

REGULATIONS AND RULES

General Regulations Governing Full-time Undergraduate Studies

(The term “Department” in the Regulations includes all schools except School of Law, and also refers to relevant committees established for programmes jointly offered by different departments. The General Regulations Governing Full-time Undergraduate Studies shall not be applicable to students admitted to the Bachelor of Arts Programme in English Studies and Education jointly offered by The Chinese University of Hong Kong and The Hong Kong Institute of Education, for whom a separate set of general regulations shall apply.)

1.0 Rules and Regulations

1.1 Students shall observe all rules and regulations prescribed by the University authorities.

2.0 Admission

2.1 An applicant seeking admission to an approved full-time course of study leading to a Bachelor’s degree shall have fulfilled the entrance requirements of the University as prescribed in the Regulations Governing Admission to Full-time Undergraduate Studies.

2.2 A successful applicant shall be admitted to a Major Programme.

3.0 Fees

3.1 The fees prescribed by the University Council shall be payable on dates specified unless prior permission for deferment is obtained.

3.2 A student in arrears shall be subject to fines. A student in arrears, whether in part or in full, or who has outstanding fines unpaid for more than 2 weeks shall be considered to have withdrawn from studies.

3.3 Caution money shall be payable on first registration as a deposit to make good any outstanding debts to the University incurred in, for example, damages to University and/or College property. This sum less any deductions made for outstanding debts shall be refunded on discontinuation of studies at the University. For graduating students, subject to no claim being outstanding, caution money shall be converted into graduation fee.

3.4 Apart from caution money, fees once paid shall not be refunded, except under very special circumstances.

4.0 Registration

4.1 An applicant who has been offered admission to an approved course of study shall pay the fees and register with the Office of Registry Services on the respective specified date/s and shall be considered to have enrolled in the approved course of study from the date of his first registration.

4.2 A student shall register for courses on the specified date/s in each academic year. Anyone who fails to register for courses after a lapse of 2 weeks from the specified date/s shall be considered to have withdrawn from studies at the University.

4.3 A student who is unable to register for courses on the specified date/s must apply for deferment in writing to the Director of Registry Services beforehand.

4.4 A student shall not be registered simultaneously for another course of study or research leading to the award of a degree, diploma or certificate at this University or any other tertiary institution except by prior permission of the Board of the Faculty to which he belongs. A student in breach of this regulation shall be required to discontinue his studies at the University.

- 4.5 A student registered for a full-time course of study shall not take up any full-time employment, paid or unpaid, during term time except by prior permission of the Board of the Faculty to which he belongs.
- 4.6 A student shall register in the name which appears in his Hong Kong Identity Card or passport.
- 4.7 A student shall inform the Director of Registry Services immediately of any change of name, address or other particulars entered in the student's registration record.
- 4.8 No application for changing a student's registered particulars shall be accepted after he has been recommended by the Undergraduate Examinations Board for graduation or his withdrawal from the University.
- 4.9 A student who has withdrawn from the University may, under very special circumstances, apply in writing to the Director of Registry Services for reinstatement as a student. Such an application shall be considered by the Board of the Faculty concerned. No students who have been required to discontinue their studies at the University because of unsatisfactory academic performance or have withdrawn to avoid such discontinuation shall be reinstated.

5.0 Period of Study

- 5.1 Except for students in courses of study which prescribe otherwise, a Secondary 6 and a Secondary 7 entrant¹ shall be expected to graduate after 4 and 3 years of attendance respectively save as provided for in Regulation 5.2. A second-year entrant shall be expected to graduate after 2 years of attendance save as provided for in Regulation 5.2.
- 5.2 A student may apply on a prescribed form to the Director of Registry Services for an alteration of his period of study. No such application, however, shall be accepted after the commencement of his expected term of graduation, except under very special circumstances.
- 5.3 Notwithstanding Regulation 5.2, no student shall graduate without having completed at least 3 years of attendance.
- 5.4 Notwithstanding Regulation 5.3, a transfer student or any other student who has been granted course and unit exemptions on the basis of post-secondary qualifications may graduate in less than 3 years, provided that:
 - (a) he shall have attended this University for at least 2 years; and
 - (b) his total period of attendance at this University and another university or institution of higher learning recognized by the Senate shall have been not less than 3 years.
- 5.5 A student shall take courses at this University in his final term.
- 5.6
 - (a) A Secondary 6 and a Secondary 7 entrant shall complete all requirements for graduation within 6 and 5 years respectively from his first registration including any periods of leave of absence and suspension of studies.
 - (b) A second-year entrant shall complete all requirements for graduation within 4 years from his first registration including any periods of leave of absence and suspension of studies.

6.0 Course Requirements and Exemptions

- 6.1
 - (a) A Secondary 6 and a Secondary 7 entrant shall complete at least 123 and 99 units of courses respectively before graduation.
 - (b) A second-year entrant shall complete at least 66 units of courses before graduation.
- 6.2
 - (a) A Secondary 6 or Secondary 7 entrant shall be required to complete before graduation up to 72 units of courses in his Major Programme, and meet the minimum grade required for specific courses (if any), as prescribed in the study

