel development of the University's Quality Assurance (QA) system, the role of CityU's External Academic Advisors (EAAs) is evolving. While the primary role of our EAAs is advising on programmes/majors and their

quality, increasingly the University intends EAAs to add value in areas such as recruiting of high quality faculty and students, faculty mentoring, global networking, and strengthening of the CityU brand. The selection of EAAs, as well as their scope of activities and reporting, should reflect this enhanced role. Thus, academic units (AUs) are encouraged to apply the following guidelines in the engagement of EAAs.'

Principles

- EAAs should contribute to the strategic growth of AUs and the university as a whole, rather than predominantly focusing on operational matters.
- AUs are expected to ensure that their EAAs have substantial experience, expertise, and high
 academic standing relating to the assessment of the programme(s)/major(s) offered by the AU.
 They should be active, leading scholars in their disciplinary field. (See Guidance Note for the
 Selection of External Academic Advisors at http://www.cityu.edu.hk/qac/external_academic_
 advisor.htm).
- EAAs should collectively represent diversity across, for example, national origin/ethnicity, educational system, and gender.

Appointment

- 4. Deans will oversee the EAA appointments for their colleges or schools to ensure effectiveness of EAA selection.
- 5. AUs may appoint one EAA for the entire AU, or one EAA for each programme/major.
- 6. Appointments shall normally last for three years. New EAAs should typically be chosen every three years so as to invite new perspectives. With strong justification, an EAA can serve a second consecutive three-year term for a maximum period of six years of service.

Role

- While the principal role of EAAs is to assist AUs in maintaining the international standards
 of their programmes/majors, AUs are expected to seek their advice on matters related to
 research, as well.
- 7.1. Programme/major advising

EAAs should:

- Provide advice to the AU on the design, content and organization of the programme/ major and its ability to achieve the intended learning outcomes in terms of current knowledge and understanding, subject-specific skills, professional skills, and preparation for employment or further study. A specific focus should be placed on the alignment of the programme/major with CityU's Discovery-enriched Curriculum®.
- Review evidence concerning students' achievements of intended learning outcomes and advise on strengths and weaknesses, based on the evidence.
- Provide advice on how to enhance the programme's/major's international competitiveness (e.g., uniqueness, standards of teaching and learning,

- innovativeness of delivery, academic staff qualifications) and its positioning relative to worldwide and regional developments in education and labor markets.
- Advise on the overall standard of student performance and learning accomplishments.

7.2. "Value added" advising

EAAs should:

- · Advise the AU line manager on potential faculty candidates.
- Recommend to the AU individuals for PhD study, Hong Kong Fellowships, and/or Graduate Teaching Assistantships.
- Provide advice to the AU line manager on early career faculty, their international competitiveness, and professional development opportunities.
- Suggest strategies to the AU for strategic (re-)direction of the academic programme(s)/major(s), development of new programmes/majors, and mechanisms to increase the recognition and branding of the AU's academic offerings.

Work of External Academic Advisors

- 8. Work Plan. AUs should establish a plan of work for the EAA to cover: the scope of review 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.
- 9. Visits. EAAs should normally visit the AUs once every three years, but Deans have the discretion to determine visiting cycles. AUs are strongly encouraged to invite EAAs early in the relationship so as to familiarize the EAA with the University's teaching and learning environment and to help EAAs contextualize academic activities. Visits will be even more important for EAAs unfamiliar with Hong Kong. Visits should be carefully planned and allow the EAA to communicate with a broad range of AU stakeholders. Visits should end with a briefing to the line manager of the AU and the Associate Provost (Quality Assurance).
- 10. Data collection. AUs should provide EAAs with the relevant information to enable a comprehensive, unbiased, and in-depth analysis of the relevant programme/major. This may include programme/major and course documents (e.g., annual programme report, programme document, Forms 2b), a range of assessment tasks and their results, and grade distributions. Evidence should include documentation of discoveries/inventions/creative projects and information that reflects international competitiveness and employability of students, including information on exchanges, internships, and employer feedback.
- 11. Context and briefing of EAAs. EAAs should be adequately briefed. AUs should make available
 - Senate policy and guidelines relating to the assessment of students;
 - University Academic Regulations;
 - Reports of previous EAAs, with the responses to these reports.

Reporting

- 12. Sharing of findings. EAAs will principally share their findings through written reports. At the same time, AUs are encouraged to maintain an active dialog with EAAs to seek advice on "value added" aspects of the advisory role. Furthermore, AUs are encouraged to capture the EAAs feedback through face-to-face communication with key AU stakeholders during the EAA's visit. A frank and analytical tenor of discussions and reporting is expected.
- 13. Report. The report of the Advisors should have two sections. Section 1 should consist of the EAA's qualitative assessments of the programme/major under advisement, focusing on the main areas as outlined. Section 2 should provide a signed assurance that the academic standard of assessment in the area of the EAA's responsibility is being maintained. This assurance may be unqualified, or qualified. When a qualified assurance is provided, EAAs are asked to note these qualifications.
- 14. Distribution. AUs should arrange for the reports of EAAs to be forwarded to the relevant line manager as early as possible, but no later than at the end of each academic year. Since reports from EAAs are essential inputs for staff seeking to maintain the quality and level of assessment of courses, they should be made widely available to academic staff, especially programme leaders. To close the reporting loop, reports should also be made available to the relevant Dean and the Associate Provost (Quality Assurance).
- 15. Feedback and response to recommendations. AUs should take action in response to recommendations made by the EAA. Action plans, actions, and outcomes should be reported back to the EAA.

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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Chapter 2 General Assessment Policy and Principles

Chapter 3 Roles and Responsibilities

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Chapter 5 Assessment Criteria and Grade Descriptors

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Chapter 7 Late Submission of Assessment Tasks

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

Chapter 9 Marking/Grading

Chapter 10 Moderation

Chapter 11 Feedback and Retention of Students' Work

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Chapter 13 Academic Honesty and Penalties for Breach

Chapter 14 Mitigation and Review

Chapter 15 Classification of Award

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 has been partially launched in 2010/11 and will be 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 covers policy statements and principles in Chapters 3 and 15, while all other chapters will be implemented starting from 2011/12.

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

ARRO handles student record matters relating to Bachelor's Degree and Associate Degree students.

Records Office ("ARRO") Degree and

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

Course

SGS handles student record matters relating to taught Postgraduate, Professional Doctorate and Research Degrees.

Graduate Studies ("SGS") Postgraduate, Pro

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")

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

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

AR8.3, or AR11.3.

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 minor)

The structured grouping of courses in the major, minor or degree upon which the student is enrolled.

The member of the academic staff in overall charge of the

Programme Leader (includes Leaders for Majors, Leaders for Minors)

delivery of the structured grouping of courses in the major or minor or degree of the academic programme in which students

are enrolled.

Rules on 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.

Working days

Mondays to Fridays, excluding Saturdays, Sundays and public

holidays.

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

- 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
- 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.
- 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.
- 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

- Heads of Department are responsible for ensuring that the City University assessment policy and procedures are observed and implemented.
- 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.
- 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-todate 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).
- Reports to the Assessment Panel on any changes (including corrections of typos) or errors on the examination questions made/identified during examination.
- 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

- 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.
- 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

- 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.
- 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 Outcomes Based Teaching and Learning (OBTL). Assessment criteria should be developed for each assessment task, including group work and peer assessment, and distributed to students before an assessment activity.
- 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+ A A-	4.3 4.0 3.7	Excellent:	Strong evidence hof original thinking; good organisation, capacity to analyse and synthesise; superior grasp of subject matter; evidence of extensive knowledge base.	
B+ B B-	3.3 3.0 2.7	Good:	Evidence of grasp of subject, some evidence of critical capacity and analytic ability; reasonable understanding of issues; evidence of familiarity with literature.	
C+ C C-	2.3 2.0 1.7	Adequate:	Student who is profiting from the university experience; understanding of the subject; ability to develop solutions to simple problems in the material.	
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 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

- 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.
- 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.
- 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.
- No changes (except for corrections of tyops) should be made on the examination questions during examination. Course Leader is required to report to the Assessment Panel if there are any changes made unavoidably.

- 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 Assessment tasks are designed to align with the course intended learning outcomes to provide evidence on how well each student has achieved the intended learning outcomes. Such evidence could be provided by groupwork, case studies, assignments examinations laboratory work, peer assessment and reports, practicals, practicum etc. The choice of assessment tasks should relate directly to the course intended learning outcomes.
- 6.4 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.
- 6.5 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.
- 6.6 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.
- 6.7 Care should be taken to ensure that assessment tasks and procedures do not disadvantage any group or individual.
- 6.8 Assessments, particularly take-home assessments and examination questions should not be re-used in their original form as this unfairly advantages successive students.
- 6.9 Course leaders have the responsibility to ensure that assessment and examination questions are not re-used in their original form, and no changes (except for corrections of typos) to the examination question should be made during examination.

Groupwork

- 6.10 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.
- 6.11 Groupwork assessments used for summative purposes must clearly define the expected achievement and the marking criteria for students within the group.
- 6.12 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.
- 6.13 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.
- 6.14 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

- 6.15 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
- 6.16 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
- 6.17 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.
- 6.18 Assessment of courses should not be based entirely on peer assessment.

Examination

6.19 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.

6.20 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 should 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

- Security and confidentiality of all examination materials is essential to the integrity and credibility of the examination process.
- Heads of Departments have the responsibility to ensure the security and confidentiality of all examination materials, including examination answer books.
- Preparation, handling, storage, printing and transportation of examination materials must be conducted with due regard to security and confidentiality.
- 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 Advisors 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 Advisors 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

- 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.
- Marks will only be awarded to legible assessment tasks. Students will not be permitted to rewrite 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, seminars and/or tutorials.

Chapter 10 Moderation

Policy Statements

- 1. Moderation of all assessment tasks is an essential component of acquired best practice.
- Information on departmental policies on the moderation of assessment tasks, marks and grades must be published to students and academic staff.
- 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 Advisor. (Guidance on the role of the EAA: www.cityu.edu.hk/qac/ppp/QE_guide_G.htm)

Chapter 11 Feedback and Retention of Students' Work

Policy Statements

Feedback

- 1. Timely feedback must be provided on all assessment tasks.
- 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

- 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.
- 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 Assessment Panel for the course 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. Students who would like to receive a copy of their marked examination script are encouraged to follow tht data access procedure prescribed in the City University's Code of Practice on Personal Data (Privacy) Issues.
- 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 Assessment Panel for the course to which the work relates where the Head of Department considers retention is necessary and/or appropriate, for example in relation to professional accreditation. City University's Code of Practice on Personal Data (Privacy) Issues should be adhered to where students' work, or copies of that work, is retained.

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 Code of Practice on Personal Data (Privacy) Issues – (version 9, May 2013).

Chapter 12 Assessment: Students with Disabilities

Policy Statements

- 1. Disabled students must not be disadvantaged.
- 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.

- Students must have the opportunity to disclose a disability throughout their programme of study.
- Disabled students' assessment tasks must be marked in the same way as the assessment tasks of other students.

- 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.
- 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.

- 13.1 The City University of Hong Kong Rules on Academic Honesty are clearly set out on http://www.cityu.edu.hk/provost/academic_honesty/rules_on_academic_honesty.htm 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.
- 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

- 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.
- 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.
- 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

- 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



Form R18 (9/2012)

Academic Regulations and Records Office

Tel No.: (852) 3442 2300 Fax No.: (852) 3442 0270 On-line enquiry form: www6.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 facility centres and academic units of the University for offering of assistance to disabled students and for statistical purpose. The Academic Regulations and Records Office (ARRO) will co-ordinate the collection of such information and make appropriate referrals to the teaching academic unit, 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 academic units may contact you further to discuss the services and assistance they can offer.

After completing the form, please return it with medical confirmation or other supporting documents to the ARRO Service Centre. For special arrangement in examination and assessments, this questionnaire must reach ARRO before the end of Week 2 of Semester A/B or Summer Term, otherwise special arrangement will not be provided. Thank you for your co-operation.

Student Name:		Name:	Student No.		
Day time Telephone No.:		e Telephone No.:	CityU E-mail Address:		
Pro	Programme Code:		Major Code:		
1.	Wh	at is your disability? (Please select the most	suitable description)		
		Autism (AU)			
		Attention Deficit/Hyperactivity Disorder (D	DA)		
		Colour Blind (CB)			
		Hearing Impaired (HI)			
		Mental Illness (MI)			
		Physical Disability (PH)			
		Specific Learning Difficulties (SL)			
		Speech Impaired (SI)			
		Visceral Disability (VD)			
		Visually Impaired (VI)			
		Others, please specify:			
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?				

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4.	Do	you need assistance or special equipment in your studies and in completing course assignments?
5.		you envisage any activities in your study programme that you cannot attend, such as field trips, laboratory rk, etc.?
	_	
6.	Do	you need special arrangements for examinations? (Please tick the appropriate box(es))
		Taking the examinations in a separate room
		Allowing extra examination time? Please specify:
		Providing additional or special equipment, please specify:
		Allowing rest breaks? (not to be counted in examination time) Please specify: Others, please specify:
	_	Signature of student Date
Para "De	agrap parti essm	ome Academic Unit's Use only) th 12.5 of the "University Assessment Policy and Principles for Taught Programmes" states that ments, in consultation with the Student Development Services, should make justifiable adjustments to ent procedures to ensure that disabled persons have an equality of opportunity when undergoing ents." Students' home academic units are required to determine such arrangements for individual disabled
		and then notify ARRO. The arrangements will apply to all courses during the student's study.
Spe		arrangements approved for the student:
		Taking the examinations in a separate room
		Allowing extra examination time? Please specify: Providing additional or special equipment, please specify:
	Allowing rest breaks? (not to be counted in examination time) Please specify:	
		Signature of Head of Home Academic Unit Date



(09/2012)

Chow Yei Ching School of Graduate Studies Taught Postgraduate Student Records Service Counter Unit 6B, Block 1, To Yuen Building, 31 To Yuen Street Tel No.: 3442-9014 Fax No.: 3442-0337

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 academic units 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 academic unit, 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 academic units may contact you further to discuss the services and assistance they can offer.

After completing the form, please mail or fax it with relevant supporting documents to SGS at the

address or fax number indicated above. Thank you for your co-operation. Student No.: Student Name: 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? Do you need special arrangements when attending lectures? Do you need assistance or special equipment in your studies and in completing course assignments? 4. 5. Do you envisage any activities in your study programme that you cannot attend, such as field trips, laboratory work, etc.?

University Assessment Policy and Principles for Taught Programmes

6. I	Do you need special arrangements and equipment or extra time for exami	nations?	
	Signature of Student	Date	
– – – (For H	Home Academic Unit's Use only)		
"Depar assessn assessn	graph 12.5 of the "University Assessment Policy and Principles for Taugartments, in consultation with the Student Development Services, should masment procedures to ensure that disabled persons have an equality of of sments." Students' home academic units are required to determine such sled students and then notify SGS. The arrangements will apply to all courses d	arrangements for individual	
Special	ial arrangements approved for the student:		
	Taking the examinations in a separate room		
	Allowing extra examination time? Please specify:		
		· 	
	Others, please specify:		
	Signature of Head of Home Academic Unit	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, any changes made by the Course Leader on the examination questions during an examination and/or errors found on the examination questions.
- 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.
- 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.
- 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

- 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.
- To ensure that academic awards accurately reflect students' achievement of the intended learning outcomes.
- To report 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, including Programme Leaders of programmes being considered at the Examination Board's meeting

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, including Programme Leaders of programmes being considered at the Examination Board's meeting

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

[#] A quorum for the Examination Board is fifty per cent of its members. Where attendance of the Programme Leader of the programme being considered at the Examination Board's meeting is excused, the Dean shall appoint a replacement member who is familiar with the concerned programme.

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, School of Energy and Environment, and School of Law offer bachelor's degree and postgraduate studies. The 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.

Colleges, Schools and Academic Departments

College of Business

Dean: Professor Yan, Houmin BSc MA *Tsinghua*, PhD *Tor*.

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 contemporary business leaders with a global orientation and a broad understanding of the China marketplaces
- Produce innovative and relevant research that enriches the understanding and practice of business
- 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 both global excellence and local impact, promoting quality academic culture to help staff members excel, and pro-actively pursuing strategic linkages with academic and business organisations in Hong Kong, China and the world. The College consists of the departments of Accountancy, Economics and Finance, Information Systems, Management, Management Sciences and Marketing. Each department contributes to the teaching of College level programmes including the Bachelor of Business Administration (Honours) programme (BBA), the Master of Business Administration (MBA), Executive Master of Business Administration (EMBA), and the Doctor of Business Administration (DBA).

The College comprises more than 200 academic faculty and eminent scholars recruited from a wide range of countries worldwide. This diversity ensures students are exposed to 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 and throughout the world.

The College of Business excels in selected areas of research, and consistently features in the top 100 of the UT Dallas Rankings (2008-2012). According to these rankings the College is now the second-ranked business school in the grant China.

The College of Business has achieved accreditation by premier agencies including AACSB International (The Association to Advance Collegiate Schools of Business), and EQUIS (European Quality Improvement System from European Foundation for Management Development). This

recognition, including the recently granted EQUIS 5-year accreditation, places the College in a select group of Business Schools worldwide.

The College of Business delivers a wide portfolio of programmes, many serving particular market niches. The full-time BBA programme is built around a common core which lays a broad foundation for various functional areas of business, and then leads into a choice of one of 12 majors. The programme also provides a high value-added education with an emphasis on professional competence and close linkages to industry.

At the postgraduate level, the College offers 16 master's degree and one postgraduate certificate programmes designed 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's MBA, EMBA and DBA programmes present a successive path to business practitioners.

The College takes every opportunity to broaden the range of educational experience beyond the traditional classroom. The College emphasises the development of professional competencies and skills in the context of globalisation and whole personal development. Innovative approaches to learning and teaching are at the core of the College mission. The Discovery Enriched Curriculum has been introduced into all CB programmes and has its foundation the notion that every student will have the chance to make an original discovery while at City University. The international student exchange programme has made a profound impact on student diversity in the BBA cohort, contributing some 400 inbound and a further 400 outbound exchange students each year. Complementing this, the College's internship programmes offer students the opportunity to broaden their experience of the business world both in Hong Kong and overseas.

The College of Business provides state-of-the-art teaching and research facilities in the newly opened Academic 3 Building and at its core operation in Academic 1 both on the University's main campus, and also at its Centre for Advanced Business Research and Executive Education in Shenzhen.

Department of Accountancy

Head: Professor Kim, Jeong Bon BBA MBA Seoul, 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 Cheung, Yin-wong BSocSc HKU, MA Essex, PhD Penn.

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 Banking and Financial Services. The Finance programme is further divided into two streams—Finance, and Quantitative Finance and Risk Management. The Department offers four postgraduate programmes in Applied Economics, Finance, Financial Services, and Financial Engineering. In addition, the Department offers two research degree programmes: MPhil and PhD in Economics and Finance

Department of Information Systems

Head: Professor Zhao, Leon Jianliang MSc UC Davis, MSc 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 12 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: Professor Boyd, Brian BS Suffolk, MA Connecticut, PhD S. Calif.

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

Acting Head: Professor Chen, Frank Youhua

BME Tsinghua, MA (Eco) Wat., PhD (Mgt) Tor.

We are in an era where organisations 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. We ranked 43rd in the QS subject ranking in 2013.

CityU'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: Professor Su, Chenting

BS Jiangxi Normal, MA Research Inst. of Bus., PhD 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 breath (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

Dean: Professor Zang, Xiaowei

BA Xiamen, MA PhD UC Berkeley

In keeping with the mission of the University, the College of Liberal Arts and Social Sciences (CLASS) actively pursues excellence in teaching, research and scholarly activities in humanities and social sciences, and places strong emphasis on development of the whole person through a well-rounded and broad-based professional education. CLASS has six departments: Applied Social Studies; Asian and International Studies; Chinese, Translation and Linguistics; English; Media and Communication; and Departament of Public Policy.

