City University of Hong Kong

Calendar

2017–2018

香港城市大學
City University of Hong Kong

專業 創新 胸懷全球
Professional · Creative
For The World

CALENDAR
2017–2018

City University of Hong Kong

University Motto 校 訓

敬 業 樂 群

Officium Et Civitas

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

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

Vision

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

Mission

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

Guiding principles

1. Student success in academic achievement and career development;

2. Excellence in learning and research, technology innovation and knowledge transfer;

3. Benefit to the social and economic wellbeing of Hong Kong;

4. Accountability in the use of public resources;

5. Global outreach and international competitiveness.

Contents

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, social sciences and veterinary medicine. 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 with mainland China and beyond. The Discovery-enriched Curriculum and the ensuing emphasis on innovation and creativity underlies all aspects of the University's professional education and problem-driven research. Supported by the creation of novel learning spaces and facilities in new buildings on campus, our curriculum embodies CityU's Strategic Plan and ushers in a new era of growth.

Our teachers are recruited from around the world, each an expert in his or her 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. A number of our faculty members hold academician positions with some of the most prestigious international research bodies in Asia and the rest of the 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 recorded phenomenal growth since its establishment as a University in 1994. 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.

Principal Officers of the University

Chancellor

The Honourable Mrs Carrie Lam Cheng Yuet-ngor
GBM, GBS, JP
Chief Executive of the Hong Kong Special Administrative Region

Pro-Chancellor

Dr Chung Shui-ming
GBS, JP

Chairman of the Council

Mr Herman Hu Shao-ming
SBS, JP

Deputy Chairman of the Council

Mr Vincent Chow Wing-shing
BBS, JP

Treasurer

Mr Joseph Pang Yuk-wing
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)

Yu Kwok-chun (November 2014)

David Harilela (November 2015)

Yeung Kin-man (October 2016)

Honorary Doctor of Engineering

Cheng Hon-kwan (May 1996)

Lu Yongxiang (November 1997)

Henry T Yang (November 2005)

Xu Kuangdi (November 2011)

Bruce Cheng (November 2015)

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)

Yukio Hatoyama (November 2013)

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)

Myron Scholes (November 2013)

Honorary Doctor of Science

Run Run Shaw (December 1988)

Wu Wenjun (May 1995)

Stephen Smale (November 1997)

Eric Albert Ash (November 1998)

Pierre-Louis Lions (November 1999)

Xie Shengwu (November 1999)

Alfred Cho (November 2000)

Zhou Guangzhao (November 2000)

Harold W Kroto (November 2001)

Xu Zhihong (November 2001)

Qu Geping (November 2002)

Andrew Yao Chi-chih (November 2003)

Zhang Junsheng (November 2003)

John Chen Sau-chung (November 2004)

Xu Guanhua (November 2006)

Rosie Young Tse-tse (November 2006)

Claude Cohen-Tannoudji (November 2007)

Susumu Tonegawa (November 2009)

Wong Chi-huey (November 2009)

Zhang Jie (November 2009)

Jean-Marie Lehn (November 2010)

John Forbes Nash, Jr. (November 2011)

Bai Chunli (November 2012)

David D Ho (November 2014)

Herbert Gleiter (November 2015)

Ada Yonath (October 2016)

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)

Koo Ming-kown (November 2013)

Raymond Or Ching-fai (November 2014)

Bernard Charnwut Chan (November 2015)

Frederick Ma Si-hang (October 2016)

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)

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)

Rex Auyeung Pak-kuen (September 2013)

Maggie Chan Man-ki (September 2013)

David Fong Man-hung (September 2013)

Francis Ngai Wah-sing (September 2013)

Wong Kai-man (September 2013)

Simon Hui Hing-tak (September 2014)

Joseph Lee Chung-tak (September 2014)

Armstrong Lee Hon-cheung (September 2014)

Yeung Ka-sing (September 2014)

Chan Ka-kui (September 2015)

Rebecca Lai Ko Wing-yee (September 2015)

Winfred Chan Hon-pun (September 2016)

Shirley Chan Suk-ling (September 2016)

Dilys Chau Suet-fung (September 2016)

Haywood Cheung (September 2016)

Michael I. Kotlikoff (September 2016)

Lo Wai-kwok (September 2016)

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.

Part II
The City University

3. Establishment, incorporation and objects of the University

    (1) There is hereby established a corporation to be known as the 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 2 members of the Council, authorized by the Council either generally or specially to act for that purpose.

6. Documents of the University

(1) The University may make and execute any document in the performance or exercise of its functions or powers or in connection with any matter reasonably incidental to or consequential upon the performance or exercise of its functions or powers.

(2) Any document purporting to be duly executed under the seal of the University shall be admitted in evidence and shall, unless the contrary is proved, be deemed to have been duly executed.

7. The powers of the University

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

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

(aa) confer degrees and academic awards including honorary degrees and honorary awards;

(b) (repealed)

(c) erect, provide, equip, maintain, alter, remove, demolish, replace, enlarge, improve, keep in repair and regulate the buildings, premises, furniture and equipment and all other property;

(d)   set terms of remuneration and conditions of service for staff;

(e)   (repealed)

(f)   provide appropriate amenities (including residential accommodation, facilities for social activities and physical recreation) for its students and persons in its employment;

(g)   receive and expend funds;

(h)   invest its funds in such manner and to such extent as it thinks necessary or expedient;

(i)   borrow money in such manner and on such securities or terms as it thinks expedient;

(j)   apply for and receive any grant in aid for its functions on such conditions as it thinks fit;

(k)   engage any professional or expert person to advise it on any matter;

(l)   fix and collect fees and charges for courses of study, facilities and other services provided by it and specify conditions for the use of such facilities and services;

(m)   reduce, waive or refund fees and charges so fixed generally or in any particular case or class of case;

(n)   receive and solicit gifts, whether on trust or otherwise, on its behalf and act as trustee of moneys or other property vested in it on trust;

(o)   (repealed)

(p)   employ staff, advisers and consultants, on a full time or part time basis;

(q)   provide financial assistance by way of grant or loan in pursuance of its objects;

(r)   enter into a contract, partnership or other form of joint venture with other persons;

(s)   acquire, hold and dispose of interests in other corporate bodies and take part in forming corporate bodies;

(t)   provide for profit or otherwise advisory, consultancy, research and other related services.

8.   (repealed)

Part II A
The Court

8A.   The Court

(1)   There is to be a Court of the University which is the supreme advisory body of the University.

(2)   The Court shall consist of the Chancellor as chairman and such other persons as the statutes specify.

(3)   The Court has the following functions-

    (a)   to receive an annual report from the President;

    (b)   to consider reports made to it by the Council;

    (c)   to discuss any motion on general University policy;

    (d)   to raise funds at the request of the University to further the University's objects;

    (e)   to promote the interests of the University in Hong Kong and elsewhere.

Part III
The Council

9.   Establishment of the Council

(1)   There is hereby established a Council, to be known as the Council of the City University of Hong Kong.

(2)   The Council is the supreme governing body of the University.

(3)   The Council may exercise the powers, and shall perform the duties, of the University.

10.   Membership of the Council

(1)   The Council shall consist of the following members-

    (a)   the President;

    (b)   the Deputy President;

    (c)   (repealed)

    (d)   (repealed)

    (e)   (repealed)

    (f)   not more than 15 members who are not students or employees of the University of whom-

        (i)   not more than 8 are appointed by the Chief Executive on the recommendation of the Council; and

        (ii)   7 are appointed by the Chief Executive;

    (g)   an academic member of the Senate nominated by the Senate and appointed by the Council;

    (h)   2 members of staff elected from among their number and appointed by the Council;

    (i)   the Chairman of the Convocation;

    (j)   the President of the Students' Union; and

    (k)   1 postgraduate student elected from among postgraduate students and appointed by the Council.

(2) (a) The Chief Executive shall appoint from the members appointed under subsection (1)(f)-

    (i) 1 member as Chairman;

    (ii) 1 member as Deputy Chairman; and

    (iii) 1 member as Treasurer.

  (b) The Deputy Chairman shall act as 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 the Deputy Chairman are unable by reason of absence from Hong Kong or incapacity to perform the functions of their respective offices, or if for any period both of those offices are vacant, the members may appoint one of the members appointed under subsection (1)(f) to act as Chairman during that period.

(3) (repealed)

(3A) A member of the Council appointed under subsection (1)(f)-

  (a) shall be appointed for a period of 3 years or such lesser period as the Chief Executive may in any particular case appoint, but may from time to time be reappointed;

  (b) may at any time by notice in writing to the Chief Executive resign from the Council.

(3B) A member appointed by the Council under subsection (1)(g), (h) or (k)-

  (a) shall be appointed for a period of 3 years or such lesser period as the Council may in any particular case appoint, but may from time to time be reappointed;

  (b) shall cease to be a member of the Council-

    (i) when he ceases to meet the criteria of eligibility for nomination by the body that nominated him; or

    (ii) when he ceases to be a member of the body that elected him;

  (c) may at any time by notice in writing to the Chairman of the Council resign from the Council.

(4) Upon the expiry of the appointment of any member, other than an ex officio member, whether by effluxion of time or as a result of resignation or otherwise, the procedure for a new appointment, or reappointment, as the case may be, shall be as if the position thus vacated were being filled for the first time.

(5) The provisions of this section are without prejudice to section 42 of the Interpretation and General Clauses Ordinance (Cap. 1).

11. Meetings and procedure of the Council

(1) Meetings of the Council shall be held at such times and places as the Chairman may appoint.

(2)   One half of the number of members for the time being shall form a quorum at a meeting of the Council.

(3)   (a)   If a member has an interest in any matters to be considered at a meeting of the Council and is present at such meeting, he shall as soon as possible after the commencement of the meeting disclose to the Council the fact and nature of the interest and shall, if required by the Council, withdraw from the meeting while the Council is considering the matter and in any case shall not vote thereon.

        (b)   In this subsection "interest" includes a pecuniary interest.

(4)   A meeting of the Council may be adjourned by the Chairman or the person presiding or, where the Council so resolves, by the Council.

(5)   Subject to this Ordinance, the Council may determine its own procedure.

13.   Transaction of business by circulation of papers

The Council may transact any of its business by circulation of papers, and a resolution in writing which is approved in writing by a majority of the members shall be as valid and effectual as if it had been passed at a meeting of the Council.

13.   Committees generally

(1)   The Council may create and appoint such committees for any general or special purposes as it thinks fit and any such committee may consist partly of persons who are not members of the Council.

(2)   The chairman of any committee appointed under subsection (1) shall be appointed by the Council from among the members of the Council.

(3)   Subject to subsection (4), the Council may in writing, with or without restrictions or conditions as it thinks fit, delegate any of its powers and duties to any committee appointed under subsection (1).

(4)   The Council shall not delegate to any committee appointed under subsection (1) the power-

        (a)   to approve the terms and conditions of service of any class of persons in the employment of the University;

        (b)   (repealed)

        (c)   to authorize the preparation of the statements required under section 19(2);

        (d)   to make statutes under section 21A;

        (e)   to appoint the President and the Deputy President or to remove the President and the Deputy President from office or to approve the duties of the President and the Deputy President.

(5)   Subject to the directions of the Council, each committee may determine its own procedure at its meetings.

Part IV

President, Deputy President and other staff

14.   Appointment of President and other staff

    (1)   The Council-

        (a)   shall appoint a President who, subject to the control of the Council, is vested the management, conduct and administration of the University, and the welfare and discipline of staff and students;

        (b)   may appoint a Deputy President who shall undertake such duties as the President may direct;

        (c)   may appoint other persons as employees of the University.

    (2)   The President and Deputy President are appointed by resolution of the Council passed by the votes of not less than three quarters of its members for the time being.

    (3)   The President or Deputy President may be removed from office on the ground of his misconduct, incompetence, inefficiency or other good cause by resolution of the Council passed by the votes of not less than three quarters of its members for the time being.

    (4)   The Council may appoint any person to act as President during the incapacity or absence from Hong Kong of the President or if that office is or becomes vacant for any reason.

    (5)   The Council may appoint any person to act as Deputy President during the incapacity or absence from Hong Kong of the Deputy President or if that office is or becomes vacant for any reason.

15.   Power of the Council to delegate to the President

    (1)   The Council may in writing, with or without restrictions or conditions as it thinks fit, delegate to the President its powers and duties.

    (2)   The Council shall not delegate to the President the power to-

        (a)   approve terms and conditions of service of any class of persons in the employment of the University;

        (b)   authorize the preparation of the statements required under section 19(2);

        (c)   make statutes under section 21A;

        (d)   appoint an acting President and Deputy President.

16.   Power of the President to delegate

    (1)   Subject to subsection (2), the President may in writing, with or without restrictions or conditions as he thinks fit, delegate, to such persons or committee of persons as he thinks fit, his powers and duties, including any power or duty of the Council delegated to him under section 15.

(2)   The power conferred by this section on the President to delegate any power or duty of the Council delegated to him under section 15, and the exercise by any person or committee of persons of any such power or duty delegated by the President under this section, shall be subject to any restriction or condition imposed in respect thereof by the Council under section 15.

Part V
Senate, Faculties and Convocation

17.   Senate of the University

(1)   There is established a Senate, which is the supreme academic body of the University, to-

(a)   plan, develop, and maintain the academic programmes offered by the University;

(b)   direct and regulate the teaching and research at the University;

(c)   regulate the admission of persons to approved programmes of study and their attendance at the programmes;

(d)   regulate the examinations leading to the degrees and other academic awards of the University;

(e)   decide on the award of degrees and other academic awards of the University, other than honorary degrees and other honorary awards.

(2)   The Council may make statutes to determine the membership and procedures of the Senate.

17A.   Faculties, etc.

(1)   The Council on the recommendation of the Senate may establish faculties and other equivalent bodies.

(2)   A faculty is administered by a board of the faculty.

(3)   The Council may make statutes to determine the membership of the board of each faculty.

17B.   Convocation

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

17C.   Senate and faculty committees

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

Part VI
Reports and Financial Statements

18. (repealed)

19. Accounts

    (1) The University shall maintain proper accounts and records of all income and expenditure.

    (2) After the end of a financial year, the University shall prepare statements of income and expenditure for the financial year and of the assets and liabilities of the University on the last day of the financial year.

    (3) The University may fix a period to be its financial year.

20. Auditors

    (1) The University shall appoint auditors, who shall be entitled at any time to have access to all books of account, vouchers and other financial records of the University and to require such information and explanations thereof as they think fit.

    (2) The auditors shall audit the 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); and

    (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 "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 $10,000.

24. (repealed)

Statutes of the University

Statute 1: Interpretation

In these Statutes, unless the context otherwise requires:

1. 'Academic staff' means the full-time teaching and research staff of the University appointed on Academic Staff terms of service or Academic and Equivalent Administrative Staff terms of service;

2. 'Academic year' means such period not exceeding twelve consecutive months, and 'semester' means such part of an academic year, as the Senate shall determine from time to time;

3. 'Chairman' means any person who chairs a meeting and the word shall be taken as gender neutral. Use of alternative terms, for example 'Chairperson', 'Chair', 'Chairlady' shall be at the absolute discretion of the person chairing the meeting;

4. 'Course' means the basic units of instruction into which students are registered and for which grades may be assigned;

5. 'Member of staff' means any person who is in the full-time employment of the University excluding those appointed on temporary terms of service;

6. 'Ordinance' means the City University of Hong Kong Ordinance;

7. 'Polytechnic' means City Polytechnic of Hong Kong;

8. 'Chair Professor' means any person appointed as a Professor of the University within the professorial salary range, and excludes Emeritus Professors, Honorary Professors, Visiting Professors and Adjunct Professors;

9. 'Programme' means the structured academic programme leading to a named award of the University into which students are registered;

10. 'Regulation' means any regulation made pursuant to the Ordinance or these Statutes;

11. 'Student' means any student registered on a programme of study leading to the degrees or other academic awards of the University as approved by the Senate;

12. 'University', 'Chancellor', 'Pro-Chancellor', 'Statutes', 'Court', 'Council', 'Convocation', 'Senate', 'Faculty', shall have respectively the same meaning as they have in the Ordinance;

13. Reference to Faculties includes equivalent bodies as defined by the Council on the recommendation of the Senate;

14. Reference to academic departments includes equivalent bodies as defined by Senate;

15. Words used throughout the Statutes are gender neutral;

16. Words in the singular shall include the plural, and vice-versa; and

17. Words defined in the Ordinance shall have the same meaning in the Statutes.

Statute 2: Making and Revision of the Statutes

1. Under the Ordinance, the Council may make Statutes for the administration of the University and for matters that the Ordinance provides for inclusion in a Statute.

2. The Council shall appoint a Committee on Statutes comprising an equal number of members from the Council, the Senate, and the Management Board for the purpose of considering proposals to make new Statutes, or to revise existing Statutes.

3. The approval by the Council of any proposal to introduce new Statutes, or to revise existing Statutes, must be passed by the votes of not less than three quarters of the members present and voting.

Statute 3: Principal Officers of the University

1. The following shall be the Principal Officers of the University:

    (1) The Chancellor, who, when present, shall preside at meetings of the Court and at Congregations of the University.

    (2) The Pro-Chancellor, who shall be appointed by the Chancellor for a term to be determined by the Chancellor, and who, on the authorization of the Chancellor and on the Chancellor's behalf, may exercise any of the powers or perform any of the duties conferred or imposed on the Chancellor by the Ordinance.

    (3) The Chairman of the Council, the Deputy Chairman, and the Treasurer, who shall be appointed by the Chief Executive from among those members of the Council appointed under subsection 10(1)(f) of the Ordinance, and who shall discharge such functions as may be determined by Statute or by the Council.

    (4) The President, who shall be appointed for such period and on such terms as may be determined by the Council.

2. One of the Principal Officers shall preside at Congregations of the University in the absence of both the Chancellor and Pro-Chancellor.

3. The Chairman of the Council shall have the authority:

    (1) to consider and take action on behalf of the Council when a meeting of the Council is not imminent on any matter normally considered by the Council, with the exception of matters which are precluded from delegation by the Ordinance;

    (2) to appoint Acting President and Acting Deputy President.

4. Should the position of the Chairman of the Council fall vacant, the Deputy Chairman shall act as Chairman and assume the duties of the Chairman until a new appointment is made.

5. The President shall:

    (1) undertake such duties as may be determined by the Ordinance and supplemented by Statute or by the Council, and shall have a general responsibility to the Council for maintaining and promoting the efficiency and good order of the University, and to the Senate for the academic leadership of the University;

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

Statute 4: Powers of the Council

1. The Council is the supreme governing body of the University and, as such, may exercise all powers conferred and shall perform all of the duties imposed on the University by the Ordinance. It shall have power to do all such things as are necessary for, or incidental or conducive to, or connected with, the furtherance of the University's objectives, and in particular those set out in Section 7 of the Ordinance.

2. The Council shall also have the power to:

    (1) recommend to the Chancellor the appointment of a Pro-Chancellor;

    (2) appoint the President by a resolution passed by not less than three quarters of its members for the time being;

    (3) authorize or ratify the affixing to documents of the Common Seal of the University;

    (4) appoint auditors.

3. In addition to the particular powers set out in Sections 1 and 2 above, the Council may also discharge the following in accordance with the terms of the relevant section of the Ordinance:

    (1) appoint a Deputy President by resolutions passed by not less than three quarters of its members for the time being;

    (2) appoint an acting President or an acting Deputy President, as necessary, and delegate such appointment to the Council Chairman;

    (3) remove from office the President or the Deputy President on grounds of misconduct, incompetence, inefficiency or other good cause, by resolution passed by not less than three quarters of its members for the time being;

    (4) appoint other persons as employees of the University;

    (5) make and execute any document in the performance or exercise of the University's objectives or powers, or in connection with any matter incidental to or consequential upon the performance or exercise of the same;

    (6) make Statutes;

    (7) create and appoint committees for any general or special purposes as it thinks fit;

    (8) delegate in writing, with or without restrictions or conditions as it thinks fit, any of its power and duties to any person or committee, subject to the restrictions imposed by the Ordinance;

    (9) establish Faculties and other equivalent bodies on the recommendation of the Senate;

    (10) provide for by Regulations any matters which it is empowered to regulate by the Ordinance or the Statutes.

Statute 5: The Court

1. The Court shall discharge the functions assigned to it under Section 8A of the Ordinance.

2. The membership of the Court shall comprise:

    (a) the Principal Officers of the University;

    (b) the Deputy President, the Provost, the Vice-Presidents, the Associate Provost(s), the Deans and their equivalent;

    (c) the Members of the Council;

    (d) the Members of the Senate;

    (e) not more than 20 members, appointed by the Chancellor, on the recommendation of the Council;

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

3. The Secretary to the Court shall be appointed by the President.

4. The Chancellor shall preside at meetings of the Court. In the absence of the Chancellor, the Pro-Chancellor or, in his absence, the Chairman of the Council, shall preside.

5. Ex officio members shall continue as members so long as they hold the office by virtue of which they are members of the Court.

6. Members appointed under Section 2(e) shall hold office for three years or a lesser period as determined by the Chairman of the Court and shall be eligible for re-appointment.

7. Members appointed under Section 2(f) shall hold office for three years or a lesser period as determined by the Council and shall be eligible for re-appointment.

8. Vacancies shall be filled as they occur or as soon thereafter as may be convenient and such persons appointed shall normally hold office for the unexpired term of the person replaced.

9. Any member of the Court other than an ex officio member may resign in writing addressed to Secretary to the Court.

10. The Court shall meet at least once in each academic year, although the Chairman of the Court may convene a meeting at any time.

11. One-fourth of the membership of the Court for the time being shall form a quorum for meetings.

12. The President may require any member of the University to be present at a meeting of the Court for the purpose of providing supplementary information on matters being considered by the meeting. Such persons shall not have the right to vote, nor shall they form part of the quorum required for the meeting.

Statute 6: The Senate

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

(1) to make decisions on the award of degrees and other academic awards of the University other than honorary degrees or other honorary awards;

(2) with respect to Associate Degree programmes offered by the Community College of City University (CCCU) leading to awards of the University, to make arrangements with the CCCU Academic Board to maintain the academic standards and assure the quality of these programmes and to decide, on behalf of Senate, the awards of Associate Degree to students of CCCU who successfully complete programme requirements;

(3) to plan, approve, develop, maintain, regulate and promote all teaching, programmes of study, research and other academic work in the University, and to formulate policies accordingly;

(4) to approve the discontinuation of any programme of study;

(5) to advise the Council on any matter which is relevant to the educational work of the University;

(6) to make recommendations to the Council on the establishment of Faculties and other equivalent bodies, and to approve the establishment of academic departments;

(7) to make recommendations to the Management Board or the Council, as appropriate, on the criteria and methodologies for the allocation of resources to support the academic work of the University, and on the development and operation of required facilities;

(8) to prescribe the requirements for admission as a student of the University;

(9) to regulate the conditions for the conferment of academic awards, other than honorary degree and honorary awards, of the University;

(10) to regulate all examinations and assessments conducted by the University;

(11) to terminate a student's programme of study on academic grounds;

(12) to deprive, for reasons which the Senate shall deem to be good cause, any graduate of an academic award conferred by the University or the Polytechnic and/or to revoke any certification granted;

(13) to advise the President on the welfare and discipline of students in the University;

(14) to regulate the institution of scholarships, bursaries, prizes and other similar awards;

(15) to nominate to membership of the Council, as provided for in Section 10(1) of the Ordinance;

(16) to advise the Council on any matter which may be referred to the Senate by the Council;

(17) to report to the Council as necessary;

(18) to refer any matter to a Faculty Board or an equivalent body for consideration and report;

(19) to appoint committees, working parties and similar bodies for the purpose of discharging the powers conferred on the Senate, and to approve their terms of reference and membership;

(20) generally to take all necessary action to discharge the powers and duties conferred on the Senate by the Council or to further the purposes of the Senate set out in Section 17 of the Ordinance.