- scheme concerned. However, a student pursuing a Major Programme which leads to professional qualifications may be required to complete more than 72 units.
- (b) A second-year entrant with an associate degree shall be required to complete before graduation up to 64 units of courses in his Major Programme, and meet the minimum grade required for specific courses (if any), as prescribed in the study scheme concerned. However, a student pursuing a Major Programme which leads to professional qualifications may be required to complete up to 67 units.
 - (c) A second-year entrant with a higher diploma shall be required to complete before graduation up to 59 units of courses in his Major Programme, and meet the minimum grade required for specific courses (if any), as prescribed in the study scheme concerned. However, a student pursuing a Major Programme which leads to professional qualifications may be required to complete up to 62 units.
- 6.3 A student may register for a second Major Programme subject to the approval of the two Major Departments concerned². A student who has satisfied the requirements of a second Major may, in the last term of attendance within the minimum period of study, declare and be assessed for a second Major.
- 6.4 A student may register for one or two Minor Programmes as approved by the Department of his Major subject. A Minor Programme shall require 15 to 30 units of courses.
- 6.5 (a) A Secondary 6 or Secondary 7 entrant shall also complete before graduation the following requirements:
- (i) 2 units of Physical Education courses, to be taken in his first year of attendance;
 - (ii) 15 units of General Education courses as prescribed by the University, and the College to which he is assigned. However, the requirement may be reduced by 3 units for students in certain Major Programmes as approved by the Senate;
 - (iii) Faculty Language Requirement;
 - (iv) IT Proficiency Test; and
 - (v) Foundation Requirement (for Secondary 6 entrants only).
- (b) A second-year entrant shall also complete before graduation the following requirements:
- (i) 1 unit of Physical Education course;
 - (ii) 7 units (for entrants with associate degrees) or 9 units (for entrants with higher diplomas) of General Education courses as prescribed by the University and the College to which he is assigned;
 - (iii) IT Proficiency Test; and
 - (iv) 3 units of Language Requirement (for entrants with higher diplomas only).
- 6.6 A student who has failed in any required course shall retake that course or take a substitute course prescribed by the Department concerned.
- 6.7 A student with recognized qualifications may be exempted from some courses and/or units required for graduation according to the procedure prescribed. Subject to the requirements given in Regulations 5.4 and 5.5, no student with such exemptions shall be allowed to graduate unless he shall have:
- (a) completed at least 60 units of courses at this University;
 - (b) completed at least two-thirds of his Major requirements at this University; and
 - (c) completed at least two-thirds of his Minor requirements at this University, if he wishes to graduate with a Minor.

7.0 Course Load

- 7.1 A student shall take at least 12 units of courses in any term.
- 7.2 A student shall take no more than 18 units of courses in a term except with prior permission of his Major Department. However, no student shall be allowed to take more than 21 units in any term.

8.0 Selection of Courses

- 8.1 A student shall select his courses according to the study scheme/s of his Major and/or Minor Programme/s. He shall be responsible for ensuring the timely completion of all requirements for graduation.
- 8.2 A student shall not repeat any course which he has taken and passed or from which he has been exempted except as required by regulations which prescribe otherwise.

9.0 Course Withdrawals and Additions

- 9.1 A student who wishes to apply for withdrawal or addition of course/s shall complete the prescribed procedure within 2 weeks after the beginning of the teaching term.
- 9.2 Only under very special circumstances may a student apply for permission to withdraw from a course or enrol in a new course after the second week of the teaching term. Such an application shall be made on a prescribed form and submitted to the Dean of the Faculty of the student's Major subject for consideration.
- 9.3 A student who withdraws from a course without going through the prescribed procedure shall be given a grade of "F" for the course.

10.0 Change of Major and Minor Programmes

- 10.1 A student who wishes to transfer from one Major or Minor Programme to another shall apply on a prescribed form to the Department concerned before a specified date.

11.0 Class Attendance and Leave of Absence

- 11.1 A student shall attend classes, tests and examinations as required by the teachers of the courses in which he has enrolled.
- 11.2 A student who has been absent for any period shall be responsible for applying to the teacher/s concerned for permission to make up for any required work missed.
- 11.3 In case of illness necessitating absence exceeding 1 week, a student shall obtain permission from the Director of Registry Services through written application. Such an application shall be accompanied by a certificate signed or countersigned by the Director of the University Health Service and shall require the endorsement of his Major Department.
- 11.4 A student who wishes to obtain a leave of absence exceeding 1 week for non-medical reasons shall obtain prior permission from the Director of Registry Services through written application. Such an application shall state the reasons for which leave of absence is sought and shall require the endorsement of his Major Department.
- 11.5 Under no circumstance shall a student be granted leave of absence for more than 1 year in the first instance. In case he is still unable to attend classes after 1 year's leave, he may apply for extension for another year, beyond which no further extension shall be granted.
- 11.6 A student who, without permission to take leave, has been absent for a continuous period exceeding 1 month shall be considered to have withdrawn from studies at the University.
- 11.7 A student shall be required to take leave of absence if the condition of his health is considered by the Director of the University Health Service as constituting a definite hazard to the University community. At the end of the prescribed period of absence, the student shall obtain a certificate of good health signed by the Director of the University Health Service before he can apply to resume studies.

12.0 Reduced Course Load for Certain Students Union Officers

- 12.1 A student after election to the presidency of the Students Union of the University or a College or the vice-presidency of the University Students Union may, if he feels that his academic work will suffer through the pressure of his union duties, apply in writing to the Director of Registry Services for permission to take a reduced course load for not more than two terms. Such an application shall be made within 2 weeks after the election results are announced. The Board of the Faculty to which he belongs may after considering his application make a recommendation to the Senate thereon. No student shall be granted this privilege more than once.
- 12.2 Such permission for reduced course load shall not prejudice the student's eligibility for any academic awards or financial assistance in his academic career.
- 12.3 Such a student shall take a minimum of 6 units of courses in each teaching term during his term of office as University or College Students Union president or University Students Union vice-president and shall be required to pay all prescribed fees.

13.0 Course Assessment and Grades

- 13.1 A student shall be assessed for every course which he has registered for on the basis of his performance in the course. Criteria for assessment may include any one or any combination of the following: attendance, class work, written work, laboratory work, field work, research papers, tests, examinations, and any other criteria.
- 13.2 Course grades, their standards and converted points used in reporting shall be as follows:

<i>Grade and Standard</i>		<i>Sub-divisions (if needed)</i>	<i>Converted Points</i>
A	Excellent	A	4.0
A-	Very Good	A-	3.7
B	Good	B+	3.3
		B	3.0
		B-	2.7
C	Fair	C+	2.3
		C	2.0
		C-	1.7
D	Pass	D+	1.3
		D	1.0
F	Failure	F	0.0

The grade point average of a student's course work shall be computed by dividing the total weighted converted points for courses taken by the total number of units attempted inclusive of courses failed, where the weighted converted points are converted points multiplied by the number of units of the course concerned.