CLASS programmes are designed to meet Hong Kong society's rising demand for corporate communicators, human service practitioners, language educators, policy planners, public administrators, urban managers, and professionals in the fields of media and communication and the creative professions. In addition to undergraduate and taught postgraduate programmes, the College also offers research degree programmes at MPhil and PhD levels. A key feature of its undergraduate education is the opportunity of international experience through student exchanges overseas, as well as study tours, language immersion and overseas internships.

The College has a robust research culture and a broad research agenda focusing on language, communication, creativity, society, government, public administration, social policy, and human service intervention. The College is highly ranked internationally for its research in both the humanities and social sciences. There are four College Research Centres: the Centre for Communication Research, Governance in Asia Research Centre, The Halliday Centre for Intelligent Applications of Language Studies and the Southeast Asia Research Centre. The academic faculty of the College come from many different parts of the world, and constitute a highly versatile, dynamic and multidisciplinary team of scholars with strong international links and professional expertise.

Department of Applied Social Studies

Head: Professor Lo, Tit-wing MPhil *Hull*, PhD *Cambridge*, RSWHK

The Department of Applied Social Studies prides itself for a long track record in offering quality teaching in academic programmes delivered by a multi-disciplinary team of staff. The mission of the Department is to offer quality education and professional training in the disciplines of Applied Sociology, Counseling, Criminology, Psychology, and Social Work, excel in these related research areas, and promote justice and betterment of life in Hong Kong, China and the neighboring societies.

The Department currently offers 10 academic programmes at both undergraduate and postgraduate levels, namely:

- 1) Bachelor of Arts (Hons) in Social Work
- 2) Bachelor of Social Sciences (Hons) in Applied Sociology
- 3) Bachelor of Social Sciences (Hons) in Criminology
- 4) Bachelor of Social Sciences (Hons) in Psychology
- 5) Bachelor of Social Sciences (Hons) in Social Work
- 6) Master of Social Sciences in Applied Psychology
- 7) Master of Social Sciences in Applied Sociology
- 8) Master of Social Sciences in Counselling
- 9) Master of Social Sciences in Psychology of Education
- 10) Master of Social Work

In addition to the above taught programmes, the Department also offers PhD and MPhil programmes which draw on various aspects in social sciences and applied research.

In line with the mission of the University to provide students with a quality education that develops their intellectual abilities by enabling them to achieve a breadth of knowledge through exposure to multiple disciplines, the Department is committed in providing a wide range of interesting, stimulating and innovative Gateway Education courses to all undergraduate students of the University.

Department of Asian and International Studies

Head: Professor Cammack, Paul BA BPhil PhD *Oxf.*

The Department's mission is to explore Asia, conducting research and teaching at the highest international levels. Our faculty generate new knowledge of socio-political, economic and cultural processes of change in Asian countries, situating these changes in the broader international context. With backgrounds in anthropology, history, political science, and sociology, the Department takes cross-disciplinary approaches to key questions about gender, the environment, globalization, international development, migration and cities, political change, religion and security. Twenty-two languages are spoken in the Department, with most academic staff conducting research in more than one language. The Department combines comprehensive undergraduate teaching with an outstanding set of postgraduate Master's and PhD programmes.

Department of Chinese, Translation and Linguistics

Acting Head: Professor Chan, Hon-suen BSocSc MPhil CUHK, MA PhD Syracuse

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, culture and heritage management.

At the undergraduate level, our department offers four Majors in its 4-year discovery-enriched curriculum: Chinese, Culture and Heritage Management, Linguistics and Language Technology, and Translation and Interpretation, and a non-Government funded BA Honours programme in Language Studies (with specialization in Chinese, Linguistics and Language Technology, Translation and Interpretation, Japanese or Korean). In addition, the Department also offers Minors in Culture and Heritage Management, 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 specialization in Language and Law, Linguistics, Translation and Interpretation, or Translation with Language Information Technology) and MA in Chinese (with specialization in Chinese Language and Literature, Chinese for Professional Purposes, or Chinese for Educational Purposes). 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), culture 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 Phonetics Laboratory of the Department was established in 1995. It serves both the teaching and research needs for undergraduate and postgraduate (MA, MPhil, and PhD) programmes of the department as well as research projects of the teaching staff. It has a collection of basic research tools for investigation of the acoustical, articulatory, perceptual, and physiological properties of speech sounds. The lab's main research interests include phonetics and typology of the sounds of Chinese dialects, phonetic explanations for sound changes in Chinese, and phonetics in second language acquisition. The lab has received a number of research grants from the Research Grants Council of the Hong Kong Government in support of research projects.

The Language and Cognition Laboratory (LCL) is established to be one of the best equipped cognitive/neurocognitive laboratories of language studies in the region, certainly the best in Hong Kong. It has all the research tools, basic as well as the advanced, and state-of-art research facilities for carrying out cognitive/neurocognitive research in various aspects of language-related human cognitive capabilities (i.e., language acquisition, adult language learning, neurolinguistics, language comprehension and language production, etc.). The lab aims to produce research results that provide essential knowledge and discoveries for language researchers to understand the universality and particularity of cognitive/neurocognitive mechanisms of language processing in Chinese, that distinguish competing language models, spanning through a wide spectrum of linguistic domains in Chinese (phonology, morphology, semantic, syntax, anaphora and pragmatic), and that implement Chinese learning environment (CSL) that optimally facilitates language learning through effective intervention techniques that lead to successful reading outcomes.

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

Acting Head: Dr Jones, Rodney Hale

BA Virginia, MFA Arkansas, MA City HK, PhD Macq.

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 in digital media, English language education, and English for specific purposes.

The Department has an international faculty with teachers from Asia, Britain, Europe, Hong Kong, New Zealand, 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 the University connects to numerous other academic fields. Undergraduate courses in English studies may be combined with a range of other subjects, including business studies, linguistics, creative media studies, and many other programmes across the University.

At the undergraduate level, the Department offers a BA (Hons) in English Studies with two streams: English for Professional Communication, and English for the Creative Professions, as well as a BA (Hons) in English for the Professions. At the postgraduate level, the Department currently offers two MA degree programmes. The first is the MA in English Studies, with one stream in Teaching English as a Second Language, a second in English for Specific Purposes, and a third stream in Literary and Cultural Studies. The second programme is a Master of Fine Arts (MFA) in Creative Writing, which has attracted a large number of international students. The Department has an active research agenda and offers a PhD programme with particular strengths in the areas of applied linguistics, digital humanities discourse studies, professional communication studies, world Englishes, Asian literature in English, and world Anglophone literature.

Department of Media and Communication

Head: Professor Servaes, Jan
BA MA PhD KU Leuven, PgDip Com Pol & Plan4Dev ISS (EUR)

Housed in the landmark Run Run Shaw Creative Media Centre, 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 of working 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.

The Department's teaching and research activities are supported with a state-of-the-art integrated and inter-compatible digital multimedia platform. It has invested more than \$30 million into infrastructural facilities that range from digital TV shooting/editing studios, 3-D Virtual TV/audio recording/advertising shooting/designing studios, to new media and eye tracking labs.

We ranked No.1 in the field of communication/media research in the last Research Assessment Exercise conducted by the Research Grants Committee of Hong Kong. The Centre for Communication Research galvanizes faculty research across disciplines. 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 Digital Television and Broadcasting
- BA (Hons) in Integrated Strategic Communication
- MA in Communication and New Media
- MA in Integrated Marketing Communication
- PhD

Department of Public Policy

Head: Professor Forrest, Ray MSocSc Birm., PhD Brist.

The Department of Public Policy (POL) is a multidisciplinary department with a multinational faculty and a strong international orientation. With faculty members graduating from many of the world's top universities and with a commitment to leading edge research and high quality teaching, it can lay strong claim to be the leading department in its field in the region.

In our teaching programmes we aim to produce public policy professionals who will emerge as leaders in a wide range of organisational contexts: public, private, non-governmental and voluntary sectors. The Department offers a full range of programmes from undergraduate, taught master, to doctoral levels. Our Undergraduate Majors include BSocSc (Hons) in Environmental Policy, BSocSc (Hons) in Public Policy, Management, and Politics and BSocSc (Hons) in Administration and Public Management (Self-funded). There are two taught master programmes, an MA Public Policy and Management and an MA Housing Studies. A new taught MA in China Studies is going to be offered in 2014–15. Graduate research is also a core academic activity in the department. The Research Degrees Studies programme takes in students for MPhil and PhD training and offers a rigorous combination of theoretical and applied studies. Across all our teaching and research endeavours there is a central interest and commitment to understanding and analyzing policy development, policy implementation and policy impacts.

Classroom learning and desk based research is, of course, just one part of university life and we seek to enhance student learning through various opportunities to broaden personal development, cultural sensitivity and applied skills. To these ends, the Department offers an expanding range of extra-curricular activities both locally and abroad, including international exchanges, overseas study tours and internships.

Our teaching and research expertise offers students at all levels a vibrant academic environment which enables them to engage creatively and critically with the key policy challenges facing the contemporary world-locally, regionally and globally. Our current research strengths encompass six core areas of Comparative Philosophy and Applied Ethics, China Studies, Environmental Policy, Politics, Public Management and Urban Studies.

College of Science and Engineering

Dean: Professor Lu, Jian

Dip Ing MSc PhD UTC, Habilitation UPMC(Paris 6), FSEM, NATF

Established in 1990, the College of Science and Engineering (CSE) has become renowned for setting a strong pace for excellence in research and teaching, while simultaneously maintaining important and mutually beneficial links with various sectors throughout Asia-Pacific. The College not only strives to provide excellent higher education opportunities, but also aspires to nurture and develop individual talent using an appropriate and applicable knowledge base that is always in touch with and fully supports ongoing social changes and economic advances.

The College benefits from an exceptional combination of integrated science and engineering facilities that enables it to bring innovative skills to teaching, learning and research. Through the cooperation of the various science and engineering units, the CSE achieves and maintains an interdisciplinary world that facilitates a high-standard learning environment.

The College continues to play an important role in helping the University maintain its prominent position in world standings by keeping research at the forefront of its approach to teaching and learning. This approach has already brought about some quite remarkable achievements: made evident by the establishment of two State Key Laboratories—specialising in the fields of millimeter waves and marine pollution, two joint laboratories with the Chinese Academy of Sciences and 12 research centres. The College is proud of the quality of its faculty, featuring local and overseas professors from all parts of the world. These professors are dedicated to moulding a bright future for their students.

On the teaching front, the College strives to instill in its students the 4 Is: an International outlook; an Interdisciplinary background; an Innovative approach, and Interpersonal skills. Our endeavours to realize the 4 Is are exemplified in the following:

- highly active collaboration among the nine science and engineering academic units;
- meaningful research opportunities for undergraduate students;
- · well-established placement schemes carefully aligned with students' major studies; and
- · worldwide academic partnerships and student exchange programmes.

Drawing on these pillars of strength, the College will continue to nurture research excellence, and to provide students with a solid foundation for their future success by cultivating their talents to the full.

Department of Biology and Chemistry

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

The Department of Biology and Chemistry is at the cutting edge of interdisciplinary research encompassing biology, chemistry and environmental science. We have been advancing teaching and research in these vital areas since 1993, contributing to the well-being and development of Hong Kong and mainland China.

The Department offers three undergraduate degree programmes: a Bachelor of Science (Honours) in Applied Biology, a Bachelor of Science (Honours) in Applied Chemistry and a Bachelor of Science (Honours) in Environmental Science and Management. These programmes focus on the application of knowledge, helping students to understand important scientific issues, current technologies and the future challenges facing Hong Kong, its immediate region and the world.

At the postgraduate level we offer a taught Master of Science in Environmental Science and Technology, and Master of Philosophy and Doctor of Philosophy research programmes in which students conduct advanced research on exciting scientific problems.

Our research is at the top of the leagues in both biology and chemistry in Hong Kong, as judged by the University Grants Committee in its latest Research Assessment Exercise. The Research Grants Council also highly commended our research activities during its most recent site visit. One of the highlights of our research since 2010 has been the leading role we have played in the establishment of the State Key Laboratory in Marine Pollution. This prestigious laboratory draws together academics from the Department and other universities in Hong Kong to conduct research on the marine environment for the benefit of China and its people.

The Department aims to develop close links with the public and industrial sectors to help meet society's needs in all of its research endeavours. From undergraduate to staff projects, we carry out research in collaboration with industry partners, government bodies and local and overseas universities with the goal of working towards a better future for all.

Department of Civil and Architectural Engineering

Head: Professor Liew, Kim-meow

BSc (Civil Eng) Mich. Tech., MEng PhD N.U.S'pore., CEng, FIMechE, FIES, FASME,

FHKIE

The Department of Civil and Architectural Engineering is one of the founding departments of City University of Hong Kong. With the ever-growing economy of Hong Kong, there is always an increasing need for infrastructure development, design and construction of new buildings so as the maintenance and refurbishment of existing buildings. To meet the growing demands, the Department offers professional programmes at both undergraduate and postgraduate degree levels. In recognition of the mission of the University, our programmes are designed with the aim of searching for academic rigour and excellence as well as upholding professional competencies. Adopting an inter-disciplinary approach, our programmes are delivered by a professional team that includes civil and structural engineers, building services and architectural engineers, construction engineers, material technologists, environmental scientists, architects, urban planners, building and quantity surveyors. Our graduates are therefore uniquely placed to serve the civil, construction and architectural industries and the society at large.

The demand on the resources of the Civil and Architectural Industry has been rapidly increasing as the government and private sectors continue to demand innovation and high quality projects be completed on time and at a reasonable cost. In addition to operations within Hong Kong itself, the industry can expect to play an increasing role in adjacent regions of the People's Republic of China, particularly in the field of Civil and Architectural Industries, under the implementation of the Closer Economic Partnership Arrangement (CEPA) between the two regions. In recent years, the Department has fostered close collaborations with universities and professional bodies both locally and in mainland China. The introduction of the four-year university programme opens the way for new concepts with focus in Discovery-enriched Curriculum and new opportunities such as innovative experimental activities and student projects to be explored. Directed towards an outcome-based teaching and learning paradigm, together with excellence in applied research, the Department pledges to succeed in its mission of 'Meeting the World's Challenges Build Tomorrow Create the Future' in the years ahead, and our faculty will constantly strive towards these goals.

Department of Computer Science

Head: Professor Kwong, Sam Tak-wu

BSc SUNY Buffalo, MASc Waterloo, PhD Fernuniversitaet

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, interactive multimedia technologies, cloud computing and big data.

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

The Department offers programmes of study at both the undergraduate level and postgraduate level to address the workplace demand for professional engineers of high caliber.

At undergraduate level, programme majors include Computer Engineering, Electronic and Communication Engineering and Information Engineering. 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. Apart from the Business Management option, the MSc programmes also provide Industrial Research option to expose students to early research experience by undertaking industrial research-led projects in companies or institutions.

The Department places great emphasis on quality and innovative teaching. Course Tutoring Scheme has been implemented since 2010/11. Through the guidance of senior students at tutorials, students' understanding of course contents has been enhanced and a learning ambience among peers has also been created. To nurture well-rounded graduates with real work experience and international insights, a number of co-curricular activities such as Industrial Placement Scheme, Student Exchange Programme and Student Ambassador Scheme are operated in parallel to the academic programmes.

The Department possesses a team of 57 academics with strong teaching background and diversified research interests in the areas of Applied Electromagnetics, Computer Engineering, Control Systems and Power Electronics, Networking, Optoelectronics and Solid State Devices, and Wireless Communications, leading to a proven track record in knowledge transfer, research outputs, consultancy and contract research projects. Six Research Centres, namely Centre for Chaos and Complex Networks, Center for Electronic Packaging and Assemblies, Failure Analysis and Reliability Engineering, Centre for Biosystems, Neuroscience, and Nanotechnology, Centre for Smart Energy Conversion and Utilization Research, CityU HK-UESTC Joint Research Center on Optical Fiber Sensing and Communication, and Information and Communication Technologies Centre 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 first Engineering State Key Laboratory in Hong Kong.

With the concerted efforts of staff and students at all levels, the Department shall continue to strive for excellence in professional education and research.

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Department of Mathematics

Head: Professor Yang, Tong

BSc MSc Zhongshan, PhD Calif (Davis)

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 Mechanical and Biomedical Engineering

Head: Professor Xi, Ning

BSc Beijing U of Aeronautics & Astronautics, MSc Northeastern, MSc DSc Wash. (St. Louis)

We aim to provide world-class education and conduct research in the emerging fields of engineering requiring interdisciplinary approach covering subject areas that will meet the current and future needs of Hong Kong.

Vision and goals

The Department (MBE) consists of a synergetic team, including faculties from mechanical engineering, manufacturing engineering, electronic engineering, biomedical engineering, nuclear engineering, etc., to facilitate multidisciplinary research and teaching that makes possible development in many areas. This will also strive to promote the developed technologies in academic fields and industrial societies.

Positioning

The Department has 34 faculty members and over 20 of them conduct researches that have close connection with manufacturing, mechatronic engineering or other related fields of science and engineering such as advanced engineering materials and manufacturing technologies, micro/nano engineering and systems, etc. The Department, as one of the leading academic unit in robotics and automation in the Pearl River Delta Region, prompts cutting-edge robotics and automation theories and systems to meet the needs of research communities and manufacturing industries. This will bring the opportunity of manufacturing automation, services, and promote new ways to learning and training. During the 2011/12 academic year, the Department recruited 8 new faculty members to conduct state-of-the-art research not only in the areas of strength mentioned above but also in the new areas that the Department wishes to pursue in the coming years. A new initiative is related to the fusion of engineering with life sciences for the advancements of human health. This is being pursued through the development of an undergraduate programme in Bioengineering. Another new initiative is the launch of a new undergraduate programme in Nuclear and Risk Engineering. These two new programme require interdisciplinary approach and would involve expertise from various other Departments in the College of Science and Engineering. This is in addition to the jointly offered UG programme on Total Quality Engineering with the Department of Systems Engineering and Engineering Management.

Strengths and achievements

The main strength of all our programs is its emphasis on broadening students' knowledge and skills on hands-on experience. Students are trained with the support of various laboratories equipped with state-of-the-art teaching equipment. The curriculum of all the UG programs has undergone a revamping for serving better the current and future needs of Hong Kong and its surrounding region. The establishment of the "Centre for Robotics and Automation" is a successful demonstration for the Department. The faculties have published many high quality papers and obtained various grants in the related areas. This is making the Department become a well-known institute in Hong Kong and worldwide.

State-of-the-art teaching equipment

During the 2011–12 academic year, there has been a significant consolidation of teaching and research facilities in MBE laboratories. At the moment, MBE laboratories (including research centers) serve various teaching and research activities. Significant new developments include the development of three teaching labs to serve Bioengineering programme, including the Quantitative Method for Bioengineering Laboratory, the Bio-Mechanics Laboratory and the Bio-Measurement Laboratory. The junior faculties are developing new bioengineering research labs in the Department.

Department of Physics and Materials Science

Head: Professor Wang, Xunli BSc Peking, PhD Iowa State

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. Recognising the importance of these frontier challenges as well as the need for a synergism between education and research encompassing both physics and materials, the Department of Physics and Materials Science, the first of its kind in Hong Kong, was established in 1993. The Department's objectives are threefold: to educate students with advanced knowledge and skills; to conduct cutting-edge research and development leading to the advancement of science and technology; and to render professional services for Hong Kong and the Greater China region.

The Department is currently offering two undergraduate majors: BSc (Hons) in Applied Physics and BEng (Hons) in Materials Engineering. Moreover, the Department is offering a taught Master of Science (MSc) degree in Materials Engineering and Nanotechnology as well as research degree programmes for Master of Philosophy (MPhil) and Doctor of Philosophy (PhD).

Apart from education, the Department excels in research involving collaboration 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, nanoscale devices, molecular and bio-electronics, organic light emitting devices, and shape memory alloys.

Members of our academic staff are recognised in their professional societies. Their honours include Fellows in the American Physical Society, Institute of Physics (UK), Institute of Electrical and Electronics Engineers, Institute of Materials, Minerals and Mining (UK), Hong Kong Institution of Engineers, and editors of leading international journals. With well-equipped laboratories, sound curriculum degrees and advanced multi-media education facilities, the devoted staff of the Department of Physics and Materials Science welcomes the new challenges and is ready for bringing the state-of-the-art education to all students entering our degrees.