2. The Senate shall comprise:

   (1) the President, who shall be the chairman;

   (2) the Deputy President;

   (3) the Provost;

   (4) the Vice-Presidents;

   (5) the Associate Provost(s);

   (6) the Chief Information Officer;

   (7) the Dean of Graduate Studies;

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

   (9) the Principal of the Community College of City University;

   (10) the Heads of academic departments or such office holders in an equivalent body of the University as are determined by the Senate;

   (11) all Chair Professors who are not otherwise members;

   (12) the Librarian;

   (13) the Director of the School of Continuing and Professional Education;

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

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

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

   (17) two students nominated by the Students' Union;

   (18) one postgraduate student nominated by the CityU Postgraduate Association.

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

4. One half of the number of members for the time being shall form a quorum at a meeting of the Senate.

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

Statute 7: The Management Board

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

1.   The Board provides advice to the President including the following:

   (a)   the development of strategic plans and associated financial plans for the University;

   (b)   the methodology for establishing budgets and other resource allocation matters;

   (c)   University policies and associated procedures in the following areas;

      (i)   administration and management;

      (ii)   financial planning and control;

      (iii) staffing matters;

      (iv) student affairs;

      (v)   risk management;

      (vi) development & external relations.

2.   To fulfil its role as a major channel of communication, the Board receives regular reports on the following:

   (a)   progress on the implementation of proposals in the Strategic Plan;

   (b)   the University's recurrent and capital finances;

   (c)   capital projects undertaken by the University;

   (d)   reports as appropriate, from other University committees and from administrative offices, as directed by the President.

3.   The Management Board shall comprise:

   (a)   the President, who shall be the chairman;

   (b)   the Deputy President;

   (c)   the Provost;

   (d)   the Vice-Presidents or their equivalents;

   (e)   the Associate Provost(s);

   (f)   the Deans of Colleges or equivalent bodies;

(g) the Dean of Graduate Studies;

(h) such heads or other members of staff as determined by the President.

4. One half of the members for the time being shall form a quorum. No meeting shall be held if more than half of the substantive members are represented by staff discharging their office temporarily on an acting basis.

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

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

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

   (1) to advise the Senate, Dean, or Heads of academic departments of the College, as appropriate, on all matters pertaining to the planning, development, implementation and monitoring of the academic work of the College;

   (2) to be responsible for the establishment, maintenance and monitoring of academic standards in the College, in particular through:

      (a) the submission of proposals to the Senate for approval of all new programmes of study planned to be introduced in the College and for the discontinuation of existing programmes of study;

      (b) the monitoring and review of undergraduate programmes of study in the College, and reporting thereon annually through the Board of Undergraduate Studies 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 full-time staff members from each academic department of the College, other than the ex officio members, elected by and from among the full-time academic staff, Teaching Fellows and Senior Teaching Fellows of that department;

(6) two to four members of the full-time academic staff of academic departments outside the College concerned, or full-time staff of administrative and academic support units, appointed by the Board, such that no department or unit shall be represented by more than one member;

(7) one student from each academic department of the College, and one student from the College itself who is affiliated to the College direct and not to any academic department, elected by and from the students in the respective categories.

3. The College Secretary shall be the Secretary to the Board.

4. One half of the number of members for the time being shall form a quorum at a meeting of the College Board.

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

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

(1) to advise the Senate or Dean of the School, as appropriate, on all matters pertaining to the planning, development, implementation and monitoring of the academic work of the School;

(2) to be responsible for the establishment, maintenance and monitoring of academic standards in the School, in particular through:

(a) the submission of proposals to the Senate for approval of all new programmes of study planned to be introduced in the School and for the discontinuation of existing programmes of study;

(b) the monitoring and review of undergraduate programmes of study in the School, and reporting thereon annually through the Board of Undergraduate Studies 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, if any;

(5) up to four members of the full-time academic staff of academic departments outside the School of Law, or full-time staff of administrative and academic support units other than the Library, appointed by the Board, such that no department or unit 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 law-related professions 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.

4.   One half of the number of members for the time being shall form a quorum at a meeting of the Board of the School of Law.

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

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

(1)   to advise the Senate or Dean of the School, as appropriate, on all matters pertaining to the planning, development, implementation and monitoring of the academic work of the School;

(2)   to be responsible for the establishment, maintenance and monitoring of academic standards in the School, in particular through:

(a)   the submission of proposals to the Senate for approval of all new programmes of study planned to be introduced in the School and for the discontinuation of existing programmes of study;

(b)   the monitoring and review of undergraduate programmes of study in the School, and reporting thereon annually through the Board of Undergraduate Studies 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 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)   all full-time Teaching Fellows and Senior Teaching Fellows of the School, if any;

(5) two to four members of the full-time academic staff of academic departments outside the School of Creative Media, or full-time staff of administrative and academic support units, appointed by the Board, such that no department or unit shall be represented by more than one member;

(6) up to four students elected by and from the students of the School of Creative Media.

3. The School Secretary shall be the Secretary to the Board of the School of Creative Media.

4. One half of the number of members for the time being shall form a quorum at a meeting of the Board of the School of Creative Media.

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

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

(1) to advise the Senate or Dean of the School, as appropriate, on all matters pertaining to the planning, development, implementation and monitoring of the academic work of the School;

(2) to be responsible for the establishment, maintenance and monitoring of academic standards in the School, in particular through:

(a) the submission of proposals to the Senate for approval of all new programmes of study planned to be introduced in the School and for the discontinuation of existing programmes of study;

(b) the monitoring and review of undergraduate programmes of study in the School, and reporting thereon annually through the Board of Undergraduate Studies 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)   all full-time Teaching Fellows and Senior Teaching Fellows of the School, if any;

(5)   two to four members of the full-time academic staff of academic departments outside the School of Energy and Environment, or full-time staff of administrative and academic support units, appointed by the Board, such that no department or unit shall be represented by more than one member;

(6)   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;

(7)   up to four students elected by and from the students of the School of Energy and Environment.

3.   The School Secretary shall be the Secretary to the Board of the School of Energy and Environment.

4.   One half of the number of members for the time being shall form a quorum at a meeting of the Board of the School of Energy and Environment.

Statute 9: Board of Graduate Studies

1.   Within the policies, procedures and priorities established by the Senate and subject to the general oversight of the 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.

3. 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

1. Subject to the provisions in the Ordinance, the Convocation shall have the following objectives:

(1) to strengthen the relationship among members of the Convocation and between the Convocation and the University;

(2) to promote good relations between the University and the general public;

(3) to discuss any matter relating to the development of the University including any matter referred to it by the Council and to make recommendations to the Council;

(4) to promote the objectives and activities of the University.

2. Each graduate on receipt of an academic award granted by the University or the Polytechnic, in accordance with the Academic Regulations as approved by the Senate, shall be a member of the Convocation.

3. Emeritus Professors and honorary award recipients on whom the titles have been conferred by the University shall be members of the Convocation.

4. A register containing the names of all members of the Convocation shall be kept by the Secretary of the Convocation.

5. A member may at any time by giving notice in writing to the Secretary of the Convocation resign from membership of the Convocation.

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

7. There shall be a Chairman of the Convocation who shall at the same time be Chairman of the Standing Committee.

8. The Convocation shall, from its own members, elect a Chairman and not more than four Vice-Chairmen who shall respectively hold office for a period of two years. A retiring Chairman or Vice-Chairman shall be eligible for re-election except for the retiring Chairman who has, at the time of such retirement, held an office for two consecutive full terms.

9. In case of a vacancy in the office of the Chairman arising from other than expiry of the term of office of a retiring Chairman, the Convocation shall elect one of its members at a special or the next annual general meeting to fill the vacancy. The person so elected shall hold office for the remainder of the term for which his/her predecessor was appointed.

10. In the absence of the Chairman, one of the Vice-Chairmen shall be appointed by the Chairman to act on his behalf. If the Chairman fails to appoint an acting Chairman, the Standing Committee shall appoint one of the Vice-Chairmen to act as the Chairman.

11. Subject to the Ordinance and this Statute, the Convocation may appoint committees for any general or special purposes as it thinks fit, and to approve their terms of reference and membership.

12. The Convocation shall meet at least once in each calendar year and at such other times as it may determine.

13. Thirty members of the Convocation shall form a quorum for meetings.

14. The Secretary of the Convocation shall be appointed by the President.

Statute 11: Emeritus Professors

1. On the recommendation of the Senate, the Council may confer the title of Emeritus Professor upon any Chair Professor of the University on retirement from office and after being employed in the service of the University for not less than ten years, of which at least five shall have been as a full-time Chair Professor, and who in the opinion of the Senate has made a distinguished contribution to his chosen academic field.

2. Emeritus Professors shall be members of Convocation, and shall rank in precedence before Chair Professors of the University on any ceremonial or official occasion. In addition, they shall have the right to use University facilities, and be eligible to apply for office facilities within the University.

3. Emeritus Professors shall not be entitled, solely by virtue of that title, to be a member of any other body of the University, or to exercise any administrative or executive functions, except as specified in this Statute.

4. Emeritus Professors may be requested to represent the University, or to carry out duties on the University's behalf, either in Hong Kong or elsewhere.

Statute 12: Honorary Awards and Award Holders

1. Honorary awards may be conferred by the Chancellor from time to time on the recommendation of the Honorary Awards Committee.

2. The Chancellor may confer the following honorary awards in the name of the University:

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

3. The Honorary Awards Committee shall determine which of the honorary awards to be conferred under section (2).

4. The criteria for the award of an honorary doctorate shall be distinctive contributions to learning, to the development of the University, or to the well-being of society in general.

5. The Certification of an honorary award conferred by the Chancellor shall be in Chinese and in English and shall record the full name of the recipient and the title of the award. It shall be authenticated by the signature of the Chancellor of the University, the Chairman of the Council and the President.

6. The recipient of an honorary award conferred by the Chancellor shall sign his name in the Register of Honorary Awards.

7. The holders of such honorary awards shall rank in precedence before the Emeritus Professors of the University on ceremonial occasions, and shall be members of the Convocation. They shall also have the right to use all University facilities.

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

1. The Community College of City University (CCCU) shall be established by the Council of the University as a company limited by guarantee.

2. Members of CCCU shall include the City University of Hong Kong. Additional Members can be admitted by the Board of Management in accordance with the Memorandum and Articles of Association of CCCU.

3. There shall be a Board of Management of CCCU appointed by the Members.

4. There shall be an Academic Board of CCCU established by the Board of Management.

5. 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.

6. 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.

7. The delegation covers:

    (a) approving academic plans, student intakes and enrolments, and discontinuation of programmes subject to the agreement of the Board of Management of CCCU;

    (b) approving entrance requirements and maintaining an appropriate academic standard at entry;

    (c) approving the curriculum of new programmes;

    (d) approving changes to programmes;

    (e) approving academic regulations for student progress through programmes of study, assessment of students, and requirements for graduation;

    (f) establishing principles and policies for the assurance of the academic standards and quality of programmes of study;

    (g) deciding, on behalf of Senate, awards of Associate Degree for students successfully completing their programmes.

8. 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.

9. 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.

10. 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.

11. The Board of Management shall submit an Annual Report to the Council of the University giving details of the activities of CCCU.

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, *SBS, JP*

Deputy Chairman

Appointed under University Ordinance sections 10(1)(f)(i) and 10(2)(a)(ii):
Mr Vincent Chow Wing-shing, *BBS, JP*

Treasurer

Appointed under University Ordinance sections 10(1)(f)(i) and 10(2)(a)(iii):
Mr Joseph Pang Yuk-wing, *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 Lilian Chiang Sui-fook
Mr Andrew Fan Ka-fai
Dr Peter Ho Ka-nam
Mr Lau Ming-wai, *GBS, JP*
Miss Lo Po-man
Dr Halina Poon Suk-han, *MH*

Appointed under University Ordinance section 10(1)(f)(ii):
Mr Thomas Cheung Tsun-yung, *MH*
Mr Christopher Hui Ching-yu
Dr Raymond Lee Man-chun, *SBS, JP*
Mr Kennedy Liu Tat-yin
Mr Dominic Pang Yat-ting
Mr Herbert Tsoi Hak-kong, *BBS, JP*

Appointed under University Ordinance section 10(1)(g):
Professor Horace Ip Ho-shing, *MH*

Appointed under University Ordinance section 10(1)(h):
Dr Fung Wai-wah
Dr John Tse Wing-ling, *MH*

Appointed under University Ordinance section 10(1)(i):
Chairman of the Convocation
Mr Clovis Lau Koong-yep

Appointed under University Ordinance section 10(1)(j):
President of the Students' Union
Mr Alvis Chan Ngok-am

Appointed under University Ordinance section 10(1)(k):
Mr Wang Kai

Secretary to Council
Dr Kevin 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; and

1.4 to advise the Council on any matters referred to it by the Council or any committees of the Council.

2. Constitution

Chairman
   Chairman of the Council

Members
Officers of the University
   Deputy Chairman of the Council
   Treasurer
   President

Standing Committee Chairmen unless included in the above
   Audit Committee
   Committee on Statutes
   Community Relations Committee
   Finance Committee
   Human Resources Committee

Secretary
   Secretary to Council

Audit Committee

1. Terms of Reference

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

1.1 to review the consistency and appropriateness of the accounting policies of the University and to oversee the preparation of the annual financial statements of the University and its subsidiary companies for submission to the Council for approval;

1.2 to consider and make recommendations regarding the appointment of external auditors, including the agreement of the audit fee, and to monitor their effectiveness including matters affecting their independence and objectivity;

1.3 to approve the annual work plan, and to review the reports of the Internal Audit Office regarding the assessment of the effectiveness of the University's internal control and risk management systems and to ensure that appropriate action is taken by the University management to address the issues raised in the findings of the Office;

1.4 to approve the staffing levels of the Internal Audit Office, including the remuneration and terms of appointment of the audit staff, and to consider any question of the resignation or dismissal of the head of the Office;

1.5 to monitor and review the effectiveness and performance of the work of the Internal Audit Office and ensure proper resources are allocated to facilitate the execution of its work;

1.6 to commission any investigation on any matters as the Committee deems necessary, or referred to it by the Council;

1.7 to oversee the University's policies on fraud and risk management, including the effectiveness of any action taken under these policies; and

1.8 to submit to the Council an annual report on its work and the results of the work undertaken by the Internal Audit Office.

Notes:

(a) The annual financial statements audited by the University's auditors should be sent to the Finance Committee as it presents the final outcome of the University's investments for the financial year.

(b) To enhance communication between the Finance Committee and the Audit Committee for matters relevant to both Committees, cross-membership between the committees is recommended.

(c) The modus operandi regarding the audit of the annual financial statements includes:

> *i. to meet with the external auditor to discuss their annual audit plan, results of the annual audit and recommendations, and to review management letters prepared by them, if any;*

> *ii. to consider the necessary actions required to ensure recommendations from the external auditors are properly addressed and acted upon.*

2.   Constitution

Chairman
   Lay member of Council

Members
   Five lay members of Council
   One external member

In attendance
   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 member on Council
   One elected staff member on Council
   President of the Students' Union
   Elected postgraduate student member on Council

In attendance
> Provost
> Vice-President (Administration)
> Secretary to Council
> Associate Vice-President (Development and Alumni Relations)

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.

2. Constitution

Chairman
  Treasurer

Members
  Four lay members of Council
  One external member
  President
  One elected staff member 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.

2.   Constitution

Chairman
    Lay member of Council

Members
    Four lay members of Council
    One external member
    President
    One elected staff member 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".

2. Constitution

Chairman
    Chairman of the Council

Members
    Deputy Chairman of the 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 Chairman of the Council
        and the President

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

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 Student Development Services, 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

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)
- Dean of Students
- Director of Student Development Services

Two students nominated by the Students' Union

One postgraduate student nominated by the CityU Postgraduate Association

Secretary

A staff member of the Student Development Services 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, JP*
Mr CHAN Siu-hung, *JP*
Mr David FONG Man-hung, *BBS, JP*
Mr Kenneth KOO Chee-kong, *JP*
Dr Lee G LAM
Dr Raymond LEUNG Siu-hong
Mrs Eleanor LING LEE Ching-man, *SBS, JP*
Miss LO Po-man
Ms Bianca MA Kin-san
Mrs Agnes MAK TANG Pik-yee, *MH, JP*
Dr Jennifer NG Chui-yiu, *JP*
Miss TONG Hing-min
Dr Elizabeth WANG Ming-chun, *SBS*
Mr WONG Kai-man, *BBS, JP*
Mr WONG Kwai-huen, *BBS, JP*

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

Mr Brave CHAN Yung, *BBS, JP*
Ms Jenny CHAN Pik-ha
Mr CHAN Ka-kui, *SBS, JP*
Professor Oscar CHAN
The Hon Christopher CHEUNG Wah-fung, *SBS, JP*
Miss Lily CHOW
Mr Simon HUI Hing-tak
Ms Catherine KWAI Yuk-nin
Mr Bankee KWAN Pak-hoo, *JP*
Mr Benjamin KWOK Chan-yiu

Mr Tony KWOK Man-wai, *SBS, IDS, JP*
Mrs Rebecca LAI KO Wing-yee, *JP*
Mr Gyver LAU Kwok-leung
Mr Arnold LEUNG Tsz-tun
Mr James LIU Ying-yin
Mr Paul PONG Po-lam
Dr SHAN Guangcun
Mr Cliff SUN Kai-lit, *BBS, JP*
Mr Vincent WONG Yin-shun

The Senate

1.   Terms of Reference

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

1.1   to make decisions on the award of degrees and other academic awards of the University other than honorary degrees or other honorary awards;

1.2   with respect to Associate Degree programmes offered by the Community College of City University (CCCU) leading to awards of the University, to make arrangements with the CCCU Academic Board to maintain the academic standards and assure the quality of these programmes and to decide, on behalf of Senate, the awards of Associate Degree to students of CCCU who successfully complete programme requirements;

1.3   to plan, approve, develop, maintain, regulate and promote all teaching, programmes of study, research and other academic work in the University, and to formulate policies accordingly;

1.4   to approve the discontinuation of any programme of study;

1.5   to advise the Council on any matter which is relevant to the educational work of the University;

1.6   to make recommendations to the Council on the establishment of Faculties and other equivalent bodies, and to approve the establishment of academic departments;

1.7   to make recommendations to the Management Board or the Council, as appropriate, on the criteria and methodologies for the allocation of resources to support the academic work of the University, and on the development and operation of required facilities;

1.8   to prescribe the requirements for admission as a student of the University;

1.9   to regulate the conditions for the conferment of academic awards, other than honorary degree and honorary awards, of the University;

1.10   to regulate all examinations and assessments conducted by the University;

1.11   to terminate a student's programme of study on academic grounds;

1.12   to deprive, for reasons which the Senate shall deem to be good cause, any graduate of an academic award conferred by the University or the Polytechnic and/or to revoke any certification granted;

1.13   to advise the President on the welfare and discipline of students in the University;

1.14   to regulate the institution of scholarships, bursaries, prizes and other similar awards;

1.15   to nominate to membership of the Council, as provided for in Section 10(1) of the Ordinance;

1.16   to advise the Council on any matter which may be referred to the Senate by the Council;

1.17   to report to the Council as necessary;

1.18   to refer any matter to a Faculty Board or an equivalent body for consideration and report;

1.19   to appoint committees, working parties and similar bodies for the purpose of discharging the powers conferred on the Senate, and to approve their terms of reference and membership;

1.20   generally to take all necessary action to discharge the powers and duties conferred on the Senate by the Council or to further the purposes of the Senate set out in Section 17 of the Ordinance.

2. Constitution

Chairman
> President

Ex Officio Members
> Deputy President
> Provost
> Vice-Presidents
> Associate Provost(s)
> Chief Information Officer
> Dean of Graduate Studies
> Deans of Colleges, and such office holders in an equivalent body of the University as determined by the Council on the recommendation of the Senate
> Principal of Community College of City University
> Heads of academic departments or such office holders in an equivalent body of the University as determined by the Senate
> All Chair Professors who are not otherwise members
> Librarian
> Director of School of Continuing and Professional Education

Elected Members
> One member of the full-time academic staff of each academic department or equivalent body of the University as determined by the Senate, elected by and from among their number in that department or equivalent body, as appropriate.
> One member of the full-time academic staff of each school as defined by the Council on the recommendation of the Senate to be equivalent to a faculty, elected by and from among their number in that school.
> One member of the full-time staff elected by and from among Instructors II/Instructors I/ Tutors/Senior Tutors/Teaching Fellows/Senior Teaching Fellows in academic departments, schools, centres or equivalent body of the University as determined by the Senate.

Nominated Members
> Two students nominated by the Students' Union
> One postgraduate student nominated by the CityU Postgraduate Association

In Attendance
> Chief-of-Staff

Dean of Students
Director of Admissions Office
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 Chan Feng Men-ling Chan Shuk-lin 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 Institutional Research Office

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.

2.   Constitution

Chairman
>   Dean of Graduate Studies *(ex officio)*

Deputy Chairman
>   Associate Dean, Chow Yei Ching School of Graduate Studies *(ex officio)*

Members
>   (a) Deputy President *(ex officio)*
>   (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 period of office of members shall be two years, except for members in category (h) whose term shall be one year. The membership in categories (e) to (g) above shall allow for overlapping periods 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
    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

Officers in Attendance
- Associate Vice President (Global Services)
- Director of Institutional Research Office
- University Librarian, Run Run Shaw Library

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 multi-disciplinary areas of research strengths.