- 13.3 A student who has gained a grade of "D" or above in a course shall earn the unit/s of that course. However, the unit/s of a course which a student has passed but is required to repeat shall count only once towards the fulfilment of course units for graduation.

14.0 Examinations

- 14.1 A student shall take course examinations, if prescribed by the teacher/s concerned, in the form of written, practical or oral assessment, or any combination thereof.
- 14.2 A graduation thesis or graduation project may be prescribed by a student's Major Programme. The grades, standards and converted points used in reporting the results of graduation theses/projects shall be the same as those prescribed in Regulation 13.2.

14.3 Absence from examinations

- (a) A student who for medical or other compelling reasons is unable to sit for any course examination shall apply in writing with documentary evidence at the earliest possible moment but not later than 10 days after the examination concerned to the Director of Registry Services for permission for absence. In the case of illness/injury, the application shall be accompanied by a certificate signed or countersigned by the Director of the University Health Service.
- (b) If his application for absence is successful, a student may be otherwise assessed at the discretion of the Department concerned.
- (c) A student who is absent from any examination without permission shall be given a grade of “F” in that examination.

15.0 Academic Probation and Discontinuation of Studies

15.1 Academic probation

- (a) A student shall be put on academic probation if he has obtained a grade point average below 1.5 in the preceding term unless Regulation 15.2 applies.
- (b) Notwithstanding Regulation 15.1(a), a student who has obtained a grade point average below 1.0 or who has failed in more than half of the units of courses taken in a term must apply in writing to and obtain permission from the Major Department concerned within a prescribed period to continue studies; otherwise Regulation 15.2(c) shall apply.
- (c) A student on academic probation may be required to take a reduced load and his performance shall be reviewed at the end of the term in which he is put on probation, at which time if he has obtained a grade point average of 1.5 or above, probation shall be lifted, otherwise probation shall continue to apply in his next term of attendance unless he is required to discontinue his studies as prescribed by Regulation 15.2 or he has completed all graduation requirements as set out in Regulation 16.1.

15.2 Discontinuation of studies

A student shall be required to discontinue his studies at the University:

- (a) if his grade point average in a term is below 1.0 for two consecutive terms of attendance; or
- (b) if he fails in more than half of the units of courses taken in a term for two consecutive terms of attendance; or
- (c) if, after having obtained a grade point average below 1.0 or having failed in more than half of the units of courses taken in a term, he fails to obtain permission from the Major Department concerned to continue studies; or
- (d) if he still fails to have his probation lifted after he has been put on academic probation for two consecutive terms of attendance; or
- (e) if, after 2 attempts, he still fails to meet the minimum grade required for specified courses (if any) as prescribed by his Major Programme, unless otherwise decided by the Board of the Faculty to which he belongs or he is successful in obtaining transfer to another Major Programme in the next term of attendance; or
- (f) if he fails twice in the graduation thesis/graduation project; or
- (g) if he fails to complete all requirements for graduation after 4, 5 or 6 years as prescribed in Regulation 5.6.

16.0 Graduation

16.1 To be considered for the award of a Bachelor’s degree, a student shall:

- (a) have satisfied all requirements prescribed in Sections 5.0 and 6.0;

- (b) have obtained a grade point average not less than 1.5 in all Major courses taken which are at 2000 and above level (for STOT courses, at 0200 and above level);
 - (c) have passed the graduation thesis/project, if any, as prescribed by the Major Programme; and
 - (d) have obtained a grade point average not less than 1.0 in his final term.
- A student who has satisfied the above requirements shall graduate, unless, in accordance with Regulation 19.0, he is required to terminate his studies at the University or be suspended from the University.
- 16.2 Notwithstanding Regulation 16.1(b), a student who has obtained a grade point average below 1.5 but not less than 1.3 in all Major courses taken which are at 2000 and above level (for STOT courses, at 0200 and above level) may be recommended by the Undergraduate Examinations Board for the award of a pass degree, subject to his satisfying all other requirements for graduation.
- 16.3 Provided that he is not required to discontinue his studies, a student shall register for a further term or year or specific course/s as the case may be, if he fails to meet any of the requirements prescribed in Regulation 16.1.
- 16.4 A student who has fulfilled the requirements of a Minor Programme for which he has registered in addition to satisfying all other conditions for graduation shall graduate with a Minor. If he fails to fulfil any Minor requirement, he shall graduate without a Minor.
- 16.5 A student who has fulfilled the requirements of two Minor Programmes for which he has registered in addition to satisfying all other conditions for graduation shall graduate with double Minors. If he fails to fulfil the requirements of one or both of his two Minor Programmes, he shall either graduate without a Minor provided that he has not taken a reduced Major Programme or graduate with a single Minor provided that he has fulfilled all requirements prescribed therefor and has not taken a reduced Major Programme; otherwise he shall be required to register for a further term or year or specific course/s to make up the Major and/or Minor requirements.

17.0 Degree Classification

- 17.1 A student who satisfies the conditions for graduation shall be awarded a Bachelor's degree with one of the following classifications:
- (a) First Class Honours
 - (b) Second Class Honours Upper Division
 - (c) Second Class Honours Lower Division
 - (d) Third Class Honours
 - (e) Pass
- 17.2 The classification of a student's degree shall be based on the grade point average of Major courses at 2000 and above level or 3000 and above level (for STOT courses, at 0200 and above level or 0300 and above level respectively) as decided by the Board of the Faculty to which he belongs, grade point average of other courses and result of the graduation thesis/project, if any, in accordance with the standards specified by the Senate.