Department of Systems Engineering and Engineering Management

Head: Professor Tsui, Kwok-leung BSc MPhil *CUHK*, PhD *Wis*.

Vision & goals

The Department of Systems Engineering and Engineering Management focuses on management, industrial and systems engineering. The Department strives to: (a) provide high quality educational and research experience in disciplines related to engineering management, industrial and systems engineering, and prepare graduates for professional and leadership roles in industry and academia; (b) conduct and disseminate research to advance knowledge and knowhow in engineering management, industrial and systems engineering; and (c) provide expert services to professional institutions and learned societies, and consultancies to industrial and governmental organizations.

Programmes

At undergraduate level, the Department offers Bachelor of Engineering (Hons) in Industrial Engineering and Engineering Management, e-Logistics and Technology Management, and Total Quality Engineering. The Department's goal is to produce graduates who can make practical use of the knowledge and skills they have acquired in their respective programmes of studies.

At postgraduate level, the Department offers MPhil and PhD research degree programmes, Master of Science in Engineering Management, and Engineering Doctorate in Engineering Management. These prestigious programmes have attracted the enrolment of accomplished professionals and other senior managers from major engineering enterprises and high-tech firms in the region.

Research & development

In terms of research activities, the Department takes her strength towards applicability and industrial relevance. Strategic research topics include quality engineering and management, reliability and risk analysis, industrial statistics, operation research and decision sciences, engineering asset management, logistics and supply chain management, human factors engineering, innovation and entrepreneurship, project management, production and operations and management, knowledge management, green manufacturing systems, system informatics and data mining, etc.

Division of Building Science and Technology

Head: Professor Tam Chi-ming
MSc (Constr) PhD Lough., FCIOB, FHKIE, FHKICM

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: Professor Shaw, Jeffrey

The region's first such institution, the School of Creative Media was founded to nurture a new generation of interdisciplinary artists and creative media professionals, and to develop new ideas and technologies for the creative industries in Hong Kong, mainland China, and abroad.

Our students are trained across disciplines spanning computer science, fine arts, visual design, creative writing, cultural studies and digital technology. We bridge the boundaries between art and science and integrate traditional and new media. We value applied creativity, cultural awareness, and critical thinking as much as business sense and entrepreneurial success.

Our internationally recruited faculty members are amongst the foremost artists and researchers in the field, and they have brought a global perspective and forged many institutional partnerships for the School. Our graduates have consistently demonstrated high employability, with over 90% of those who graduated now working as independent artists and professionals in the creative industries, film, television, advertising, publishing, and media production. Many have won prestigious international and local awards for creative and technical innovation.

With strengths arising from a unique mix of East and West and a legacy of freedom of expression, Hong Kong is about to see a major expansion in its creative economy.

The Hong Kong SAR Government has designated the "cultural and creative industries", along with "education services" and "innovation and technology" among the new industries for Hong Kong's long-term economic growth. This will build upon Hong Kong's traditional success in film and the creative industries, and its position as one of the world's preeminent locations for innovation and commerce in art. With Hong Kong thus emerging as a thriving hub of new media culture in Asia and the world, the CityU School of Creative Media plays an instrumental role in this development as the leading force in creative media education and research in Hong Kong.

Applied Laboratory for Interactive Visualization and Embodiment (AliVE)

Director: Prpfessor Jeffrey Shaw

Research Director: Dr. Sarah Kenderdine.

ALiVE is an interdisciplinary research initiative, incubator and innovations showcase for new forms of creativity at the cutting edge of digital media in society. Leveraging technological advances in cinema, games, and mobile, networked and participatory media, ALiVE researches new modes of immersive interactive experience that are of major importance to culture, entertainment, education and industry.

AliVE offers a platform for interdisciplinary and trans-disciplinary undertakings at CityU, providing research opportunities to faculty and students, and contexts for project-based learning. Its emergent forms of creative media are providing new paradigms in embodied visualization, interactive narrative, participatory media and autonomous agency.

ALiVE's research trajectories are enabled by an exceptional set of large-scale multiuser immersive visualisation platforms that are installed at its 1000 sq.m. laboratory at the Hong Kong Science Park. This includes stereographic, 360-degree, panoramic and hemispherical projection, surround-sound and multi-modal interaction systems, which are complemented by a range of singular photographic, cinematographic and sonic production tools.

ALiVE promotes an integrated scientific and artistic research strategy. Domain specialists work together to create unique technological and content rich solutions for cultural and industrial applications in the public domain. This functional research addresses various social contexts and environmental challenges, and its applications set benchmarks for interactive art, future cinema, situated gaming and digital humanities.

School of Energy and Environment

Dean: Professor Chan, Johnny Chung-leung
BSc MPhil HK, PhD Colorado State, FHKMetSoc, FAMS

The School of Energy and Environment is the first and only academic unit in a university in Hong Kong, and one of the few in the region, that focuses specifically on both education and research in the areas of energy and environment, the grand challenges of the 21st century. The School aspires to be one of the leading academic units in the region to provide excellent professional education and develop cutting-edge research in these two most pressing issues of our time.

On education, the School focuses on training high-calibre undergraduate as well as postgraduate students to satisfy the ever-increasing demand for professionals in the areas of energy and environment. The School currently offers one undergraduate major: the *Bachelor of Engineering (Honours) in Energy Science and Engineering*, which is the first and only such major in Hong Kong. The School will apply for accreditation of this programme from the Energy Discipline of the Hong Kong Institution of Engineers in the coming academic year. In addition to classroom teaching, students are offered the opportunity to gain practical working experience through internships starting from the end of their first year of study, as well as to discover the world through student exchanges with overseas universities and cultural tours to other parts of the world.

We also offer two minors: *Energy Technology*, and *Atmospheric and Climate Science* for undergraduates in science and engineering disciplines, as well as two Gateway Education courses: *Energy: Today and Tomorrow and Climate Change and Extreme Weather* for undergraduate students of all disciplines.

For students with a bachelor's degree, we offer two options: a PhD degree programme and a *Master of Science in Energy and Environment*, which is a taught postgraduate programme and accredited by the Institute for Gas Engineers and Managers of the UK Engineering Council.

The research focus of the School is in understanding the basic science and developing forefront technologies related to energy and environment, with a dual emphasis on international excellence and local/regional relevance. Currently, our research areas include atmospheric and climate science; bioscience and its applications in energy and environment; energy efficiency, conservation and management; and energy generation, conversion and storage.

The School also places a strong emphasis on collaboration with government, companies and industries working on energy and environment technology in their development of products and services.

School of Law

Acting Dean: Professor Lin, Feng

LLB Fudan, LLM Well, PhD Peking, Barrister (Middle Temple, England and Wales,

Hong Kong), Member of Bar Council of Hong Kong Bar Association

The School of Law offers quality education to undergraduate and postgraduate students. We set our sights on three goals: being a world renowned centre for research and teaching of law; equipping students with global knowledge, skills and perspectives; and maintaining close links with local and international legal establishments. These goals are reflected in the composition of our faculty, the wide range of our academic programmes and enrichment activities.

Our School is staffed by scholars and practitioners from a wide range of national and cultural backgrounds, bringing with them a diversity of expertise and strengths. To meet the challenges of globalization, our School has an International Advisory Board, with distinguished practitioners as well as renowned professors from Harvard, Yale and Oxford universities.

Our School maintains collaborative relationships with its counterparts on the Mainland, in Europe, North America and across the Asia-Pacific region. Our School and the School of Law, University of Vienna has established a dual LLM programme. Under the agreement, students enrolled into our LLM programme may spend one semester at CityU Law School and one semester at Vienna University to get a degree from CityU and another from Vienna University within one year.

Students of our School 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 mooting competitions, etc.

Under G-LEAP, students follow an intensive course of studies for one month at Monash University in Australia, University College, Oxford in the United Kingdom and Columbia Law School in the United States. The Mainland legal placement enables our students to study at the Renmin University of China and have the rare experience of working at the People's court in various provinces of the country. We also provide specialist support for students taking part in international mooting competitions.

In February 2013, our team won the championship in the Susan J. Ferrell Intercultural Human Rights Moot Court Competition 2012-2013. In March 2013, they beat local teams in the Hong Kong regional round and represented the Hong Kong SAR to take part in the of the Philip C. Jessup International Law Moot Court Competition. Further, they won the Championship of the 20th Willem C. Vis International Commercial Arbitration Moot held in Vienna, Austria. A total of 295 teams from 67 countries participated in the competition. Last year, the CityU team also bagged the championship in the 9th Annual Willem C. Vis (East) International Commercial Arbitration Moot, a sister competition held in Hong Kong; CityU has hence become the first and only institution in the world to win these honours in a row. The team participated in the Manfred Lachs Space Law Moot Court Competition (Asia-Pacific Round) held in June 2013 and won the third position in the Competition.

Since 2008, distinguished professors from Yale Law School, Oxford Law Faculty, and Basel University Faculty of Law started teaching our students via video-link facilities. Students can learn from and interact with these eminent scholars without leaving the campus.

Our School has signed an agreement with the National Judges College and the Supreme People's Court of China for educating Chinese judges. Every year, 30 Chinese judges are admitted to our LLM programme. During their one year study at City University Law School, the Chinese judge students spend one month studying at an overseas university. In 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. The Chinese judges were also privileged to an exclusive study tour to Europe to visit local judicial organs and exchange with celebrities in legal profession.

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

Starting from 2011, our School in collaboration with the Supreme People's Court of China and its National Judges College offers a tailor-made Doctor of Juridical Science (JSD) Programme for Chinese senior judges. The Programme will enable Chinese judges to gain a deeper understanding of international law and be exposed to wider international perspectives.

Chow Yei Ching School of Graduate Studies

Acting Dean: Professor Ip, Horace Ho-shing BSc PhD Lond., CEng, FIEE, FHKIE, FIAPR, SMIEEE

Over the years, the University has successfully offered taught postgraduate and research degree programmes in the Colleges of Business, Liberal Arts 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, an official postgraduate student body, to assure programmes which are sensitive to student concerns.

School of Continuing and Professional Education

Acting Director: Dr Ma, Louis Chee-keung

MBA UTSyd, PhD Warw., FHKCS, MBCS, MHKIE

School website: http://www.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. Eleven 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. Full-time students are eligible for government grant and loan.

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

Applied Learning and programmes offered in conjunction with Employee Retraining Board are 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 Chinese 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 providing quality tertiary education for more than 6,000 students. CCCU offers a wide range of Associate Degree (AD) programmes and International Language Proficiency Tests with preparatory courses. Its AD programmes are designed to complement a core area of specialization with substantial components in generic skills and general education which nurture personal development and prepare students for further studies and employment.

With over 200 well qualified and dedicated staff, CCCU is highly regarded for its rigor in quality assurance and its emphasis on holistic education. CCCU's enriching whole-person development activities include overseas exchange and study tours, student mentorship, student ambassador scheme, student development programme, external achievement awards and career exposure programme. Industry partners of CCCU lend their support through input on curriculum development, internship provision, and hosting student projects.

CCCU has a track record of success in education. Positive feedback from employers who offer placement opportunities and internships affirms the role CCCU plays in the education, career development and personal growth of its students. Our graduates articulate well into further studies. The majority of graduates going into further studies have been able to articulate into senior-year places of degree programmes (inclusive of self-funded programmes) offered by University Grant Committee institutions in Hong Kong.

Division of Applied Science and Technology

Acting Head: Dr Tse, Cyril Ning

MPhil City HK, MEd HKPU, EdD W. Aust.

The Division of Applied Science and Technology, formerly known as "Division of Computer Studies", 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 developed a number of programmes at associate degree level aiming to integrate and link together information and 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, field trips, 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 Business

Acting Head: Dr Cheng, May Ming-chun
BSc MHA NSW, MCouns Monash, MDiv CGST, ThM Regent, PhD HKU

The Division of Business offers eight full-time self-financing Associate Degree programmes:

- Associate of Business Administration (Accountancy),
- · Associate of Business Administration (China Business Management),
- Associate of Business Administration (Financial Services),
- Associate of Business Administration (General Management),
- Associate of Business Administration (Global Logistics and Supply Chain Management),
- · Associate of Business Administration (Human Resources Management),
- Associate of Business Administration (International Business Management), and
- Associate of Business Administration (Marketing).

These popular programmes prepare students for articulation to undergraduate studies as well as equipping students for employment at the junior managerial level in various areas of Business and related fields. While each programme focuses on a specific area of study in Business, all programmes include significant components on generic skills and general education, and share the same emphasis on whole-person development. Sponsorships for overseas study tours, local field activities, summer internships, scholarships and various awards are available to students through the College. Each year the majority of our graduates seeking further education gain entry to degree programmes offered in UGC-funded institutions.

Entry to the Associate of Business Administration programmes is highly competitive because of the track records in articulation and the recognition from professional bodies and chartered institutions. The Division of Business has a projected full-time student population of around 2,000 for the academic year 2013–2014.

Division of Languages and Communication

Head: Mr Hunter, Duncan Burns

BA Sus., Cert Ped. A-V, ENS St. Cloud, MPhil HK, DipTrad La Sorbonne Nouvelle-ESIT, CPE MMU, PGDipLingSc Wales, PGDip FPS in Ed, Durham

The Division of Languages and Communication offers seven associate degree programmes in languages and communication. These are: the AA in Bilingual Communication Studies, for beginners in Japanese, Spanish, French and Korean, and the AA in Japanese Studies, also for beginners in Japanese; the AA in Applied Chinese Studies, the AA in English for Professional Communication, the AA in Translation and Interpretation, the AA in Communication and Public Relations, and the AA in Digital Visual Design, a programme in visual communication.

Graduates of our ADs have good opportunities for further study at bachelor degree level, locally in Hong Kong or overseas. Information sessions are organized every year to help students make the right choice for themselves.

The Division has a teaching staff of over 50 well-qualified full-time lecturers and also draws on the expertise of experienced part-time colleagues. We are a multinational, multicultural community — our teachers come from Hong Kong, PRC, UK, USA, Japan, Korea, Spain, France, Canada and Greece.

In addition to its AD programmes, the Division also runs the following internationally recognized language assessment tests: PSC, for Putonghua (普通話水平測驗); DELE, for Spanish; KLPT, for Korean; and TCF, for French.

Division of Social Sciences

Acting Head: Dr Cheung, Siu-Kau
BSocSc MSocSc PhD AdvDipSW HK, RSWHK, MApp Mgt MEBM N'cle (NSW)

The Division of Social Sciences 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 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 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 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 Event Management develops students' competence to work at supervisory level in event management in both commercial and non-commercial 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 Public Administration and Management equips students
 with knowledge and competence to work as junior level administrators and managers for the
 public and social sectors.
- The Associate of Social Science in Public Relations and Advertising enables students to start a career in public relations, corporate communications, advertising, media and journalism.
- The Associate of Social Science in Social Work, comprising a Full-time mode and a Parttime mode, produces graduates qualified to register as Registered Social Workers and to work as Social Work Assistants in both government and non-government sectors.

Research Institute / Centres and State Key Laboratories

Research Institute/Centres and State Key Laboratories

The University supports the establishment of Research Institute/Centres to provide the focus for interdisciplinary research in selected areas with the capacity and potential for international competitiveness.

University Research Institute

Hong Kong Advanced Institute for Cross-Disciplinary Studies

Director: Professor Cammack, Paul

Inaugurated in January of 2011, the Advanced Institute is the first cross-disciplinary institute to be created in Hong Kong, encouraging creative and innovative research projects that weave together diverse disciplinary approaches. It provides a hub where scholars can bring their ideas and projects to address the challenging issues of our time and where research work and knowledge is exchanged and disseminated through seminars, workshops and conferences, as well as being transferred to the broader knowledge community.

The Advanced Institute's foundation was approved by CityU President Way Kuo in response to the belief that the discipline-based mode of organisation is no longer the optimal way to advance and enrich research on societal and global concerns. Based on a fundamental shift from researcher-driven, discipline-bound knowledge production to research that is funder- or problem-driven and highly cross-disciplinary, the Advanced Institute aims to promote and articulate this major trend towards a more meaningful and integrated approach. Besides collaborating across the disciplines, the Advanced Institute focuses on inter-university collaboration, both internationally and in Hong Kong.

Research Focus

Priority is given to dynamic approaches to the following local and global research themes:

- Sustainable development and human impact on the environment
- Preservation of tangible and intangible cultural heritage
- Innovation, creativity and entrepreneurship across cultures
- Coloniality and its epistemological and societal consequences

Since 2011 the Advanced Institute has established a number of local and global research projects, including the digital preservation of intangible cultural heritage within Hong Kong and across southeast Asia, cultural entrepreneurship as it relates to a more sustainable Hong Kong, and the discourse and representation of decoloniality in the context of the 21st century.

University Research Centres

Centre for Judicial Education and Research

Director: Professor Wang, Guiguo

To further strengthen the collaboration with the Supreme People's Court of China and the National Judges College of the Supreme People's Court of China in particular in relation to the JSD Programme for Senior Chinese Judges, LLM for Chinese Judges and Short-term Certificate Programme for Senior Chinese Judges which are currently under the auspices of School of Law, the University established the Centre for Judicial Education and Research in September 2013. The Centre will, inter alia, institutionalize the Chinese judges programmes and further develop them in the context of globalization.

Research Focus

- Comparison of different judicial and legal systems
- · International economic law
- · Arbitration and Dispute Resolution

Objectives:

- To promote the judges programmes
- To promote exchanges between Chinese judges and their counterparts in other jurisdictions including Hong Kong
- To organize events including inauguration and graduation of the judges programmes
- To enter into agreements with international institutions relating to the judges programmes

(The description is subject to approval)

Centre of Super-Diamond and Advanced Films

Director: Professor Lee, Chun-shing

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 printed 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 and overseas 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
- · Printed RFID tags, bio-sensors and flexible flash memories
- 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: 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, weekly colloquia, and actively seeks mathematical and computational problems arising in industry and financial sectors. It also supports the publication of journal articles, books, and plays a leading role in attracting outside funding and donations for the purpose of enhancing research in applied mathematical sciences.

Research Focus

- · Applied Differential Geometry
- · Approximation Theory
- · Asymptotics and Perturbation Methods
- · Boltzmann's Equation
- · Complexity and Computation
- Finite Element Methods, Wavelets
- Hyperbolic Conservation Laws
- Integral Transforms and Operational Calculus
- Learning Theory
- · Mathematical Finance
- Mathematical Methods in Fluid Mechanics
- Mathematical Methods in Solid Mechanics
- Modeling and Mathematical Analysis in Elasticity
- Numerical Analysis, Control and Optimisation
- Orthogonal Polynomials and Enumerative Combinatorics
- Partial Differential Equations and Calculus of Variations
- Plate and Shell Theory
- · Special Functions of Mathematical Physics

The Centre's research output in these fields includes numerous important contributions, which have been regularly published in the top-tier international journals.

Multimedia-software Engineering Research Centre

Director: Prof Li, Qing

The mission of this Multimedia-software Engineering Research Centre (MERC) is to create new frontiers in science & technology, and engineering research and applications of multimedia software. The Centre targets at contributing to the multimedia technology development in Hong Kong, Pearl River Delta region and other areas of China as a whole, enabled by high societal impact research, educated human resources, and commercialisation of newly-developed software and sustainable development for society. Positioning itself to be a key hub in China for global partnership in research, knowledge exchange, technology transfer, education and industrial development in all aspects of multimedia science and engineering, MERC aims to develop global partnerships and transnational research involving multimedia software design, development and standardisation. The Centre also serves to facilitate the realisation of the commercial and industrial potential of the research outcomes from MERC.

Research Focus

- · Multimedia information analytics and search for social media
- · System design for 3D Interactive multimedia
- Test-beds development for adaptive media control systems for automobile and home applications
- Traffic and crowd coordination and pattern recognition
- · Oceanic data tracking, analysis, identification, processing and visualisation
- Software platform development for creative applications in education and games
- Standardisation of multimedia information processing

State Key Laboratories

The University obtained approval from the Ministry of Science & Technology of China to establish two State Key Laboratories at CityU.