1.3 To allocate the University's internal research funding.

1.4 To oversee other 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 2017–2018

Week	S	M	T	W	T	F	S	Events	Public Holidays
	September, 2017								
					1	2		<u>**Semester A 2017/2018**</u>	
1	**3**	4	5	6	7	8	9	**4 Sept–2 Dec Teaching Period**	
2	**10**	11	12	13	14	15	16		
3	**17**	18	19	20	21	22	23		
4	**24**	25	26	27	28	29	30		
	October								
5	**1**	**2**	3	4	**5**	6	7	3 Graduation Date	2 Day following National Day
6	**8**	9	10	11	12	13	14		
7	**15**	16	17	18	19	20	21		5 Day following Chinese Mid-Autumn Festival
8	**22**	23	24	25	26	27	**28**		
9	**29**	30	31						28 Chung Yeung Festival
	November								
				1	2	3	4		
10	**5**	6	7	8	9	10	11		
11	**12**	13	14	15	16	17	18		
12	**19**	20	21	22	23	24	25		
13	**26**	27	28	29	30				
	December								
					1	2		2 Last day of Teaching	
	3	4	5	6	7	8	9	4–9 Student Revision Period	
	10	11	12	13	14	15	16	**11–23 Examination Period**	
	17	18	19	20	21	22	23		
	24	**25**	**26**	27	28	29	30	25 Dec–31 Jan Semester Break	25 Christmas Day
	31								26 First weekday after Christmas Day
	January, 2018								
		1	2	3	4	5	6		1 First Day of January
	7	8	9	10	11	12	13	<u>**Semester B 2017/2018**</u>	
1	**14**	15	16	17	18	19	20	**15 Jan–28 Apr Teaching Period**	
2	**21**	22	23	24	25	26	27		
3	**28**	29	30	31					

Week	S	M	T	W	T	F	S	Events	Public Holidays
	February, 2018								
					1	2	3		
4	4	5	6	7	8	9	10		
5	11	12	13	14	15	16	17	14 Graduation Date	16–19 Lunar New Year
	18	19	20	21	22	23	24	15–21 Lunar New Year Break	Holidays
6	25	26	27	28					
	March								
					1	2	3		
7	4	5	6	7	8	9	10		
8	11	12	13	14	15	16	17		
9	18	19	20	21	22	23	24		
10	25	26	27	28	29	30	31	30 Mar–5 Apr Easter Break	30 Good Friday
									31 Day following Good Friday
	April								2 Easter Monday
	1	2	3	4	5	6	7		5 Ching Ming Festival
11	8	9	10	11	12	13	14		
12	15	16	17	18	19	20	21		
13	22	23	24	25	26	27	28	28 Last Day of Teaching	
	29	30						30 Apr–5 May Student Revision Period	
	May								
		1	2	3	4	5			1 Labour Day
	6	7	8	9	10	11	12	**7–19 Examination Period**	
	13	14	15	16	17	18	19		
	20	21	22	23	24	25	26	21 May–9 Jun Semester Break	22 Birthday of the Buddha
	27	28	29	30	31				
	June								
						1	2		
	3	4	5	6	7	8	9	**Summer Term 2018**	
1	10	11	12	13	14	15	16	**11 Jun–28 Jul Teaching Period**	
2	17	18	19	20	21	22	23		18 Tuen Ng Festival
3	24	25	26	27	28	29	30		
	July								
4	1	2	3	4	5	6	7		2 Day following HK SAR
5	8	9	10	11	12	13	14		Establishment Day
6	15	16	17	18	19	20	21	16 Graduation Date	
7	22	23	24	25	26	27	28	28 Last day of Teaching	
	29	30	31					30 Jul–4 Aug Student Revision Period	

Week	S	M	T	W	T	F	S	Events	Public Holidays
	August, 2018								
				1	2	3	4		
	5	6	7	8	9	10	11	**6–11 Examination Period**	
	12	13	14	15	16	17	18	13 Aug–1 Sep Term Break	
	19	20	21	22	23	24	25		
	26	27	28	29	30	31			

Note : ▢ represents public holidays including all Sundays

Provisional Academic Calendar 2018/2019

	Start Date	End Date
Semester A		
Teaching Period	3 September 2018	1 December 2018
Student Revision Period	3 December 2018	8 December 2018
Examination Period	10 December 2018	22 December 2018
Semester Break	24 December 2018	12 January 2019
Semester B		
Teaching Period	14 January 2019	27 April 2019
	(Lunar New Year holidays: 5–7 February 2019)	
Student Revision Period	29 April 2019	4 May 2019
Examination Period	6 May 2019	20 May 2019
Semester Break	21 May 2019	8 June 2019
Summer Term		
Teaching Period	10 June 2019	27 July 2019
Student Revision Period	29 July 2019	3 August 2019
Examination Period	5 August 2019	10 August 2019
Term Break	12 August 2019	31 August 2019

Provisional Academic Calendar 2019/2020

	Start Date	End Date
Semester A		
Teaching Period	2 September 2019	30 November 2019
Student Revision Period	2 December 2019	7 December 2019
Examination Period	9 December 2019	21 December 2019
Semester Break	23 December 2019	11 January 2020

Semester B

Teaching Period	13 January 2020	25 April 2020
	(Lunar New Year holidays: 25–28 January 2020)	
Student Revision Period	27 April 2020	2 May 2020
Examination Period	4 May 2020	16 May 2020
Semester Break	18 May 2020	6 June 2020

Summer Term

Teaching Period	8 June 2020	25 July 2020
Student Revision Period	27 July 2020	1 August 2020
Examination Period	3 August 2020	8 August 2020
Term Break	10 August 2020	29 August 2020

Admission of Students

Admission of Students

Admission of Students — Bachelor's Degrees

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 two elective subjects (excluding Applied Learning subjects unless otherwise specified). Mathematics extended modules (M1/M2) and "other languages" (at grade E or above) can also be used to meet this requirement. If students take both M1 and M2, they are counted as one subject only.

2) **International Baccalaureate Diploma**

    Award of an International Baccalaureate (IB) Diploma for admission to first-year studies. For Advanced Standing I admission, a minimum diploma point score of 30 (out of 45) is required.

3) **General Certificate of Education (GCE) or International Advanced (A) Level**

    (i) Grade E or above in three General Certificate of Education A-level (or A2) or International A-level subjects. Two Advanced Subsidiary (AS) level subjects are considered to be equivalent to one A-level subject. The same subject cannot be counted at both the A Level and AS Level; AND

    (ii) Grade C or above in GCSE English Language or English Literature, or a satisfactory score in TOEFL or IELTS*.

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* The minimum requirements for TOEFL or IELTS are given below. For details of other acceptable English qualifications, please visit www.admo.cityu.edu.hk/international.

Test of English as a Foreign Language (TOEFL)	79 (Internet-based test) / 550 (paper-based test)
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 available at www.admo.cityu.edu. hk/international. Applicants who obtained their entrance qualification 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 even if 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 the study.

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 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.

For applicants seeking admission on the basis of the Hong Kong Diploma of Secondary Education (HKDSE), please visit www.admo.cityu.edu.hk/jupas/entreq/bd for details of the college/school/department requirements.

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*   The following qualifications are accepted for meeting the general entrance requirements:
  - 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
  - Bachelor's degree study of one year or more at a recognized university

†   The minimum requirements for TOEFL or IELTS are given below. For details of other acceptable English qualifications, please visit www.admo.cityu.edu.hk/international.

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

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 credit units or 90 credit units, 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 credit units)*
- International Baccalaureate (IB) Diploma
- General Certificate of Education (GCE) or International Advanced Level
- a 13-year school leaving qualification
- Associate Degree/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 credit units*)
- Associate Degree/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 any credit transfer on the basis of previous qualifications attained prior to their admission to the University. 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 Degrees

Principles of Admission

To be eligible for admission, the applicant must satisfy the minimum entrance requirements for associate degree programmes 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, sexual orientation, nationality, race, social or ethnic origin, family status or disability.

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

Minimum Entrance Requirements

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

1) **Hong Kong Diploma of Secondary Education (HKDSE)**

   (i)   Level 2 or above in Chinese Language and English Language; AND

   (ii) Level 2 or above in three other subjects (excluding Applied Learning subjects unless otherwise specified). Mathematics extended modules (M1/M2) and "other languages" (at grade E or above) can also be used to meet this requirement. If students take both M1 and M2, they are counted as one subject only.

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 through a local international school or a non-local high school, at Grade 12 or equivalent, are also accepted as satisfying the entrance requirements. Applicants who obtained their entrance qualifications 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 even if 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.

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) or 79 (internet-based test); OR

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

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

- 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

(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) 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*.

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* 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.

Application for Admission

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

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

Enquiries may be directed to Chow Yei Ching School of Graduate Studies or the respective programme offering academic units. Contact details of individual academic units are available on the admissions website for taught postgraduate programmes at http://www.sgs.cityu.edu.hk/prospective/tpg/.

Research degree and professional doctorate programmes

Applications for admission to research degree programmes are accepted throughout the year and will be considered in one admission round. 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 but are interested in taking courses on a short-term basis (less than one academic year) may apply for admission as a visiting student to attend selected course(s) and take the assessment as decided by the course offering unit. 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 be admitted only if the relevant course offering unit is satisfied with their academic ability, and if there are places available 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.cityu.edu.hk/admo
Chow Yei Ching School of Graduate Studies:	http://www.cityu.edu.hk/sgs
Community College of City University:	http://www.cityu.edu.hk/cccu

Regulations

Academic Regulations for Associate Degrees

(Effective from Semester A 2017/18)

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. Each course is identified by a unique course code which is composed of a letter code and a numeric code. The first digit of the numeric code indicates the course's level of academic difficulty. 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 prior studies completed at an appropriate level as recognised by the University. Credit units for transfer 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 the head of a college/school.
Enrolment	The completion of specified procedures to attain student status of the University.

Equivalent Course	Equivalent courses are those courses of the same level where there is sufficient overlap in content that students may 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 calculating the GPA for all courses taken at the time of calculation, it is known as the Cumulative GPA (CGPA). When calculating the GPA for a given semester/term, 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 study 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 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

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 degrees, MPhil, PhD, and professional doctorates are published separately.

Only the University Senate can amend the Regulations, or permit exceptions, exemptions, or variations from them. Any variation from the Regulations approved by Senate for a 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.

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

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 degree/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. Under exceptional circumstances where a student needs to take a leave of absence accumulating to more than four semesters, such a request should be approved by the Dean.

5.   Credit Transfer

5.1   Transfer of credits may be granted to students in recognition of prior studies completed at an appropriate level as recognised by the University. Transfer credits will 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   Transfer credits 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 Students may apply for credit transfer in accordance with the procedures announced by the University.

6. Course Registration

6.1 Students registering for courses must follow the instructions issued by the University. Students may also need to fulfil certain conditions stipulated by the University before they can proceed to register for courses.

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. After the add/drop deadline, requests for late drop of courses will only be approved under exceptional circumstances, and such late requests must be submitted no later than the end of the teaching period for the relevant semester/term for approval by the Head of the course-offering academic unit.

6.5 For approved late drop cases, students will be assigned an X grade representing the late drop of the course and the X grade will be shown on the students' academic transcript.

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 Study Load

7.1 In each semester, 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 from the credit load limit stated in 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:

Grade	Grade Point	Grade Definitions	
A+ A A-	4.3 4.0 3.7	Excellent	The qualifiers, such as "Excellent", "Good", "Fair" etc., define student performance with respect to the achievement of course intended learning outcomes (CILOs).
B+ B B-	3.3 3.0 2.7	Good	
C+ C C-	2.3 2.0 1.7	Fair	
D	1.0	Marginal	
F	0.0	Failure	
P (Pass-fail course only)		Pass	

Operational Grades

IP	In Progress	An IP grade is shown where students will register for the same course in the subsequent semester/term 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 may approve a schedule for the completion of work, or a supplementary examination. An alternative grade should be assigned no later than four weeks after the "I" grade is first reported or as soon as practicable thereafter.
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 add/drop deadline.
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　　Unless otherwise specified, the minimum grade to progress without repeating the course is D. Failure to achieve the minimum grade is regarded as failing the course.

9.3　　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.

9.4   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 AR12.6.

9.5   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 reasonably 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 but 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 and will be conveyed to the student in writing as soon as possible but no later than 10 working days following receipt of the case.

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. The course-offering academic unit will convey the Assessment Panel's decision on the make-up arrangements to the student in writing as soon as possible.

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:

(i) there has been a procedural irregularity in the assessment process; for example, the assessment was not conducted in accordance with the Academic Regulations or with the arrangement prescribed for the course;

(ii) there exist circumstances that impact the course grade awarded 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. 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 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, 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. The decision of the Dean of the college/school to dismiss the request is final.

11.10 If, in the view of the Dean of the college/school, there is a *prima facie* case, then he/she will refer the matter to the College/School 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 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 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.

11.13   Formal requests for review of course grades should normally be resolved at the college/ school level. A student may only appeal against the decision of the College/School 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 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 Standing

Academic Standing

12.1   Academic standing provides an indicator of students in academic difficulty needing academic advising and extra help. The three levels of academic standing are defined as follows:

Standing	Definitions
Academic Warning	Students' academic performance has been unsatisfactory, or their overall academic average is below minimum requirements. Students on warning should seek advice from their academic advisor.

Standing	Definitions
Academic Probation	Students' academic performance has been extremely unsatisfactory, or their overall academic average has continued to be below the minimum requirements for graduation. Students on Academic 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 Academic Probation to take a reduced study load and/or to fulfil specific conditions such as GPA attainments in the following semester.
Academic Suspension	Students who cannot benefit from course registration in the next semester/term 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.

12.2 The following standing is used for operational purposes:

Review	A temporary status indicating that a student's performance is unsatisfactory and has been referred to the student's home academic unit for determining if a decision on academic standing needs to be made.

12.3 The decision of an academic standing will be determined at the end of a semester for students who are in academic difficulty and have taken courses to a total of more than three credit units on the basis of their last academic standing (if any) and the GPAs attained at the time when the decision is made. Detailed rules are as follows:

Last Academic Standing	SGPA		CGPA	Academic/Operational Standing
Nil	1.00 to 1.69	and	1.00 to 4.30	Academic Warning
	0 to 0.99	or	0 to 0.99	Review
Academic warning	1.70 to 4.30	and	0 to 1.69	Academic Warning
	0 to 1.69	and	Any	Review
Academic Probation/ Academic Suspension	0 to 1.69	or	0 to 1.69	Review

12.4 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.

12.5   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.

Repeating Courses to Improve Grades

12.6   Unless otherwise specified, students may repeat a course, or an equivalent course, to recover a failure or to improve a course grade of D, subject to the concerned academic unit's course offering schedule and availability. Only two repeat attempts may be 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

12.7   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 from courses taken at the University, (ii) achieved a GPA of 3.70 or above, (iii) not failed any course, and (iv) subject to the Dean's endorsement, 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. The approved substitute course can be used to recover a failure for 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   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	CGPA
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.

15.2 The Examination Board may terminate the study of a student under the following circumstances:

(i) The student's SGPA is below 1.00 for two consecutive enrolled semesters; or

(ii) The student's academic progress is unsatisfactory and is unable to meet the conditions stipulated by the home academic unit after being put on Academic Probation for two consecutive semesters.

15.3 Irrespective of AR15.2, the Examination Board may prescribe any other criteria for terminating a student's study.

15.4 Notwithstanding AR15.2 and AR15.3 above, students' studies will be terminated if they fail to pass a required course, or its equivalent/substitute course, after three attempts.

15.5 For termination of studies due to academic reasons, students may apply for readmission to the University, with admission to any programme occurring no earlier than one academic year after the termination. Upon readmission after termination of study, students may be given one additional opportunity to pass each required course they have failed in their three previous attempts.

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   Where the case involves a request for an appeal against the decision of the College/School Grade Review Committee lodged by the same student within the same semester/term, a nominee of the Associate Provost (Academic Planning and Undergraduate Education) will be appointed to handle the case to avoid allegation of bias.

16.11   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.

16.12   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

16.13   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.

16.14   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.

16.15   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.

16.16 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 Undergraduate Degrees

(Effective from Semester A 2017/18)

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.
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.
Assessment	The tests, coursework, examinations and other activities used to assess 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. Each course is identified by a unique course code which is composed of a letter code and a numeric code. The first digit of the numeric code indicates the course's level of academic difficulty. 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 prior studies completed at an appropriate level as recognised by the University. Credit units for transfer 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 the head of a college/school.

Degree	The University's undergraduate curricula are organised into degrees. The bachelor's degree is normally granted upon completion of a programme of study, which typically includes a major, Gateway Education requirement, college/school requirements, University Language Requirements, free electives and/or minor.
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	The completion of specified procedures to attain student status of the University.
Equivalent Course	Equivalent courses are those courses of the same level where there is sufficient overlap in content that students may 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 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 calculating the GPA for all courses taken at the time of calculation, it is known as the Cumulative GPA (CGPA). When calculating the GPA for a given semester/term, 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 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 focuses 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 study 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 degree requirements.
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.
University Language Requirements	University Language Requirements refer to the English language requirement and Chinese language requirement stipulated by the Senate.
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.

These regulations do not apply to undergraduate degrees under the previous 3-year degree curriculum structure. Regulations for studies leading to awards of associate degrees, taught postgraduate degrees, MPhil, PhD, and professional doctorates are published separately.

Only the University Senate can amend the Regulations, or permit exceptions, exemptions, or variations from them. Any variation from the Regulations approved by Senate for a 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 or non-completion of all the degree requirements for graduation within the maximum number of credit units permitted is not allowed readmission to any degree of the bachelor's level.

2.7   Former bachelor's degree graduates of the University pursuing a second bachelor's degree are required to fulfil a minimum of 60 credit units of new courses not taken in the first degree, with at least 30 credit units for the major. The detailed degree requirements for such admittees require approval of the Head of the home academic unit.

3.   Enrolment

3.1   On entry to the University, students will be admitted to an academic unit. They will be enrolled in a degree with a specified or an 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 of the home 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.

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 normative 4-year 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. For a bachelor's degree with a normal study duration longer than 4 years, the minimum credit units for graduation and the maximum credit units for the degree shall be approved by the Senate based on individual programme needs.

4.2   Except for those students who are pursuing a double major/double degree or those who have been granted special permission to exceed the maximum number of credit unit limit, students who cannot complete all the degree requirements for graduation within the maximum number of credit units permitted will be required to discontinue their studies.

4.3   Of the required graduation units, all students must complete a major and satisfy the Gateway Education requirement, University Language Requirements, college/school requirements, and any other requirements stipulated by the cognizant academic unit, with the balance to be fulfilled by minor(s) or free electives.

4.4   Double counting of courses is permissible between the home major and college/school requirements, as well as between the minor and college/school requirements. However, the credit units would count only once toward the total credits attained by the student, regardless of the number of requirements the course serves to fulfil.

4.5   College/School Requirement

Individual colleges/schools may specify additional requirements for the degrees offered.

4.6   Major

4.6.1   Students must pursue an area of knowledge in depth through completion of the requirements for a major with a minimum of 45 credit units. The major requirement, plus any college/school requirement, should not exceed 72 credit units. However, the college/school may propose a higher limit to meet the requirements of professional accreditation, or for a degree with a normal study duration longer than 4 years, subject to Senate's approval.

4.6.2   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.

4.7   Gateway Education Requirement

4.7.1   To fulfil their degree requirements, students must complete a minimum of 30 credit units of courses as specified by the University in fulfilment of the Gateway Education requirement.

4.7.2   Gateway Education courses cannot be prescribed as prerequisites for enrolling in any major or minor.

4.7.3   Double counting of courses is permissible between the College/School- specified courses under the Gateway Education requirement and the requirement of (i) minor, or (ii) second major, or (iii) double degree. However, the credit units would count only once toward the total credits attained by the student, regardless of the number of requirements the course serves to fulfil.

4.8   Minor

4.8.1   Students with a home major may choose to declare a minor, which is optional, in accordance with the procedures announced by the University. 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.

4.8.2   Declaration of minors should be made before the submission of the application for graduation, and all requirements for the minor(s) should be met by the time of graduation.

4.8.3   Students who cannot complete their declared minor(s) but have fulfilled their degree requirements can still graduate. The completed courses from the unfulfilled minor may be counted toward the degree as free electives as appropriate.

4.9   University Language Requirements

Students are required to fulfil the English language requirement and Chinese language requirement, as appropriate, in accordance with the requirements stipulated by the University.

4.10   Free Electives

After fulfilling the credit unit requirements for the major, Gateway Education requirement, college/school requirements, University Language Requirements, and minor (optional), students may choose free electives to fulfil their degree requirements, and must do so if their cumulative credit load is below the minimum graduation requirement for the respective degree.

5.   Double Major and Double Degree

5.1   Double Major

5.1.1   Students with a home major may declare a second major within their second and third years of study in accordance with the procedures announced by the University. Such requests require approval from the Heads of the academic units offering the two majors, and are subject to the fulfilment of stipulated conditions, including the attainment of a minimum CGPA of 3.00 at the end of the semester when the declaration is submitted.

5.1.2   Students are required to fulfil the degree requirements associated with the home major and the major requirement 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.

5.1.3   Students who cannot complete their second major but have fulfilled the degree 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.

5.1.4   Students who cannot complete their second major within the stipulated maximum credit limit may still continue to pursue the double major. Any further course registration exceeding the maximum credit unit limit must be self-financed.

5.2   Double Degree

5.2.1   Students with a home major 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 at the end of the semester when the declaration is submitted and fulfilment of any other stipulated conditions, as well as approval by the Heads of the academic units 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.

5.2.2   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.

5.2.3   Additional credits required for studying a double degree which exceed the maximum credit unit limit for the home degree must be self-financed.

5.2.4   Students may also be admitted directly to a specified double degree programme approved by the University. For direct entry to a specified double degree, course registration exceeding 144 credit units must be self-financed.

5.2.5   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 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   Colleges/Schools may stipulate a reduced credit unit requirement for students admitted with advanced standing with regard to the college/school and major requirements, but the degree requirements should comply with the minimum credit requirements for majors (i.e., 45 credit units) and for graduation (i.e., 90 credit units for Advanced Standing I and 60 credit units for Advanced Standing II) as stipulated by the University.

6.3   All the regulations related to degree requirements, double major and double degree presented in AR4 and AR5 above also apply to students admitted with advanced standing unless otherwise specified.

6.4   Students Admitted with Advanced Standing I

6.4.1   Advanced Standing I students 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.

6.4.2   Such students should fulfil the following minimum degree requirements, in addition to any other requirements stipulated by the cognizant academic unit:

(i)   A major

(ii) College/School requirements, if any

(iii) Gateway Education requirement of 21 credit units

(iv) University Language Requirements

6.5   Students Admitted with Advanced Standing II

6.5.1   Advanced Standing II students 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.

6.5.2   Such students should fulfil the following minimum degree requirements, in addition to any other requirements stipulated by the cognizant academic unit:

(i)   A major

(ii) College/School requirements, if any

(iii) Gateway Education requirement of 12 credit units

(iv) University Language Requirements

6.6   <u>Students Admitted with Advanced Standing Pursuing a Double Major or Double Degree</u>

6.6.1   Students admitted with Advanced Standing I may declare a double major/double degree within their first and second years of study. Students admitted with Advanced Standing II may declare a double major/double degree within their first year of study.

6.6.2   Attainment of a double degree requires a minimum of 135 and 105 credit units for Advanced Standing I and Advanced Standing II students respectively.

6.6.3   For direct entry to a specified double degree, course registration exceeding 114 credit units (for Advanced Standing I) and 84 credit units (for Advanced Standing II) required for studying the double degree must be self-financed.

7.   Course Registration

7.1   Students registering for courses must follow the instructions issued by the University. Students may also need to fulfil certain conditions stipulated by the University before they can proceed to register for courses.

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. After the add/drop deadline, requests for late drop of courses will only be approved under exceptional circumstances, and such late requests must be submitted no later than the end of the teaching period for the relevant semester/term for approval by the Head of the course-offering academic unit.

7.5   For approved late drop cases, students will be assigned an X grade representing the late drop of the course and the X grade will be shown on the students' academic transcript.

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. The approved substitute course can be used to recover a failure for the required course.

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; or reached their maximum period of study, cannot register for further courses in subsequent semesters/terms.

8. Credit Transfer

8.1   Transfer of credits may be granted to students in recognition of prior studies completed at an appropriate level as recognised by the University. Transfer credits will 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 previous qualifications attained prior to their admission to the University. 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 or arrangements under joint programmes with other institutions, is as follows:

- Normative 4-year Degree: 60 credit units
- Advanced Standing I: 45 credit units
- Advanced Standing II: 30 credit units
- Degree with a normal study duration longer than 4 years: Half of the credit units required for the award of the degree
- Double Degree: Half of the credit units required for the award of the double degree

8.6   Transfer credits do not count in the calculation of a student's GPA, except where special arrangements have been made such as credit transfer arrangements under joint programmes with other institutions.

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 majors (i.e., 45 credit units) and for their respective degrees in order to graduate. For degrees with a normal study duration longer than 4 years, the minimum credit requirements for the majors after course exemption shall be stipulated by the major-offering academic unit.

9.3   Students may apply for course exemptions in accordance with the procedures announced by the University.

10. Maximum and Minimum Study Load

10.1   In each semester, 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 from the credit load limit stated in 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. Under exceptional circumstances where a student needs to take a leave of absence accumulating to more than four semesters, such a request should be approved by the Dean.

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 and for degrees with a normal study duration longer than 4 years 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   The Examination Board may terminate the study of a student under the following circumstances:

(i)   The student's SGPA is below 1.00 for two consecutive enrolled semesters; or

(ii) The student's academic progress is unsatisfactory and is unable to meet the conditions stipulated by the home academic unit after being put on Academic Probation for two consecutive semesters.

13.3 Irrespective of AR13.2, the Examination Board may prescribe any other criteria for terminating a student's study.

13.4 Notwithstanding AR13.2 and AR13.3 above, students' studies will be terminated if they fail to pass a required course, or its equivalent/substitute course, after three attempts.

13.5 For termination of studies due to academic reasons, students may apply for readmission to the University, with admission to any degree study occurring no earlier than one academic year after the termination. Upon readmission after termination of study, students may be given one additional opportunity to pass each required course they have failed in their three previous attempts.