18.0 Transcripts

- 18.1 A student who wishes to apply for admission to another educational institution or for employment may apply for an official transcript giving details of all courses taken and grades obtained.
- 18.2 The official transcript shall not be issued to a student or any private individual. It shall be sent direct to the institution or prospective employer upon payment of the prescribed fees and postage.

19.0 Disciplinary Action

19.1 A student who violates any rule or regulation and/or commits any misconduct such as:

- (a) defamation of or assault on or battery against the person of any member of the University;
- (b) wilful damage to or defacement of any property of the University;
- (c) theft, fraud, misapplication of University funds or property of any kind;
- (d) plagiarism in written assignments or cheating in tests or examinations;
- (e) an offence in connection with examinations or violation of any of the regulations of the Senate governing conduct at examinations;
- (f) falsification or serious misuse of University documents or records;
- (g) refusal to comply with any regulations or orders by authorized persons and bodies prohibiting any conduct which disrupts teaching, study, research or administration of the University;
- (h) any conduct which is detrimental to the reputation and well-being of the University;
- (i) an offence of an immoral, scandalous or disgraceful nature of which the student has been convicted in any court of law; or
- (j) misrepresentations or false statements made in any application or document submitted to the University;

shall be disciplined by the Senate, Board of Faculty and/or College Assembly of Fellows in accordance with the nature and gravity of the offence.

19.2 Disciplinary action may take the form of any of the following penalties which may be entered into the transcript of the student's academic record:

- (a) reprimand;
- (b) suspension from part or all of the rights, privileges and/or the use of part or all of the facilities of the University for a specified period of time;
- (c) demerit (a total of three demerits may result in termination of studies at the University);
- (d) suspension from the University for a specified period of time; or
- (e) termination of studies at the University.

Penalty (d) or (e) may be imposed only with the approval of the Senate.

19.3 A student, on being informed of a decision to take disciplinary action against him, may within 7 days write to request the Senate to review the decision.

Notes: ¹ A Secondary 6 (or 7) entrant means a student who has been admitted to the University after completion of Secondary 6 (or 7) in a school or on equivalent qualifications.

² Not applicable to students admitted in 2003-04 and before.

Regulations Governing Undergraduate Medical Studies

(Applicable to Students Admitted in 2001-02 and thereafter)

1.0 Rules and Regulations

- 1.1 Students pursuing undergraduate Medical Studies shall observe rules and regulations stipulated by the University and College authorities which are applicable and the Regulations Governing Undergraduate Medical Studies stipulated by the Faculty of Medicine.
- 1.2 The General Regulations Governing Full-time Undergraduate Studies (hereinafter referred to as Undergraduate Regulations) shall be applicable to Medical students with the exception of the following regulations:
 - 5.1 – 5.6 concerning Period of Study
 - 6.1 – 6.3, 6.6 concerning Course Requirements and Exemptions
 - 7.1 – 7.2 concerning Course Load
 - 13.1 – 13.3 concerning Course Assessment and Grades
 - 14.1 – 14.3 concerning Examinations
 - 15.1 – 15.2 concerning Academic Probation and Discontinuation of Studies
 - 16.1 – 16.5 concerning Graduation
 - 17.1 – 17.2 concerning Degree Classification

2.0 Admission

- 2.1 Application for admission to the University as Medical students shall comply with the Regulations Governing Admission to Full-time Undergraduate Studies (hereinafter referred to as Admission Regulations).
- 2.2 *Admission into Medical Year 1*
Applicants may apply for direct admission into Medical Year 1 if they can meet the entrance requirements for Medical Studies spelt out in the Admission Regulations.
- 2.3 *Transfer Admission to Medical Year 2 or Year 3*
Applicants who have successfully completed 1 or 2 years of Medical Studies may apply for admission to Medical Year 2 or Year 3 respectively provided that their Medical courses are compatible to those offered by this University.

3.0 University Requirements

Besides the Medical Programme, a Medical student shall complete the following before graduation, unless exempted therefrom:

- (a) 12 units of General Education courses as prescribed by the University and the College to which he is assigned;
- (b) 2 units of Physical Education (which shall normally be completed in Medical Year 1; except for the transfer students admitted according to Regulation 2.3);
- (c) Faculty Language Requirement; and
- (d) IT Competence Requirement.

4.0 Length of Study

- 4.1 A student shall complete the Medicine Programme (Medical Years 1 to 5) within a period not exceeding 7 academic years unless determined otherwise by the Faculty Board of Medicine.
- 4.2 A student shall not repeat Medical Year 1. A student who fails the First Professional Examination shall have to discontinue Medical Studies at this University unless determined otherwise by the Faculty Board of Medicine.

- 4.3 A student shall complete Medical Years 2 to 5 within a period not exceeding 6 academic years, and shall not repeat any of these 4 Medical Years more than once, unless determined otherwise by the Faculty Board of Medicine.
- 4.4 A student who fails to complete the Programmes and pass the relevant examinations within the prescribed periods as stipulated above shall be required to discontinue studies at the University.

5.0 Assessment and Examination

5.1 Students will be assessed in accordance with the regulations and criteria set by the respective Panel of Examiners of the year.

5.2 Absence from examinations

- (a) A student who for medical or other compelling reasons is unable to sit for any course examination, shall apply in writing with documentary evidence at the earliest possible moment but not later than 10 working days after the examination concerned to the Dean of the Faculty of Medicine for permission for absence. In the case of illness/injury, a certificate signed or countersigned by the Director of the University Health Service shall accompany the application.
- (b) If his application for absence is permitted, a student may be otherwise assessed at the discretion of the Panel of Examiners/Examination Committee concerned. A student who is not allowed another assessment or supplementary examination shall have to repeat the course, repeat the year or discontinue studies as recommended by the Panel of Examiners/Examination Committee.
- (c) A student who is absent from any examination without permission shall be given a grade of "F" in that examination.