The State Key Laboratory in Marine Pollution

Director: 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. The SKLMP's objective is to protect the marine environment of Hong Kong and South China by identifying major threats such as algal toxins and contaminants of emerging environmental concern; understanding their toxicological mechanisms; and evaluating potential risks arising from these emerging environmental challenges. The SKLMP is made up of a consortium of six partner universities: the City University of Hong Kong is the leading institution, and the five local partner institutions are The University of Hong Kong, Hong Kong University of Science and Technology, The Chinese University of Hong Kong, Hong Kong Baptist University and The Hong Kong Polytechnic University. The multidisciplinary nature of the team that has been assembled—drawn as it is from the collective expertise of 35 members and the shared facilities of the six collaborating universities—is the key to the SKLMP's success.

This synergistic partnership is dedicated to the development of innovative chemical, biological and engineering technologies for the early detection, assessment, prediction and control of pollution impacting the marine environment over large temporal and spatial scales. The SKLMP is

partnered with the State Key Laboratory of Marine Environmental Science at Xiamen University as its Mainland partner. These two facilities have been working together to make even greater contributions to research issues related to the marine environment and sustainable development in China

State Key Laboratory of Millimeter Waves

Director: 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, radio frequency integrated circuit (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 and Active Microwave Circuits
- Terahertz (THz) Science and Technology
- Multi-Antenna Communication Technology
- · System Integration
- · High-Speed Laser Dynamics
- Microelectromechanical Systems (MEMS) for Frequency Control

College Research Centres

Ability R&D Energy Research Centre

Director: Dr Leung, Michael Kwok-hi

Ability R&D Energy Research Centre, established under the School of Energy and Environment, aims to develop advanced technologies and innovations that increase energy efficiency and offer a clean, safe, cost-effective and sustainable energy supply to help combat critical energy related problems. Our goals are: (1) to accelerate the development of state-of-the-art energy-efficient and energy-saving technologies to help reduce our fossil fuel consumption and (2) to develop clean and renewable energy technologies as cost-competitive alternatives in order to achieve a sustainable energy supply.

Specific research areas:

- Energy efficiency
- Clean energy
- Renewable energy
- Low carbon economy
- Sustainability

Centre for Advanced Structural Materials

Director: Professor Lu, Jian

The Primary mission of the Centre for Advanced Structural Materials is to develop a research center for materials scientists, mechanics of materials researchers and design/applications engineer to advance fundamentals and technologies in advanced structural materials which will create innovative solutions for different key industrial sectors, such as biomedical, automotive, aerospace, sustainable energy.

The Centre's objectives are to build a common platform of research to attracts members in the field of mechanics of advanced structural and functional materials; become a research center of advanced structural materials with innovation; engineering and original scientific impacts; foster technology transfer by working with national and international leading companies; train top level multi-disciplinary researchers for the region; develop high value-added products to support economic developments of Hong Kong and Pearl Delta Region.

Major Research Areas

- · Prestressed engineering materials and devices
- · Advanced Bulk Metallic Glasses (BMGs) and Multicomponent Metallic Alloys
- New Advanced Composites
- · Radiation Damage in Reactor Materials
- · Integration of advanced structural materials in product design

Centre for Applied Computing and Interactive Media

Director: Professor Shaw, Jeffrey

The mission of the Centre for Applied Computing and interactive Media (ACIM) is to promote the state-of-art high-performance computing in scientific research, media technology and creative arts to enhance the university's academic and industrial competitiveness. With laboratories situated in the Run Run Shaw Creative Media Centre, ACIM engages in the development of core competencies in the areas of computational science and engineering, visualisation, media technology and creative arts, and the Centre encourages research synergy among different groups in the University that are multidisciplinary in nature. ACIM's research domains are immersive visualization (CAVE), tracking systems, gesture recognition, motion capture (MOCAP), virtual reality, augmented reality, locative media, telepresence, interaction design and multimedia data retrieval/display.

Centre for Biosystems, Neuroscience, and Nanotechnology

Director: Professor Pang, Stella W

The City University of Hong Kong Centre for Biosystems, Neuroscience, and Nanotechnology (CBNN) merges nanotechnology with biosystems and neuroscience to create a revolutionary impact on many aspects of medicine. This multidisciplinary centre will develop materials, structures, devices, and microsystems with nanometre precision for single molecule and cell interactions. We will develop portable biosystems with multiple sensors and stimulators in the new frontiers of molecular- and atomic-scale science and engineering, which can be applied to medical monitoring, diagnostics, tissue engineering and repair, and prostheses for debilitating disorders. Using a wide

range of pre-clinical models from mice to human, our centre is devoted to become a major hub for innovation at the intersection of nanotechnology for biosystems, neurobiology, neural engineering, and behavioural and cognitive neuroscience. Our ultimate goal is to utilize cutting edge science and technology to translate basic research into potential therapeutic interventions and treatments of diseases and neurological disorders.

Research Focus

- Neural Probe Arrays with Electrical, Optical, and Chemical Control in multiple Brain Nucleus for Depression, Anxiety, and Cognitive Disorder Treatments
- Brain Synaptic Plasticity, Cellular and Molecular Mechanisms of Learning and Memory
- · Chronic Pain, Neuropathies, Axon Regeneration, and Marine Neurotoxin
- Biomimetic Platform for Cell Guidance, High Throughput Screening, Neural Regeneration, and Cell Interactions
- · Retinal Prostheses, Neuroprosthetics, and Computational Neurobiology
- Nano-Materials and Structures for Plasmonic Biosensors
- · Micro- and Nano-Fluidics for Cell Selection and Single Molecule/Cell Interactions
- Transceivers and Antennas for Implantable Biosensors
- Brain Neuron Stem Cell Transplantation and Nanotechnology
- Nanotechnology and Integrated Microsystems with Sensors and Actuators for Single Molecule Interactions, Biosensing and Control of Cells and Tissues

Centre for Chaos and Complex Networks

Director: Professor Chen, Ron Guanrong

The Centre aims to promote fundamental and applied research on the emerging and cuttingedge technology of chaos control and synchronization, as well as complex dynamical networks, targeting academic leadership and commercial and industrial applications.

It provides a visible base for inter-institutional and interdisciplinary cooperations, reaching out to the industrial and financial markets 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 Focus

- Secure Image and Video Transmissions with Chaos-based Encryption
- Studies of Nonlinear Dynamics in Power Electronics Circuits and Systems
- Designing Chaos Generators via Feedback Control Method for Engineering Applications
- Analytical Performance Evaluation of Chaos-based Digital Communication Systems
- Modelling and Analysis of Dynamical Behaviours and Congestion Control in TCP/IP
- Modelling and Analysis of Epidemic (SARS) Spreading over Complex Networks
- Complex Dynamical Networks: Modelling, Control, Consensus, Synchronization, Flocking
- (Cellular) Neural Networks and Evolutionary Computing
- · Fundamental Limitation and Optimal Design of Networked Control Systems

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
- · Judicial reform in mainland China from comparative perspectives

Centre for Communication Research

Director: 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

Centre for East Asian and Comparative Philosophy

Director: Prof Ivanhoe, Philip J.

The primary aim of the Center for East Asian and Comparative Philosophy (CEACOP) is to promote and enhance the study of East Asian and Comparative Philosophy. The center brings together core faculty members within the Department of Public Policy who have active research programs in East Asian and Comparative Ethics, Political Philosophy, Law, Religion, and Bioethics. In addition, we invite scholars from both within City University Hong Kong and from elsewhere in Hong Kong, East Asia, and around the world, with similar interests to share their research and exchange ideas.

East Asian philosophy has served as a reliable foundation for remarkably rich and successful cultures including China, Korea, and Japan. Nevertheless, the philosophies that inspired these

cultures and especially their political and ethical philosophies are in important respects poorly understood and underappreciated. Recently, a range of thinkers have begun to defend and advocate East Asian philosophy as an important resource for contemporary philosophy. This East Asian philosophical renaissance is making equally strong contributions to academic, political, and social debates, which makes it not only intellectually but practically of immense importance.

The Center hosts several major research projects and enjoys the support of substantial grants from leading foundations from around the world. We aim to build and expand our ability to serve as a preeminent institution producing and supporting research in East Asian and Comparative Philosophy. Already, CEACOP is widely regarded as one of the world's leading centers for the sophisticated analysis and development of East Asian philosophy in a comparative, global setting.

Centre for Functional Photonics

Director: Professor Rogach, Andrey

Fundamental research in photonics is essential for the successful development of innovative and practical solutions in many areas vital to mankind such as energy, health, environmental protection, communications and data processing, to name a few. Centre for Functional Photonics (CFP) focuses on fundamental studies of light-matter interactions, as well as on design and applications of functional optical materials, with an interdisciplinary team of scientists from five CityU's Departments (Physics and Materials; Chemistry and Biology; Electronic Engineering; Systems Engineering and Engineering Management; Mechanical and Biomedical Engineering). The mission of CFP is to promote, coordinate, and bundle interdisciplinary research in the field of functional photonics at CityU, and to become a leading centre in the Asia-Pacific region in this field.

Research Focus

The CFP's multidisciplinary activities focus on the following main materials providing new optical functions and related applications in photonics:

- Semiconductor nanocrystals and luminescent organometallic complexes for light emission, photovoltaics and bioimaging
- Metal nanostructures for plasmonics and surface enhanced Raman scattering (SERS)
- Optical metamaterials
- · Materials and devices for electro- and magneto-optics
- Opto-mechanical micro-structures

Centre for Robotics and Automation

Director: Professor Xi, Ning

The Centre is a cross-disciplinary research centre in City University of Hong Kong. The goal of the Centre is to develop and disseminate new knowledge, systems, methods, and technology to integrate cyber-infrastructure with engineering systems that will enable new technological developments in areas such as manufacturing automation, services, and drug discovery, as well as to promote new approaches to learning and training. The integration of cyber-infrastructures with engineering systems will enable humans to extend action and intelligence to remote locations, and to objects on a scale that human beings cannot easily see, feel, and manipulate. The results

of this effort will enable the manufacturing industry to combine its advanced technology with the world's labor resources to boost the competitiveness of its products in the world market. It will also create a new learning and training environment and experience, i.e., it will allow students to have access to new instruments and a diverse educational environment globally. We expect that many innovative technologies with strong commercialisation potential will be developed as a result of the research conducted in this centre.

Core Research Areas

- 1. Cyber Physical Systems:
 - a. Optimisation of cyber networks and computation methods
 - b. Development of reliable multi-layers wireless/mobile systems
 - c. Synchronisation of complex networks: modeling, dynamics and control
- 2. Human-Robot Interaction
 - a. Crowdsourcing for grasping novel objects
 - b. Social robots
 - c. Cloud-based personal robotic systems
 - d. Vision-base sensing technologies
 - e. Service robots for building Inspection
- 3. Micro/ Nano/ Bio Robotics
 - a. Nano-manipulation, Nano-assembly and Nano-manufacturing
 - b. Atomic Force Microscopy
 - c. Optically-induced electrokinetics
 - d. Nano-medicine: targeted drug-delivery for cancer and biomedical instrumentation
- 4. Bio-MEMS and Bio-Syncretics
 - Bio-microsystems for electrical signal acquisition from defined networks of micro-patterned neural cells
 - b. Automated live-animal brain surgery techniques
 - c. An automated zebra fish manipulation and surgery platform
 - d. Microstructure development for modulation of physical properties of liquids.
 - e. Automation and function optimisation of integrated/large-scale integrated microfluidics

Centre for Social Media Marketing and Business Intelligence

Director: Professor Sia, Choon-ling

Social media marketing, electronic commerce and business intelligence have fundamentally changed the ways consumers communicate, consume, and co-create with other consumers and firms. It has transformed business processes and firms' daily operations, empowering exchange of knowledge, information, and expertise, as well as accelerating innovation and new product development. There is increasing demand for research to understand how firms can harness the power of social media in marketing, idea crowdsourcing, and knowledge management.

To provide a collaborative research platform between CityU and the Industry, the College of Business established the Centre for Social Media Marketing and Business Intelligence (CSMR) as one of its strategic developments.

Vision

Aspiring to excel in research and create applicable business knowledge to support social and economic advancement in Hong Kong and Greater China.

Mission

The Centre aims to:

- enhance the College of Business's research strength in social media marketing, e-commerce, and business intelligence
- provide a supporting platform for conducting high impact interdisciplinary research work.

Industrial Impact

The Centre promotes interdisciplinary research collaboration with strong industry focus (e.g. potential collaborations with Alibaba/Taobao, Yunnan Baiyao), over a wide number of areas including boosting collaborative activities between the various contributing departments, enhancing research student training, further widespread dissemination of research findings in international academic/professional conferences, and the development of multiple teaching and learning activities. Through such industrial collaborations, new applied research dimensions can be created. For example, streamlined e-business systems, efficient marketing and sales strategies, more cohesive customer segmentation models that are readily applicable and benefit the e-commerce industry are anticipated.

The Centre is an important hub for the University and College of Business in giving support to industry and society at large by creating innovative electronic commerce strategies for marketing, business functions utilizing business intelligence tools in an effective manner. High level research outputs and industrial impacts can be anticipated.

Centre for Systems Informatics Engineering

Director: Professor Tsui, Kwok-leung

The objective of the centre is to create a high quality and influential research hub for developing research methodologies and implementation tools in system informatics, knowledge mining, prognostics and system health management, and quality engineering to serve the industries and societies in Hong Kong, Great China, and Asia Pacific. The missions are to (i) encourage international research collaboration in theory and applications in informatics, knowledge mining, prognostication and quality engineering in Asia Pacific; (ii) bring together statisticians, mathematicians, engineers, computer scientists, and physical scientists to work on a variety of interdisciplinary research topics; and (iii) provide an excellent collaborative research platform and environment for interdisciplinary and multidisciplinary researchers from the world. Our quantitative research approaches include, but not limited to, data mining, diagnostics and prognostics, system health management, stochastic simulation, computer models, and sensor-based inspection technologies etc.

Research Focus:

- Health Informatics
 - o Modeling, Simulation, and Surveillance of Infectious Diseases
 - o Healthcare Operation Optimization and Control
 - Integrated Decision Support System for Health Protection

- Energy and Environmental Informatics
 - o Climate and Environmental Data Mining, Modeling, and Forecasting
 - o Energy System and Efficiency Optimization
- Prognostics and Systems Health Management
 - o PHM for electronics rich systems
 - o PHM for infrastructures and transportation systems
- Quality Inspection and Safety Systems
 - o Safety Data Acquisition, Mining and Analysis
 - o Design of Smart Sensor Systems for Quality Inspection

Centre for Transport, Trade and Financial Studies

Director: Professor Liu, John Jianhua

The Centre for Transport, Trade and Financial Studies (CTFS) is identified as to become an industry-embraced international forefront of science and technology advancement and higher education in the interactive disciplines of transport, trade and financial studies.

Model

 An industry-education-research home for ship/airplane-owners and transport-trade business executives

Missions

- A new interdisciplinary field of transport and trade studies
- A new government-industry-academic collaborative platform
- An area of excellence of City University of Hong Kong in transport-trade-integrated finance

Research Focus

- A Mission-oriented Internet-of-Logistics-Things (IoLT®) Information System for Hong Kong Border-crossing Trade Logistics
- Air Pollution Protection
- · IoLT of Agricultural Supply Chain
- · Policy Research, Global Outsourcing, Trade and Logistics
- Integrated Cloud Facility of Transport-Trade-Finance Services

Governance in Asia Research Centre

Director: Professor Painter, Martin John

Governance in Asia Research Centre (GARC) is committed to innovative, cutting-edge research and comparative analysis of issues and dilemmas of governance in Asia. It was first established in 1999 under the name Centre for Comparative Public Management and Social Policy (RCPM) and was renamed GARC in July 2002 to embrace a broader agenda for the comparative study of institutions, policies and ethics of governance in Asia in the 21st century.

The Centre undertakes inter-disciplinary work on public institutions, public management and public policy within the broad domains of applied social sciences and applied philosophy. Our current projects are focused on three research themes:

- · Environmental Governance in Asia
- Responsible Government in Asia
- · Health Policy and Bioethics

Centre objectives:

- To investigate the ethical and cultural aspects of governance and to contribute to new paradigms and ethics 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 civil organisations in Asia:
- To build capacities for policy planning and policy analysis, and to enhance policy-making and policy implementation in Asia, in both the public and non-profit sectors.

Guy Carpenter Asia-Pacific Climate Impact Centre

Director: 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 risks throughout the region, as well as making predictions of the occurrence of such perils in the region.

Current Research Activities

The following research topics are currently being carried out by members of the Centre:

- · Climate of tropical cyclones in the Asia-Pacific regions
- Climate of summer and winter monsoons over South China
- Global and regional climate modeling of climate phenomena in the Asia-Pacific region
- Statistical and dynamical downscaling predictions of climate phenomena in the Asia-Pacific region
- Air pollution and its relationship with the climate of the Asia Pacific region

Southeast Asia Research Centre

Director: Professor Thompson, Mark

The mission of the Southeast Asia Research Centre (SEARC) is to maintain its international reputation as a centre of excellence in academic and applied studies of contemporary Southeast Asia. In keeping, with new priorities set by City University of Hong Kong, greater attention is now given to theoretical and cross-disciplinary analysis, through which the intention of addressing real-world challenges in national political systems, workplace inequalities, gender relations, and disaster management. SEARC thus seeks to attract competitive external grant funding, to collaborate internationally with other institutions, to conduct disciplinary-based and cross disciplinary research in compelling academic debates in the social sciences, to generate high quality research publications, and to reach the public through open events and media engagement.

Research Concentrations

SEARC's research themes, designed to provide broad research directions while reflecting changes

in contemporary Southeast Asia and the expertise of its new researchers, have contributed to the Centre's revitalisation. Further, in keeping with CityU's new Strategic Plan for 2010-2015, these have been increasingly developed in cross-disciplinary ways, using the tools of political science, sociology, and anthropology.

Community Outreach

As the only Centre for the study of Southeast Asia in Hong Kong, SEARC strives to reach out to the larger community. It recently held the ever largest Southeast Asia Cultural Festival in Hong Kong with seven Southeast Asian Consul Generals attending the opening ceremony and several Hong Kong-based Southeast Asian cultural groups participating. SEARC members also comment regularly to the press on Southeast Asian topics of interest to Hong Kong.

The Halliday Centre for Intelligent Applications of Language Studies

Director: Professor Webster, Jonathan James

The Halliday Centre for Intelligent Applications of Language Studies has the unique advantage of being the only centre worldwide bearing the name of this distinguished, globally recognised scholar in linguistics, M.A.K. Halliday. The Centre is committed to doing apply-able linguistic research, including corpus linguistics, discourse studies, visual analytics for texts, language learning, linguistic studies of Chinese and other minority languages, and translation. The Halliday Centre has established strong links with research partners in China (School of Foreign Languages, Sun Yat-sen University, School of Foreign Studies, University of Science and Technology Beijing), Korea (Research Institute for Language and Information, Korea University) and Australia (Centre for Language in Social Life, Macquarie University; Department of Linguistics, University of Sydney), and is positioned well to promote further development of linguistics regionally and internationally. According to this year's QS World Ranking by Subject, Linguistics at City University of Hong Kong is ranked 22 (up from 40 last year). Linguistics at City University of Hong Kong is ranked in 1st place in Hong Kong.

The objectives of the Centre include

- To advance our knowledge of how language works to construe our experience and enact social relationships;
- To apply linguistic insight in such areas as education, and computer processing of language, i.e. practicing apply-able linguistics.

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 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: Professor Chan, Archie Yan-cheong

Funded by the then Industry Department (currently, the Innovation and Technology Commission), the EPA Centre was established in July 1998 and acquired the status of Applied Strategic Development Centre in February 2000.