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:

Grade	Grade Point		Grade Definitions
A+ A A-	4.3 4.0 3.7	Excellent	The qualifiers, such as "Excellent", "Good", "Fair" etc., define student performance with respect to the achievement of course intended learning outcomes (CILOs).
B+ B B-	3.3 3.0 2.7	Good	
C+ C C-	2.3 2.0 1.7	Adequate	
D	1.0	Marginal	
F	0.0	Failure	
P (Pass-fail course only)		Pass	

[Note: A grade with an asterisk (e.g., B+*) is excluded from the calculation of GPA. The credits earned will not be counted toward the minimum credit requirement for graduation but will be counted toward the maximum number of credit units permitted.]

14.2.2   Unless otherwise specified, the minimum grade to progress without repeating the course is D. Failure to achieve the minimum grade is regarded as failing the course.

14.2.3   The following grades are used for operational purposes:

Grade	Grade Descriptions	
IP	In Progress	An IP grade is shown where students will register for the same course in the subsequent semester/term 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 may approve a schedule for the completion of work, or a supplementary examination. An alternative grade should be assigned no later than four weeks after the "I" grade is first reported or as soon as practicable thereafter.
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 add/drop deadline.
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.

14.2.4   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.

14.2.5   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.

14.2.6   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 Standing

14.3.1   Academic standing provides an indicator of students in academic difficulty needing academic advising and extra help. The three levels of academic standing are defined as follows:

Standing	Definitions
Academic Warning	Students' academic performance has been unsatisfactory, or their overall academic average is below minimum requirements. Students on warning should seek advice from their academic advisor.
Academic Probation	Students' academic performance has been extremely unsatisfactory, or their overall academic average has continued to be below the minimum requirements for graduation. Students on Academic Probation may be required to take a reduced study load and/or to fulfil specific conditions such as GPA attainments in the following semester.
Academic Suspension	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 Academic Probation may be required to take a reduced study load and/or to fulfil specific conditions such as GPA attainments in the following semester.

14.3.2   The following standing is used for operational purposes:

Review	A temporary status indicating that a student's performance is unsatisfactory and has been referred to the student's home academic unit for determining if a decision on academic standing needs to be made.

14.3.3   The decision of an academic standing will be determined at the end of a semester for students who are in academic difficulty and have taken courses to a total of more than three credit units on the basis of their last academic standing (if any) and the GPAs attained at the time when the decision is made. Detailed rules are as follows:

Last Academic Standing	SGPA		CGPA	Academic/Operational Standing
Nil	1.00 to 1.69	and	1.00 to 4.30	Academic Warning
	0 to 0.99	or	0 to 0.99	Review

Last Academic Standing	SGPA		CGPA	Academic/Operational Standing
Academic warning	1.70 to 4.30	and	0 to 1.69	Academic Warning
	0 to 1.69	and	Any	Review
Academic Probation/ Academic Suspension	0 to 1.69	or	0 to 1.69	Review

14.3.4　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.

14.3.5　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, subject to the concerned academic unit's course offering schedule and availability. Only two repeat attempts may be 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　Illness or Other Circumstances Related to Assessment

14.5.1　A student who reasonably 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 but 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 and will be conveyed to the student in writing as soon as possible but no later than 10 working days following receipt of the case.

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. The course-offering academic unit will convey the Assessment Panel's decision on the make-up arrangements to the student in writing as soon as possible.

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 from courses taken at the University, (ii) achieved a GPA of 3.70 or above, (iii) not failed any course, and (iv) subject to the Dean's endorsement, 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:

(i)   there has been a procedural irregularity in the assessment process; for example, the assessment was not conducted in accordance with the Academic Regulations or with the arrangement prescribed for the course;

(ii)   there exist circumstances that impact the course grade awarded 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. 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 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, 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. The decision of the Dean of the college/school to dismiss the request is final.

15.1.10 If, in the view of the Dean of the college/school, there is a prima facie case, then he/she will refer the matter to the College/School 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 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 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 level. A student may only appeal against the decision of the College/School 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 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 Where the case involves the request for an appeal against the decision of the College/School Grade Review Committee lodged by the same student within the same semester/term, a nominee of the Associate Provost (Academic Planning and Undergraduate Education) will be appointed to handle the case to avoid allegation of bias.

15.2.11 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.

15.2.12 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

15.2.13 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.

15.2.14 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.

15.2.15 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.

15.2.16 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 intended graduation semester/term 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.

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.

16.4[*]   Students who have declared a second major shall fulfil the second major requirements, and achieve a minimum CGPA of 1.70 in the second major in order for them to be granted the award.

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, Bachelor of Social Sciences, and Bachelor of Veterinary Medicine.

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 home major. If a student has completed a double major, one award certificate will be issued and the second major will also be shown on the award certificate. For students who have completed a double degree, the two degree designations will appear on one award certificate.

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[*]   The minimum CGPA requirement mentioned in AR16.4 only applies to students who declare a second major from the 1st round 2015/16 exercise onwards.

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	CGPA
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	1.7 – 1.99

17.6   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.

17.7   College/School Examination Boards classify awards with regard to, but not necessarily in strict conformity with, a student's CGPA.

17.8   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.

Academic Regulations for Taught Postgraduate Degrees

(Effective from Semester A 2017/18)

Glossary

Academic Transcript	The official academic record of a student's studies at the University, 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/ 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. Each course is identified by a unique course code which is composed of a letter code and a numeric code. The first digit of the numeric code indicates the course's level of academic difficulty. 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 for transfer 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 the head of a college/school.
Enrolment	The completion of specified procedures to attain student status at the University.

Equivalent Course	Equivalent courses are those where there is sufficient overlap in content that students may, with approval, register in 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 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 calculating the GPA for all courses taken at the time of calculation, it is known as the Cumulative GPA (CGPA). When calculating the GPA for a given semester/term, 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 study 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 programme requirements.
Senate	The University Senate of City University of Hong Kong.

Stream	Streams are sub-divisions under a programme 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 for a student by the Dean of the college/school offering the programme, replacing the required course.
Taught Postgraduate	A student enrolled for a Postgraduate Certificate, Postgraduate Diploma, 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.

2.4   Former taught postgraduate students of the University whose studies were discontinued either due to withdrawal or termination of studies and who wish to apply for readmission to the University must follow the normal admission procedures and other conditions specified by the University. Students who have reached the maximum period of study are not allowed readmission to the same programme.

2.5   If a student is readmitted to the same programme after withdrawal, termination of studies, or completion of an intermediate award, his/her previous period of study will be counted in the calculation of his/her maximum period of study. The student's credit units and grades previously earned from the same programme are normally counted in the GPA calculation. The final decision on acceptance of credit units and grades rests with the respective academic unit.

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   Unless otherwise approved by the University, students are not permitted to enrol in an additional CityU programme or government-funded programme/place.

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.

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. Under exceptional circumstances where a student needs to take a leave of absence accumulating to more than four semesters, such a request will require approval by the Dean of the college/school offering the programme.

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   Credit units for transfer are normally assigned with respect to specific courses for work equivalent in content and standard.

5.3   Transferred credit units must have been earned no earlier than eight years before enrolment at the University. Individual academic units may stipulate a more stringent requirement for transferred credit units, as deemed appropriate.

5.4   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.[*&†]

5.5   Transferred credit units do not count in the calculation of a student's GPA, except where special arrangements have been made such as credit transfer arrangements under joint programmes with other institutions.

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   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. Students may also need to fulfil conditions stipulated by the University before they can proceed to register for courses.

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. After the add/drop deadline, requests for late drop of courses will only be approved under exceptional circumstances, and such late requests must be submitted no later than the end of the teaching period for the relevant semester/term for approval by the Heads of both the course-offering academic unit and the home academic unit.

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[*]   Starting from Semester A 2018/19, at least 70% 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. This new requirement will apply to students admitted in Semester A 2018/19 and thereafter. For students admitted before Semester A 2018/19, the minimum requirement is 50%.

[†]   The 70% requirement will not apply to students enrolled in joint programmes with other institutions.

[‡]   Starting from Semester A 2018/19, 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 should be limited to a maximum of 30% of the total credit units for the award being pursued. This new requirement will apply to students admitted in Semester A 2018/19 and thereafter. For students admitted before Semester A 2018/19, the limit is 50%.

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. For approved late drop cases, students 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 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 Study Load

7.1   In each semester, 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 the credit unit load limit stated in 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.

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.

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

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

9. Grading of Courses

9.1 Courses are graded according to the following schedule:

Grade	Grade Point	Grade Definitions
A+	4.3	Excellent
A	4.0	
A-	3.7	
B+	3.3	Good
B	3.0	
B-	2.7	The qualifiers, such as "Excellent", "Good", "Fair" etc., define student performance with respect to the achievement of course intended learning outcomes (CILOs).
C+	2.3	Fair
C	2.0	
C-	1.7	
D	1.0	Marginal
F	0.0	Failure
P (Pass-fail course only)		Pass

Operational Grades

IP	In Progress	An IP grade is shown where students will register for the same course in the subsequent semester/term 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 may approve a schedule for the completion of work, or a supplementary examination. An alternative grade should be assigned no later than four weeks after the "I" grade is first reported or as soon as practicable thereafter.
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 deadline.
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 Unless otherwise specified, the minimum grade to progress without repeating the course is D. Failure to achieve the minimum grade is regarded as failing the course.

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

9.4 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 AR12.5.

9.5 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 reasonably 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 but 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 and will be conveyed to the student in writing as soon as possible but no later than 10 working days following receipt of the case.

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. The course-offering academic unit will convey the Assessment Panel's decision on the make-up arrangements to the student in writing as soon as possible.

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:

(i)   there has been a procedural irregularity in the assessment process; for example, the assessment was not conducted in accordance with the Academic Regulations or with the arrangement prescribed for the course;

(ii)   there exist circumstances that impact the course grade awarded 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. 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 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, 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. The decision of the Dean of the College/School to dismiss the request is final.

11.10 If, in the view of the Dean of the College/School, there is a *prima facie* case, then he/she will refer the matter to the College/School 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 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 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 level. A student may only appeal against the decision of the College/School 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 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 Standing

Academic Standing

12.1   Academic standing provides an indicator of students in academic difficulty needing academic advising and extra help. The three levels of academic standing are defined as follows:

Standing	Definitions
Academic Warning	Students' academic performance has been unsatisfactory, or their overall academic average is below minimum requirements. Students on warning should seek advice from their academic advisor.
Academic Probation	Students' academic performance has been extremely unsatisfactory, or their overall academic average has continued to be below the minimum requirements for graduation. Students on Academic Probation may be required to take a reduced study load and/or to fulfil specific conditions such as GPA attainments in the following semester/term.
Academic Suspension	Students who cannot benefit from course registration in the next semester/term 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.

12.2   The following standing is used for operational purposes:

Review	A temporary status indicating that a student's performance is unsatisfactory and has been referred to the student's home academic unit for determining if a decision on academic standing needs to be made.

12.3   The decision of an academic standing will be determined at the end of a semester/term for students who are in academic difficulty and have taken courses to a total of more than three credit units on the basis of their last academic standing (if any) and the GPAs attained at the time when the decision is made. Detailed rules are as follows:

Last Academic Standing	CGPA	Academic/Operational Standing
Nil	1.00 to 1.99	Academic Warning
	0 to 0.99	Review
Academic Warning	0 to 1.99	Review
Academic Probation/ Academic Suspension	0 to 1.99	Review

12.4   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

12.5   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, subject to the concerned academic unit's course offering schedule and availability. Only two repeat attempts may be 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.

12.6   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   Under exceptional circumstances where a required course cannot be completed, a "substitute" course may be approved for a student by the Dean of the college/school offering the programme, replacing the required course. The approved substitute course can be used to recover a failure for the required course.

13.4   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.

13.5   Students may be granted a taught postgraduate award only if they have achieved a CGPA of 2.00 or above.

13.6   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.

13.7   Students completing the requirements for an award graduate on the following graduation date.

Classification of Awards

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

(i)   Distinction

(ii) Credit

(iii) Pass

13.9   University awards are classified by the relevant College/School Examination Board, which makes a recommendation to Senate for the conferment of awards.

13.10   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

13.11   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.

13.12   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.

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[*]   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.

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   The Examination Board may terminate the studies of a student under the following circumstances:

(i)   the student's SGPA is below 1.00 for two consecutive enrolled semesters; or

(ii)   the student's academic progress is unsatisfactory and is unable to meet the conditions stipulated by the home academic unit after being put on Academic Probation for two consecutive semesters.

15.3   Irrespective of AR15.2, the Examination Board may prescribe any other criteria for terminating a student's studies.

15.4   Notwithstanding AR15.2 and AR15.3 above, students' studies will be terminated if they fail to pass a required course, or its equivalent/substitute course, after three attempts.

15.5   For termination of studies due to academic reasons, students may apply for readmission to the University, with admission to any programme occurring no earlier than one academic year after the termination. Upon readmission to the same programme after termination of studies, students may be given one additional opportunity to pass each required course they have failed in their three previous attempts.

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   Where the case involves a request for an appeal against the decision of the College/School Grade Review Committee lodged by the same student within the same semester/term, a nominee of the Dean of Graduate Studies will be appointed to handle the case to avoid allegation of bias.

16.11   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.

16.12   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

16.13   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.

16.14   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.

16.15   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.

16.16   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.

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 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. Should there be divergent views between the department concerned and the C/SGSC about the student's application for extension of study, the Committee on Research Degrees Candidature should make a final decision.

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 Governing the Format 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.

12.5   Assessment of the quality of thesis shall rest with the Panel of Examiners.

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 thesis 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; combined-mode students may register for courses to a total of no more than eighteen credit units.

9.2   In the Summer Term, students may not register for courses to a total of more than seven credit units.

9.3   Except where special arrangements are made for their programme, students seeking an exception to Clauses 9.1 and 9.2 should apply in writing to SGS for approval by the University.

10. Grading of Courses

10.1 Courses are graded according to the section on "Grading of Courses" of the "Academic Regulations 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   <u>Bound Theses on Independent Work</u>

Students should submit to the university both printed and electronic copies of their thesis documenting the Independent Work in accordance with the University's stipulated requirements 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 Governing the Format of Theses

1. Applicability

1.1 Research degree and professional doctorate students who have successfully completed their thesis examination are required to submit to the University both printed and electronic copies of their thesis. An electronic copy will be uploaded onto the University's specified online platform 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 at the bottom center, 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) Information on Qualifying Panel and Examination Panel

    (d) Acknowledgment, if any

(e)   The table of contents and, where appropriate, a list of plates, tables, figures, symbols or other abbreviations

(f)   The general text

(g)   Bibliography

(h)   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 uploaded to the University's specified online platform.

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.

Quality Manual

Quality Manual

Chapter 1   Introduction

1.1   **Manual and Framework**. The "City University of Hong Kong — Quality Manual" sets out the University's framework and approach to the delivery of quality education. Institutional requirements are defined in relation to programme delivery and procedures, and mechanisms are established to monitor and evidence the delivery of quality learning and teaching and to ensure positive and constructive involvement of students in the assurance and enhancement of learning and teaching processes at the University.

1.2   **Scope of Applicability**. The Quality Manual applies to all taught programmes leading to awards of the University, at associate degree, undergraduate and postgraduate levels, irrespective of the funding source. Research degree programmes are subject to a separate set of regulations, guidelines and codes of practice. Associate degree programmes offered by the Community College of City University operate under a different framework. Programmes offered by the School of Continuing and Professional Education (SCOPE) operate under the frameworks established by SCOPE and its partner institutions.

1.3   **Approach**. At the core of the University's quality framework is a systematic approach to academic quality and standards. This approach relies on clearly stated academic standards, a robust quality assurance mechanism, a commitment to academic quality, evaluation of quality initiatives, and continuous quality improvement.

1.4   **Stakeholders**. Participation of our stakeholders is crucial in defining, assuring, and improving the quality of the University's educational provision. Students, academic and professional staff are significant stakeholders in the University. Other key stakeholders include the University Council and Court, alumni, employers, prospective students, professional, statutory and regulatory bodies which the University engages, as well as partner organisations.

1.5   **Policies, Principles, Practices**. A policy defines the actions and responsibilities of staff and requires compliance. A principle informs staff of procedures which may be used to ensure appropriate outcomes. Therefore, principles provide a basis for the development of good practice in learning and teaching, which may be creatively and flexibly used by all staff. Practices refer to the actual application and implementation. A best practice is seen by the University as one that leads to consistent, effective and desired results.

1.6   **Approval and Revision.** This Quality Manual was approved by Senate on 8 December 2015. Revisions are expected from time to time in the light of experience in various developing contexts. Such revisions will be made by the Quality Assurance Committee periodically and submitted to the Senate for approval.

Chapter 2   Quality Assurance Framework

2.1   The quality assurance framework underpins the University's commitment to academic excellence. It exists to support the continual improvement of our education enterprise and the broader student experience.

2.2   **Approach**. The University's learning opportunities are created strategically, based on a systematic approach, in recognition of local and international standards, and following the University's vision and mission, current Strategic Plan and Academic Development Proposal.

2.3   **Implementation**. The implementation of learning opportunities is aligned with the University's approach to learning and teaching.

2.4   **Review**. The successful implementation of teaching and learning opportunities is subject to systematic, periodic review and quality benchmarking.

2.5   **Enhancement**. The University is committed to a culture of reflective practice and continual improvement in both process and quality; diligently acting on lessons learned and building on best practice.

2.6   **Externality**. The University defines its success in the provision of educational opportunities against the achievement of academic standards as well as the needs and aspirations of the wider community it serves through knowledge transfer and placements of its graduates.

Chapter 3   General Policy: Academic Quality Assurance and Enhancement

Policy Statements

3.1   Academic quality assurance and enhancement are both institutional and co-operative matters. All staff and students must contribute positively to the establishment, maintenance and continuous improvement of academic quality.

3.2   Systems of quality assurance and enhancement must be capable of operating independently of the participation of particular individuals and demonstrate inherent integrity.

3.3   Evidence-based processes and mechanisms must be in place to monitor and review the delivery of quality education.

3.4   All academic and academic support units must have in place processes and procedures for evaluating their work, and their impact and contribution to quality learning and teaching at the University. These processes must include opportunities for staff to reflect on the quality and effectiveness of the work of the unit; collect and review feedback from students and other stakeholders; and benchmark against relevant indicators of performance. These evaluations should provide the basis for continuing enhancement and improvement.

Principles

3.5   Academic quality assurance policies encompass all learning and teaching-related activities of the University.

3.6   The University is committed to the provision and maintenance of a high-quality teaching and learning experience through:

- sponsoring and supporting a timely, self-critical and reflective approach which welcomes and responds positively and appropriately to constructive criticism from academic staff, students, and other stakeholders;

- providing the resources necessary for ensuring the achievement of the University's graduate outcomes at both undergraduate and postgraduate levels;

- providing opportunities for continuing professional development of University staff to maximise potential and contribution;

- recognising the importance of external reference points in facilitating the calibration of quality and standards;

- recognising the importance of research-led teaching in enhancing the academic quality and standard;

- encouraging, supporting and rewarding excellence in teaching;

- establishing and maintaining mechanisms to promulgate good professional practices and academic integrity throughout the University; and

- encouraging students to involve themselves positively in the University's processes and procedures.

3.7   Processes and mechanisms for the delivery of quality learning and teaching, and for evidencing the delivery of quality learning and teaching, should be regularly reviewed in conjunction with stakeholders, specifically:

- academic staff;

- students;

- External Academic Advisors;

- employers; and

- professional accreditation bodies where appropriate.

Chapter 4   Student Admission

Policy Statements

4.1   Applicants are considered solely on the basis of their merits, abilities and potential, regardless of gender, ethnicity or national origin, age, social origin, disability, religion, sexual orientation, family status or any other academically irrelevant distinction.

Principles

4.2   Academic units (AUs) will admit students in line with the University's admissions requirements.

4.3   General entrance requirements are set by the University and made publicly known prior to the commencement of the admissions process to ensure fairness and transparency.

4.4   Additional or more stringent entrance requirements may be set by individual AUs. Criteria should be transparent and justifiable as well as informed by the needs and objectives of the programme of study.

4.5   Since entry is competitive, achieving entrance results equivalent to or above the minimum for a programme does not automatically entitle an applicant to an offer.

4.6   A range of factors beyond formal examination results may be considered.

4.7   AUs may ask applicants to attend interviews, undertake supplementary assessments or provide portfolios of their work. In such cases, the AU should clearly explain how and why this information will be used in assessing the candidate and should treat all candidates on an equal and fair basis.

4.8   Applications will be dealt with efficiently without unnecessary delay.

Chapter 5   Assessment and Academic Standards

Policy Statements

Assessment

5.1   Under the framework of outcomes-based teaching and learning (OBTL), assessment is a crucial element to promote and determine achievement of intended learning outcomes, as well as the development and assurance of education standards.

5.2   Institutional standards are defined in relation to assessment procedures. Mechanisms are established to monitor assessment policy and practice at the University.

5.3   Assessments are carefully designed to allow students to demonstrate achievement of clearly communicated outcomes. Student achievement of the outcomes at the level specified in the assessment criteria is reflected through final results.

5.4   Assessment requirements and procedures must be transparent and communicated clearly to parties who are involved in the process.

5.5   The University's framework and approach to assessment has been set out clearly in the "University Assessment Policy and Principles for Taught Programmes".

Mitigation and Academic Review

5.6   A clear and uniform policy and procedure on mitigation and academic review has been established to provide for a fair and impartial review of students' academic performance should disputes arise. (For details, please refer to the ARs 10 and 11 of "Academic Regulations for Associate Degrees"; ARs 14 and 15 of "Academic Regulations for 4-year Undergraduate Degrees"; and ARs 10 and 11 of "Academic Regulations for Taught Postgraduate Degrees".)

Principles

Academic Awards

5.7   Upon completion of all appropriate graduation requirements, students will be awarded an appropriate degree. 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. (For details, please refer to Chapter 15 of "University Assessment Policy and Principles for Taught Programmes".)

Academic Honesty

5.8   Academic honesty is central to the conduct of academic work. Students are expected to present their own work, give proper acknowledgement of other persons' work, and honestly report how findings are obtained. "Rules on Academic Honesty" have been drawn up to help students avoid academic dishonesty during their stay at the University and throughout their professional careers. To promote a culture of academic honesty, all new students admitted to the University are required to read an online tutorial, take an online quiz and submit an online declaration in relation to the rules.

Chapter 6   Enhancing Learning and Teaching

Policy Statements

6.1   The University is committed to enhancing the learning opportunities of all students by providing students with a consistently high quality learning and teaching experience.

6.2   The University's learning and teaching approach is informed by the University's strategic and academic directions. Reviews of the approach will be conducted periodically for learning and teaching enhancement.

Principles

Learning

6.3   Student learning is built upon practice and reinforcement of activities that lead to a change in behavioural potentiality.

6.4   Learning is defined through the achievement of intended learning outcomes in alignment with the University's graduate outcomes.

6.5   Students, as active learners, accept responsibility for attaining their learning goals.

6.6   Learning takes place both in structured, curricular activities such as class sessions and in co- or extra-curricular activities, such as internships or study tours.

Learning enhancement

6.7   The University seeks to enhance the student learning experience through its support of academic practice, technology-enhanced learning, experiential learning and global learning that promotes discovery and innovation.

6.8   The student experience will be enhanced through high quality resources and facilities, and the provision of learning-enhancing experiences.

Teaching

6.9   High quality teaching is a significant contributor to the student learning experience.

6.10   The University assures high quality teaching through selective hiring, staff development, teaching certification for research postgraduate students, assessment of teaching quality, a quality-oriented reward system at both the individual and AU levels, and teaching improvement initiatives. Collectively, these measures support a culture of continuous improvement.

Chapter 7   Code of Conduct and Equal Opportunity

Policy Statements

7.1   The University is committed to upholding the principle of equal opportunity in its learning and teaching environment.