Medical Year 1 (First Professional Examination)

5.3 Medical Year 1 students shall be required to complete satisfactorily the following:

- (a) Course requirements prescribed by the Selected Study Modules.
- (b) Course requirements prescribed by the Skills Modules (Clinical Methods, Communication Skills and Life Long Learning Skills).
- (c) Course requirements prescribed by General Education courses including Health and Society.
- (d) Integrated Medical Sciences consisting of:
 - (I) Total summative assessments (50%) of each of the 6 System Panels: Human Structure, Foundation Studies, Cardiovascular-Respiratory, Gastroenterology and Nutrition, Homeostasis and Musculo-Skeletal.
 - (II) Integrated Examination (50%) held at the end of the year.

5.4 Supplementary examination and remedial arrangements

- (a) Students who do not satisfy the requirements prescribed by the Skills Modules and the Selected Study Modules shall be required to do remedial work within a prescribed period.
- (b) Students who do not satisfy the criteria for passing the individual System Panel assessments and/or the Integrated Examination in the first attempt shall be required to take the relevant supplementary examination in August.

5.5 Promotion to Medical Year 2

Students who have passed the First Professional Examination by satisfying the following requirements shall be promoted to Medical Year 2:

- (a) having satisfied the course requirements of Selected Study Modules;
- (b) having satisfied the course requirements of the Skills Modules (Clinical Methods, Communication Skills and Life Long Learning Skills);
- (c) pass in Health and Society; and
- (d) overall pass in Integrated Medical Sciences; or, for those who are required to sit for supplementary examinations, pass in each supplementary examination.

Medical Year 2

- 5.6 Medical Year 2 students shall be required to complete satisfactorily the following:
- (a) Course requirements prescribed by Selected Study Modules.
 - (b) Course requirements prescribed by the Skills Modules (Clinical Methods, Communication Skills and Life Long Learning Skills).
 - (c) Health and Society and General Education courses.
 - (d) Integrated Medical Sciences consisting of the Year 2 System Panels.
- 5.7 Supplementary examination and remedial arrangements
- (a) Students who do not satisfy the requirements prescribed by the Skills Modules and the Selected Study Modules shall be required to do remedial work within a prescribed period.
 - (b) The supplementary examination of the System Panel of Integrated Medical Sciences is to be held in late May/June of the same year. Students who fail the supplementary examination shall be required to repeat Medical Year 2.
- 5.8 Promotion to Medical Year 3
- Students who have satisfied the following course requirements and passed the requisite assessments shall be promoted to Medical Year 3:
- (a) having satisfied the course requirements of Selected Study Modules;
 - (b) having satisfied the course requirements of the Skills Modules (Clinical Methods, Communication Skills and Life Long Learning Skills);
 - (c) pass in Health and Society; and
 - (d) overall pass in Integrated Medical Sciences.
- Medical Year 3** (Second Professional Examination)
- 5.9 Medical Year 3 students shall be required to complete satisfactorily the following:
- (a) Course requirements prescribed by Selected Study Modules.
 - (b) Course requirements prescribed by the Skills Modules (Clinical Methods, Communication Skills and Life Long Learning Skills).
 - (c) Course requirements prescribed by Health and Society.
 - (d) Integrated Medical Sciences consisting of the Year 3 System Panels:
 - (I) Total summative assessments (50%) of each of the System Panels involved in third-year teaching.
 - (II) Integrated Examination (50%) held at the end of the year.
 - (e) Clinical Clerkship Examination
Assessment will be made on Junior Medical Clerkship and Junior Surgical Clerkship in an integrated examination.
- 5.10 Supplementary examination and remedial arrangements
- (a) Students who do not satisfy the requirements prescribed by the Skills Modules and the Selected Study Modules shall be required to do remedial work within a prescribed period.
 - (b) Students who do not pass the assessment in Health and Society shall be required to do remedial work within a prescribed period.
 - (c) Students who have failed Integrated Medical Sciences or Clinical Clerkship Examination shall take the respective supplementary examination during the summer. However, students who have failed both Integrated Medical Sciences and Clinical Clerkship Examination shall not be allowed to sit for supplementary examinations and shall be required to repeat Medical Year 3.
- 5.11 Promotion to Medical Year 4
- Students who have satisfied the following course requirements and passed the requisite assessments shall be promoted to Medical Year 4:
- (a) having satisfied course requirements of Selected Study Modules;
 - (b) having satisfied course requirements of Skills Modules (Clinical Methods,

Communication Skills and Life Long Learning Skills);

- (c) pass in Health and Society; and
- (d) overall pass in Integrated Medical Sciences and Clinical Clerkship Examination; or, for those who are required to sit for supplementary examinations, pass in each supplementary examination.

Medical Year 4 (Part I of the Third Professional Examination)

- 5.12 Medical Year 4 students shall be required to complete satisfactorily the following:
- (a) Course requirements prescribed by Selected Study Modules.
 - (b) Course requirements prescribed by the Skills Modules subsumed under the clinical modules.
 - (c) Community and Family Medicine, Obstetrics and Gynaecology, Paediatrics and Psychiatry modules and their respective end-of-module assessments.
 - (d) An end-of-year Combined Clinical Examination jointly organised by the Community and Family Medicine, Obstetrics and Gynaecology, Paediatrics and Psychiatry modules.
 - (e) The Part I of the Third Professional Examination consists of the four module examinations and the end-of-year Combined Clinical Examination.
 - (f) Elective period of 6 weeks.
- 5.13 Supplementary examination and remedial arrangements
- (a) A student who fails any of the five examinations of the Part I of the Third Professional Examination (four module examinations and Combined Clinical Examination) requires reassessment.
 - (b) A student who after reassessment, fails only one of these five examinations is required to use the elective period for guided instruction as determined by the Panel of Examiners and to sit a supplementary examination after 6 weeks. Failure in this supplementary examination could require that the student repeat the whole year.
 - (c) A student who after reassessment, fails two or more of the five examinations (four module examinations and Combined Clinical Examination) could be required to repeat the whole year.