Objectives:

- To establish infrastructural support facilities in advanced electronic packaging technology, failure analysis and reliability engineering for the Hong Kong electronics industry in the Pearl River Delta region of Guangdong province, by collaborating with mainland Chinese universities and industry.
- To set up a Joint Research Centre in Microsystem Packaging, Integration and Reliability based in Guangdong with specialised laboratories in HK, Shenzhen and Guangzhou, and with a view to establishing a State Key Laboratory (SKL) and partner SKLs in this research area.
- To serve as a focal point of the latest technology in the failure analysis and reliability
 engineering of advanced electronic packaging, and to facilitate technology transfer to the local
 industry in product development and quality enhancement, via partnerships with mainland
 universities and enterprises.
- To strengthen university-industry partnership by participating in industry-sponsored projects, with a view to nurturing the areas of applied research for technology licensing, and to disseminating the results to industry and contemporary researchers.
- To provide an effective avenue to solicit inputs from industry on midstream R & D projects germane to solving practical problems or developing new products and services.

Highlights:

- Extensive research collaboration with overseas universities like Georgia Institute of Technology (Georgia Tech), and mainland universities like Huazhong University of Science and Technology.
- Close collaboration with industry in Hong Kong and the Pearl River Delta region via research partnerships.
- Comprehensive range of sophisticated equipment to support failure analysis and reliability engineering for electronics industry.

Research Focus:

3D and nano-scale packaging, PoF modeling/simulation and finite element analysis of
electronic packages, reliability studies, atomic migration studies such as electro-migration and
thermo-migration on electronic interconnects, green electronics lead-free soldering materials,
nano-materials/polymer composites for RF antennas and piezo-resistive polymers.

Centre for Innovative Applications of Internet and Multimedia Technologies

Director: Professor Ip, Horace Ho-shing

The Centre for Innovative Applications of Internet and Multimedia Technologies (AIM*tech* Centre) aims to establish itself as a centre of excellence for innovative applications of multimedia and Internet related technologies. The AIM*tech* 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 multimedia and internet technologies through close collaboration with industrial partners to meet local and regional needs.

AIM*tech* Centre draws on the existing strength of the Department of Computer Science in the area of multimedia information processing and visualisation and Internet computing. The core members of the AIM*tech* Centre, possessing excellent records 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 dissemination of knowledge between academia and industry in the area of multimedia and Internet application developments.

The Centre had also hosted the SUN Centre of Excellence on Pervasive Computing and a subcentre on Internet Security and PKI Applications.

Centre for Smart Energy Conversion and Utilization Research

Director: Professor Chung, Henry Shu-hung

The Centre for Smart Energy Conversion and Utilization Research focuses on fundamental and applied research in energy conversion and utilization. The research team is renowned for its innovative ideas and practicality of the outputs.

Research Focus

- Smart grid technologies
- Electrical power quality and energy efficiency
- Smart building energy system applications
- Renewable energy conversion technologies

- Application of computational intelligence in power electronics
- High-voltage power conversion technologies
- Energy saving and environmentally-friendly solutions for power supply, lighting and manufacturing industries

Hong Kong Centre for Maritime and Transportation Law

Director: Professor Gu, Minkang

The Hong Kong Centre for Maritime and Transportation Law responds to an urgent need for a research centre in Hong Kong that can meet critical needs of the maritime industry, the legal professions and the region. The Centre aims to advance the frontiers of maritime and transportation law scholarship and practice from the local and comparative perspective. While primarily focusing on maritime law, the Centre is also concerned with the law relating to other modes of transportation, such as air, road, rail and multimodal. It also expects to engage in long term studies of transportation needs in Hong Kong and to respond to industrial needs. The development of the Centre continues to take place with strong involvement and support from the maritime industry in Hong Kong.

Research Focus

- Admiralty law;
- · Sea carriage law;
- · The Law of the Sea; and
- · Multimodal transportation 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 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.

Advanced Intelligent Information Systems Research Centre

Director: Professor Liao, Stephen Shaoyi

The Advanced Transportation Information Systems Research Centre was established in 2011 with the vision to be one of the best Transportation Information Systems R&D centres in Asian Pacific region with a focus on Vehicle-Infrastructure Integration ("VII") technologies. The Centre aims to research and develop the key VII technologies for Intelligent Transport Systems ("ITS") to enable effective and efficient traffic information services, with the ultimate benefit of increasing the safety, efficiency, and convenience of the transportation systems in Hong Kong and mainland China

The Centre is backed by CityU's leading academic research capabilities, strong support from organizations such as Hong Kong Automotive Parts and Accessory Systems R&D Centre, Innovation and Technology Commission of Hong Kong ("ITC") and Transport Department of Hong Kong, as well as excellent collaboration with industry partners, associations and other research centres in both Hong Kong and mainland China.

The R&D team has received six Innovation Technology Funds projects in Hong Kong with the total amount of over HK\$16.5M, and, as the only R&D team in Hong Kong officially endorsed by ITC in the area of ITS, has secured ITC's official endorsement on a five-year research project roadmap.

Key Focus:

- To research and develop the key Vehicle Infrastructure Integration technologies for Intelligent Transport Systems;
- To successful apply and receive R&D funds from both Hong Kong and mainland China;
- To commercialize the project outputs in both Hong Kong and mainland China Markets.

Architecture and Civil Engineering Research Centre

Director: Professor Li, Jonathan Qiusheng

Biotechnology and Health Centre

Director: Professor Yang, Mengsu

Biotech and Health Centre (BTC) aspires to become a leading research centre in selected areas of biotechnology in the Asia-Pacific region. BTC carries out top-class, multi-disciplinary research in the focused areas of biochip technology and nanobiotechnology in order to generate high-impact publications with international recognition, and to develop innovative technology and products for knowledge transfer in order to benefit the society and sustain long-term development and growth of the Centre.

Research Focus

- Fundamental research of intracellular and intercellular communications involving stem cells using microfluidic biochips;
- Development of microfluidic biochips for drug screening and analysis using on-chip cellbased assays;
- Functional genomics and proteomics study of the interactions between nanomaterials and biological systems particularly stem cells;
- Development of novel nanomaterials and bio-nano conjugates for signal enhancement and amplification in bioanalysis and cell imaging.

CityU HK-UESTC Joint Research Center on Optical Fiber Sensing and Communications (CFSC)

Director: Professor Chiang, Kin-seng

CityU HK-UESTC Joint Research Center on Optical Fiber Sensing & Communications, a recently established research center located in CityU Shenzhen Research Institute, will provide a platform for all-round collaboration between CityU and the Key Laboratory of Optical Fiber Sensing and

Communications (Ministry of Education) of UESTC, which is located in Chengdu, Sichuan. The Joint Research Center will focus on the development of advanced technologies for optical fiber sensing and communication applications with the ultimate goal of achieving unification of fiber sensor and communication networks (namely, the internet of things), by embarking on R&D programs in optical sensors and systems, fiber and waveguide devices, communication systems, network analysis, integrated circuits, signal processing, etc. The Joint Research Center will strive to become a leading research center in the field of optical fiber sensing and communications and make pivotal contributions to the technological and economic development in the mainland (the Pearl River Delta region, in particular) and Hong Kong.

Research Focus

- · Optical fiber sensors and systems
- · Optical fiber devices
- Optical waveguide devices and sensors
- · Optical interconnects
- Optical signal processing
- Optical network analysis

Futian-CityU Mangrove R&D Centre

Director: Professor Tam, Nora Fung-yee

The Futian-CityU Mangrove R&D Centre (FCMC) was conceptualized in 2000 and opened in December 2003, aiming to establish a unique R&D platform within the Futian National Nature Reserve in Shenzhen for conducting applied research work related to mangrove and other coastal wetlands. FCMC has (i) a well-equipped laboratory of about 300 square meters to support prefield preparation and post-field analytical work; (ii) a pilot-scale constructed mangrove wetland treatment system for improving the efficiency and understanding of the treatment mechanisms, as well as a demonstration site for commercialization and/or technology transfer and (iii) field experimental sites for conducting research related to ecology and physiology of mangrove wetlands, mangrove replanting technology and extraction of bioactive compounds from mangrove micro-organisms. The main focus of the Centre is to monitor and understand the environmental impact of pollution on the coastal wetlands of Hong Kong and Pearl River Delta region, as well as research on coastal wetland restoration technology. The Centre also serves as a unique CityU facility for regional and international academics and government officials to conduct research and education work, providing scientific information for better management of the Nature Reserve and raising public awareness.

Research Focus

- Monitor organic and inorganic pollution using innovative biological and chemical technologies
- Examine fates of pollutants and tropho-dynamics along food chains
- Determine pollution impacts and toxicity on genetic, biochemical, organism and ecosystem levels
- Formulate pollution control measures and mitigation strategies for policy makers
- Develop technologies for restoration of coastal wetlands
- Provide undergraduate and postgraduate training

Future Networking Centre

Director: Professor Jia, Weijia

The Future Networking Centre (FNC) will focus on the R&D of cross platform/networking, multimedia applications and social networking. FNC will provide a new breed of networking platform that have spawned from today's Internet with inclusion of metropolitan 3G, WiFi, Sensing and WiMAX Internet networks to the next generation of cyber social and physical networks. To realize the goals of FNC, we are going to attain the following research focuses:

- R&D of next generation cross broadband mobile and wireless networking and systems for
 efficient multimedia communication, services and social network applications.
- Integration of the current networking technology for the heterogeneous modern wired and wireless networks in terms of network protocols, software and algorithms for mobile surveillance and sensor networking, both advancing hardware and software technology.
- R&D of secure VoIP and remote web-services over cross-platform networking system, including secure mobile gateway with the intrusion knowledge bases package.
- Investigation of social networking and security applications. A related challenging problem
 is the study of mobile market models with cooperating agents. We plan to explore several
 important issues, including the design issues for the network structures, the non-arbitrage
 property maintaining across independently run spot markets, coordination, communication
 complexity and incentive compatibility, as well as their effects in potentials of new market
 creations.

Information and Communication Technology Centre

Director: Professor Xue, Quan

The establishment of Information and Communication Technology Centre in Shenzhen was approved by the City University of Hong Kong in 2008. The Centre was awarded the project called Establishment of Shenzhen Municipality Key Laboratory of Millimeter Waves and Broadband Wireless Communication by the Science Industry Trade and Information Technology Commission of Shenzhen Municipality in 2009. Through undertaking basic researches, advance technologies can be transferred to the enterprises to implement the close relationship between research and production.

Research Focus

- Research and Design Microwave Antenna Design
- Research and Design of Microwave RF Circuits
- Research and Implementation of Wireless Communication System

Research Centre for Oceans and Human Health

Director: Professor Lam, Paul Kwan-sing

The Research Centre for the Oceans and Human Health (H2O) is mainly based on support from the State Key Laboratory in Marine Pollution (SKLMP), City University of Hong Kong. The Research Centre provides a solid base for a coordinated and long-term approach for tackling marine pollution problems, and also provides good opportunities for SKLMP's outstanding research team to strengthen its collaboration with mainland institutions in academic and technological exchanges.

In addition, the Centre helps to assemble and nurture outstanding researchers and provide them with specialised training in the use of modern instrumentation and novel technology to manage the marine environment, and to enhance their competitiveness in attracting research funds from mainland China.

The Research Centre also raises awareness regarding marine environmental protection in the Pearl River Delta region and Hong Kong, fosters in-depth marine environmental research related to current hotspots of marine pollution and seeks out proper countermeasures. The extensive coastline of China (32,000 km) provides an excellent arena where the SKLMP can play a leading role in marine environmental research. The outcomes generated from the Research Centre contribute to, and enhance, the current knowledge base regarding the marine environment, and provide valuable information and scientific data to policy-makers enabling them to further improve the safety of the marine food supply, which in turn plays an important role in guaranteeing human health and community stability as well as protecting our precious marine resources.

Research Focus

- · Biogeochemistry of Conventional and Emerging Pollutants in the South China Sea
- Marine Ecotoxicology of Conventional Pollutants and Emerging Chemicals of concern
- Technology Development for Algal Bloom Control
- · Seafood Safety and Public Health

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 Office of Education Development and Gateway Education.

There are also Video Laboratories 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 Li, Hsiao-ti

The Chinese Civilisation Centre is an academic unit set up in 1998 with an idea of bringing the treasures and values of Chinese civilisation to the knowledge of our students, and in a broader sense, for international appreciation.

The Centre's primary mission is to provide excellent education on Chinese tradition on undergraduate level. All the CityU students as well as the general public can experience the pleasure of learning Chinese culture through the academic programmes designed by the Centre's experts in various disciplines.

In addition to conventional classroom teaching, the Centre has pioneered an integrated system of web-based instruction, art demonstration, field trip, self exploration and guided study. Currently, we are also offering the following GE courses:

- 1. Chinese Cultural Heritage in Modern Perspective
- 2. Chinese Cultural Canons and their Modern Application
- 3. Chinese Music Appreciation
- 4. Chinese Art Appreciation
- 5. The City in Chinese History and Culture
- 6. The Silk Road: A Pathway of Interactive Culture from the Ancient to the Modern World
- 7. Diseases, Culture and History: Hong Kong, China and the World
- 8. Chán Culture and Contemporary Society
- 9. Women's Lives in Chinese History
- 10. Christianity and Chinese Culture
- 11. Modern Applications of Chinese Classical Poetry
- 12. Architecture and Space in Chinese Culture
- 13. Passion for Books: Reading and Publishing in Greater China
- 14. Nature in Culture: Representations in Film, Literature, Art and Music
- 15. Chinese Civilisation History and Philosophy

The University is wholly committed to supporting the Chinese Civilisation Centre with the hope that students would have a global outlook based on a thorough understanding of Chinese culture. The Centre will continue with its commitment and encourage students to appreciate Chinese civilisation as a significant part of world civilisations.

English Language Centre

Head: Mrs Williams, Fiona

Established in 1997, the English Language Centre (ELC) of City University of Hong Kong helps all students in the university to develop their English language proficiency in order for them to achieve academic and career success.

The ELC provides formal English for Academic Proficiency (EAP) courses specifically designed for students with lower levels of English language. These courses help students to recognise and use the conventions and features of academic writing and to read critically. Successful completion of EAP enables students to enter the university English programme and achieve the University English Requirement for graduation.

In addition to EAP, the ELC provides a large number of out-of-classroom support services and activities for all City University of Hong Kong students. This all comes under the umbrella of the English Language Support Suite (ELSS) and has three main areas of focus - independent learning, speaking and writing. The independent learning part of the suite provides students with the resources of the Self Access Centre which includes a vast resource of printed and on-line materials for English language learners and also offers workshops on IELTS and on specific English language skills to help students work independently on improving all aspects of their English. The speaking area offers presentation skills workshops and runs informal speaking activities all day long during the semesters and the writing section of the ELSS runs workshops on a variety of linguistic and rhetorical aspects of writing and also houses the Language Clinic which offers one-to-one peer advice on students' writing assignments.

The ELC's overall aim is to make a difference in the lives of our students, enabling them to be effective and confident communicators in English.

Computing Services Centre

Director: Mr Poon, Raymond Kin-chung

The Computing Services Centre (CSC) is the IT hub of the University.

The CSC Teaching Studio Area spans several floors in Academic 2 (AC2), around 950 PCs and 30 Apple iMacs distributing in 18 teaching studios (each with one or more big screen projector and an audio system) and 2 open access areas. All PCs in these venues are equipped with multimedia devices as well as DVD/CD-RW drives. The CSC Service Counter located on 4/F of AC2 offers immediate and full-range services to users, and it also administers the Student Notebook Computer Daily Loan Scheme (DLS) to lend notebook computers to students for on-campus use. The main Data Centre located in Academic 1 (AC1) 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 15,400 PCs (including workstations, desktop and notebook computers) and thousands of

tablets and smartphones to support teaching, research, and administrative functions, and offer more than 80 software packages and CityU mobile apps catering for a wide spectrum of needs of users in various disciplines.

The CSC manages the CTNET, probably the largest and most sophisticated university campus network in Hong Kong. It consists of a multiple 10 Gigabit Ethernet backbone for data, video and voice transmission. Besides the central servers, around 43 student Local Area Networks (LANs), 72 staff LANs (supported by NAS and SAN), 11,600 staff desktop and notebook computers, 3,800 student desktop and notebook computers, 15 heavy-duty printers, and 2,800 wireless LAN access points are connected to the CTNET. Two IP Phone systems, one of which is dedicated for use in the Student Residence, have been installed on the converged network for the support of voice service with over 7,000 IP phones. To facilitate access to the vast resources on the CTNET, a single MS Windows Active Directory domain has been set up to host all staff and student LAN accounts to serve the logon requests from more than 40,000 users all over the campus.

In addition to services/facilities supporting e-Learning, e-Mail, e-Portal, Internet and Intranet, web site hosting, facilities 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, online lecturing and collaboration, and digital imaging archives.

The CTNET has 2 x 10Gbps Ethernet links (via a managed optical network service) to the HARNET (the Hong Kong Academic and Research Network, which connects the campus networks of eight government-funded institutions together), and shares with all HARNET members a 3Gbps (since Sept 2012) link to the Internet, a 90Mbps link to TEIN3, 4 x 1Gbps links to HKIX, and a 155Mbps link to CERNET. In addition, the CTNET also has a 250Mbps private link to the Internet.

The CSC also provides computing training and education to staff and students by organizing Staff Computer Courses, Student Computer Literacy Programme, CSC Forums, and publishes different kinds of online booklets, reference guides and newsletters. As for enquiries on IT, the CSC Service Counter and the CSC Help Desk provide immediate and useful assistance to the whole University community. Users can also refer to the online information in the IT Info website at http://www6.cityu.edu.hk/it for more details.

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 Academic 1.

As a key agent for education and research support in the University, the Library holds in its collection around 1,024,000 volumes of books, 2,520 titles of print serials, 209,600 bound serials and 58,200 pieces of media resource items. The Library also makes available to its users over 2.4 million e-books, 42,100 current e-journals and about 46,900 titles of online audiovisual materials. Together with about 340 electronic databases, these electronic resources can be accessed on or off campus. The entire Library is connected to the campus wireless LAN. It provides 2,430 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 Gateway Education

Director: Professor Cheng, Shuk Han

The Office of Education Development and Gateway Education is an administrative unit under the Provost, with the role of promoting excellence in teaching and learning, and provide support for the Gateway Education Programme.

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.

Student Services

Student Services

The University offers a wide range of student services and amenities and learning opportunities to ensure that students will enjoy a rich campus life, and a supportive environment for academic pursuit. 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 retains our alumni in CityU family. The Students' Union and various student societies/interest groups actively promote their respective causes, such that there are ample opportunities for student development in career, social, cultural and physical wellness areas.

Alumni Relations Office

Associate Vice-President (Alumni Relations): Ms Chan, Kathy Yin-ling

With the mission "Uniting alumni to support University development", the Alumni Relations Office (ARO) supports the University advancement by nurturing and maintaining a long-term and mutually beneficial relationship between the University and its alumni. It organizes a myriad of alumni programmes to strengthen links with alumni and mobilize various forms of alumni support for the University. Adding on its advisory role for over 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 and current students, the office provides consultation to students to enable them to systematically and continuously plan ahead for their professional development. Individual counselling services are 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 recruitment talks and careerfair; Campus Work Scheme and Campus Internship Scheme (CWS & CIS), regular career workshops and seminars in employability enhancement. At the Fan Lee Foon Student Career Centre, located at the 4th floor of the Amenities Building, students can search and use materials related to career development and job information.

A virtual self-help centre is available online to facilitate students to navigate the confusing labyrinth of job-hunting, job-relating, and self-development in the real world. To support students' job search, CAIO also operates and supports three online job information systems, including the Joint Institutions Job Information System (JIJIS), Job Plus, and the CWS and CIS.

It is the goal and mission of CAIO to perfect these services so that students 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

Associate Vice-President (Mainland and External Affairs): Dr Cheng, David Xing

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 its continuous outreach efforts, as of June 2013, MEAO has to date facilitated 567 institutional and collegial/departmental agreements with 358 universities and research institutions worldwide. Among those, 330 are student exchange agreements signed with universities in 41 countries/regions. MEAO also facilitates many scholarly interactions between CityU and its Partner institutions such as joint research projects, exchanges of teaching/research staff and students, and joint organisation of academic conferences. With internationalisation 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 as well as to enrich their learning experience at CityU.