7.2   University staff are expected to adhere to standards of ethical professional conduct when representing the University internally or externally.

7.3   The University aims to establish an inclusive culture, free from discrimination and founded upon the values of dignity, courtesy and mutual respect. Every person has the right to be treated in accordance with these values.

7.4   Harassment, bullying and victimisation are unacceptable forms of behaviour which will not be tolerated. Allegations of harassment, bullying or victimisation will be treated seriously.

7.5   Deans and Heads of AUs are responsible for implementing appropriate procedures to maintain the code of conduct of staff and students in enhancing learning and teaching quality. Procedures must comply with the Code of Conduct promulgated for the whole University community. The Code is intended to promote the highest professional and ethical standards of staff members and to foster an academic environment that is conducive to the pursuit of excellence in research and professional education.

Chapter 8   Roles and Responsibilities of University Stakeholders

Policy Statements

Students

8.1   Students are integral to the University's system of quality assurance and enhancement. They are encouraged to contribute to the University by providing constructive feedback on learning and teaching quality and on the University's processes and procedures through questionnaires and surveys, committee meetings and direct contact with staff. For details regarding encouraging student participation, please refer to chapter 17.

Academic Staff

8.2   The University relies on its academic staff to deliver and maintain high quality learning and teaching. All academic staff must be aware of University, College/School/Department arrangements to assure and enhance learning and teaching quality and participate positively in these arrangements. All academic staff have the professional responsibility to:

- cultivate and support a self-critical and reflective approach to learning and teaching;

- deliver quality learning and teaching;

- administer assessment tasks fairly and timely;

- continually seek to improve the delivery of learning and teaching, and adopt and implement good teaching practices;

- be receptive to student needs and concerns; and

- provide evidence of the delivery of quality learning and teaching.

Alumni and the Community

8.3   Alumni, employers, professional bodies and members of the community contribute to the University's processes for the assurance and enhancement of learning and teaching by providing input on their learning experience, on the needs or growth areas of society, and on the quality of the University's graduates.

Deans/Heads of Academic Units

8.4   Deans of Colleges/Schools in conjunction with the Boards of Colleges/Schools are responsible for implementing and delivering programmes, ensuring that these are of an appropriate standard and content, and consistent with University policies. They are also responsible for periodically reviewing programmes, their delivery and departmental teaching and learning plans and, for initiating actions to ensure the continuous enhancement of learning and teaching in their Colleges/Schools.

8.5   College/School Boards have the authority to manage the curriculum of programmes, within the framework of Senate policies, regulations and guidelines; and approve academic plans. They may delegate this authority to departments as appropriate.

8.6   Deans and Heads of AUs must adhere to the policies and regulations established by the Senate. The Senate is the final authority for the resolution of any disagreements over the application of policies and regulations.

8.7   The responsibilities of Heads of AUs include the daily delivery of programmes, and establishment of a learning and teaching environment which will best enable students to achieve their full potential.

Academic Support Units

8.8   Academic support units contribute to the achievement of the University's objectives by designing and delivering learning activities and support services in addition to those offered by the AUs. Such learning activities and services must align with the University's graduate outcomes.

President

8.9   The President is the University's chief executive officer with overall responsibility for the University's strategic direction. The President manages the University's performance, particularly in the key areas of education and research, and maintains and promotes the efficiency and good order of the University.

Provost

8.10   The Provost oversees all academic and associated development of the University. The Provost is assisted in academic planning and development initiatives by the Associate Provost (Academic Planning and Undergraduate Education), Associate Provost (Quality Assurance), Associate Provost (Institutional Initiatives) and the Deans of Colleges/ Schools.

Senate and Related Committees

8.11   The Senate is the supreme academic body of the University. Its terms of reference include the power to plan, approve, develop, maintain, regulate and promote all academic programmes, teaching, research and other academic work in the University and to formulate policies accordingly.

8.12   The Academic Policy Committee (APC) advises the Senate on the development, implementation, monitoring and review of academic policy affecting the University as a whole, with advice from the Board of Graduate Studies (BGS) and the Board of Undergraduate Studies (BUS) on postgraduate and undergraduate matters respectively.

8.13   The Quality Assurance Committee (QAC) is responsible for (1) advising the Senate through APC on principles, policies and procedures relating to quality assurance of teaching, learning and assessment; (2) the conduct of audits and reviews as necessary; (3) reviewing periodic quality assurance reports submitted by AUs; (4) the promotion of quality assurance through various means; and (5) facilitation of the development and dissemination of good practices across the University.

Council

8.14   The Council is the supreme governing body of the University. It is responsible for ensuring the effective management of the University and for planning its future development.

Chapter 9   New Programmes

Policy Statements

Approval Criteria

9.1   New programmes must:

- align with the University's objectives as set out in the University Mission Statement and with University and College/School plans;

- demonstrate societal needs and career opportunities;

- design programme aims and intended learning outcomes aligned with the University's graduate outcomes for the respective level of studies;

- define clear course intended learning outcomes which align with the programme intended learning outcomes;

- ensure appropriate academic standards in terms of the level of award and through comparability with the academic standards of similar programmes at local and/or peer institutions through benchmarking;

- create appropriate learning and teaching activities, and assessment tasks which enable students to achieve the programme / course intended learning outcomes;

- indicate ability to draw on adequate learning and teaching resources, and support facilities to help students achieve the intended learning outcomes; and

- be financially viable for self-financed programmes.

Approval Procedure and Route

9.2   Approval of proposed new programmes (excluding minors) will follow a 2-stage procedure. At Stage One, the initial plan will be endorsed by the College/School Boards, BUS for undergraduate programmes or BGS for postgraduate programmes, and then approved by the Senate via the APC. At Stage Two, the proposal will be fully developed for final approval by the BUS for undergraduate programmes or by the BGS for postgraduate programmes and the decision of the BUS or BGS will be reported to the Senate via the APC. Proposing units should allow enough time for the proposals to complete the approval procedure before implementation.

9.3   Proposed new minors will need to submit a proposal detailing aims, intended learning outcomes, requirements and curriculum mapping. The proposal needs to be endorsed by the College/School Board and then approved by the APC via BUS.

Stage One Approval

9.4   To initiate the approval process, the proposing AU first draws up an initial (Stage One) plan for consideration, before significant time is spent on the development of a final (Stage Two) proposal.

9.5   For taught postgraduate programmes, AUs will provide justifications for the non-conversion ("deepening") nature of the programme in terms of the following criteria, namely:

   (a) programme structure and design;

   (b) students' entrance qualifications;

   (c) benchmarking; and

   (d) articulation of the intellectual theme(s) of the programme and how it builds on the knowledge and skills students bring to the programme through the entrance requirements, particularly their first degree(s).

9.6   In making recommendations to Senate for the approval of the Stage One proposal, APC considers proposals in light of the following criteria laid down by Senate:

   (a) Community needs—as expressed by the Government through the University Grants Committee (UGC), including potential employability and career development of graduates;

   (b) University strategic considerations—as set out in the University's Academic Development Proposal and Strategic Plan;

   (c) Student demand and market needs—as reflected in market research on potential applicants, interviews, consultation with professional bodies, external academic advice, manpower reports of private bodies, etc.;

   (d) Academic merit—consistency with the mission of professional education and research priorities of academic staff and potential for the University's ability to enter emerging academic areas;

   (e) Quality of outcomes—the ability of AUs to facilitate sound learning outcomes and to encourage students' whole person development;

   (f) Resource utilisation—effective use of limited institutional resources and of the existing staff establishment;

   (g) Benchmarking—can be comparable to similar programme(s) offered by local and/or overseas institutions;

   (h) Financial viability analysis (for self-financing programmes); and

   (i) Partnership with external partners—demonstrate that such partners match the academic excellence of the University and that their academic interests and capabilities are aligned with those of the University.

9.7   Heads of AUs must seek input from internal and external stakeholders at both planning and implementation stages. Heads must also benchmark the proposed new programmes against local and international standards. When a new programme is intended to lead to professional accreditation, advice and input from relevant bodies must be sought.

9.8   A Stage One proposal template for undergraduate programmes and a Stage One proposal template for taught postgraduate programmes are available at the QAC website.

Stage Two Approval

9.9   Following the approval by the Senate, the Stage One proposal will be fully developed into a detailed curriculum plan by the programme-hosting AU. The relevant

College/School Board will ensure that:

(a) comments from the approval committees on the Stage One proposal (if any) are responded to;

(b) comments from the Programme Validation Panel are taken into consideration;

(c) the curriculum of the major or programme is aligned with the University's mission, strategic considerations and expected graduate outcomes;

(d) the structure of the major or programme and the assignment of credit units to student work is consistent with the academic regulations;

(e) the academic standards of the major or programme are appropriate in terms of the level of award, and are comparable with the academic standards of similar majors or programmes at local and/or overseas peer institutions;

(f) constructive alignment of learning outcomes at all levels of the major or programme must be maintained. The major or programme has clearly defined its intended learning outcomes in alignment with the related set of graduate outcomes. The intended learning outcomes of its courses need to be aligned with those of the major or programme. The learning and teaching activities, and assessment tasks must receive appropriate attention and be aligned with the intended learning outcomes of the courses concerned;

(g) adequate teaching and learning resources and support facilities ought to be in place; and

(h) where necessary, arrangements for the transition of students to new curriculum requirements have been made.

Approval of Programmes with Multiple Units

9.10   New programmes delivered by more than one AU require collaboration among the units in the initial planning process. As an early stage activity in the process, units must decide on programme hosting and leadership responsibilities for the approval procedure.

Chapter 10 Changes to Programmes and their Constituent Courses

Policy Statements

Criteria for Approval of Programme Changes

10.1   Before proposed changes to a programme are considered, adequate and timely consultation must take place with relevant stakeholders.

10.2   For a programme jointly offered with one or more external partners, changes must be made in agreement with the external partner(s).

10.3   The programme must remain academically vigorous and viable after the proposed changes have been implemented; and must continue to meet the criteria for approval set out in paragraph 9.1.

10.4   Decisions to suspend or discontinue a programme must be objectively justifiable. AUs must consult with currently enrolled students and take their interests into account. For programmes which lead to professional accreditation, interests of other stakeholders, such as professional bodies, must be considered as well.

Approval Route and Procedure

10.5   The chain of approval authorities spans from College/School Boards to Senate, and may include BUS (for undergraduate programmes) or BGS (for postgraduate programmes) and APC. Major changes require the approval from all authorities. Minor changes have an expedited process with fewer approval authorities. A summary of the approval procedures for different types of changes is set out in the "Arrangements for Consideration of Academic Matters by Senate/Senate Committees".

Implementation

10.6   Changes to programmes can be implemented only when the proposals have successfully passed through the approval procedure.

Principles

10.7   Disadvantages to students and/or academic staff by changes to programmes should be minimised.

10.8   The timing of the implementation of changes to programmes should take account of the interests of students who may need to retake courses during the remainder of their programmes to redeem a failing grade or to improve the grade attained.

10.9   Sufficient notice of the implementation of intended changes to programmes should be given to ensure that students currently enrolled in the programme or in programmes leading to the programme that is the subject of the proposed change(s) are not unduly disadvantaged by the changes.

10.10   Full and accurate minutes of discussions leading to a decision to suspend or discontinue a programme should be kept and confirmed by all parties to those discussions.

Chapter 11 Quality Assurance for Programmes

Policy Statements

11.1 The University is committed to maintaining and enhancing the quality of its taught programmes through regular monitoring and review in accordance with University-wide processes, University policies and strategic directions and, where appropriate, reference to international benchmarking standards.

Scope

11.2 Every taught programme (except minor) is subject to annual monitoring of effectiveness through the submission of an annual programme report.

11.3 AUs are expected to engage External Academic Advisors for their programmes / units for advice on matters related to maintaining international standards for their awards. For details, please refer to chapter 13.

11.4 AUs are also encouraged to seek accreditation in appropriate areas as a form of external benchmarking.

Roles and Responsibilities

11.5 Senate will maintain an overview of all annual programme reviews via the APC and QAC, and the QAC has delegated responsibility for overseeing the appropriate review processes.

11.6 College/School Boards are responsible for monitoring the implementation of action plans from the programme review.

11.7 The Head of an AU is responsible for ensuring that the Programme Leader of each programme completes an annual review, in alignment with the University's schedule for the review of annual reports.

Reporting of Annual Programme Reviews

11.8 The levels of reporting are as follows:

- an annual report will be submitted to the College/School Board for consideration via the Head of the AU. The report evaluates the performance of the programme against its aims and intended learning outcomes. It also identifies effective practices, significant academic matters, and trends or changes in environmental conditions that require attention. Furthermore, the report needs to present an action plan to drive improvements in the quality of the student learning experience. The report must adhere to the reporting structure established by the QAC;

- a summary of all the annual programme reports conducted within the Colleges/Schools will be submitted to the QAC for consideration via BUS (for undergraduate programmes) or BGS (for postgraduate programmes). The annual College/School summary will draw together the information in the annual programme review reports to identify the review process, general observations, good practices, areas of concern/problems and action items; and

- the College/School summary will be made available at the QAC website for sharing with the University community.

Principles

11.9   The maintenance and enhancement of programme quality is the professional responsibility of all staff who contribute to a programme. Each has the responsibility to contribute to quality assurance including the annual programme review.

11.10   Deans and Heads of AUs have the responsibility to:

- devise and implement appropriate mechanisms to ensure adequate input is obtained from students, graduates, professional associations, employers, External Academic Advisors and other stakeholders where appropriate; and

- ensure that the outcomes of the annual programme reviews are addressed.

Chapter 12 Academic Unit Annual and Periodic Review

Policy Statements

12.1   The University is committed to regular monitoring and review of its AUs in accordance with University-wide processes, its policies and strategic directions and, where appropriate, with reference to international benchmarking standards.

Scope

12.2   AUs are required to report annually on their performance through the Performance-based Pay Review exercise for AUs. The annual reporting exercise aims at reinforcing the performance culture of the University and at enhancing AU achievements in alignment with the University's Strategic Plan and Academic Development Proposal.

12.3   AUs are subject to a holistic review of their overall academic performance and strategic direction through the 5-Year Review of Academic Excellence (RoE5) exercise. The goal of the review is for AUs to enhance their academic programmes, strengthen their research agenda, and develop their scholarly activities to align with the University's mission to pursue excellence in research and professional education. The exercise enables each AU to be reviewed by a panel of international experts to globally benchmark AU quality. Details regarding the RoE5 exercise are available at "Guidelines on 5-Year Review of Academic Excellence".

Roles and Responsibilities

12.4   The President and the Provost will maintain an overview of the AU annual and periodic review.

12.5   The Head of an AU is responsible for preparing the reports with reference to the review parameters. The Head of AU will consult with staff within the AU during the preparation of the reports.

Reporting of Annual and Periodic Reviews

12.6   The levels of reporting for annual review are as follows:

- an annual report containing the review data related to the pre-defined key performance indicators will be submitted to the reviewers, namely the line manager, Provost, Vice-President (Research and Technology) and Associate Provost (Academic Planning and Undergraduate Education). Every AU is evaluated principally against itself over time, with comparisons to peer Hong Kong and global institutions and to related disciplines in the limited circumstances in which this is appropriate. Findings will be shared with the President's Cabinet, comprising the President and all the Vice-Presidents, for comments and feedback; and

- an overall numerical performance rating, along with verbal and written feedback, will be provided by the reviewers.

12.7   The levels of reporting for periodic review are as follows:

- an evaluative summary focusing on excellence, with the AU describing its highest

levels of performance and providing supporting documents, is submitted by the Head of AU to the review panel. The summary will also highlight the AU's strengths and identify any weaknesses, with strategies to overcome them. The review panel is comprised of senior academics from leading global universities that serve as benchmarking institutions of the AU.

- a review report will be written by the review panel and the panel will meet the Head of the AU and members of the senior management to provide feedback on the panel's findings;

- an analysis of the review report will be prepared by the Provost and forwarded to the President's Cabinet for endorsement; and

- the endorsed report will be provided to the Head of AU who will use it for departmental planning. The Head of AU will report annually to the Provost on the progress towards addressing report recommendations.

Principles

12.8   Maintaining and enhancing the standard and quality of an AU is the professional responsibility of all members of the AU. Each has the responsibility to contribute to the annual and periodic reviews.

12.9   Deans and Heads of AUs have the responsibility to:

- devise and implement appropriate mechanisms to ensure maximum input is obtained from students, alumni, professional associations, employers, External Academic Advisors and other stakeholders where appropriate; and

- ensure that the outcomes of the annual and periodic AU reviews are followed up.

Chapter 13 External Academic Advisors

Policy Statements

13.1   External Academic Advisors (EAAs):

- help ensure the academic quality of programmes;

- help ensure the standards of student learning and teaching;

- help ensure that academic results are comparable to those in similar internationally regarded universities;

- help to add value in areas such as recruiting of high quality faculty and students, faculty mentoring, global networking, updating AUs on scholarly and professional developments, and strengthening the University's brand; and

- assist in the assimilation and utilisation of international best practice.

13.2   The primary role of EAAs is to assist the University to maintain the international standard of its awards. The EAAs serve as a source of external benchmarking information.

13.3   AUs must provide EAAs with relevant information to enable a comprehensive, critical, and constructive review. The information may include confidential data. AUs therefore need to agree with the EAAs to the non-disclosure of such confidential information.

Principles

13.4   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 seek advice from EAAs on matters related to research, as well.

13.5   To assist in benchmarking the academic quality of their programmes and their constituent courses and student work, Heads of AUs are encouraged to appoint EAAs for their individual programmes or the entire AU.

13.6   AUs are expected to ensure that their EAAs have substantial experience, expertise, and high academic standing relating to the assessment of the programme(s) offered by the AU. They should be active, leading scholars in their disciplinary field.

13.7   EAAs should collectively represent diversity across, for example, national origin/ ethnicity, educational systems, and gender.

13.8   With the approval of the Deans of Colleges and the Associate Provost (Quality Assurance), the EAA scheme may be used by academic centres and academic support units offering credit-bearing courses.

13.9   Details regarding the recruitment and appointment, role and responsibilities and reporting of EAAs are set out in the "Guidelines for External Academic Advisors".

Chapter 14 Staff Development for Teaching and Learning

Policy Statements

14.1   The University is committed to supporting and encouraging the continuing professional development of academic staff at different levels through staff training, sponsorship for staff development, and conference/special/sabbatical leaves for academic staff.

14.2   Support for academic staff new to the University:

- for early career academic staff hires, a mentoring committee must be provided by the AUs with which the individual will affiliate and the committee is expected to help the new hire develop an appropriate plan for his/her professional development.

- Heads of AUs must appoint experienced academic staff as mentors for newly appointed early career academic staff to facilitate their integration into their College/School/ Department.

14.3   Staff development needs must be reviewed at the end of each academic year through the Annual Performance Report.

14.4   Mentoring is a vital element of academic staff development. Heads of AUs will appoint at least two experienced academic staff members with not less than two years' service at the University and academic rank equal or higher to that of the mentee as mentors for each new academic staff member.

14.5   Heads of AUs, with the support from the Director of the Office of Education Development and Gateway Education (EDGE) and Deans of Colleges/Schools, are required to devise and implement:

- AU policies for the support of staff professional development; and

- appropriate training for the academic staff who will be involved in mentoring, reviewing and/or assessing staff colleagues.

Principles

14.6   Staff development takes many forms. It may include sabbatical and other conference or special leave, structured staff development activities, attendance at meetings and conferences, secondments, development of educational materials and curriculum enhancement, and active association with professional bodies.

14.7   To achieve the maximum benefit, the University's staff development processes should be closely linked to other planning and review activities.

Office of Education Development and Gateway Education

14.8   The mission of the EDGE is to strengthen the teaching and learning environment of the University and to facilitate the professional development of academic staff. EDGE provides support and resources to further the development of effective teaching strategies and techniques via outcomes-based approaches, and promotes effective and creative use of the e-learning technologies for teaching, learning and assessment.

Support for New Academic Staff

14.9   All academic staff at any level of appointment new to the University are expected to participate in University orientation activities and attend their College/School orientation programme.

14.10   New academic staff may be granted special arrangements to facilitate their integration into their academic unit and the University, and improve their effectiveness. These arrangements can include a reduced teaching load, or start-up support for teaching and/or research.

Mentoring Support

14.11   To facilitate integration of new academic staff into their AUs, ideally the mentors should be appointed and the new academic staff members advised of the appointments before their arrival at the University.

14.12   Mentors can serve as the point of contact for concerns the new academic staff may have about adjustment/integration, career development and expression of grievances.

Staff Development for Academic Staff

14.13   All academic staff should continually seek to improve the delivery of learning and teaching and adopt and implement good practices of learning and teaching to optimise their performance.

14.14   The University provides teaching and research support. It encourages research through central research funds and emphasises the importance of the close link between teaching and research through various schemes. Details of the funding can be obtained from the Research Grants and Contracts Office and EDGE.

14.15   Academic staff may also request approval from their Head of AU to undertake external continuing professional development training, e.g. meetings and conferences, which they consider will enhance their effectiveness and performance. Financial support may be provided where necessary in accordance with the University's "Staff Development Policy Statement" and "Guidelines on Sponsorship for Staff Development".

Peer Review

14.16   The University acknowledges peer review as a useful source of information to improve and enhance learning and teaching. It provides developmental benefits for both reviewers and reviewees.

14.17   Academic staff are encouraged to undergo regular peer review of their teaching; and peer review is strongly recommended for re-appointment/substantiation/promotion cases. The staff member and the Head of AU must agree in advance on the format and purpose of the peer review, and the use of data obtained. For details, please refer to the "Guidelines for Peer Review of Teaching".

Teaching Portfolio

14.18   Academic staff are encouraged to build up their teaching portfolio to:

- provide documented evidence of teaching accomplishments during their career; and

- evidence the achievement of the objectives agreed upon with the Head of AUs to facilitate the annual review process.

14.19   Teaching portfolios will inform AUs and the University of the achievements made, or improvements needed, by the academic staff member. Guidance on the development of teaching portfolios may be obtained from EDGE.

Identification of Institutional Staff Development Needs

14.20   Staff development needs may be identified in a variety of ways, e.g. by an audit of skills, by peer review and feedback, by appraisal, by student feedback, and by reflection on current practices.

14.21   Deans and Heads of AUs should discuss and identify specific professional development needs and opportunities in relation to the capabilities and aspirations of individual academic staff, and the needs and objectives of the AU through the Annual Performance Report.

Chapter 15 Evaluation of Teaching and Learning

Policy Statements

15.1   Evaluation of the teaching and learning experience is a critical component of the evaluation procedure within the University's management and quality assurance framework.

15.2   The University 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 as part of personnel decisions.

15.3   All University-wide evaluation instruments must be fit for purpose, resource-effective, and providing an accurate overview of the quality of the teaching and learning experience.

15.4   The University adopts an online evaluation system to streamline workflows and ensure data integrity. Data derived from evaluations will be used in an appropriate manner to protect the anonymity of students who have participated in the evaluation process and to comply with government privacy ordinances concerning staff and students.

15.5   Heads of AUs are responsible for:

- ensuring regular evaluation of the teaching and learning experience is conducted within their units using University-recognised evaluation instrument(s);

- analysing evaluation data and initiating follow-up actions, in consultation with the concerned academic staff where appropriate; and

- 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.

Principles

Evaluation Instruments

15.6   Evaluation instruments should be based on effective practices, teaching and learning theories and accepted research findings. Evaluations should take into account factors such as the style and purpose of the teaching, intended learning outcomes, the nature of the teaching and learning activities as well as the assessment tasks, their alignment, feedback to students, and available resources.

15.7   A University-recognised, concise questionnaire with 10 questions covering teaching and learning, administered in plain English, should be used to collect student feedback on all taught courses.

15.8   AUs are encouraged to solicit feedback that is specific to the context of their AUs. AUs' evaluation instruments should have clearly defined purposes and be aligned and consistent with the University's questionnaires.