5.14 Promotion to Medical Year 5

Students who have satisfied the following course and module requirements and passed Part I of the Third Professional Examination shall be promoted to Medical Year 5:

- (a) having satisfied course requirements of the Selected Study Modules;
- (b) having satisfied course requirements of the Skills Modules as evaluated by the end-of-module examinations;
- (c) having completed other requirements of modules and courses in Medical Year 4; and
- (d) having passed each of the end-of-module assessments, and the end-of-year Combined Clinical Examination.

Medical Year 5 (Part II of the Third Professional Examination)

- 5.15 Medical Year 5 students shall be required to complete satisfactorily the following:
- (a) Course requirements prescribed by the Skills Modules (Clinical Methods, Communication Skills and Life Long Learning Skills).
 - (b) Knowledge and skills in Medicine and Surgery and their associated specialties.
- 5.16 Supplementary examination and remedial arrangements
- (a) Students who do not satisfy the requirements of the Skills Modules shall be required to sit for supplementary assessment and/or do remedial work before graduation.
 - (b) The pass mark of the Part II of the Third Professional Examination is 50%. Internal departmental assessments from Senior Clerkships will be taken into account. Students who fail in both Medicine and Surgery shall be required to

repeat Medical Year 5. Students who fail in one subject only shall be allowed a supplementary examination in that subject to be held within 6 months from the date of the main examination.

- (c) Students who fail in the supplementary examination shall be required to resit Part II of the Third Professional Examination as scheduled by the Faculty of Medicine.

6.0 Intercalated Degree Programme in Medical Sciences

- 6.1 On completion of the first 2 or 3 years of the MB ChB curriculum, students may apply for admission to the 1-year Intercalated Degree Programme in Medical Sciences.
- 6.2 The Programme shall be taken only once. On completion of the Programme, students shall continue the MB ChB Programme. Any student failing the overall assessment or any of the component course of the Intercalated Degree Programme shall continue his studies in the MB ChB Programme in the following academic year.

7.0 Graduation

- 7.1 A student shall be eligible for the award of the degrees of MB ChB if:
 - (a) he has satisfied the prescribed course and module requirements;
 - (b) he has passed all Professional Examinations as stipulated in the foregoing regulations within the prescribed period of study; and
 - (c) he has fulfilled other University requirements on General Education, Physical Education, Languages and Information Technology.
- 7.2 A student may be considered for the award of the degrees of MB ChB with honours if:
 - (a) he has obtained a minimum of three subject distinctions in the Professional Examinations, at least one of which is in Part II of the Third Professional Examination; and
 - (b) he has passed each and every Professional Examination at the first attempt.
- 7.3 A student who has successfully completed the course requirements of the Intercalated Degree Programme in Medical Sciences shall be awarded the BMedSc degree with one of the following classifications:
 - (a) First Class Honours
 - (b) Second Class Honours Upper Division
 - (c) Second Class Honours Lower Division
 - (d) Third Class Honours
 - (e) Pass

The classification of the BMedSc degree shall be based on the grade point average of the relevant Major course as decided by the Faculty Board of Medicine in accordance with the standards specified by the Senate.

Regulations Governing Undergraduate Nursing Studies

1.0 Rules and Regulations

- 1.1 Students pursuing undergraduate Nursing studies shall observe rules and regulations stipulated by the University authorities which are applicable and the Regulations Governing Undergraduate Nursing Studies.
- 1.2 The General Regulations Governing Full-time Undergraduate Studies shall be applicable to full-time Nursing students with the exception of the following regulations:
 - 5.1 – 5.6 concerning Period of Study
 - 6.1 – 6.7 concerning Course Requirements and Exemptions
 - 7.1 – 7.2 concerning Course Load
 - 13.2 – 13.3 concerning Course Assessment and Grades
 - 14.2 concerning Examinations
 - 15.1 – 15.2 concerning Academic Probation and Discontinuation of Studies
 - 16.1 – 16.3 concerning Graduation
 - 17.1 – 17.2 concerning Degree Classification

2.0 Admission

- 2.1 Application for admission to the University as Nursing students shall comply with the Regulations Governing Admission to Full-time Undergraduate Studies.

3.0 Course Requirements

- 3.1 A student shall complete the prescribed Nursing courses unless exempted therefrom.
- 3.2 A student shall complete before graduation the following requirements:
 - (a) 12 units of General Education courses as prescribed by the University and the College to which he is assigned;
 - (b) 2 units of Physical Education courses, which shall normally be completed in Nursing Year 1;
 - (c) Faculty Language Requirement;
 - (d) IT Proficiency Test; and
 - (e) Foundation Requirement (for Secondary 6 entrants¹ only).

4.0 Course Load

- 4.1 A student shall take at least three Nursing courses in any teaching term. He shall take no more than seven Nursing courses in any teaching term except with prior permission of the Director of The Nethersole School of Nursing.

5.0 Period of Study

- 5.1 A student shall register for and attend classes for at least 4 years before graduation.
- 5.2 A student shall complete all requirements for graduation within 6 years from his first registration including any periods of leave of absence, suspension of studies and extension of studies.
- 5.3 A student shall take courses at this University in his final term.
- 5.4 A student who fails to complete the Programme and pass the relevant examinations within the prescribed period as stipulated above shall be required to discontinue studies at the University.

6.0 Course Assessment and Grades

6.1 Course grades and their standards used in reporting shall be as follows:

<i>Grade and Standard</i>		<i>Sub-divisions (if needed)</i>	<i>Converted Points</i>
A	Excellent	A	4.0
A-	Very Good	A-	3.7
B	Good	B+	3.3
		B	3.0
		B-	2.7
C	Fair	C+	2.3
		C	2.0
		C-	1.7
D	Pass	D+	1.3
		D	1.0
F	Failure	F	0.0

6.2 The pass mark is 50%. A student who has gained grade “D” or above in a course shall have successfully completed the requirements for that course.