In addition to its outreach function, MEAO also acts as a central coordinating unit to provide support services to over 4,000 non-local students enrolled in degree-awarded or short-term study programmes at CityU. To assist students in adapting to the new environment, MEAO provides tailor-made orientation programmes and general advising services to help new members engage easier and better. MEAO not only organises orientation programmes after students' arrival, offshore pre-arrival orientation sessions are also organised for new students and their parents in Beijing, Chengdu, Seoul, Shanghai and Taipei.

To promote cultural exchange and campus internationalisation, MEAO organises and sponsors a variety of student integration activities throughout the year. Student-initiated activities, such as the Feast of Sacrifice and the Diwali Festival, showcase cultural diversity of CityU community. MEAO also organises or participates in an array of university events, ranging from CityU Partner's Day, Information Day to Discovery Festival to celebrate and promote international learning opportunities available at CityU.

MEAO also provides central administrative support to the Outbound Student Exchange Programme, which gives students an excellent opportunity to discover the world and gain global perspective through a semester-/year-long exchange study at one of the CityU's partner institutions outside Hong Kong. Comprehensive pre-departure orientation programmes are organised to better prepare participating students for studying abroad or in the mainland. Topics such as generic survival skills, cultural adjustment tips and safety advice, etc. are discussed. Further to preparatory programmes, pastoral care and advising support are also available for students during and after exchange.

Student Development Services

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 exposure, 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.

Student Activities Fund

Student activities funds are available to provide financial support to recognized student groups or individual students to participate in appropriate and meaningful local and overseas student activities.

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.

Students can talk with our 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 Testing Service

The Psychological Testing Service at SDS offers students a wide range of psychological assessments on personal attributes, personality, and career-related issues. It aims to enhance students' self-understanding, assist them to develop personal growth plan, and strengthen their decision making ability on their life issues. Students are welcome to take part in individual and group testing sessions offered throughout the year.

Please refer to http://www.cityu.edu.hk/sds/Psycho_test/Psycho_home.htm for details of the workshop schedules and details.

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 gymnasia for badminton, basketball and volleyball, two practice gymnasia 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, five 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, Kowloon Tong 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 works collaboratively with the Students' Union, the Postgraduate Association and their affiliated student societies to create a vibrant co-curricular experience to students. It supports and encourages student leaders to develop leadership skills, and provides advice, subsidies and resources to support student-initiated programmes. To enhance students' campus life and development, the office organises a variety of cultural programmes and art performances throughout the year in collaboration with student groups. It also manages a wide range of student amenities 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 to students to store useful personal belongings in campus.

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 Toastmasters Club

City Toastmasters Club (CTC) is a forum for practicing communication and leadership skills through public speaking in English. CTC, chartered under Toastmasters International (TI), uses the training materials of TI, and networks with other clubs in promoting communication skills. The club adopts English as its media for communication and holds two regular meetings every month. For details, please refer to SDS website.

Entrepreneurship Society

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 refer to SDS website.

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 Office

Director: Ms Chan, Rebecca Po-yu

The Student Residence Office (SRO) provides one-stop service for the management of Student Residence for undergraduate as well as research students. It aspires to create a safe, supportive and stimulating residential community that embraces diversity, participation, learning and the development of professionalism. The SRO is responsible for the overall management of the Student Residence ranging from hall admission and allocation, finance and budget, facilities management and promotion of a stimulating environment that integrates the development and learning of students. In addition, the SRO provides information and assistance to students in search of off-campus accommodation in Hong Kong.

The Student Residence at Cornwall Street comprises ten undergraduate halls and one postgraduate hall. Along with the Jockey Club House, a postgraduate hall at the Academic Exchange Building on main campus, the University accommodates nearly 3,700 residents, including local, non-local, exchange and international students of different backgrounds and cultures.

Student Residence is more than a place for students to sleep. In collaboration with Residence Masters, Residence Tutors and Residents' Associations, the SRO strives to enhance students' learning and growth through community living and educational programmes, including inter-hall competitions, academic support programmes, cultural appreciation events and leadership training.

Students are also encouraged to engage in social services, cultivate social awareness, enhance concern for the environment and develop responsible citizenship.

For more information, please refer to the SRO website at: www.cityu.edu.hk/sro and its electronic newsletter at: www.facebook.com/reslinksrocityu and www.weibo.com/reslinksrocityu.

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.

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 Tertiary Students (NLSFT)

The Non-means-tested Loan Scheme (NLSFT) administered by the Government is to provide financial assistance in the form of loans to all students who are eligible for assistance under the TSFS. The NLSFT 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 NLSFT. Application forms are obtainable from Student Development Services.

Non-means-tested Loan Scheme for Students Studying Part-time or Self-financed Programme (ENLS)

The ENLS 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 Student Development Services. For students of self-financing Associate Degree programmes, the concerned application forms are obtainable from the Community College of City University direct.

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 Student Development Services. For students of self-financing Associate Degree programmes, the concerned application forms are obtainable from the Community College of City University direct.

Bursaries, Loans, and Emergency Funds

Full-time local undergraduate 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 2013 include:

Bursaries —

Albert Wu Charitable Trust Fund

Apple Daily Bursaries

BOCHK Charitable Foundation Bursaries

Bursaries for CityU's Students

Business & Professional Women's Association Hong Kong Bursary

CCCU Bursaries

Chan Feng Men-ling & Chan Shuk-lin Bursaries

Chau & Chau Bursary

Chiap Hua Cheng's Foundation Bursaries

City Lions Club of Hong Kong Bursary

Convocation Bursary

Dr. Cheung Ying Yau and Mrs. Cheung Chan Suet Kuen Bursary

Dr. John C.T. Chan Bursary

Dr. John Chan Bursary Scheme

Dr. Kwong Kai To Bursaries

Emergency Bursaries for CCCU Students

Emergency Bursaries for EE Students

Emergency Bursaries for CSE Students

HK & Macau Taiwanese Charity Fund Limited (Angel Care) Assistantship

Hong Kong Housing Society Award – Bursary

Hong Kong Institute of Certified Public Accountants Bursaries

HSBC Hong Kong Bursary

Hsin Chong - K.N. Godfrey Yeh Bursaries

Joseph Lau Bursaries

Joyce M. Kuok Foundation Bursaries

K.S. Lo Foundation Emergency Bursary Fund

Kowloon Chamber of Commerce Bursaries

Lee Foundation Bursaries

Miss Leung Pui Han Scholarship Fund

Mr. Chan Tai Ho Bursaries for Needy Students

Mr. Chan Tai Ho Education Fund for Bursaries

Mr. & Mrs. David T.F. Chow Bursaries

Pang Miu Ping & Yeung Lan Bursary Scheme

Pong Ding Yuen Emergency Bursaries

Providence Foundation Combined Scholarships and Bursaries

Purviz & Rusy Shroff Bursaries

Rotary Club of Hong Kong Island – William Ling Memorial Bursary

Student Dental Relief Fund

Student Medical Relief Fund

Swire Bursaries

Thanksgiving Bursaries

The College of Liberal Arts and Social Sciences Emergency Bursaries

The Croucher Foundation Fund for Students with Emergency Needs

The Department of Biology & Chemistry Emergency Bursaries

The Department of English Inbound Exchange Bursaries

The Graham Tate Memorial Bursaries

The Hong Kong Shin Yat Tong Moral Association Bursaries

The Sun Charitable Fund & the Oriental Daily News Charitable Fund – Social Work Student Education Fund

Tsim Sha Tsui District Kai Fong Welfare Association Bursary Fund

University Lodge Golden Jubilee Bursary

Wilson Garment Accessories (International) Limited Bursaries

Yan Oi Tong Kai Shing - MEGA Grant Scheme

Zonta Club of Victoria Bursary

Loans —

Emergency Loan

Emergency Loan for Outbound Exchange

Hong Kong Rotary Club Students' Loan Fund

Sing Tao Charitable Foundation Students' Loan Fund

Temporary Student 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, The Sun Charitable Fund & the Oriental Daily News Charitable Fund – Social Work Student Education Fund, Pong Ding Yuen Emergency Bursaries, Thanksgiving Bursaries, Student Dental Relief Fund, Student Medical Releif Fund, The College of Liberal Arts and Social Sciences Emergency 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 June 2013 include:

759 Store Scholarship

Ability R & D PhD Fellowship Scheme

Ability R & D PhD Research Prizes

ACCA Hong Kong Scholarships

ACCA Placement Scholarship

AIA Foundation Scholarship

Alco Holdings Limited Scholarship

Alumni Civility Hall JUMP Scholarships

AMG FINANCIAL GROUP Scholarship

Andrew Fan Student Award Scheme - Academic Improvement Awards for Student Leaders

Andrew Fan Student Award Scheme - Outstanding Community Service Awards for Non-local Students

Andrew Fan Student Award Scheme - Top Outstanding Student Leader Awards

Andrew Liao Admission Scholarship for the Maritime and Transportation Law Stream of the LLM Programme

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

Capital Markets CRC Limited Scholarships (IS Top-up)

CCCU Overseas Scholarship Scheme

CCCU Scholarship for Further Studies

Chan Feng Men-ling & Chan Shuk-lin Overseas Exchange Scholarship

Chan Sui Kau Hall SEAL (Scholarships for Excellence and Amiable Living)

Chan Wing Fui Scholarships

Chartered Secretaries Scholarship

Chartered Secretaries Subject Prize

Chiang Chen Industrial Charity Foundation Scholarships

Chiang Chen Overseas Exchange Scholarships

Chiap Hua Cheng's Foundation Scholarships

China Daily City University of Hong Kong (College of Business) Scholarships

China Daily Hong Kong Limited Scholarship

China Resources Ethnic Minorities Scholarships

Chou Hsien Scholarships

Chow Wah Cheuck Scholarships

Chow Yei Ching School of Graduate Studies Entrance Scholarships

Chow Yei Ching School of Graduate Studies IBM Research Fellowships

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

City University Outstanding Service Awards

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 Scholarship

CityU Student Exchange Scholarships for JUPAS Applicants

CityU-EE Scholarships for Tsinghua University Exchange Students

CityU-EE Student Exchange Scholarships

CLP Scholarship

CMA and Donors Scholarships

College of Business Beta Gamma Sigma (BGS) Scholarship

College of Business Outstanding Student Mentor Awards

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 Group Academic Improvement Awards

Compass Scholarship

CPA Australia Excellence Award

CPA Australia Excellence Award for Mainland Student

CTL Prize for Cultural Literacy Competition

Daikin Scholarships

DCO Aviation Scholarship

Deacons Prizes

Dr. Allen Lee Scholarship

Dr. Alice Cheng Ethnic Unity Scholarship

Dr. and Mrs. Sze Chi Ching Scholarship

Dr. and Mrs. Sze Chi Ching Student Exchange Scholarships

Dr. Cheung Ying Yau Student Awards

Dr. H. L. Chan Memorial Prizes in Chinese Management

Dr. John C T Chan Scholarships for English Enhancement

Dr. John C T Chan Student Exchange Scholarships

Dr. Lam Kwok Pun Memorial Badminton Awards

Dr. Lam Kwok Pun Memorial Scholarships for Outstanding Athletes

Electronic Engineering Scholarships for Academic Improvement

EMBA Diversity Scholarship

EMBA Elite Scholarship

Emperor Foundation Scholarship

Fang Brothers Whole Person Development 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

Government Scholarship

Government Scholarship for Sub-degree Programmes

Ha Kin Fai Scholarships

Hainan Student Scholarships

Hall 8 Active Resident Award

Hall 9 Scholarships for Overall Excellence

Hang Seng Bank Community Service Scholarships

Hang Seng Bank Environmental Science and Management Scholarship

Herman Hu Mainland Student Scholarships

Herman Hu Student Exchange Scholarships

Hip Hing Construction Scholarship

HKIE Building Services Division Scholarship

HKMA IT Management Club Scholarship

HKSAR Government Scholarship Fund - Reaching Out Award

HKSAR Government Scholarship Fund - Talent Development 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 Dr Eric Li Ka Cheung Prize

Hong Kong Accounting Professionals Association Mr Paul M P Chan Prize

Hong Kong and Kowloon Electrical Appliances Merchants Association Ltd. Scholarship

Hong Kong Chiu Chow Chamber of Commerce Ltd. Elite Athlete Scholarships

Hong Kong Construction Association (HKCA) Entrance Scholarships

Hong Kong Electronic Packaging & Manufacturing Services Association Scholarships

Hong Kong Institute of Accredited Accounting Technicians Scholarships

Hong Kong Institute of Certified Public Accountants Scholarships

Hong Kong Mediation and Arbitration Centre Professional Award Scheme

Hong Kong Mediation and Arbitration Centre Scholarship

Hong Kong Translation Society F. C. Lo Scholarships

HSBC Hong Kong Scholarship

HSBC Overseas Scholarship Scheme

HSBC Prosperity Hall Prosperian Scholarships

Institutional Research Tuition Scholarship

InterCham Scholarship

International Exchange Student Scholarship

International Student Scholarship

International Studies Entrance Scholarships

Int'l Legal Science Undergraduate Programme Scholarships for East China U of Politics and Law

Jackie Chan Charitable Foundation Exchange Scholarships

Jockey Club Academy Hall Academian Scholarships

Jockey Club Harmony Hall Scholarships

Jockey Club House Active Resident Award

Jockey Club Humanity Hall Scholarships

Joseph Lau Non-local Internship Awards

Joseph Lau Student Exchange Awards

Joseph's Catering Service Ltd Outstanding Student Leader Award

Kathy H. K. Chan Memorial Scholarship

KHI Management Ltd. Scholarship

KOCHAMHK Scholarship for Korean Minor Students

Lam King-shun Postgraduate Study Scholarships

Langdon & Seah Scholarship for Quantity Surveying Career Development in PRC

Lau Man Kin Education Foundation Prizes

Law Society of Hong Kong / Bloomsbury Books Prizes

Lee Foundation Scholarships

Leo Paper Group Scholarship

Li & Fung Scholarships

Li Po Chun Charitable Trust Fund Scholarships

Lions Club of Metropolitan Hong Kong Outstanding Service Scholarship

LLM Chinese Judges Prize

Lok Kam Chuen Scholarship

Madam Wong Wai Leung Prize in Human Rights

Mainland Alumni Network Exchange Scholarship

MAOSCM Outstanding Student Prizes

MAOAB Merit Awards

MAQAB Outstanding Student Prizes

Master of Arts in English Studies Sun Yat-Sen Entrance Scholarships

Mayer Brown JSM Prize for Overall Excellence

MBA Academic Excellence Award

MBA Concentration Scholarship

MBA Diversity Contribution Scholarship

MBA Elite Scholarship

MBA GMAT Scholarship

MBE Entrance Scholarship for Mainland Foundation Year Students

MBE Outstanding Student Awards

MBE Scholarship for Non-JUPAS Entrants

MBE Student of the Year Award

MIM Academic and Professional Excellence (APEX) Awards

MIM Industrial Learning & Contribution Awards

MIM International Experience Awards

MIM Outstanding Contribution Awards

MIM Outstanding Student Award

MIM Top Entrance Scholarship

MIM Undergraduate Admission Scholarships

MIM Undergraduate Entrance Scholarships

Mobicon Scholarships for Academic Improvement

Mobicon Scholarships for Outstanding Service

Moot Court Prizes

Mr. & Mrs Choe Young U Scholarship for CTL Korean Studies

Mr. & Mrs. David T. F. Chow Student Exchange Scholarships

Mr. Arthur Chan Outstanding Student Scholarships

Mr. Chan Mang Chi Memorial Scholarships

Mr. Cheung Ka Bong Cultural Exchange Awards

Mr. Cheung Ka Bong Prize

Mr. Chiu Fuk San Memorial Scholarship

Mr. Francis Ip Outstanding Student Scholarships

Mr. Herman Hu Outstanding Sports Talents Scholarships

Mr. Herman Hu Outstanding Student Athletes Entrance Scholarships

Mr. Herman Hu Sports Awards and Scholarships

Mr. Iu Ting Kwok Prize for LLB and PCLL Students

Mr. Jacky Cheung Outstanding Student Scholarships

Mr. Ken Leung Memorial Scholarship

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 Student Development Scholarship

MSc Business Information Systems Scholarships

MScOSCM Elite Scholarship

MSCOSCM Merit Awards

Mustard Seed Foundation Awards for Overseas Studies

Mustard Seed Foundation Moot Court Awards

Mustard Seed Foundation Outstanding City Youth Award

Mustard Seed Foundation Prize in Human Rights

ONC Lawvers Prize in Commercial Law and Practice

Or Sik Ling Scholarships

Oriental Logistics Scholarships

Outstanding Academic Performance Award for Research Degree Students

Outstanding Achievement Awards

Outstanding Athletes Entrances Scholarships

Outstanding MS Research Students Scholarships

Outstanding MS Student Scholarships

Outstanding Research Thesis Awards

Outstanding Service Awards for Tertiary Students

Pang Miu Ping & Yeung Lan Scholarship Scheme

Patrick Wong CPA Limited Scholarship

PCCW Foundation Scholarships

Personnel Management Club Scholarship

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

Prof. Gregory Chow Distinguished Graduate Student Fellowships

REC Engineering Company Limited Scholarships

Reisman-Arsanjani Prizes

Residence Scholarship Scheme for Student Athletes

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

SBA Stone Forest Scholarship (Intern)

Scholarship for Dual Degree Programme at Columbia University

Scholarship for Legal Talent of China Western Development and Northeast Revitalization

 $Scholarships for \textit{Joint BBA Degree Programme in Accountancy with National \textit{Taiwan University}}$

Scholarships for the Joint BBA Degree Programme in Accountancy for Outgoing CityU Students

School of Law Admission Scholarship for the Full-time PCLL Programme

School of Law Admission Scholarship for the JSD Programme

School of Law Admission Scholarship for the LLB Programme

School of Law Admission Scholarship for the LLM Programme

School of Law JD Admission Scholarship

School of Law Legal Practice Manuals Prize

School of Law Moot Court Prizes for Outstanding Students

School of Law Postgraduate Scholarships

See Po Yan Scholarship

SEEM Outstanding Student Awards

SEEM Scholarship for Non-JUPAS Entrants

SEEM Student of the Year Award

Seen-Youth Project Prizes

Self-financing Post-secondary Scholarship Scheme - Best Progress Award

Self-financing Post-secondary Scholarship Scheme - Outstanding Performance Scholarship

Self-financing Post-secondary Scholarship Scheme - Reaching Out Award

Self-financing Post-secondary Scholarship Scheme - Talent Development Scholarship

Shun Hing Education & Charity Fund Scholarship

Shun Hing Electronic Trading Scholarship

Sin Wai Kin Ethnic Minorities Scholarships

Social Work Fieldwork Awards

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

Swire Scholarships

Tao Heung Group Limited Cultural and Heritage Management Scholarships

TDK-SAE Corporate Social Responsibility (TDK-SAE CSR) Scholarship

TeleEye Scholarship

The Alumni Association of the School of Law Book Prize

The C I Stapleton Scholarships

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 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 IEMBA Scholarships

The College of Business Research Studies Scholarships

The College of Business Scholarships for International Undergraduate Students

The College of Business Sports Awards

The College of Liberal Arts and Social Science-AIS/SA International Scholarship for Inbound Exchange Students The College of Liberal Arts and Social Sciences Book Prizes for Promotion of Learning

The College of Liberal Arts and Social Sciences Mainland Postgraduate Student Scholarship

The College of Liberal Arts and Social Sciences Scholarships for Southeast Asian Students

The College of Liberal Arts and Social Sciences Sports Awards

The College of Liberal Arts and Social Sciences Student Exchange Scholarships

The College of Liberal Arts and Social Sciences Undergraduate Scholarships

The College of Science and Engineering College Medal

The College of Science and Engineering Dean's Scholarships

The College of Science and Engineering Inbound Exchange Scholarships

The College of Science and Engineering International Student Scholarships

The College of Science and Engineering Student Research Excellence Awards

The College of Science and 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 for DIRECT Entrants

The Department of Accountancy Undergraduate Entrance Scholarships for International Students

The Department of Accountancy Undergraduate Entrance Scholarships for JUPAS Entrants

The Department of Applied Social Studies Bachelor of Social Sciences Most Improvement Prizes