15.9   In addition to student evaluations, peer evaluations should also be conducted as a source of constructive feedback, e.g. before promotion or substantiation and to inform other significant personnel decisions. Maintenance of a teaching portfolio, which incorporates a teaching philosophy, teaching responsibilities and strategies as well as a reflective account based on peer review comments and feedback from students is also encouraged.

Administration of a University-recognised Student Evaluation Instrument

15.10   The Office of the Provost will administer the University's Teaching and Learning Questionnaire with the support of AUs.

15.11   The Office of the Provost will provide collective evaluation results to academic staff, Heads and Deans of AUs, and appropriate individuals identified by Heads/Deans.

Outcomes of the Evaluation

15.12   Information derived from student feedback of the teaching and learning experience may be used for a variety of purposes including evaluation of teaching approaches, design and assessment of pedagogical interventions, and for staff development and personnel purposes.

15.13   When interpreting results, Heads of AUs should take into account situational factors, such as course size, course level, and response rate to inform the conclusions to be drawn from a particular evaluation.

15.14   Where the results of evaluations are to be incorporated into decision-making related to career progression, the differences between information collected from formative and summative evaluations should be taken into account.

Chapter 16 Part-time Academic Staff

Policy Statements

16.1   The University recognises that all academic staff can make valuable contributions to the University's learning and teaching processes. The University seeks a quality student experience that does not differ based on the status of those teaching them. Part-time and full-time academic staff must therefore be subject to the same quality assurance measures.

16.2   The same high standards apply to both part-time and full-time academic staff, whenever applicable, when they carry out their responsibilities. These standards include:

- teaching in accordance with the curriculum on the course for which they are engaged;

- attending promptly to administrative and assessment requirements of the course; and

- complying with AU expectations with regard to student consultation.

16.3   Deans and Heads of AUs are responsible for determining and providing appropriate support for part-time staff depending upon their roles and responsibilities.

16.4   Deans and Heads of AUs are responsible for ensuring that part-time academic staff are adequately supervised and monitored.

16.5   Part-time academic staff must be provided with enough lead-in/development time to allow them to prepare for their responsibilities prior to the start of teaching.

16.6   Adequate resources must be available to part-time academic staff at the time they take up their duties.

Principles

Recruitment and Appointments

16.7   Recruitment standards in terms of qualifications and experience required for a part-time teaching position should as much as possible be identical to the standards for a full-time position. In appointing part-time academic staff, due attention should be paid to their experience and potential as teachers.

Departmental Support

16.8   Heads of AUs should appoint a senior and suitably experienced full-time academic staff member as coordinator or mentor for part-time academic staff to address their needs or concerns.

16.9   Heads of AUs should ensure there is effective communication between part-time and full-time academic staff.

Staff Development

16.10   Appropriate background information about their roles and duties, course aims and learning outcomes, assessment policy and guidelines, academic honesty, teaching evaluation, student background, and related matters should be provided to part-time academic staff to ensure they understand these matters and how they impact student learning.

Role and Workload

16.11   The roles of part-time and full-time academic staff should be clearly defined. Agreement should be established on the degree of autonomy expected of part-time academic staff in how and what to teach.

16.12   Regular checks should be made to ensure that the workload of part-time academic staff is appropriate (e.g. given their rate of pay, their external commitments and their capabilities).

16.13   Duties undertaken by part-time academic staff may include teaching, conducting tutorials, supervising laboratory work, attending meetings/training, etc.

16.14   Heads of AUs should facilitate the involvement of part-time academic staff on teaching and staff development committees, programme committees or student liaison committees as appropriate. This may provide a different or additional perspective to both full-time and part-time staff on matters related to teaching and learning.

Resources for Supporting Teaching and Learning

16.15   Part-time academic staff should have adequate working and storage space and equipment support in order to carry out their teaching responsibilities.

16.16   Part-time academic staff should have easy access to all course and programme documentation, teaching materials and learning resources. If specific material is required for sessions run by part-time academic staff, this should be made available by the Programme Leader well in advance of the teaching sessions.

16.17   Part-time academic staff should be advised of the support available to assist them in the production of teaching materials.

16.18   Part-time academic staff should be advised of how to address or redirect students' problems, should they arise.

Evaluation of Teaching Quality

16.19   Systems should be in place to ensure there is feedback from students and full-time academic staff to part-time academic staff and vice versa.

16.20   Part-time academic staff will be required to undergo student evaluations of teaching and learning similar to full-time academic staff. The results of evaluations will be sent to the part-time academic staff and to the Head of his/her AU.

16.21   Part-time academic staff should be included in peer evaluation of teaching and learning and given opportunities to be observed, as well as to observe others.

16.22   If a complaint is made by students or peers about the part-time academic staff member's performance or conduct while the part-time academic staff member is undertaking his or her responsibilities, the part-time academic staff coordinator will investigate the complaint promptly. The outcome of the investigation may be a recommendation to the Head of AU for termination of the part-time academic staff member's employment.

Chapter 17 Student Participation

Policy Statements

17.1   As a key stakeholder group of the University, students make a significant contribution to all aspects of the University's activities and to the establishment of an enjoyable and productive education environment.

17.2   Students are encouraged to contribute to the development of the University and the enhancement of its learning and teaching by participating in consultative and deliberative processes both at University and AU levels.

17.3   Students must be adequately represented on University and AU committees and be appropriately involved in decision-making processes. Effective formal and informal procedures must be in place to facilitate the continuous exchange of information and views between the University together with its AUs and students.

17.4   Students are encouraged to involve themselves in University and AU committees and to represent their classmates as a form of training to prepare themselves for future leadership in the community.

Principles

Student Body Representation on Committees and Working Groups

17.5   Student members on committee and working groups that consider academic and student related matters should be selected by the relevant student body.

Arrangement of Meetings with Student Members

17.6   As far as possible, meetings of committees with student members should be scheduled to take into account the other commitments of the students concerned.

17.7   Chairs of committees should appoint a sufficiently experienced and qualified staff member, e.g. the Secretary of the committee, as the designated contact for student members of committees. That staff member would be responsible for providing the relevant background information on specific meeting agenda items (if so required) and the processes and procedures of the committee.

17.8   Chairs of committees should ensure that agendas and documentation for meetings are sent to student members with sufficient lead time in advance of the meeting to enable them to obtain relevant feedback from the student body.

17.9   Chairs of committees should provide student members of committees with all necessary logistical and administrative support to enable them to discharge their responsibilities to the committee of which they are members.

Outcomes of the Meetings

17.10   Minutes of meetings of committees will be available to the committee. In the interest of good communication and openness, student members are encouraged to share relevant, non-restricted outcomes with the student population.

Programme/Class Representatives

17.11   The names of programme/class representatives should appear on AU web sites to assist with communication and dissemination of information.

17.12   Heads of AUs should consider appointing a sufficiently experienced and qualified academic staff member as the contact point for class/programme representatives. Class or programme representatives may be asked to raise a wide range of issues by their peers who may reserve their right to anonymity. Alternatively a senior member of the administrative support staff can be designated as the initial point of contact for student concerns, whether relayed through class representatives or not, again in the interests of preserving anonymity where that is requested.

17.13   Written or oral statements by student committee members, and by class representatives in their respective capacity shall have qualified privilege and not be actionable as libel or slander. This privilege should arise provided that there was belief in the truth of what was written or said; and provided that there was no malicious intent.

17.14   Course Leaders should also meet regularly with the class representatives of students on their courses in order to ensure a ready channel of communication and the opportunity to deal with issues and/or problems during the delivery of courses as they arise.

17.15   Heads of AUs should utilise opportunities for informal contact between staff and students, e.g. tea gatherings or other similar activities. Staff should attend and actively participate in such gatherings.

17.16   Academic staff should encourage students to contact them as the need arises during the delivery of courses.

17.17   Student views and comments on programme reviews and on the availability and adequacy of learning resources should also be sought through questionnaires, interviews and by the inclusion of student representatives in relevant committees.

Chapter 18 Student Exchange, Internship, and Placement Opportunities

Policy Statements

18.1   The intended learning outcomes of University- or AU-managed student exchanges, internships or placements must:

- be clearly identified;

- contribute to the overall aims and intended learning outcomes of the programme;

- be sufficiently communicated to the involved parties, including staff, providers of the opportunity and students; and

- be assessed appropriately.

18.2   In order for a student exchange activity to be recognised by the University, there must be a formal agreement between the University or relevant AU with the provider of the activity.

18.3   In order for an internship or placement opportunity to be recognised by the University, approval must be given by the University or relevant AU.

18.4   Heads of AUs and organising units are responsible for devising and implementing policy and procedures to:

- secure, monitor, administer and review the student exchange, internship or placement;

- ensure that an appropriate risk assessment has been satisfactorily completed before students take up a student exchange, internship or placement opportunity;

- ensure that the roles and responsibilities of those providing student exchange, internship or placement opportunities are clearly defined and that the learning opportunities provided are appropriate; and

- ensure that staff involved in student exchange, internship or placement are appropriately qualified, resourced and competent to fulfil their role(s).

18.5   Students must:

- be informed of their specific responsibilities and entitlements relating to their student exchange, internship or placement;

- take part in pre-internship or placement training; post-internship de-briefing; corresponding evaluation and assessment practice;

- follow the University's regulation and guidelines for student exchange, internship or placement; and

- receive appropriate and timely information, support and guidance prior to, and throughout their internship or placement.

Assessment of Student Exchange, Internship and Placement

18.6   All types of learning, including student exchange, work-based or placement, must be appropriately and rigorously assessed if they are to be formally recognised in accordance with the "University Assessment Policy and Principles for Taught Programmes".

Principles

Design of Student Exchange, Internship and Placement

18.7   Student exchange activities are credit-bearing and will be conducted in the form of one-to-one bilateral exchanges of students with partner institutions outside Hong Kong. The normal duration of an exchange programme is one semester, or at least 4 weeks during summer. The intended learning outcomes of student exchange should take account of:

- relevant external reference points that are available for the assurance of standards;

- whether the intended learning outcomes are aligned with the graduate outcomes;

- whether students had adequate opportunities to achieve the learning outcomes; and,

- whether the exchange activity component is optional or compulsory.

18.8   The University organises student exchange activities according to the spirit, guidelines and procedures relating to the establishment of agreements for student exchange with local, mainland and overseas institutions stipulated at the Global Services Office website. Student exchange orientation programmes are also offered for students.

18.9   Internship or placement is defined as an activity with a duration of no less than 4 weeks or 150 accumulated work hours. Its design is primarily concerned with identifying relevant and appropriately assessed learning, which is expressed in the form of learning outcomes, that can be linked to that work or placement.

18.10   The intended learning outcomes of internship or placement should take account of:

- relevant external reference points that are available for the assurance of standards;

- the requirements of professional, statutory and regulatory bodies and other qualification frameworks;

- whether students have had adequate opportunities to achieve the learning outcomes; and

- whether the internship or placement component is optional or compulsory, credit-bearing or non-credit-bearing.

18.11   For practical and logistical reasons, learning experiences of all students involved in different student exchange, internship or placement situations experience may vary. Support should be provided if circumstances change and a student is no longer able to achieve the intended outcomes in the particular exchange, internship or placement. Students should also be provided with information on the University's emergency contacts and on the Critical Incident Management Team (CIMAT) for Students.

18.12   Student exchange, internship and placement opportunities should be regularly and effectively monitored and reviewed to ensure that benefit of learning experience is maximised. Feedback on the quality and standards of the internship and placement from both students and the employers should be collected. The feedback may be gathering from surveys, reflective journals, company visits, social media platform or other relevant sources. Exchange agreements should be reviewed and re-evaluated upon renewal so as to assure their alignment with University strategy and student learning outcomes.

Student Responsibilities and Entitlements

18.13   Students should be made aware of their responsibilities and entitlements prior to the commencement of the student exchange, internship or placement opportunity. For example,

- working in a safe environment;

- being treated in accordance with applicable legislation;

- the availability of necessary support from responsible parties when sought;

- their behaviours as determinant in projecting an image of the University;

- the need for complying with the University's regulation and guidelines governing student exchange, internship or placement, and the agreement made between relevant parties;

- the need for professional conduct;

- the need for client confidentiality;

- protection of intellectual property rights; and

- personal data protection.

Responsibilities of Providers

18.14   Student exchange, internship and placement providers should be expected and enabled to take an active role in creating opportunities for students. They should therefore be provided with clear information about:

- the objectives of the student exchange, internship or placement;

- their particular role and responsibilities;

- safety issues and any possible risks might have involved;

- the nature and scope of the activity involved;

- how responsibilities are to be fulfilled;

- their involvement in monitoring the progress of students; and

- the mechanisms for making mid-stream adjustments and reporting at the end of the student exchange, internship or placement opportunity.

Responsibilities of Staff

18.15   Staff involved in or associated with student exchange, internship and placement should have clearly and explicitly defined roles, and, where necessary, be given appropriate training to undertake these roles effectively. Such training may include updating staff knowledge and understanding of relevant legislation, risk management and institutional policies and practices.

Chapter 19 Dissemination of Good Practices

Policy Statements

19.1   The University is committed to the continual improvement of learning and teaching by:

- developing, maintaining and disseminating good practices in learning and teaching, and,

- maximising the use of educational technology and information and communication technology.

19.2   The University will:

- ensure that appropriate mechanisms are in place for the continual improvement of learning and teaching and the enhancement of the student learning experience;

- promote institutional engagement on issues of educational effectiveness and student learning;

- develop and share good practices in assessing and improving the learning and teaching process throughout the University;

- continually review and improve educational quality and institutional performance; and,

- promote a culture of evidence, through which indicators of performance are regularly developed and data are collected to underpin institutional decision making, planning, and improvement.

Principles

Overview

19.3   Good practices should be shared via a range of resources (e.g. reports, case studies, research papers) and channels of communication (e.g. websites, newsletters).

19.4   Whilst formal routes of dissemination are important, informal conversations, networking and other interactions among staff also provide significant opportunities to share experiences and to learn from colleagues. These exchanges do not necessarily need to focus on innovation in teaching, but they may highlight effective 'every day' good teaching practices.

19.5   Channels of communication should be viewed as a two-way conduit; they provide an outlet for good practices originating within the University, and are a route through which ideas about effective teaching can enter. There is a need to identify good practices from both within and outside the University, and to disseminate them using a range of channels such as those identified below.

Institutional Level

19.6   QAC, as a central University committee, will collate and identify examples of good practices through annual programme review reporting and External Academic Advisors' reports. Summaries of the good practices will be made available at the QAC website (Sharing of Good Practices section).

19.7   Teaching Excellence Awards (TEAs) will identify and recognise excellent teaching at the University level. The Provost chooses awardees based on recommendation by the TEAs Selection Panel. Recommendations are made based on clearly defined criteria that reflect the objectives for excellence in teaching and learning at the University. There will be sharing sessions by TEA winners every year. Workshops will also be organised by CityU winners of the UGC Teaching Award to promote good teaching. TEA procedure details together with the names of current and past awardees are made public at the University's TEAs website.

19.8   The University websites will promote good-practice events and highlight examples when appropriate.

Office of Education Development and Gateway Education

19.9   EDGE has a pivotal role in the collection and dissemination of good practices in learning and teaching. In addition to providing professional development opportunities, the Office works with individuals and AUs. Its unique central position enables it to gather and distribute examples of good practices in learning and teaching both from within the University and across disciplines, and from external organisations.

Academic Unit Level

19.10   Heads of AUs are expected to ensure that there are both formal and informal opportunities for sharing of good and innovative teaching practices.

Documents Referred to in this Quality Manual

Chapter 2

1. University's Vision and Mission
   (http://www.cityu.edu.hk/cityu/about/vm.htm)

Chapter 5

2. University Assessment Policy and Principles for Taught Programmes
   (http://www.cityu.edu.hk/qac/assessment_policy/university_assessment_policy.htm)

3. Academic Regulations for Associate Degrees
   (http://www6.cityu.edu.hk/arro/content.asp?cid=224)

4. Academic Regulations for 4-year Undergraduate Degrees
   (http://www6.cityu.edu.hk/arro/content.asp?cid=165)

5. Academic Regulations for Taught Postgraduate Degrees
   (http://www.sgs.cityu.edu.hk/student/TPg/regulations/acadreg)

6. Rules on Academic Honesty
   (http://www.cityu.edu.hk/provost/academic_honesty/rules_on_academic_honesty.htm)

Chapter 7

7. Code of Conduct
   (http://www.cityu.edu.hk/hro/stafflan/policy/university/code-of-conduct.asp)

Chapter 8

8. Senate
   (http://www.cityu.edu.hk/arro/senate)

9. Academic Policy Committee
   (http://www.cityu.edu.hk/provost/APC.htm)

10. Board of Graduate Studies
    (http://www.sgs.cityu.edu.hk/staff/committee/BGS)

11. Board of Undergraduate Studies
    (http://www.cityu.edu.hk/provost/BUS.htm)

12. Quality Assurance Committee
    (http://www.cityu.edu.hk/qac)

13. Council
    (http://www.cityu.edu.hk/cuc/)

Chapter 9

14. Stage One Proposal Template for Undergraduate Programmes
    (http://www.cityu.edu.hk/qac/stafflan/good_practice/files/IndicativeStageItemplate.docx)

15. Stage One Proposal Template for Taught Postgraduate Programmes
    (http://www.sgs.cityu.edu.hk/staff/tpg/policies/change)

Chapter 10

16. Arrangements for Consideration of Academic Matters by Senate/Senate Committees
    (http://www.cityu.edu.hk/qac/stafflan/AcademicMattersbySenate_SenateCommittees_Jun15.pdf)

Chapter 12

17. Guidelines on 5-Year Review of Academic Excellence
    (http://www.cityu.edu.hk/provost/stafflan/files/RoE5.pdf)

Chapter 13

18. Guidelines for External Academic Advisors
    (http://www.cityu.edu.hk/qac/external_academic_advisor.htm)

Chapter 14

19. EDGE Website on Professional Development
    (http://www.cityu.edu.hk/edge/faculty_support_index.htm)

20. Research Grants and Contracts Office
    (http://www.cityu.edu.hk/ro/)

21. EDGE Website on Teaching Grants
    (http://www.cityu.edu.hk/edge/grant/)

22. Staff Development Policy Statement
    (http://www.cityu.edu.hk/hro/stafflan/development/staff/policy.asp)

23. Guidelines on Sponsorship for Staff Development
    (http://www.cityu.edu.hk/hro/stafflan/development/staff/sponsorship.asp)

24. Guidelines for Peer Review of Teaching
    (http://www.cityu.edu.hk/qac/stafflan/peer_review/files/Peer_Review_of_Teaching_Guidelines.pdf)

Chapter 18

25. University Assessment Policy and Principles for Taught Programmes
    (http://www.cityu.edu.hk/qac/assessment_policy/university_assessment_policy.htm)

26. Global Services Office Website on Agreement Guidelines for Academic Exchange
    (http://www.cityu.edu.hk/gso/stafflan/snp_aeagreeguide.htm)

27. Critical Incident Management Team (CIMAT) for Students
    (http://www6.cityu.edu.hk/cimat/index.htm)

Chapter 19

28. Sharing of Good Practices under QAC Website
    (http://www.cityu.edu.hk/qac/stafflan/good_practice/index.htm)

29. Teaching Excellence Awards
    (http://www6.cityu.edu.hk/tea/)

Glossary

Academic Regulations ("AR")	Regulations made by the University Senate to govern student progress through taught programmes leading to awards approved by the University Senate.
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 undergraduate or postgraduate. For the purpose of this policy it includes postgraduate teaching assistants.
Academic Unit ("AU") (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 degree or home major in which s/he is enrolled.
Assessment Tasks	The tests, coursework, examinations and other activities undertaken to assess students' progress through courses and to assign final grades.
Course	The basic units of instruction into which students are registered and for which grades may be assigned. Each course is identified by a unique course code which is composed of a letter code and a numeric code. The first digit of the numeric code indicates the course's level of academic difficulty. University courses are approved for inclusion in the course catalogue.
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 a particular semester.
Dean	Dean refers to the Head of a college/school.
External Academic Advisor ("EAA")	An External Academic Advisor (EAA) is an academic from an institution other than the University, who provides expertise to an academic unit. The EAA is appointed for an academic unit or a programme / programmes of an academic unit by the Head of a college/school/centre. The primary responsibility for an EAA is to assist the academic unit in maintaining the international standards of its programme(s); and contribute to the strategic growth of the AU and the University as a whole.
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 focuses 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.
Programme (includes major and minor)	The structured grouping of courses in the major, minor or degree upon which the students are enrolled.
Programme Leader (includes Leaders for Majors, Leaders for Minors)	The member of the academic staff in overall charge of the delivery of the structured grouping of courses in the major or minor or degree in which students are enrolled.
Staff	Includes both academic and administrative staff members in the University.
Senate	The University Senate of City University of Hong Kong.
Taught Programme	A programme for which the requirements are chiefly the completion of courses.
University	City University of Hong Kong.

University Assessment Policy and Principles for Taught Programmes

University Assessment Policy and Principles for Taught Programmes*

Glossary

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

Glossary

Academic Regulations ("AR")	Regulations made by the University Senate to govern student progress through taught programmes leading to awards approved by the University Senate.
Academic Regulations and Records Office ("ARRO")	ARRO handles student record matters relating to Bachelor's Degree and Associate Degree students.
Academic Staff	All persons, whether full-time or part-time, of whatever rank, designation, title or description involved in the delivery and assessment of student learning whether graduate or postgraduate. For the purpose of this policy it includes Postgraduate Teaching Assistants.
Academic Unit(s) ("AU(s)") (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 degree or home major in which he/she is enrolled.
Assessment Tasks	The tests, coursework, examinations and other activities undertaken to assess students' progress through courses and to assign final grades.
Assessment Panel	University bodies responsible for assigning grades to students for their courses.
Chow Yei Ching School of Graduate Studies ("SGS")	SGS handles student record matters relating to taught Postgraduate, Professional Doctorate and Research Degrees.
Course	The basic units of instruction into which students are registered and for which grades may be assigned. Each course is identified by a unique course code which is composed of a letter code and a numeric code. The first digit of the numeric code indicates the course's level of academic difficulty. University courses are approved for inclusion in the course catalogue.
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 a particular course.
Course Outline	A description of the course and what it will cover; the intended learning outcomes and a description of the weighting of each assessment task, along with the formula for determining the final course grade.
Dean	Dean refers to the Head of a college/school.

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.
Examinations Officer ("EO")	The member of the academic staff with overall control of the preparation and security of examination materials.
External Academic Advisor ("EAA")	An External Academic Advisor (EAA) is an academic from an institution other than the University, who provides expertise to an academic unit. The EAA is appointed for an academic unit or a programme / programmes of an academic unit by the Head of a college/school/centre. The primary responsibility for an EAA is to assist the academic unit in maintaining the international standards of its programme(s); and contribute to the strategic growth of AU and the University as a whole.
Formative Assessment	Ongoing (frequently qualitative) evaluation for the purpose of guiding students through the learning activity and helping them improve the outcome.
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 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 calculating the GPA for all courses taken at the time of calculation, it is known as the Cumulative GPA (CGPA). When calculating the GPA for a given semester, it is known as the Semester GPA (SGPA).
Programme (includes major and minor)	The structured grouping of courses in the major, minor or degree upon which the student is enrolled.
Programme Leader (includes Leaders for Majors, Leaders for Minors)	The member of the academic staff in overall charge of the delivery of the structured grouping of courses in the major or minor or degree upon 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
Summative Assessment	Evaluation for the purpose of assessing students' learning outcome.

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 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.
University	City University of Hong Kong

Chapter 1 Introduction

1.1   The purpose of the 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 the University.

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   Appendix A identifies the sources which have been referenced and drawn upon in drafting this Policy.

Chapter 2 General Assessment Policy and Principles

Policy Statements

1.   Assessment is the crucial link between effective delivery of courses, student learning and development and the assurance of educational standards.