7.0 Failure and Discontinuation of Studies

7.1 A student who achieves a mark of below 50 shall be given a failure grade.

7.2 A student who has failed in four or more courses in an academic year shall be required to repeat the respective whole year of the Programme.

7.3 A student who has failed in one to three courses in an academic year shall be given supplementary assessment for each course at the end of the academic year.

7.4 The supplementary assessment shall normally be held within 5 to 6 weeks after the School examination.

7.5 A student has to pass all supplementary assessments for progression to the next year of his study, otherwise he shall be required to repeat the respective year of the Programme.

7.6 All decisions about student progression shall be at the discretion of the chairman of the examination panel and Nursing Board.

7.7 Discontinuation of Studies

A student shall be required to discontinue his studies at the University if:

- he fails to complete all requirements for graduation within a maximum period of 6 years; or
- he fails to meet all the requirements for progression after repeating the same year of study.

8.0 Graduation

8.1 A student shall be eligible for the award of the degree of Bachelor of Nursing if he has:

- completed all the course requirements as stipulated in the regulations; and
- fulfilled all other Faculty and University requirements.

- 8.2 A student who has successfully completed the course requirements of the Bachelor of Nursing Programme and has satisfied all other University requirements shall be awarded the Bachelor of Nursing degree with one of the following classifications:
- (a) First Class Honours
 - (b) Second Class Honours Upper Division
 - (c) Second Class Honours Lower Division
 - (d) Third Class Honours
 - (e) Pass

The classification of the Bachelor of Nursing degree shall be based on the grade point average of relevant Nursing courses at 3000 and above level and grade point average of other courses as determined by the Faculty Board of Medicine in accordance with the standards specified by the Senate.

Note: ¹ A Secondary 6 entrant means a student who has been admitted to the University after completion of Secondary 6 in a school or an equivalent qualifications.

Regulations Governing Undergraduate Studies in Chinese Medicine

1.0 Rules and Regulations

- 1.1 Students pursuing undergraduate studies in Chinese Medicine shall observe rules and regulations stipulated by the University authorities where applicable and the pertinent Regulations Governing Undergraduate Studies in Chinese Medicine.
- 1.2 The General Regulations Governing Full-time Undergraduate Studies are applicable to full-time students in Chinese Medicine with the exception of the following regulations:
 - 5.1 – 5.6 concerning Period of Study
 - 6.1 – 6.7 concerning Course Requirements and Exemptions
 - 15.1 – 15.2 concerning Academic Probation and Discontinuation of Studies
 - 16.1 – 16.5 concerning Graduation
 - 17.2 concerning Degree Classification

2.0 Admission

- 2.1 Application for admission to the University as students in Chinese Medicine shall comply with the Regulations Governing Admission to Full-time Undergraduate Studies.

3.0 Period of Study

- 3.1 A student shall be expected to graduate after 5 years of attendance in the Chinese Medicine Programme.
- 3.2 A student may apply on a prescribed form to the Director of Registry Services for an alteration of his period of study. No such application, however, shall be accepted after the commencement of his expected term of graduation, except under very special circumstances.
- 3.3 Notwithstanding Regulation 3.2, no student shall graduate without having completed at least 5 years of attendance.
- 3.4 Notwithstanding Regulation 3.3, a transfer student or any other student who has been granted course and unit exemptions on the basis of post-secondary qualifications may graduate in less than 5 years, provided that:
 - (a) he shall have attended the Chinese Medicine Programme of this University for at least 4 years; and
 - (b) his total period of attendance at this University and another university or institution of higher learning recognized by the Senate shall have been not less than 5 years.
- 3.5 A student shall complete all requirements for graduation within 7 years from his first registration including any periods of leave of absence and suspension of studies.

4.0 Course Requirements and Exemptions

- 4.1 A student shall complete at least 168 units of courses before graduation.
- 4.2 A student shall complete before graduation the following requirements:
 - (a) 2 units of Physical Education courses, to be taken in his first year of attendance;
 - (b) 12 units of General Education courses as prescribed by the University and the College to which he is assigned.
 - (c) Faculty Language Requirements;
 - (d) IT Proficiency Test; and
 - (e) Foundation Requirement (for Secondary 6 entrants¹ only).

- 4.3 A student who has failed in any required Pre-clinical course shall retake that course or take a substitute course prescribed by the School of Chinese Medicine.
- 4.4 A student who has failed to meet the minimum requirement for any part of the Clinical Programme, or has failed in the Professional Examination, shall be allowed a supplementary examination and those who fail in the supplementary examination shall be required to repeat the specified part of the Clinical Programme.
- 4.5 A student with recognized qualifications may be exempted from some courses and/or units required for graduation according to the procedure prescribed. Subject to the requirements given in Regulation 3.4, no student with such exemptions shall be allowed to graduate unless he shall have:
 - (a) completed at least 120 units of courses at this University;
 - (b) completed at least 75 units of Pre-clinical requirements of the Chinese Medicine Programme at this University; and
 - (c) completed Clinical training under the Chinese Medicine Programme.

5.0 Academic Probation and Discontinuation of Studies

5.1 Academic Probation

- (a) A student shall be put on academic probation if he has obtained a grade point average below 1.5 in the preceding term unless Regulation 5.2 applies.
- (b) Notwithstanding Regulation 5.1(a), a student who has obtained a grade point average below 1.0 or who has failed in more than half of the units of courses taken in a term must apply in writing to and obtain permission from the School of Chinese Medicine within a prescribed period to continue studies; otherwise Regulation 5.2(c) shall apply.
- (c) A student on academic probation may be required to take a reduced load and his performance shall be reviewed at the end of the term in which he is put on probation, at which time if he has obtained a grade point average of 1.5 or above, probation shall be lifted, otherwise probation shall continue to apply in his next term of attendance unless he is required to discontinue his studies as prescribed by Regulation 5.2 or he has completed all graduation requirements as set out in Regulation 6.1.