The Department of Applied Social Studies Bachelor of Social Sciences Outstanding Student Prize

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

The Department of Applied Social Studies Outstanding Students Scholarships for BASWMC

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 Applied Social Studies Tuition Scholarships for Research Degree Students (Non-UGC Funded)

- The Department of Asian and International Studies Academic Achievement Scholarships for nonfinal year Taught Postgraduate Students
- The Department of Asian and International Studies Entrance Scholarships for non-local Taught Postgraduate Admittees
- The Department of Asian and International Studies Exchange Scholarships for Non-UGC funded and/or Non-Local Outbound Exchange Students
- The Department of Asian and International Studies First Year Achievement Scholarships for Undergraduate Students
- The Department of Asian and International Studies IELTS Awards for BSSIS Students
- The Department of Asian and International Studies Outstanding Taught Postgraduate Students Award
- The Department of Asian and International Studies Tuition Scholarships for Research Degree Students (Non-UGC-funded)
- The Department of Biology and Chemistry Best Dissertation Award for MScEST/MScEST (EHFS) Students
- The Department of Biology and Chemistry Scholarships for Outstanding Graduates of MScEST/ MScEST (EHFS)
- The Department of CA Research Tuition Scholarships for Full-Time PhD Students
- The Department of Chinese, Translation and Linguistics Entrance Scholarships for Direct/Non-JUPAS Applicants
- The Department of Chinese, Translation and Linguistics Graduation Awards
- The Department of Chinese, Translation and Linguistics Outstanding Performance Scholarships
- The Department of Chinese, Translation and Linguistics Scholarships for International Students Full Tuition Scholarship
- The Department of Chinese, Translation and Linguistics Scholarships for International Students Half Tuition Scholarship
- The Department of Chinese, Translation and Linguistics Scholarships for Outbound Exchange Students
- The Department of Chinese, Translation and Linguistics Tuition Scholarships for Research Degree Students (Non-UGC-funded)
- The Department of Chinese, Translation and 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 Outstanding Student Scholarships
- The Department of Computer Science Special Admission Scheme Scholarships
- The Department of Economics & Finance BBA Distinguished Graduate Scholarships (for Undergraduate Students)
- The Department of Economics and Finance BBA Scholarships
- The Department of Economics and Finance Exchange Program Awards
- The Department of Economics and Finance Fellowship
- The Department of Economics and Finance MSAE Scholarships
- The Department of Economics and Finance MSc Scholarships

The Department of Economics and Finance Research Tuition Scholarship(s) for Full-time Selffinancing Research Students

The Department of Economics and Finance Undergraduate Distinguished Entrance Scholarships

The Department of Electronic Engineering - ESEO Entrance Scholarship

The Department of Electronic Engineering Entrance Scholarships

The Department of Electronic Engineering Entrance Scholarships for MSc Programmes

The Department of English BAEP- EN Entrance Scholarships

The Department of English Creative Writing Scholarships

The Department of English Learning Award for Year 1 BAELST Students

The Department of English MFA Creative Writing Scholarships

The Department of English Professional Development Awards

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 and 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 IS Research Tuition Scholarships for Full-time Self-financing Research Students

The Department of Management Exchange Program Awards (for Undergraduate Students)

The Department of Management Research Scholarship for PhD Students

The Department of Management Sciences Research Tuition Scholarship(s) for Self-financing Research Students

The Department of Management Student Entrepreneurship Project Prize

The Department of Marketing Active Learner Awards

The Department of Marketing Outstanding Academic Performance Awards

The Department of Marketing Outstanding Student Scholarships

The Department of Marketing Top Entrance Scholarship

The Department of Marketing Undergraduate Entrance Scholarships

The Department of Mathematics Inbound Exchange Scholarships

The Department of Mathematics Outstanding Performance Scholarships

The Department of Media & Communication Student Exchange Scholarships for Outbound Exchange Students

The Department of Media and Communication BAISC - Achievement Scholarships

The Department of Media and Communication BAISC - Entrance Scholarships

The Department of Media and Communication BAMC Entrance Scholarships

The Department of Media and Communication MACNM - Entrance Scholarships

The Department of Media and Communication MAIMC-Entrance Scholarships

The Department of Media and Communication Research Tuition Scholarships for Departmentsponsored PhD Students The Department of Media and Communication Research Tuition Scholarships for Self-Financing PhD Students

The Department of Media and Communication Scholarships for International Students

The Department of Public & Social Administration Academic Improvement Awards for BSSAPM Students

The Department of Public & Social Administration MAHS The Residential Awards

The Department of Public and Social Administration - IELTS Awards for Undergraduate Degree Students of the First Year of Studies

The Department of Public and Social Administration Academic Excellence Awards

The Department of Public and Social Administration Academic Improvement Award for BSSEPS Students

The Department of Public and Social Administration Academic Improvement Awards for BSSPSA Students

The Department of Public and Social Administration Entrance Scholarships for Research Students

The Department of Public and Social Administration IELTS Awards for BSSAPM Students

The Department of Public and Social Administration Outstanding Exchange Student Peer Mentoring Awards

The Department of Public and Social Administration Research Tuition Scholarship(s)

The Department of Public and Social Administration Student Exchange Scholarships

The Department of Public and Social Administration Student Mentoring Awards

The Department of SA Exchange Scholarships for Non-local and/or Non-UGC funded Outbound Exchange Students

The Department of Systems Engineering and Engineering Management MSEM - Entrance Scholarship

The Division of Building Science and Technology Outstanding Academic Achievement Scholarships

The Division of Building Science and Technology Service Awards

The HKIE Scholarship

The Hong Kong Conveyancing & Property Law Association Limited Prize in Conveyancing

The Hong Kong Federation of Insurers Scholarships

The Hong Kong Institute of Surveyors (HKIS) Prizes

The Hong Kong Institution of Engineers (Fire Division) Scholarship

The Hong Kong Jockey Club Scholarships (for Local Students)

The Hong Kong Jockey Club Scholarships (for Non-local Mainland Students)

The Hong Kong Maritime Law Scholarship

The Honourable Mr. Justice Cheung Prize

The Japan Society of Hong Kong Scholarship

The K. Y. SHAM - AAEF Scholarship

The Law Society of Hong Kong Prize in Professional Conduct and Practice

The S. H. Ho Foundation Ltd. Student Project Scholarship

The Service Awards for Student Ambassadors of Department of Electronic Engineering

The Society of Builders, Hong Kong Scholarship

Donations of Scholarships, Prizes and Student Activities Fund

The Society of Chinese Accountants & Auditors Charitable Trust Scholarship

The Taxation Institute of Hong Kong - CTA Prize

Tian Teck Scholarships

Top Scholarship for International Students

Tricor Services Limited Scholarships

Unison Ridge Scholarship for CTL Korean Studies

Universal International Travel Service Co. Ltd Marketing Scholarships

Wei Lun Foundation Scholarships

Wing Lai Yuen Scholarship

Wing Lung Bank Scholarships for Economics & Finance Students

Wong Kwong Po Award

Young Chung Yee Memorial Scholarships

Yvonne Industrial Co., Ltd. Scholarship

For details on regulations for the scholarships & prizes, please consult Student Development Services.



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

College of Management

National Taiwan University Taiwan

Prof Chan Tsang Sing

Associate Vice-President (Academic Quality Assurance)

Shun Hing Chair Professor of Marketing

President's Office Lingnan University

HK

Prof Liang Ting Peng

National Chair Professor Department of Information Management National Sun Yat-sen University

Kaohsiung Taiwan

Prof M Lynne Markus

Professor
Department of Information & Process

Management Bentley University USA

Dr Margaret A Shaffer

The Notebaert Distinguished Professor of International Business and Global Studies

The University of Wisconsin Milwaukee Milwaukee

USA

Professor

EAA Master of Business Administration

(Executive)

 $October\ 2010-September\ 2013$

EAA Executive Master of Business

Administration (International) October 2010 – September 2014

EAA

Master of Business Administration September 2012 – August 2015

EAA

Doctor of Business Administration January 2010 – December 2013

EAA

BBA (Hons) Business Management March 2010 – February 2014

EAA

EAA

EAA

Accountancy

Prof Joseph Weintrop

Executive Officer, Doctoral Programme Stan Ross Professor of Accountancy Zicklin School of Business

CUNY-Baruch College New York USA

Prof Shimin Chen

Associate Dean
Director of MBA Programme
Professor of Accounting
China Europe International Business School

Shanghai PRC

Prof Li Shu-hsing

Dean and Professor of Accounting Department of Accounting College of Management National Taiwan University Taiwan

Prof Keng L Siau

Chair Professor
The Department of Business & Information
Technology
Missouri University of Science and
Technology
USA

Prof Charles Chen

Associate Dean
Director of EMBA Programme
Professor of Accounting
China Europe International Business School
Shanghai

PRC

Ms Winnie Li Wing Yee

Head of Corporate Secretarial Department CWCC Certified Public Accountants HK

EAA

()

EAA BBA(Hons) Accountancy

 $October\ 2011-September\ 2015$

BBA(Hons) Accountancy and Law October 2011 – September 2015

BBA(Hons) Accountancy and Management Information Systems July 2012 – September 2015

BBA(Hons) Accountancy and Management Information Systems September 2012 – September 2015

Master of Arts in International

Accounting

September 2010 – August 2013

MSc Professional Accounting and Corporate Governance (Corporate Governance Stream)

January 2013 – December 2015

Prof Michael Firth

Hong Kong Economic Journal Chair Professor of Finance and Head Department of Finance and Insurance Lingnan University HK

(Professional Accounting Stream) July 2012 – September 2016

MSc Professional Accounting and

Prof Sami Heibatollah

Eugene and Sue Mercy Professor of Accounting Department of Accounting

College of Business and Economic Lehigh University

USA

USA

Taiwan

EAA PGC Professional Accounting October 2011 – September 2015

Corporate Governance

Economics and Finance

Prof Charles Q Cao

Smeal Chair Professor of Finance Department of Finance The Smeal College of Business The Pennsylvania State University EAA MSc Financial Engineering
October 2011 – September 2014

Prof Hong Hwang

Professor
Department of Economics
National Taiwan University

EAA MSc Applied Economics
October 2011 – September 2014

Prof Francis Koh

Professor of Finance (Practice)
Director, MSc in Wealth Management
Program
Deputy Dean, Lee Kong Chian School of
Business
Singapore Management University

MSc Financial Services
October 2011 – September 2014

Prof M B Adams

Singapore

Professor of Strategic Risk Management School of Management Business Economics and Society Group University of Bath UK BBA (Hons) Finance October 2011 – September 2014

EAA

EAA

Prof K C John Wei

Chair Professor / Director of MSc(FA) /

(IM)Programmes

Department of Finance

Hong Kong University of Science and

Technology

HK

Prof Paul Brian McGuinness

Professor Department of Finance

The Chinese University of Hong Kong

HK

Prof Kaz Miyagiwa

Associate Professor

Department of Economics Florida International University

USA

EAA

EAA

BBA (Hons) Business Economics

October 2011 – September 2014

October 2011 – September 2014

BBA (Hons) Quantitative Finance and

October 2011 - September 2015

Risk Management

MSc Finance

Information Systems

Prof Lee Jae Kyu

Professor, College of Business

Korea Advanced Institute of Science and

Technology

Seoul

Korea

EAA MSc Information Systems Management

October 2012 – September 2014

Prof Ralph H Sprague, Jr.

Professor, College of Business

Administration

University of Hawaii at Manoa

USA

EAA MSc Electronic Business & Knowledge

Management

October 2011 – September 2014

Prof Zhang Chenggi

Research Professor of Information

Technology

Faculty of Engineering and Information

Technology

University of Technology, Sydney

Australia

Prof M Lynne Markus

Sr. Professor of Information and Process

Management

Department of Information and Process

Management

Bentley University

USA

EAA

MSc Business Information Systems

March 2012 – February 2014

EAA

BBA(Hons) Electronic Commerce

September 2011 – August 2013

Prof Hsing Kenneth Cheng

Frank L. Weyenberg Professor and Chair Department of Information Systems & Operations Management Warrington College of Business Administration

The University of Florida USA

Prof Michael David Myers

Professor of Information Systems The University of Auckland Business

School Auckland New Zealand

Dr Hock-Hai Teo

Associate Professor and Department Head Department of Information Systems National University of Singapore

Singapore

Dr Sanjoy Ghose

Professor of Marketing School of Business Administration University of Wisconsin-Milwaukee

USA

Management
Prof Arup Varma

Professor

Institute of Human Resources and Employment Relations School of Business Administration

Loyola University Chicago
USA

Prof James Robins

University Professor of Business Policy Director, Institute for Business Policy and

Planning

Vienna University of Economics and

Institute for Business Policy and Planning Austria EAA BBA(Hons) Information Management

October 2012 – September 2015

BBA(Hons) Global Business Systems

Management

September 2010 - August 2013

EAA BBA(Hons) Marketing Information

Management

September 2012 – August 2015

EAA BBA(Hons) Marketing Information

Management

September 2012 - August 2015

EAA MS Organizational and Change

Management

January 2013 - December 2015

EAA MA Global Business Management September 2011 – August 2014

Prof Samuel Aryee

Professor of Organizational Behavior and

Human Resource Management Department of Management King's College London

UK

EAA BBA(Hons) International Business

(Japan Studies)

BBA(Hons) Human Resources

Management

October 2011 – September 2014

BBA(Hons) Managerial Statistics

Management Sciences

Prof Andy Ho-Won Lee

Chair Professor Biostatistics (Personal

Chair)

Department of Epidemiology &

Biostatistics

School of Public Health

Curtin University

Australia

October 2011 – September 2014

Prof Rick So

Professor

The Paul Merage School of Business University of California at Irvine

USA

EAA BBA(Hons) Management Science February 2013 – September 2014

Prof Duncan King-hoi FongProfessor of Marketing and Statistics

Department of Marketing

Smeal College of Business Administration

The Pennsylvania State University

USA

EAA BBA(Hons) Service Operations

Management

October 2011 – September 2014

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

Professor EAA BBA(Hons) Marketing

Department of Marketing November 2010 - October 2013

College of Business

New Mexico State University

USA

Prof Gena Cui

Professor EAA

Department of Marketing and International

BBA(Hons) China Business Business November 2010 - October 2013

Lingnan University

HK

Prof Sanjoy Ghose

Professor of Marketing EAA BBA(Hons) Marketing Information

Lubar School of Business Management

University of Wisconsin September 2012 - August 2015

Milwaukee USA

College of Liberal Arts and Social Sciences

Applied Social Studies

Prof Roderic Girth Broadhurst

Honorary Professor EAA BSocSc(Hons) Criminology Key Centre for Ethics, Law, Justice and November 2010 - October 2014

Governance Griffith University

Australia

Prof Andrew Pithouse

Deputy Director EAA BA(Hons) Social Work

School of Social Sciences October 2011 - September 2015

Cardiff University

UK

Prof Lawrence Gerstein

Counselling Psychology and Guidance EAA MSocSc Counselling

February 2013 - January 2016

Services

Teachers College (TC) Ball State University

Muncie USA

Dr Andrew Bremner

Reader in Psychology and Head of Learning and Teaching Department of Psychology Goldsmiths University of London UK EAA BSocSc (Hons) Psychology MSocSc Applied Psychology

September 2013 – August 2016

EAA* Master of Social Work (New programme)

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

Prof Imogen Taylor

Head of Department (Social Work and Social Care) Professor of Social Care and Social Work (Social Work and Social Care) University of Sussex UK BSocSc(Hons) Social Work October 2011 – September 2015

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

Dr Andrew Bremner

Reader in Psychology and Head of Learning and Teaching Department of Psychology Goldsmiths University of London UK

EAA BSocSc Psychology

MSocSc Applied Psychology September 2013 – August 2016

Prof Kevin K H Chung

Professor Department of Special Education and Counselling Hong Kong Institute of Education HK EAA MSocSc Psychology of Education

June 2011 - May 2015

^{*} To be confirmed

Asian and International Studies

Prof David W. Haines

Professor College of Humanities and Social

Sciences

George Mason University

USA

EAA Bachelor of Social Sciences (Honours) in Asian and International Studies

(BSSASIS)

September 2013 - August 2016

Prof Robert Fairbanks Ash

Professor of Economics with reference to

China and Taiwan

Department of Economics and Department of Financial and Management Studies University of London

School of Oriental and African Studies

UK

BSocSc (Hons) International Studies December 2012 - November 2015

Prof Vincent G. Boudreau

Director

Colin Powell Center for Policy Studies The City College of New York New York

USA

EAA MSocSc Development Studies

January 2010 - December 2013

Dr Michael Connors

Associate Professor

Faculty of Social Sciences School of Politics, History and

International Relations

The University of Nottingham Malaysia

Campus Malaysia EAA MA Asian and International Studies September 2013 - August 2015

English

Prof Ronald Carter

Professor of Modern English Language

University of Nottingham

UK

EAA BA (Hons) English Studies /

BA (Hons) English for Professional

Communication

April 2011 - August 2015

Prof Anthony Paré Professor

Department of Integrated Studies in

Education

Faculty of Education

McGill University

Canada

EAA BA (Hons) English for Professions

February 2012 – January 2016

Prof Peter Stockwell

Professor of Literary Linguistics School of English Studies

University of Nottingham

UK

EAA MA English Studies

MA Teaching English as a Second

Language

September 2011 – August 2014

BA Media and Communication

Media and Communication

Prof Ran Wei

Professor **EAA** BA Integrated Strategic Communication

School of Journalism and Mass July 2013 - August 2015

Communications

University of South Carolina

USA

Prof Stephen Reese

Associate Dean for Academic Affairs College of Communication

The University of Texas at Austin

October 2012 - August 2015*

EAA

USA

Dr Zixue Tai

Associate Professor MA Communication and New Media EAA School of Journalism & December 2012 - November 2015

Telecommunications

University of Kentucky

USA

EAA MA Integrated Marketing Professor

Gaylord College of Journalism and Mass Communication

University of Oklahoma

Prof Maureen Taylor*

Norman USA

Communication

September 2013 – August 2016*

Public Policy

Prof Suzanne Fitzpatrick

Professor of Housing and Social Policy EAA

School of the Built Environment

Heriot-Watt University

UK

MA in Housing Studies

October 2013 - September 2015

Pending for approval

Prof Arthur Petrus Johannes Mol

Chair and Professor - Environmental Policy EAA Department of Social Sciences

Wageningen University

The Netherlands

BSocSc (Hons) Environmental Policy Studies / BSocSc (Hons) Environmental

Policy

September 2013 – August 2016

Mr Mingo Kwan

Senior Housing Professional

HK

DEAA BSocSc (Hons) Administration and

Public Management

October 2012 - September 2014

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

BSocSc(Hons) Policy Studies and

Administration / BSocSc (Hons) Public Policy, Management, and Politics October 2012 – September 2015

Prof Tang Shui-yan

Frances R. and John J. Duggan

Distinguished Professor in Public

Administration

School of Policy, Planning and

Development

University of Southern California

USA

EAA BSocSc (Hons) Administration and

Public Management

February 2011 - January 2014

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

Jannuary 2011 – December 2013

Prof David Mullins

Professor of Housing Policy

Centre for Urban and Regional Studies

University of Birmingham

UK

EAA BA (Hons) Housing Studies

October 2011 – September 2015

Miss Wong Lai Chun

Registered Professional Housing Manager

HK

DEAA BA (Hons) Housing Studies

October 2011 – September 2015

DEAA MA in Housing Studies

October 2012 - September 2014

College of Science and Engineering

Biology and Chemistry

Prof Ronalds Tjeerdema

Head (Chair) EAA 1 April 2011 – 31 March 2015

Department of Environmental Toxicology University of California, Davis

USA

Prof Alan M Bond

R.L. Martin Distinguished EAA 1 April 2011 – 31 March 2015

Professor of Chemistry and Federation

Fellow

School of Chemistry

Monash University

Australia

Prof David E Hinton

Nicholas Professor of Environmental EAA 1 April 2011 – 31 March 2015

Ouality

Division of Environmental Science and

Policy

Nicholas School of the Environment

Duke University

USA

Civil and Architectural Engineering

Ir Dr Joseph Ming Kuen Chow, OBE, JP

Chairman EAA October 2012 – September 2016

Joseph Chow & Partners Ltd.