2.   Assessment tasks must:

   •   be fit for purpose, fair, consistent and constructively aligned to course or programme intended learning outcomes;

   •   not discriminate according to gender, sexual orientation, ethnicity, religion or belief, age, social origin or disability;

   •   enable students to develop and demonstrate their learning and potential;

   •   enable students to progress to or receive professional accreditation where appropriate;

   •   assist student learning and development by providing appropriate and timely feedback on performance;

   •   be of sufficient scope and range to enable accurate assessment of the extent to which students have attained the course or programme intended learning outcomes;

   •   provide a reliable and consistent basis for converting the results into a final grade for the course;

- •   assist academic staff to evaluate the effectiveness of their teaching;

- •   be aligned with the University expectations as set out in its mission statement, regulations, policies and procedures.

3.   Assessment procedures must be an integral part of a process which encourages the development of creative and critical abilities.

4.   Assessment requirements, procedures and intended outcomes must be stated clearly so that the duties, obligations and responsibilities of Course Leaders, academic staff and students are clearly identified and addressed.

5.   Heads or Deans of academic units must ensure that assessment requirements and procedures are communicated to academic staff, students, External Academic Advisors and, where appropriate, professional accreditation bodies.

6.   Heads or Deans of academic units 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 assessment procedures of the University and the academic unit.

Principles

2.1   Each programme should include a variety of assessment tasks which together make up the assessment scheme for that programme. These can include in-class activities, presentations, group activities, quizzes, assignments to be completed in students' own time, examinations, reports and projects, or be based upon pieces of work of a substantial nature such as a thesis or a research project. Variety promotes effective learning, allows for the assessment of a range of intended learning outcomes and supports a range of approaches to learning. An appropriate mix of formative and summative assessments should be used. Formative and summative assessment may, in practice, be combined.

2.2   Distribution and completion of assessment tasks should be co-ordinated to minimise stress and pressure for both students and for academic staff.

2.3   Wherever possible more than one form of summative assessment should be used in a course, e.g. essay, oral presentation, written examination, multiple choice examination, journal article, laboratory report, literature review, practical performance.

2.4   All assessment tasks, whether graded or not, should primarily be considered formative. Students are entitled to timely and meaningful feedback on assessment tasks. Timely and meaningful feedback is good practice and substantially contributes to both student learning and the development of students' potential.

2.5   Students should be advised not later than the end of the second week of the semester or, where a course does not run in accordance with scheduled semesters within two weeks of the commencement of the course, of the nature and timing of all assessment tasks for the entire course and the nature and timing of the feedback they will receive on assessment tasks due for completion before the end of the semester.

2.6   Assessment tasks and procedures should be regularly reviewed in conjunction with External Academic Advisors and, where a course is required for or leads to professional accreditation, in conjunction with the relevant professional body or bodies.

Chapter 3 Roles and Responsibilities

Policy Statements

1. Heads or Deans of academic units are responsible for ensuring that the University assessment policy and procedures are observed and implemented.

2. Heads or Deans of academic units must appoint a Programme Leader for each programme within the academic unit.

3. Heads or Deans of academic units must appoint a Course Leader for each course.

4. Heads or Deans of academic units must establish an Assessment Panel for courses offered by the academic unit. The composition and duties and responsibilities of Assessment Panels are as set out in Appendix C to this Policy.

5. No course may be considered by more than one Assessment Panel.

6. Deans must establish an Examination Board to consider award classifications. The composition and duties and responsibilities of Examination Boards are as set out in Appendix D to this Policy.

7. All academic staff have a professional responsibility to ensure that assessment tasks and assessment procedures:

    •   enhance the quality of learning;

    •   accurately measure the extent to which students have achieved the intended learning outcomes for the course and the programme; and

    •   provide a reliable basis for converting results into a final grade for the course.

8. All academic staff are collectively responsible for ensuring that assessment tasks are constructively aligned with intended learning and teaching outcomes.

Principles

3.1   Heads or Deans of academic units, 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.

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 Leaders, Heads or Deans of academic units 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 or Deans of academic units 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 or Deans of academic units consider the appointment of an Associate Course Leader is not necessary, e.g. because of the number of students taking the course, it is good practice to designate a full-time member of the academic staff to liaise with the Course Leader, to take up the Course Leader's duties and responsibilities in the absence of the Course Leader and to attend all necessary meetings of Assessment Panels and Examination Boards on the Course Leader's behalf.

The duties and responsibilities of Course Leaders include:

Generic duties

- Ensures the timely and accurate completion of course management and administration and provides regular reports to the responsible Programme Leader.
- Ensures the course reflects the coverage and depth required, as well as being up-to-date and relevant to student needs.
- Develops and provides guidance on effective standards relating to academic principles, assessment, content and the support of student needs.
- Provides support to instructors, students, and colleagues associated with the course.
- Evaluates the subject quality and outcomes and ensures feedback is reflected in revisions to the course.

Duties specific to assessment

- Ensures that assessment tasks are consistent with the Policy Statements and the Principles of Assessment in Chapter 2.
- Prepares the assessment tasks.
- Ensures that assessment and examination questions are not re-used.
- Ensures that assessment tasks are properly moderated.
- Ensures that assessment tasks are constructively aligned with course intended learning outcomes.
- Ensures that assessment tasks are assessed accurately and in a timely manner.
- Develops detailed grade descriptors for the course (see Chapter 6).
- 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 or Dean of academic unit 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.

<u>Programme Leaders</u>

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 the 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 the University.

3.14   The Programme Leader is the coordinator of the programme and reports directly to the Head or Dean of the academic unit.

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 or Dean of academic unit.

- 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 the 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, Heads or Deans of academic units should ideally appoint an Associate Programme Leader for each programme 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 academic unit 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 academic units;

- attend examinations at the time scheduled; and

- use feedback on assessment tasks constructively to enhance their learning.

Chapter 4 Benchmarking against International Standards

Policy statements

1. In the exercise of their responsibility to maintain academic standards in courses for which they are responsible, Heads or Deans of academic units must have reference to the norms for similar courses at comparable internationally recognised universities.

2. Collaboration and active engagement with comparable internationally recognised universities is a requirement as it assists the 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 the 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 the 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 or Deans of academic units should take the following steps to ensure that appropriate standards are being maintained:

- reviewing assessment tasks against course information such as grading rubrics, assessment procedures and practices and achievement of intended learning outcomes;

- reviewing assessment tasks, procedures and practices with the input of peers with experience of working in universities with an international reputation and from External Academic Advisors (EAAs).

- reviewing the continued validity and relevance of courses and assessment in the context of global knowledge developments;

- benchmarking against the requirements of relevant professional bodies; and

- drawing upon the international experience of academic staff and international visitors to provide different perspectives on the development of assessment practices and procedures.

Chapter 5 Assessment Criteria and Grade Descriptors

Policy Statements

1. Assessment criteria and grade descriptors must be clearly defined and communicated in writing to students at the start of the course. Academic staff and Assessment Panels must adhere to these when assigning student grades.

2. Heads or Deans of academic units must ensure consistency of grade descriptors across the academic unit and their compatibility with the University grade descriptors as defined in the Academic Regulations.

Principles

Assessment Criteria

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

5.2 Assessment criteria should be consistent with intended learning outcomes. The criteria should describe the knowledge, understanding and skills that students are expected to display in the assessment task.

5.3 Assessment criteria are of critical importance in criterion-referenced assessment, which is a feature of OBTL. 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 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 academic units 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 Gateway 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 the University.

Grade Descriptors

5.6   Grade descriptors describe various levels of achievement.

5.7   The University's 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	The qualifiers, such as "Excellent", "Good", "Fair" etc., define student performance with respect to the achievement of course intended learning outcomes (CILOs).
B+ B B-	3.3 3.0 2.7	Good	
C+ C C-	2.3 2.0 1.7	Fair	
D	1.0	Marginal	
F	0.0	Failure	
P (Pass-fail course only)		Pass	

5.8   Unless otherwise specified, the minimum grade to progress without reporting the course is D. Failure to achieve the minimum grade is regarded as failing the course.

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

1. Assessment tasks must be defined in the course outline for each course so that academic staff and students understand their rights and responsibilities at the beginning of the course.

2. Information in the course outline must include a description and weighting of each assessment task, along with the formula for determining the final course grade.

3. Assessment tasks must be manageable and sufficient to provide an accurate view of students' learning and achievement of the course intended learning outcomes without overburdening either students or academic staff and is scheduled accordingly.

4. Changes to the scheduled date for completion of assessment tasks during the semester must be approved by Programme Leaders.

5. Assessment shall be completed in the semester in which the course is completed.

6. Assessment tasks must reflect the topics and relative importance of the intended learning outcomes of the course.

7. Decisions on the form the end of course examination will take and the material students can bring into the examination must be consistent with the course intended learning outcomes and take account of the conditions under which the examination is written.

8. No changes (except for corrections of typos) 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.

Principles

6.1   Formative and summative assessment tasks must be included in each course.

6.2   Assessments used for summative purposes must be accompanied by clear assessment criteria.

6.3   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 questions 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.

<u>Examination</u>

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 must be stated in course outlines.

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. Information on penalties that will be incurred for failure to submit assessment tasks on time must also be included.

3. Heads or Deans of academic units and Course Leaders must ensure that the penalties within a course are consistently applied.

Principles

7.1   Students are responsible for managing their time to meet the published deadlines for submission of assessment tasks.

7.2   Deadlines for submission of assessment tasks will not be extended except in the specific circumstances defined in the University's Academic Regulations.

7.3   Failure to submit any summative assessment task will result in no marks being awarded for that assessment component.

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

Policy Statements

1. Security and confidentiality of all examination materials is essential to the integrity and credibility of the examination process.

2. Heads or Deans of academic units have the responsibility to ensure the security and confidentiality of all examination materials, including examination answer books.

3. Preparation, handling, storage, printing and transportation of examination materials must be conducted with due regard to security and confidentiality.

4. All academic staff involved in the preparation of examination materials must comply with deadlines set by ARRO/SGS for the delivery of examination materials to ARRO/SGS.

Principles

8.1 Heads or Deans of academic units should nominate two full-time members of the academic staff as the Examinations Officers ("EO") 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 EOs 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 EOs should keep a written record of compliance with time limits.

8.3 Where examination papers are printed within academic units, EOs 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 EOs should make a written report to the Head or Dean of academic unit where examination materials are not prepared by the specified dates. The Head or Dean of academic unit 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 academic units is similarly permissible only where the email is encrypted or password protected.

8.6 Hard copies of examination materials kept within the academic unit 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 academic unit for marking elsewhere, the academic staff member concerned should notify the relevant EO of the removal and location of the books. That EO should be notified of the return of examination answer books to the academic unit.

Chapter 9 Marking/Grading

Policy Statements

1. All assessment tasks must be marked objectively and impartially applying published assessment criteria, marking schemes and grade descriptors.

2. Markers must comply with the University's policy on breaches of academic honesty.

3. Marking must not discriminate on grounds of gender, sexual orientation, ethnicity, religion or belief, age, social origin or disability.

4. Wherever possible, assessed work must be marked anonymously.

5. Marks will only be awarded to legible assessment tasks. Students will not be permitted to re-write illegible work.

Principles

9.1   Methods utilised in marking students' work should enable all those involved in the process to be confident that the marks awarded fairly reflect the level of achievement of intended learning outcomes demonstrated by the work submitted.

9.2   Students should ensure that their assessment tasks are legible. Where an assessment task is wholly or partially illegible to the extent that the ability of the marker to assess its quality is impaired, it will be assessed on the basis of the legible part or parts and a mark awarded accordingly.

Promotion of Good Marking Practices

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

9.4   Marking carried out by staff who are not full time academic staff should be supervised by a full time member of the academic staff.

9.5   Students should not gain marks simply by attending lectures, seminars and/or tutorials.

Chapter 10 Moderation

Policy Statements

1. Moderation of all assessment tasks is an essential component of acquired best practice.

2. Heads or Deans of academic units are responsible for setting policy of the academic unit 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.

10.2   Moderation provides valuable feedback and contributes to the constructive alignment of marking standards across the academic unit.

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.

10.4   Information on policies of the academic unit on the moderation of assessment tasks, marks and grades should be published to students and academic staff.

Moderation of Assessment Tasks

10.5   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.

10.6   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

10.7   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.

10.8   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. Academic units 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 academic unit.

10.9   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.

10.10   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.

10.11   Heads or Deans of academic units should establish a policy of the academic unit 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

10.12   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.

2. Feedback on assessment tasks must normally be provided within 20 working days after the date for submission of the assessment task.

3. Feedback may be written or oral, and given either on an individual or collective basis.

Retention of Students' Work

4. Heads or Deans of academic units must implement appropriate procedures for the return, retention and disposal of completed assessment tasks.

5. Students must have access to all marked work.

6. Completed work should not be retained indefinitely.

7. Completed work not returned to students and copies of any returned work kept by academic units 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 academic units 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, procedures of academic units 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 the data access procedure prescribed in the University's Code of Practice on Personal Data (Privacy) Issues.

11.7   Students should not be permitted to remove original examination scripts from the academic unit.

11.8   It is recommended that a record is kept of student access to examination scripts.

11.9   Heads or Deans of academic units should ensure that retained work and any copies of returned work kept by the academic unit are disposed of securely and confidentially after the expiration of the retention period.

11.10   Retained work and any copies kept by the academic unit 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 or Dean of academic unit considers retention is necessary and/or appropriate, for example in relation to professional accreditation. The University's Code of Practice on Personal Data (Privacy) Issues should be adhered to where students' work, or copies of that work, is retained.

11.11   Detailed information on the retention of student work and copies of returned work and requests for personal data related to assessed work is contained in the University's Code of Practice on Personal Data (Privacy) Issues.

Chapter 12 Assessment: Students with Disabilities

Policy Statements

1. Disabled students must not be disadvantaged.

2. Academic units must ensure, in conjunction with the Student Development Services, that justifiable procedures and mechanisms are in place to adequately support the needs of disabled students.

3. Students must have the opportunity to disclose a disability throughout their programme.

4. Disabled students' assessment tasks must be marked in the same way as the assessment tasks of other students.

Principles

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

- denying that student's access, or limiting that student's access, to any benefit, service or facility provided by the educational establishment;

- expelling that student;

- subjecting that student to any other detriment.

12.2   Under Section 2 of the DDO "disability" means:

- total or partial loss of the person's bodily or mental functions;

- total or partial loss of a part of the person's body;

- the presence in the body of organisms causing disease or illness;

- the presence in the body of organisms capable of causing disease or illness;

- the malfunction, malformation or disfigurement of a part of the person's body;

- a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction;

- a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

12.3   Students should be advised that academic units 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 academic unit, in conjunction with the Student Development Services, should adopt appropriate and justifiable procedures to address the student's needs.

12.5   Academic units, in consultation with the Student Development Services, should make justifiable adjustments to assessment procedures to ensure that disabled persons have an equality of opportunity when undergoing assessments.

12.6   Without limiting the modification in the particular case, adjustments to assessment may involve:

- taking the assessment in a separate room;

- allowing extra time;

- providing additional or special equipment; and

- allowing rest breaks, amanuensis or the presence of a carer, particularly where regular medication is required.

Chapter 13 Academic Honesty and Penalties for Breach

Policy Statements

1. Academic honesty is central to the conduct of academic work.

2. All students of the University are expected to appreciate and respect the requirements and obligations of academic honesty.

3. Work presented by students of the 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 University's Rules on Academic Honesty.

Principles

13.1   The University's Rules on Academic Honesty should be adhered to.

13.2   Heads or Deans of academic units are responsible for ensuring that procedures are in place in accordance with the University's Rules on Academic Honesty to address, detect and respond to academic honesty issues and that such procedures are consistently applied.

13.3   All academic staff have the professional responsibility to provide guidance and feedback on academic honesty to students and to lead by example by ensuring that the work of others is acknowledged in their teaching and research.

13.4   When setting assessment tasks, in whatever form, Course Leaders should:

- design the task to avoid or at least reduce opportunities for academic dishonesty;

- design the task and the accompanying instructions in the way most likely to lead to prompt identification of academic dishonesty;

- avoid re-using the same, or very similar assessment topics, and/or examination questions used in previous semesters;

- provide clear instructions on how the work should be presented to comply with the requirements and obligations of academic honesty, for example as to attribution and citing of authorities and sources;

- provide clear instructions, particularly where the assessment task is to be completed in students' own time, on the extent to which, if at all, students can make use of third party assistance; and

- provide clear guidance where the task involves joint or group activities on the acceptable level of joint work, how that joint work should be acknowledged, what amounts to acceptable co-operation and collaboration, what amounts to unacceptable collusion and how individual contributions to joint or group work will be assessed.

13.5   When marking assessment tasks, in whatever form, markers should:

- be alert for academic dishonesty in work presented;

- investigate suspected academic dishonesty; and

- respond to instances of academic dishonesty in accordance with procedures laid down in the University's Rules on Academic Honesty.

13.6   Students should ensure that they comply with the University's Rules on Academic Honesty.

Chapter 14 Mitigation and Review

Policy Statements

1. Students who have been unable to attend or complete an assessment task, or who believe their performance has been impaired by medical or other circumstances beyond their control, must have the opportunity to apply for mitigation in accordance with the Academic Regulations of the University.

2. Students must be provided with an opportunity to request a review of any grade awarded or any decision made by an Assessment Panel in accordance with the Academic Regulations of the University.

3. Students dissatisfied with a decision of an Examination Board must be given the opportunity to request a review on the basis of the limited grounds defined in the Academic Regulations of the University.

4. Deans and Heads of academic units 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 the University on mitigation and academic reviews.

Chapter 15 Classification of Awards

Principles

15.1   Academic awards should accurately reflect the student's achievement of the intended learning outcomes of the programme. Decisions on award classifications should comply with the Academic Regulations.

15.2   Upon completion of all appropriate graduation requirements, students will be awarded an appropriate degree with one of the following classifications:

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

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

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

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

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

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

15.5   In making exceptions in the application of the indicative grade point averages, the Examination Board should ensure that decisions are reached with objectivity, are highly consistent over the years and across cohorts, and can be reasonably explained and justified.

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 Assuranc e Agency of Higher Education, UK, 2006

<u>Australia</u>
Australia National University
Bond University
Curtin University of Technology
Flinders University
Griffith University
University of Adelaide
University of New South Wales
University of Queensland

<u>Singapore</u>
Nanyang Technological University

<u>United Kingdom</u>
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

<u>Hong Kong</u>
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

(09/2012)

香港城市大學
City University of Hong Kong

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.:   3442-0237
Email: tpenquir@cityu.edu.hk

Questionnaire for Students with Disabilities

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

The information collected in this form will be used by different facility centres and 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 Name: _____   Student No.: _____

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

Programme Code: _____   Programme Title: _____

1. Please briefly describe your disability:
    _____
    _____
    _____

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

3. Do you need special arrangements when attending lectures?
    _____
    _____
    _____

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

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

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

_____
_____
_____

_____   _____
Signature of Student   Date

– –

(For Home Academic Unit's Use only)

Paragraph 12.5 of the "University Assessment Policy and Principles for Taught Programmes" states that "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." Students' home academic units are required to determine such arrangements for individual disabled students and then notify SGS. The arrangements will apply to all courses during the student's study.

Special 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: _____
- ☐   Others, please specify: _____
      _____

_____   _____
Signature of Head of Home Academic Unit   Date

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香港城市大學
City University of Hong Kong

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: _____   Student No. ☐☐☐☐☐☐☐

Day time Telephone No.: _____   CityU E-mail Address: _____

Programme Code: _____   Major Code: _____

1. What is your disability? (Please select the most suitable description)

☐ Autism (AU)

☐ Attention Deficit/Hyperactivity Disorder (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. Do you envisage any activities in your study programme that you cannot attend, such as field trips, laboratory work, etc.?

    _____

    _____

    _____

6. Do you need special arrangements 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

— —

(For Home Academic Unit's Use only)

Paragraph 12.5 of the "University Assessment Policy and Principles for Taught Programmes" states that "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." Students' home academic units are required to determine such arrangements for individual disabled students and then notify ARRO. The arrangements will apply to all courses during the student's study.

Special 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: _____
    ☐ Others, please specify: _____

    _____

_____   _____

Signature of Head of Home Academic Unit   Date

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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.

6. To consider the implications of any variation of grades in the courses under consideration and the implications of variations between the grades on courses currently under consideration and grades on those courses in previous years.

7. To award 'I' or 'X' grade to students or adjust the grade awarded, where mitigation circumstances have been established.

8. To ensure the discussions at the Assessment Panel are confidential.

9. To ensure meetings be held prior to the release of grades to students in accordance with schedule announced by ARRO or SGS.

Constitution

Chair
Head or Dean of academic unit 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 or Dean's nominee

\# Where a Course Leader is excused attendance at the Assessment Panel, the Associate Course Leader or the designated members of the academic staff as the case may be should attend the Assessment Panel.

Appendix D – Terms of Reference and Constitution of Examination Board

Terms of Reference

1. To classify awards with regard to students' Cumulative Grade Point Average ("CGPA") by taking account of the guidelines for decisions on academic awards contained in the University Assessment Policy and Principles for Taught Programmes.

2. To ensure that academic awards accurately reflect students' achievement of the intended learning outcomes.

3. To 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 academic units

    At least two full-time academic staff of each academic unit nominated by the Head or Dean of academic unit, 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

<u>School Examination Board</u>

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.

Academic Departments

Academic Departments

The four Colleges—Business, Liberal Arts and Social Sciences, Science and Engineering and Veterinary Medicine and Life Sciences—and the three Schools—Creative Media, Energy and Environment and Law — offer bachelors' degree and/or 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 degrees, certificates 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 Sciences
		Asian and International Studies
		Chinese and History
		English
		Linguistics and Translation
		Media and Communication
		Public Policy
College of Science and Engineering	Departments :	Architecture and Civil Engineering
		Chemistry
		Computer Science
		Electronic Engineering
		Materials Science and Engineering
		Mathematics
		Mechanical and Biomedical Engineering
		Physics
		Systems Engineering and Engineering Management
		Division of Building Science and Technology

College of Veterinary Medicine and Life Sciences   Departments :   Biomedical Sciences

Infectious Diseases and Public Health

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

Chinese Civilisation Centre

Chan Feng Men-ling Chan Shuk-lin English Language Centre

Research Centres, State Key Laboratories and Shenzhen Applied R&D Centres

Research Centres, State Key Laboratories and Shenzhen Applied R&D Centres

University Research Institute
- Institute for Advanced Study

University Research Centres
- Centre of Super-Diamond and Advanced Films
- Liu Bie Ju Centre for Mathematical Sciences
- Centre for Judicial Education and Research

State Key Laboratories
- State Key Laboratory of Millimeter Waves
- State Key Laboratory in Marine Pollution

Chinese National Engineering Research Centre
- Hong Kong Branch of National Precious Metals Material Engineering Research Centre

College/School Research Centres
- Ability R&D Energy Research Centre
- Centre for Advanced Structural Materials
- Centre for Applied Computing and Interactive Media
- Centre for Biosystems, Neuroscience, and Nanotechnology
- Centre for Chaos and Complex Networks
- Centre for Chinese and Comparative Law
- Centre for Communication Research
- Centre for East Asian and Comparative Philosophy
- Centre for Functional Photonics
- Centre for Robotics and Automation
- Centre for Social Media Marketing and Business Intelligence
- Centre for Systems Informatics Engineering
- Guy Carpenter Asia-Pacific Climate Impact Centre
- Multimedia Software Engineering Research Centre
- Research Centre on One-Belt-One-Road
- Southeast Asia Research Centre
- The Halliday Centre for Intelligent Applications of Language Studies

Applied Strategic Development Centres
- Center for Advanced Nuclear Safety and Sustainable Development
- Center on Global Internet Finance

- Centre for Applied One Health Research and Policy Advice
- Centre for Electronic Packaging & Assemblies, Failure Analysis & Reliability Engineering
- Centre for Innovative Applications of Internet and Multimedia Technologies
- Centre for Smart Energy Conversion and Utilization Research
- Hong Kong Centre for Maritime and Transportation Law
- Research Centre for Sustainable Hong Kong

Shenzhen Applied R&D Centres

- Advanced Intelligent Information Systems Research Centre
- Architecture and Civil Engineering Research Centre
- Biotechnology & Health Centre
- CityU Center on Neutron Scattering
- CityU HK-UESTC Joint Research Center on Optical Fiber Sensing and Communications
- Futian-CityU Mangrove R&D Centre
- Information and Communication Technology Centre
- Research Centre for Oceans and Human Health

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 Finance Office (SFO), which is under the Working Family and Student Financial Assistance Agency (WFSFAA) of the Hong Kong SAR Government (www.wfsfaa.gov.hk/sfo) for the maximum level of financial assistance. Application should be submitted through the online application form at SFO E-link – My Applications platform (https://ess.wfsfaa.gov.hk).