HK

Dr Wing Hoi Au

Practitioner EAA November 2010 – August 2014

HK

Prof Ronald Richard Wakefield

Professor of Construction and Head EAA October 2012 – September 2016

School of Property, Construction and

Project Management

Royal Melbourne Institute of Technology

(RMIT)

Australia

Ir Dr Philco Nai Keung Wong

General Manager–SCL EAA November 2010 – August 2014 MTR Corporation Limited

HK

Mr Jacob Ching Kam Lam

Managing Director AEAA April 2008 – August 2015

NQS Ltd.

Northcroft Construction Services Ltd

PRC

Prof Stephen Olubodunwa Ogunlana

Chair of Construction Project Management EAA October 2012 - September 2016

School of the Built Environment

Heriot-Watt University

UK

Prof Koen Steemers

Head of Department EAA October 2012 – September 2013

Professor of Sustainable Design

The Martin Centre for Architectural and

Urban Studies

Department of Architecture

University of Cambridge

UK

Prof Douglas Marshall Johnston

Professor and Interim Chair EAA October 2012 – September 2016

Interim Associate Dean for Research and Graduate Programs

College of Design

Iowa State University

Landscape Architecture Department

USA

Mr Kenneth Kin Kwan

Director EAA October 2012 – September 2016

Rider Levett Bucknall Ltd.

HK

Computer Science

Prof Chen Tsong-yueh

Professor of Software Engineering EAA January 2011 – December 2014 Centre for Software Engineering

School of Information Technology

Swinburne University of Technology

Hawthorn 3122

Australia

Prof Witold Pedrycz

Professor and Canada Research Chair

(Tier I)

Department of Electrical and Computer

Engineering

University of Alberta

Edmonton

Canada

Electronic Engineering

Prof Ting-Chung Poon

Bradley Department of Electrical and

Computer Engineering

USA

Prof Yun-qing Shi

Department of Electrical and Computer

New Jersey Institute of Technology

USA

Prof Erping Li

Professor (Principal Scientist)

(IHPC)

Singapore

Professor

Mathematics

Prof Qiang Ye

EAA

January 2013 - December 2016

Professor

Virginia Tech

Prof Wolfgang A Halang

Chair Professor

Department of Electrical and Computer

Engineering

FernUniversität in Hagen

Germany

Professor

Engineering

Director of Electronics and Photonics

Department

Agency for Science, Technology and

Research (ASTAR)

Institute of High Performance Computing

Department of Mathematics

University of Kentucky

USA

EAA October 2012 - September 2016

EAA

October 2012 - September 2016

EAA

February 2013 - September 2014

EAA

October 2012 - September 2016

EAA

February 2012 - January 2016

Prof Anyue Chen

Chair Professor **EAA** October 2012 - September 2016

Department of Mathematical Sciences University of Liverpool

UK

Mechanical and Biomedical Engineering

Prof Mak Kai-ling

Head and Professor EAA MSc in Advanced Technology and

Department of Industrial and Management

Manufacturing Systems Engineering October 2012 - September 2016

and

Associate Dean

Faculty of Engineering

The University of Hong Kong

HK

Prof John Mo

Professor and Discipline Head EAA BEng(Hons) in Manufacturing Systems

School of Aerospace, Mechanical and Engineering

Manufacturing Engineering October 2010 - September 2014

RMIT University

Australia

Prof William R. Hamel

Professor and Head **EAA** BEng(Hons) in Mechatronic Engineering

Mechanical, Aerospace and Biomedical October 2011 - August 2014

Engineering Department

The University of Tennessee USA

Physics and Materials Science

Prof Nathan W T Cheung

Professor Emeritus EAA October 2006 - September 2014

Department of Electrical Engineering and

Computer Sciences

University of California, Berkeley

USA

Prof Thomas F Kuech

December 2010 - November 2014 Milton J. and A. Maude Shoemaker and EAA

Beckwith-Bascom Professor and Chair Department of Chemical and Biological

Engineering

University of Wisconsin-Madison

USA

Prof Franky So

EAA February 2013 – January 2017 Professor

Department of Materials Science and Engineering

University of Florida

USA

Systems Engineering and Engineering Management

Prof David Bennett

Professor of Technology Management and

Director of Special Projects

Aston University

UK

BEng(Hons) in Industrial Engineering and

Engineering Management

October 2011 - August 2014

Prof Shahram Sarkani

EAA Professor Engineering Doctorate (Engineering

EAA

Department of Engineeirng Management Management) October 2011 - August 2014

and Systems Engineering

The George Washington University

USA

Dr Robert De Souza **Executive Director EAA** BEng(Hons) in e-Logistics and Technology

The Logistics Institute-Asia Pacific Management

November 2009 – November 2012 National University of Singapore

Singapore

Prof H Han Sung

Professor EAA MSc in Engineering Management

Department of Industrial and Management December 2009 - August 2012

Engineering

Pohang University of Science and

Technology

South Korea

Prof Jianiun Shi

Chair Professor EAA BEng(Hons) in Total Quality Engineering

H. Milton Stewart School of Industrial and April 2011 - August 2014

System Engg

Georgia Institute of Technology

USA

Division of Building Science and Technology

Prof Chau Kwong-wing

EAA Associate of Science in Surveying Chair Professor Department of Real Estate and Construction November 2010 - October 2013

The University of Hong Kong

EAA

Prof Roger Flanagan

Professor of Construction Management School of Construction Management and

Engineering

University of Reading

Associate of Science in Construction Engineering and Management

October 2012 - September 2016

UK

Prof Wang Wei-ien

Department of Architecture The university of Hong Kong

HK

EAA Associate of Science in Architectural

August 2013 - July 2016

Prof Wang Sheng-wai

Professor Department of Building Services

Engineering

Hong Kong Polytechnic University

HK

EAA Associate of Science in Building

Services Engineering

October 2011 – September 2015

School of Creative Media

Prof Espen Aarseth

Principal Researcher,

Center for Computer Games Research IT University of Copenhagen

Denmark

EAA September 2012 - August 2013

Prof Richard Allen

Professor, Chair

Tisch School of the Arts

Department of Cinema Studies New York University

USA

EAA September 2012 – August 2014

Ms Kathy High

Associate Professor of Video & New Media EAA

Department of the Arts

Rensselaer Polytechnic Institute

USA

September 2012 - August 2015

Prof Roger F Malina

Distinguished Professor of Arts and Technology and Professor of Physics

The University of Texas

USA

EAA September 2012 – August 2015 **Prof Yang Shiqiang**

Professor EAA Department of Computer Science and

Technology

Tsinghua University

Beijing

PRC

School of Law

Prof Sir Jeffrey Jowell QC

Director The Bingham Centre for the Rule of Law

UK

Prof Neil H Andrews

Professor of Civil Justice and Private Law

Faculty of Laws

University of Cambridge

UK

Prof Jason Chuah

Head of Academic Law

The City Law School City University London

UK

Prof Jacques deLisle

Stephen A Cozen Professor of Law and Professor of Political Science Director

Center for East Asian Studies University of Pennsylvania

USA

Prof Graham Dutfield

Professor of International Governance

School of Law University of Leeds

UK

Prof Peter Gillies

Professor of Business Law

Department of Accounting & Corporate

Governance

Macquarie University

Australia

Bachelor of Laws with Honours /

September 2012 - August 2014

Juris Doctor

October 2012 – September 2015

Bachelor of Laws with Honours / EAA

Juris Doctor

June 2012 – September 2015

Bachelor of Laws with Honours EAA

July 2012 - September 2015

EAA

EAA

Bachelor of Laws with Honours /

Juris Doctor

April 2005 – September 2013

EAA

Bachelor of Laws with Honours /

Juris Doctor

March 2009 - September 2014

EAA

Bachelor of Laws with Honours

September 2010 – September 2013

319

Prof Stephen Graw

Professor of Law and Head of the School

of Law

James Cook University

Australia

EAA Bachelor of Laws with Honours /

Juris Doctor

March 2009 - September 2014

Professor Michael Anthony Haley

Professor of Property Law

School of Law

Keele University

UK

EAA Bachelor of Laws with Honours /

Juris Doctor

April 2008 – September 2014

Judge Victor Hall

Leicester UK EAA

Bachelor of Laws with Honours /

Juris Doctor

 $November\ 2010-September\ 2013$

Dr Fleur Johns

Associate Professor Faculty of Law

The University of Sydney

Australia

EAA Bachelor of Laws with Honours /

Juris Doctor

July 2009 - September 2014

Dr Murray Lee

Senior Lecturer Sydney Law School

The University of Sydney

Australia

EAA Bachelor of Laws with Honours

April 2010 – September 2013

Prof Liu Xiaohong

Director

International Exchange Center

East China University of Political Science

& Law (ECUPL)

PRC

EAA Bachelor of Laws with Honours /

Juris Doctor

November 2010 – September 2013

Prof John Patrick Lowry

Professor of Commercial Law

Faculty of Laws

University College London

UK

EAA Bachelor of Laws with Honours / Juris

Doctor

June 2012 – *September* 2015

Prof Gerry Maher QC

Professor of Criminal Law

School of Law

University of Edinburgh

UK

EAA General Education

September 2010 – September 2013

Bachelor of Laws with Honours /

Juris Doctor

June 2011 - September 2013

Mr James McGowan

Barrister EAA Bachelor of Laws with Honours /

HK Juris Doctor

November 2009 - September 2013

Prof Gabriel Moens

Dean and Professor of Law EAA Bachelor of Laws with Honours /

School of Law Juris Doctor

Murdoch University February 2008 – September 2014

Australia

Prof Vernon Valentine Palmer

Thomas Pickles Professor of Law EAA Bachelor of Laws with Honours

Tulane University Law School September 2010 – September 2013

USA

Mr Benny Tai Yiu Ting

Associate Professor EAA Bachelor of Laws with Honours /

Department of Law Juris Doctor

Faculty of Law November 2006 – September 2014

The University of Hong Kong

HK

Prof Stephen Todd
Professor of Law EAA Bachelor of Laws with Honours /

School of Law Juris Doctor

University of Canterbury October 2010 – September 2014

New Zealand

Prof Dr Bea Verschraegen

Professor EAA Bachelor of Laws with Honours /

University of Vienna Juris Doctor

Austria September 2010 – September 2013

Prof Wan Exiang

Doctor of Law EAA Doctor of Juridical Science

Professor of International Law October 2005 – September 2013
Wuhan University Law School

PRC Doctor of Juridical Science (Chinese

Judges) October 2011 – September 2013

Prof Beniamin Liebman

Professor of Law and Director of the Centre EAA Master of Laws

for Chinese Legal Studies January 2010 – December 2015

Columbia University

USA

Prof Andrew Le Sueur

Professor of Public Law EAA Master of Laws

Department of Law November 2012 – October 2015

Queen Mary, University of London

UK Juris Doctor

Prof Dr Loukas Mistelis

October 2012 – September 2015

Director of the School of International EAA Master of Laws in Arbitration & Dispute

Arbitration and Clive M Schmitthoff
Resolution

Professor of Transnational Commercial April 2012 – August 2014

Law and Arbitration

Centre for Commercial Law Studies Queen Mary, University of London

UK

The Hon Mr Justice Pang Kin Kee

HK EAA Postgraduate Certificate in Laws
October 2000 – September 2015

September 2011

Mr Richard Bates

Partner EAA Postgraduate Certificate in Laws Kennedys October 2004 – September 2013

HK

Mr John Bleach, SC

Barrister EAA Postgraduate Certificate in Laws

Temple Chambers October 2001 – September 2013

HK

Mr Benjamin Chain

Barrister EAA Postgraduate Certificate in Laws HK October 2000 – September 2015

Ms Bonita Chan Bow YePartner EAA Postgraduate Certificate in Laws

Hastings & Co October 2009 – September 2015 HK

Master of Laws in Arbitration & Dispute

Resolution July 2011 – September 2012

January 2013 – September 2015

Mr Johnny Chan Yue Chow

General Counsel EAA Postgraduate Certificate in Laws
Hong Kong Institute of Certified Public October 2010 – September 2013

Accountants

October 2010 – September 1

HK

Mr Colin Cohen

Senior Partner EAA Postgraduate Certificate in Laws

Boase Cohen & Collins October 2004 – September 2015

Mr Victor Dawes Barrister Temple Chambers HK	EAA	Postgraduate Certificate in Laws October 2008 – September 2014
Mr Ho Chong Ip Raymond HK	EAA	Postgraduate Certificate in Laws October 2008 – September 2014
Mr Stephen Hung Wan Shun Partner Pang, Wan & Choi HK	EAA	Postgraduate Certificate in Laws October 2007 – September 2013
Mr Ip Shing Hing Partner Christine M Koo & Ip HK	EAA	Postgraduate Certificate in Laws October 2009 – September 2015
Ms Susan Johnson Senior Consultant Cheung, Chan & Chung HK	EAA	Postgraduate Certificate in Laws October 2010 – September 2013
Mr Vincent Kwan Po Chuen Consultant Gallant Y T Ho & Co HK	EAA	Postgraduate Certificate in Laws October 2004 – September 2013
Mr Law Man Chung Barrister Temple Chambers HK	EAA	Postgraduate Certificate in Laws October 2008 – September 2014
Mr Andrew Lee Ying Biu Partner Robertsons HK	EAA	Postgraduate Certificate in Laws October 2010 – September 2013
Ms Nancy Leung Partner Leung & Lau HK	EAA	Postgraduate Certificate in Laws April 2013 – September 2015
Mr Steven Leung Shek-Lim Managing Partner Tang, Lai and Leung HK	EAA	Postgraduate Certificate in Laws February 2012 – September 2014
Mr Raymond Leung Wai Man Barrister Temple Chambers HK	EAA	Postgraduate Certificate in Laws February 2013 – September 2015

Mr José Antonio Maurellet

Barrister EAA Postgraduate Certificate in Laws

Des Voeux Chambers October 2011 – September 2014

HK

Mr Nelson Miu

Barrister EAA Postgraduate Certificate in Laws

Sir Oswald Cheung's Chambers October 2008 – September 2014

HK

Ms Corinne Marie D'Almada Remedios

Barrister EAA Postgraduate Certificate in Laws

HK January 2012 – September 2014

Ms Sylvia Siu Wing Yee, JP

Consultant EAA Postgraduate Certificate in Laws

Sit, Fung, Kwong & Shum

April 2011 – September 2013

HK

Mr Joseph Vaughan

Barrister EAA Postgraduate Certificate in Laws

HK October 2008 – September 2014

Ms Annie Wong

Partner EAA Postgraduate Certificate in Laws

Gallant Y T Ho & Co October 2010 – September 2013

HK

Mrs Wong Ng Kit Wah Cecilia

Partner EAA Postgraduate Certificate in Laws

Kevin Ng & Co October 2008 – September 2014

HK

Prof Susan Nash

Dean EAA Servicing

City University London October 2010 – September 2013

UK

Community College of City University

Division of Applied Science and Technology

Dr Iris Yeung Miu-han

Associate Professor EAA Associate of Science in Applied Business

Department of Management Science Statistics

City University of Hong Kong September 2012 – August 2015

Dr Anthony Pang

Assistant Professor Department of Logistics & Maritime

Studies

Hong Kong Polytechnic University HK

Dr Lin Dai

Department of Electronic Engineering City University of Hong Kong

HK

Assistant Professor

Dr Kenny Chow

Assistant Professor School of Design Hong Kong Polytechnic University

Dr Paul Shin

Associate Professor Department of Biology & Chemistry City University of Hong Kong

HK

Professor

Prof Andrew Horner

Department of Computer Science & Engineering

Hong Kong University of Science and Technology

HK

Division of Business

Prof Brian Andrew

Professor of Accounting and Finance University of Wollongong

Australia

Dr Christina Sue-Chan

Assistant Professor Department of Management City University of Hong Kong

HK

EAA Associate of Science in Airport

Operations and Aviation Logistics

September 2013 – August 2016

EAA Associate of Engineering

September 2012 - August 2014

EAA Associate of Science in Creative and

> Interactive Media Production September 2013 – August 2014

EAA Associate of Science in Environmental

Studies

September 2013 – August 2014

EAA Associate of Science in Information

Systems Development

September 2012 – August 2015

Associate of Science in Network and

Systems Administration

September 2012 – August 2015

Associate of Business Administration

(Accountancy)

September 2013 - August 2015

EAA Associate of Business Administration

(General Management)

September 2012 – August 2014

EAA

Dr Eddie Yu

Associate Professor EAA Associate of Business Administration
Department of Management (Human Resources Management)
City University of Hong Kong September 2012 – August 2014

HK

Dr Henry Fock

Associate Professor EAA Associate of Business Administration

Department of Marketing (Marketing)

Hong Kong Baptist University September 2012 – August 2014

HK

Dr Vikas Kakkar

Associate Professor EAA Associate of Business Administration

Department of Economics & Finance (Financial Services)

College of Business September 2012 – August 2014

City University of Hong Kong HK

Dr Tracy J F Zhang

Assistant Professor EAA Associate of Business Administration

Department of Marketing (China Business Management)
Hong Kong Baptist University September 2013 – August 2016

HK

Prof Muammer Ozer

Professor EAA Associate of Business Administration

Deparatment of Management (International Business Management)

College of Business September 2012 – June 2014
City University of Hong Kong

HK

Dr Leung Chi-Hang, Stephen

Associate Professor EAA Associate of Busines Administration

Department of Management Sciences (Global Logistics Supply Chain
City University of Hong Kong Management)

City University of Hong Kong Managemer
HK Sentember

K September 2012 – August 2014

Division of Languages and Communication

Dr Stephen Bremner

Assistant Professor EAA Associate of English for Professional

Department of English Communication

City University of Hong Kong September 2011 – August 2013

Prof Ho Chi Mina

Assistant Professor Department of Japanese Studies The Chinese University of Hong Kong

HK

EAA Associate of Arts in Japanese Studies

September 2012 – August 2014

Dr Cheng King Hung

Executive Director

Tai Po Baptist Church

EAA Associate of Arts in Communication and September 2012 – August 2015

Public Relations

Mr Kith Tsang Tak Ping

Associate Professor School of Design

Hong Kong Polytechnic University

EAA Associate of Arts in Digital Visual Design

September 2011 – August 2015

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 2012 – August 2015

Prof Chong Yau Yuk

Department of Translation Chinese University of Hong Kong

HK

Associate of Arts in Translation and EAA

Interpretation

December 2012 – August 2015

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 2012 – August 2015

Division of Social Sciences

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

Dr Alison McManus

Associate Profesor and Assistant Director

(Teaching)

Institute of Human Performance The University of Hong Kong

HK

Associate of Social Science in Leisure

and Tourism Management September 2011 – August 2014

EAA

Dr Julian Lai Chuk-ling

Associate Professor Department of Applied Social Studies City University of Hong Kong HK EAA Associate of Social Science in Applied

Psychology

September 2009 – August 2013

Dr Chan Kam Wah

Associate Professor Department of Applied Social Studies Hong Kong Polytechnic University HK EAA Associate of Social Science in Applied

Social Studies

September 2011 – August 2014

Prof Wilson Wong

Associate Professor

Department of Government and Public Administration

The Chinese University of Hong Kong HK

EAA Associate of Social Science in Public Administration and Management

September 2011 – August 2014

Prof Lam Ching-man

Associate Professor Department of Social Work The University of Hong Kong HK EAA Associate of Social Science in Social

Work

September 2011 – August 2014

Prof Robert McKercher

Professor School of Hotel and Tourism Management The Hong Kong Polytechnic University HK EAA Associate of Social Science in Event

Management

September 2012 – August 2015

Professor John Powers

Professor Department of Communication Studies School of Communication Hong Kong Baptist University HK EAA Associate of Social Science in Public Relations and Advertising

January 2011 – August 2014

Chinese Civilisation Centre

Prof Leo Ou-fan Lee

Sin Wai Kin Professor of Chinese Culture The Chinese University of Hong Kong HK EAA Chinese Civilisation Courses

January 2012 – December 2013

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