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 should be submitted through the online application form at SFO E-link – My Applications platform (https://ess.wfsfaa.gov.hk).

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 can be downloaded from the SFO website (www.wfsfaa.gov.hk/sfo).

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 Finance Office (SFO) (www.wfsfaa.gov.hk) for the maximum level of financial assistance. Application should be submitted through the online application form at SFO E-link – My Applications platform (https://ess.wfsfaa.gov.hk).

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 Finance Office (SFO) (www.wfsfasa.

gov.hk) for the maximum level of financial assistance. Application should be submitted through the online application form at SFO E-link – My Applications platform (https://ess.wfsfaa.gov.hk).

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 2017 include:

Bursaries —

Apple Daily Bursaries
Bank of China (Hong Kong) Bursaries
Biu Chun Watch Hands Bursary
Chan Feng Men-ling & Chan Shuk-lin Bursaries
Chau & Chau Bursary
Chiap Hua Cheng's Foundation Bursaries
Ching Lee Engineering Limited Bursaries
Choi Hin To Bursaries
Chu Wong Yim Fong Charitable Foundation Bursary
City Lions Club of Hong Kong Bursary
CityU Bursaries
Convocation Bursary
Danny YUNG & Sita SU Bursary
DELONG Bursaries
Dr. Cheung Ying Yau and Mrs. Cheung Chan Suet Kuen Bursary
Dr. John Chan Bursary Scheme
HK & Macau Taiwanese Charity Fund Ltd. (Angel Care) Assistantship
Hong Kong Housing Society Award - Bursary
Hong Kong Institute of Certified Public Accountants Bursaries
Hsin Chong - KN Godfrey Yeh Education Fund Bursaries
Joseph Lau Bursaries
Joyce M Kuok Foundation Bursaries
Kenneth K.W. Lo Bursaries
Microware Bursary
Miku and Melvin Bursary
Miss Leung Pui Han Scholarship Fund
Mr. & Mrs. David T.F. Chow Bursaries
Mr. & Mrs. Lau Chor Tak Bursary
Mr. & Mrs. Patrick Chan Bursary
Or Sik Ling Family Bursaries
Pang Miu Ping & Yeung Lan Bursary Scheme
Promising Prospect Bursaries
Providence Foundation Combined Scholarships & Bursaries

Purviz & Rusy Shroff Bursaries
Richard Poon Bursary
Rotary Club of Hong Kong Island East - William Ling Memorial Bursary
Swire Bursaries
The Hong Kong Shin Yat Tong Moral Association Bursaries
The International Medical Co. Ltd. Bursaries
Tsim Sha Tsui District Kai Fong Welfare Association Bursary Fund

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 (such as death, unemployment or hospitalization) may apply emergency assistance which include:

Emergency Bursaries for CSE Students
Emergency Bursaies for EE Students
Jennifer and Haywood Cheung Emergency Fund for Non-local Students
K.S. Lo Foundation Emergency Bursary Fund
Mr. Chan Tai Ho Bursaries for Needy Students
Mr. Chan Tai Ho Education Fund for Bursaries
Pong Ding Yuen Emergency Bursaries
Student Dental Relief Fund
Student Medical Relief Fund
Thanksgiving Bursaries
The College of Liberal Arts and Social Sciences Emergency Bursaries
The Croucher Foundation Fund for Students with Emergency Needs

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 colleges/schools. 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 2017 include:

759 Store Scholarship
A&S Enterprises Limited Scholarships
Ability R & D PhD Fellowship Scheme
Ability R & D Research Prizes
ACCA Hong Kong Scholarships
ACE Best FYP Awards
Adler Jewellery Marketing Plan Award
Aji-No-Chinmi (HK) Scholarship
Alumni Civility Hall (Hall 3) Sihe Feng Memorial Awards
Alumni Civility Hall JUMP Scholarships
AMG FINANCIAL GROUP Scholarship
Andrew Liao IP Scholarships
Angel Daley Law of Evidence Prize
AP Education Fund Scholarship(s)
Asia Travel Service Scholarship for AIS Korean Studies
ATAL Engineering Group Scholarships
Best Teaching Assistant Award
Biu Chun Watch Hands Scholarship
Boase Cohen & Collins Prize
BOCHK Charitable Foundation Scholarships
BOCHK Scholarships for Outstanding Chinese History Students
Bright Future Whole Person Development Scholarships
Business Practice Attachment Scheme Awards
CapitaLogic Postgraduate Finance Study Scholarship
Chan Feng Men-ling & Chan Shuk-lin Overseas Exchange Scholarship
Chan Feng Men-ling Chan Shuk-lin ELC Scholarships (For Undergraduate Students)
CHAN Hon Pun HON Yuk Yee Exchange Scholarship
Chan Sui Hung Best Student Award
Chan Sui Kau Hall SEAL (Scholarships for Excellence and Amiable Living)
Chan Tat Chee Memorial Fund Exchange Scholarships
Chan To Haan Cyber Law Prize

Chan To Haan Prize for Overall Excellence

Chan Wing Fui Scholarships

Chao King Lin Community Service Scholarships

Chartered Secretaries Scholarship

Chartered Secretaries Subject Prize

Chau & Chau Award

Chiang Chen Industrial Charity Foundation Scholarships

Chiang Chen Overseas Exchange Scholarships

Chiap Hua Cheng's Foundation Scholarships

China Resources Ethnic Minorities Scholarships

Chou Hsien Scholarships

Chow Sang Sang Group CityU-Columbia Joint Bachelor's Degree Program Need Based Scholarships

Chow Sang Sang Group Entrance Scholarships for CityU-Columbia U Joint Bachelor's Degree Program

Chow Wah Cheuck Scholarships

Chow Wah Cheuck Student Exchange 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 Outstanding Doctoral Research Award

Chow Yei Ching School of Graduate Studies Scholarships (for local students)

Chow Yei Ching School of Graduate Studies Scholarships (for non-local students)

Chu Wong Yim Fong Charitable Foundation Scholarship

CII-HK Scholarships for Post-Graduate Research in Construction

CIMA Prizes

City University Outstanding Service Awards

CityU Eminence Society Community Service Scholarships

CityU International Exchange Student Scholarship

CityU International Student Scholarship

CityU Mainland Student Scholarship - National Olympic Scholarship

CityU Mainland Student Scholarship Scheme - Full Tuition Scholarship

CityU Mainland Student Scholarship Scheme - Half Tuition Scholarship

CityU Mainland Student Scholarship Scheme - Top Scholarship

CityU Scholarship

CityU Scholarships for Hong Kong Talents - Admission Award

CityU Scholarships for Hong Kong Talents - Exchange Scholarship

CityU Top Scholarship for International Students

CLP Scholarship

CMA and Donors Scholarships

CMA Student Exchange Scholarships

College of Business Caring Company Internship Awards

College of Business Entrance Scholarship for the BSc Computational Finance Major

College of Business Scholarships for Community Services Projects

Commercial Radio 50th Anniversary Scholarship

Compass Scholarship

Convocation Scholarship

CPA Australia Distinction Award

Crystal Group Scholarships

Culture Homes Scholarships

Chow Yei Ching School of Graduate Studies Outstanding Doctoral Research Award (for Non-UGC funded Students)

Daikin Scholarships (for ACE students)

Daikin Scholarships (for BST students)

Davis Polk & Wardwell Prize

Deacons Prizes

Diversity Grant

Dr. Allen Lee Scholarship

Dr. Cheng Che Bun Memorial Scholarship

Dr. Cheung Ying Yau Student Awards

Dr. H Eric Chiang Exchange Scholarships

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

Dr. John C T Chan Scholarships for English Enhancement

Dr. Kwong Kai To Scholarships

Dr. Lam Kwok Pun Memorial Badminton Awards

Dr. Lam Kwok Pun Memorial Scholarships for Outstanding Athletes

Dr. Peter Chung Yin Lee Memorial Fund Overseas Exchange Scholarships

Dr. Peter Chung Yin Lee Memorial Fund Overseas Experience Awards

Elite Partners CPA Limited Prizes

EMBA Diversity Scholarship

EMBA Elite Scholarship

Excellent Academic Performance Scholarships for CSE Students

Fang Brothers Whole Person Development Scholarships

Formica Scholarship

Freetech Technology Scholarship

Fung Scholarships

Gap Chung Scholarship

George Y.C. Mok & Co.'s Prizes

George Y.C. Mok & Co.'s Scholarship

Ha Kin Fai Scholarships

Hall 10 Scholarships

Hall 11 Scholarships

Hall 8 Active Resident Award

Hall 9 Scholarships for Overall Excellence

Hang Seng Community Service Scholarships

Harton Ma CityU-Columbia University Joint Bachelor's Degree Program Scholarship

Herbalgy Exchange Scholarship

Hip Hing Construction Scholarship

HKEIA Innovation & Technology Project Competition Award

HKIE Building Services Division Scholarship

HKIHRM Student Scholarship

HKMA IT Management Club Scholarship

HKSAR Government Scholarship

HKSAR Government Scholarship for Sub-degree Programmes

HKSAR Government Scholarship Fund - Belt & Road Scholarship (Indonesia)

HKSAR Government Scholarship Fund - Endeavour Merit Award

HKSAR Government Scholarship Fund - Targeted Scholarship Scheme

HKSAR Government Scholarship Fund (Non-academic Awards) - Reaching Out Award

HKSAR Government Scholarship Fund (Non-academic Awards) - Talent Development Scholarship

Home Affairs Bureau - Multi-faceted Excellence Scholarship

Hong Kong Accounting Professionals Association Dr Liu Kwong Sang Prize

Hong Kong and Kowloon Electrical Appliances Merchants Association Ltd. Scholarship

Hong Kong Association of University Women Postgraduate Scholarships

Hong Kong Association of University Women Undergraduate Scholarships

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

Hong Kong Construction Association (HKCA) Scholarships

Hong Kong Electronic Packaging & Manufacturing Services Association Scholarships

Hong Kong Housing Society Award (Scholarship)

Hong Kong Hua-Yan Buddhist Association Exchange Scholarships

Hong Kong Institute of Certified Public Accountants Scholarships

Hong Kong Mediation and Arbitration Centre Prize

Hong Kong Securities and Investment Institute Scholarship Programme

Hong Kong Translation Society F. C. Lo Scholarships

HSBC Hong Kong Scholarship

HSBC Overseas Scholarship Scheme

HSBC Prosperity Hall Prosperian Scholarships

HSBC Social Work Scholarship Scheme

Human Capital Management Society Scholarship

InfoTech Job Market Driven Scholarship

InfraRed NF Scholarships

Innovation and Technology Scholarship Award Scheme

Institutional Research Tuition Scholarship

International Valuation Limited Prizes

Internationalization Outbound Exchange Scholarships

International Legal Science Undergraduate Programme Scholarships for East China U of Political Sciences and Law

IS Smart Admissions Scholarships
IS Smart Business Scholarships
IS Smart Entrance Scholarships
IS Smart Professional Development Awards
IS Smart Top Entrance Scholarship
Jackie Chan Charitable Foundation Exchange Scholarships
JAL Scholarship
James Liu CityU-Columbia University Joint Bachelor's Degree Program Scholarship
Jockey Club Academy Hall Academian Scholarships
Jockey Club Harmony Hall Scholarships
Jockey Club House Active Resident Award
Jockey Club Humanity Hall Alumni Association's Whole Person Development Scholarships
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
Julian Lee Asia One Photographic Awards
Katherine & Peter Pang Rotary Scholarships
Kenneth K W Lo Overseas Exchange Scholarships
KOCHAMHK Scholarship for Korean Minor Students
Law Society of Hong Kong / Bloomsbury Books Prizes
Lee Foundation Overseas Exchange Scholarships
Lee Foundation Scholarships
Li Dak Sum Yip Yio Chin Outstanding Student Scholarship
Li Dak Sum Yip Yio Chin Scholarships
Li Dak Sum Yip Yio Chin Scholarships for School of Veterinary Medicine
Li Po Chun Charitable Trust Fund Scholarships (for postgraduate students)
Li Po Chun Charitable Trust Fund Scholarships (for undergraduate students)
Lok Kam Chuen Scholarship
Love Blue Lotus Award
LPM Contractors Scholarship
Madam Wong Wai Leung Human Rights Law Scholarship
Mainland Alumni Network Exchange Scholarship
MAQAB Merit Awards
MAQAB Outstanding Student Prizes
Mayer Brown JSM Prize for Overall Excellence
Mayer Brown JSM Scholarship
MBA Academic Excellence Award
MBA Concentration/ Internship Scholarships
MBA Diversity Contribution Scholarship
MBA Elite Scholarship
MBA GMAT Scholarship

MBA Student Ambassador Scholarships

MBE Outstanding Student Awards

MBE Scholarship for Non-JUPAS Entrants

MBE Student of the Year Award

Microware Scholarship

MIM Academic and Professional Excellence (APEX) Awards

MIM Industrial Learning & Contribution Awards

MIM International Experience Awards

MIM Outstanding Contribution Awards

Mobicon Scholarships for Academic Improvement

Mobicon Scholarships for Outstanding Service

Morley Chow Seto Criminal Litigation Practice Prize

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

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

Mr. & Mrs. Lee Wing On Samuel Scholarship

Mr. & Mrs. Or Sik Ling Scholarships

Mr. & Mrs. Or Sik Ling Student Exchange Scholarships

Mr. & Mrs. Poon Sum Scholarships

Mr. Arthur Chan Outstanding Student Scholarships

Mr. Benjamin Kwok Internship Awards

Mr. Chan Fuk Wah Outstanding Student Award

Mr. Chiu Fuk San Memorial Scholarship

Mr. Clement Cheuk Scholarships

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. Mak Hoi Wah Social Work Student Prize (for BSSSW Students)

Mr. Raja M. Daswani Awards

Mrs. Chiu Fuk San Memorial Scholarship

MSc Information Systems Management Scholarships

MSCOSCM Merit Awards

MSCOSCM Outstanding Student Prizes

Mustard Seed Foundation Awards for Overseas Studies

Mustard Seed Foundation Moot Court Awards

Mustard Seed Foundation Outstanding City Youth Award

Nippon Express (H.K.) Co. Ltd. Scholarships

ONC Lawyers Prize in Commercial Law and Practice

Or Sik Ling Family Student Exchange Scholarships

Outstanding Academic Performance Award for Research Degree Students (local UGC-funded students)

Outstanding Academic Performance Award for Research Degree Students (non UGC-funded students)

Outstanding Academic Performance Award for Research Degree Students (non-local UGC-funded students)

Outstanding Athletes Entrance Scholarships

Outstanding Project Award in Real Estate

Outstanding Research Thesis Awards

Outstanding Service Awards for Tertiary Students

Pang Hon Chiu Li Yuk Fong Basketball Awards

Pang Hon Chiu Li Yuk Fong Entrance Scholarship for Outstanding Student Athletes in Basketball

Pang Hon Chiu Li Yuk Fong Entrance Scholarship for Outstanding Student Athletes in Soccer

Pang Miu Ping & Yeung Lan Scholarship Scheme

Patrick Lam Mainland Exchange Scholarships

Patrick Wong CPA Limited Scholarship

PCCW – HKT Scholarships

Peter Carey Memorial Book Prize

Peter Ho Conference Scholarships (for Students under Joint PhD Collaboration Schemes)

Prof. Paul K. Chu Badminton Awards

Prof. Paul K. Chu Swimming Awards

Professor Shirley G. L Lim Poetry Writing Scholarship

R.C. Rule of Law Awards

REC Engineering Company Limited Scholarships

Reisman-Arsanjani Prizes

Rennie's Mill Student Aid Project Alumni Association Student Exchange Scholarships

Research Tuition Scholarship

Residence Scholarship Scheme for Student Athletes

Rider Levett Bucknall Limited Book Prize

Rider Levett Bucknall Limited Scholarship

Robertsons Prize

Rotary Club of New Territories Student Exchange Scholarship

Royal Institution of Chartered Surveyors (Hong Kong) Project Awards for Surveying Students

Royal Institution of Chartered Surveyors (Hong Kong) Scholarships for Surveying Students

RSM Chio Lim LLP Scholarship (Intern)

SAS Data Mining Challenge Award

Scholarship for Outstanding Student Athletes in Distance Running

Scholarship for Outstanding Student Athletes in Table Tennis

Scholarship for Prospective English Teacher

Scholarships for LLM Chinese Judge Students

School of Energy and Environment Scholarship for Inbound Exchange Students

School of Energy and Environment Student Exchange Award

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 Outstanding Publication Awards for JSD Students
See Po Yan Scholarship
SEEM Outstanding Student Awards
SEEM Student of the Year Award
Shanghai Commercial Bank Scholarships
Shun Hing Education & Charity Fund Scholarship
Sin Wai Kin Ethnic Minorities Scholarships
Sir Edward Youde Memorial Fellowships / Scholarships for Disabled Students
Sir Edward Youde Memorial Fellowships for Postgraduate Research Students
Sir Edward Youde Memorial Scholarships for Undergraduate and Diploma Students
Sir Oswald Cheung Memorial Fund PCLL Scholarship
Sports Entrance Scholarships
Sports Scholarship for Elite Athletes
Sports Scholarship for Valuable Athletes
Staff Giving Club Awards
Stephen Hui Outstanding Student Athletes Scholarships
Stevenson, Wong & Co. Fellowship
Student Development Services Sports Awards
Student Residence — Lee Shau Kee Hall Scholarships
Swire Scholarship
Swire Scholarships for Associate Degree Programmes
Table Tennis Awards
Tan Siu Lin Foundation Exchange Scholarship
Tang Chun Man and Chow Bei Lay Memorial Scholarship
TDK-SAE Corporate Social Responsibility (TDK-SAE CSR) Scholarship
Thanksgiving Student Exchange Scholarships
The Best Summer Paper Awards to Junior Ph.D. Students
The C I Stapleton Scholarships
The Charlie Lee Charitable Foundation Exchange Scholarship
The Chartered Institution of Building Services Engineers Book Prizes
The Chartered Institution of Building Services Engineers Prize
The Chartered Institution of Building Services Engineers Student Project Prize
The CLASS-AIS/POL International Scholarship for Inbound Exchange Students
The College of Business PhD Student Research Excellence Award
The College of Business PhD Student Teaching Excellence Award
The College of Business Research Studies Scholarships
The College of Business Sports Awards

The College of Liberal Arts and Social Sciences Sports Awards

The College of Science and Engineering College Medal

The College of Science and Engineering Dean's Scholarships

The College of Science and Engineering International Student Scholarships

The College of Science and Engineering Student Sports Awards

The CSE Co-operative Education Scheme Awards

The CSE Industrial Attachment Scheme Awards

The Daniel R. Fung Q.C. Prize

The Department of Accountancy Best Student Award

The Department of Accountancy Mainland Outbound Exchange Awards

The Department of Accountancy Outstanding Competition Achievement Awards

The Department of Accountancy Tsinghua University Inbound Exchange Awards

The Department of Accountancy Undergraduate Entrance Scholarships for DIRECT Entrants

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

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

The Department of Applied Social Sciences Best Project Prizes

The Department of Applied Social Sciences Best Social Work Practicum Prizes

The Department of Applied Social Sciences Master of Social Work Mainland Student Scholarships

The Department of Applied Social Sciences Outstanding Students Prizes

The Department of Applied Social Sciences Prizes for Community Services

The Department of Applied Social Sciences Research Tuition Scholarship(s)

The Department of Applied Social Sciences Scholarships for HKPFS Nominees

The Department of Applied Social Sciences Tuition Scholarships for Research Degree Students (Non-UGC Funded)

The Department of Asian and International Studies Academic Achievement Scholarships for non-final year Taught Postgraduate Students

The Department of Asian and International Studies Best Paper Award for Research Students

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 Outstanding Taught Postgraduate Students Award

The Department of Asian and International Studies Studentship Scholarships for UGC-funded Research Degree Students

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 Computer Science Achievement Scholarships (for MSc Computer Science Programme)

The Department of Computer Science Entrance Grants

The Department of Computer Science IT Professional Placement Award Scheme

The Department of Computer Science Outstanding Student Scholarships

The Department of Computer Science Special Admission Scheme Scholarships

The Department of Electronic Engineering — ESEO Entrance Scholarship

The Department of Electronic Engineering Industrial Placement Scheme Awards

The Department of English Scholarships for Overseas Learning Activities

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

The Department of Management Sciences Academic Progress Awards

The Department of Management Sciences Entrance Awards

The Department of Management Sciences MS JUPAS Scholarships

The Department of Management Sciences Outstanding Student Prizes and Scholarship

The Department of Management Sciences Student Development Scholarships

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 Systems Engineering and Engineering Management SEEM — Outbound Exchange Awards

The Department of Systems Engineering and Engineering Management MSEM — Entrance Scholarships

The Department of Systems Engineering and Engineering Management MSEM — ESEO Entrance Scholarship

The FANs Awards — Academic Improvement Awards for Student Leaders

The FANs Awards — Outstanding Community Service Awards for Non-local Students

The FANs Awards — Top Outstanding Student Leader Awards

The Hong Kong Institute of Financial Analysts & Professional Commentators Foundation Internship Awards

The HKIE Prize for Outstanding Engineering Students

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) QSD Scholarships for Associate Degree Students

The Hong Kong Institute of Surveyors (HKIS) QSD Scholarships for Degree Students

The Hong Kong Institute of Surveyors (HKIS) Scholarship

The Hong Kong Jockey Club Scholarship Scheme - Undergraduate Scholarship for Students with SEN

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 Hong Kong Real Property Federation Scholarships

The Hong Kong Shin Yat Tong Moral Association Scholarships

The Honourable Mr. Justice Cheung Prize

The IET Prize

The Law Society of Hong Kong Prize in Professional Conduct and Practice
The S. H. Ho Foundation Ltd. Student Project Scholarship
The Society of Builders, Hong Kong Scholarship
The Society of Chinese Accountants & Auditors Charitable Trust Scholarship
The Society of Construction Law Hong Kong (SCLHK) Student Prizes
The Taxation Institute of Hong Kong — CTA Prize
Tricor Services Limited Scholarships
UNIQLO Scholarship
Unison Ridge Scholarship for AIS Korean Studies
Universal P.C.B. Equipment Co., Ltd. Scholarships
University College of Estate Management (UCEM) Scholarships
WANG Xun & JIN Jianlin Scholarship & Bursary Award Scheme
Warren Chan, Q.C., S.C. Scholarships
Wei Lun Foundation Scholarships
Wei Shao Shang Overseas Exchange Scholarships
William W L Fan & Co Solicitor Awards for Overseas Studies
William W L Fan & Co Solicitors Exchange Scholarship
Wing Lung Bank Scholarships for Economics & Finance Students
Wong Kam Fu Outstanding Innovation Awards
Wong To Yick Tong Exchange Scholarship
Yearfull Contracting Limited Scholarships (for students of Dept of ACE)
Yearfull Contracting Limited Scholarships (for students of Division of BST)
Young Chung Yee Memorial Scholarship

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