5.2 Discontinuation of Studies

A student shall be required to discontinue his studies at the University:

- (a) if his grade point average in a term is below 1.0 for two consecutive terms of attendance; or
- (b) if he fails in more than half of the units of courses taken in a term for two consecutive terms of attendance; or
- (c) if, after having obtained a grade point average below 1.0 or having failed in more than half of the units of courses taken in a term, he fails to obtain permission from the School of Chinese Medicine to continue studies; or
- (d) if he still fails to have his probation lifted after he has been put on academic probation for two consecutive terms of attendance; or
- (e) if, after two attempts, he still fails to meet the minimum grade required for a Pre-clinical or Clinical course, unless otherwise decided by the Faculty Board of Science or he is successful in obtaining transfer to another Major Programme in the next term; or
- (f) if he fails twice in the Professional Examination; or
- (g) if he fails to complete all requirements for graduation after 7 years as prescribed in Regulation 3.5.

6.0 Graduation

- 6.1 To be considered for the award of the degree of Bachelor of Chinese Medicine, a student shall:
- (a) have satisfied all requirements prescribed in Sections 3.0 and 4.0;
 - (b) have fulfilled all other University requirements;
 - (c) have obtained a grade point average not less than 1.5 in all Major courses taken;
 - (d) have fulfilled the requirements for the Pre-clinical and Clinical studies and the Supervised Practice of the Chinese Medicine Programme;
 - (e) have passed the two Professional Examinations which are given during the fifth year of attendance; and
 - (f) have obtained a grade point average not less than 1.0 in his final term.
- A student who has satisfied the above requirements shall graduate, unless, in accordance with Regulation 19.0 of the General Regulations Governing Full-time Undergraduate Studies, he is required to terminate his studies at the University or be suspended from the University.
- 6.2 Provided that he is not required to discontinue his studies, a student shall register for a further term or year or specific course/s as the case may be, if he fails to meet any of the requirements prescribed in Regulation 6.1.

7.0 Degree Classification

- 7.1 The classification of the Bachelor of Chinese Medicine degree for a student shall be based on the grade point average of all Major courses and results of the Clinical Programme (according to Regulations 13.1 - 13.3 of the General Regulations Governing Full-time Undergraduate Studies), in accordance with the standards specified by the Senate.

Note: ¹ A Secondary 6 entrant means a student who has been admitted to the University after completion of Secondary 6 in a school or on equivalent qualifications.

Regulations Governing 4-year Full-time Undergraduate Studies in Education

1.0 Rules and Regulations

- 1.1 Students pursuing 4-year full-time undergraduate studies in Education shall observe all rules and regulations prescribed by the University authorities which are applicable and the Regulations Governing 4-year Full-time Undergraduate Studies in Education.
- 1.2 The General Regulations Governing Full-time Undergraduate Studies shall be applicable to students enrolling in 4-year full-time Bachelor of Education Programmes with the exception of the following regulations:
 - 5.1 – 5.6 concerning Period of Study
 - 6.1 – 6.7 concerning Course Requirements and Exemptions
 - 15.1 – 15.2 concerning Academic Probation and Discontinuation of Studies
 - 16.1 – 16.5 concerning Graduation

2.0 Admission

- 2.1 An applicant seeking admission to the 4-year full-time Bachelor of Education Programme shall have fulfilled the entrance requirements of the University as prescribed in the Regulations Governing Admission to Full-time Undergraduate Studies.

3.0 Period of Study

- 3.1 A student shall be expected to graduate after 4 years of attendance save as provided for in Regulation 3.2.
- 3.2 A student may apply on a prescribed form to the Director of Registry Services for an alteration of his period of study. No such application, however, shall be accepted after the commencement of his expected term of graduation, except under very special circumstances.
- 3.3 No student shall graduate without having completed at least 4 years of attendance.
- 3.4 Notwithstanding Regulation 3.3, a transfer student or any other student who has been granted course and unit exemptions on the basis of post-secondary qualifications may graduate in less than 4 years, provided that:
 - (a) he shall have attended this University for at least 3 years; and
 - (b) his total period of attendance at this University and another university or institution of higher learning recognized by the Senate shall have been not less than 4 years.
- 3.5 A student shall take courses at this University in his final term.
- 3.6 A student shall complete all requirements for graduation within 6 years from his first registration including any periods of leave of absence and suspension of studies.

4.0 Course Requirements and Exemptions

- 4.1 A student shall complete at least 123 units of courses before graduation.
- 4.2 A student shall be required to complete before graduation the following requirements:
 - (a) the required units of Major courses as prescribed in the study scheme concerned;
 - (b) 15 units of General Education courses as prescribed by the University and the College to which he is assigned;
 - (c) Faculty Language Requirement;
 - (d) IT Proficiency Test; and
 - (e) Foundation Requirement (for Secondary 6 entrants¹ only.)

- 4.3 Except for the Physical Education and Sports Science Programme, a student shall also complete before graduation 2 units of Physical Education courses, to be taken in his first year of attendance.
- 4.4 A student may register for a second Major Programme subject to the approval of the two Major Departments concerned². A student who has satisfied the requirements of a second Major may, in the last term of attendance within the minimum period of study, declare and be assessed for a second Major.
- 4.5 A student may register for one Minor Programme as approved by the Department/Faculty of his Major subject. A Minor Programme shall require 15 to 30 units of courses.
- 4.6 Under special circumstances, a student may apply to the Department/Faculty of his Major subject for permission to register for two Minor Programmes.
- 4.7 A student who has failed in any required course shall retake that course or take a substitute course prescribed by the Faculty Board of Education.
- 4.8 A student with recognized qualifications may be exempted from some courses and/or units required for graduation according to the procedure prescribed. Subject to the requirements given in Regulations 3.4 and 3.5, no student with such exemptions shall be allowed to graduate unless he shall have:
 - (a) completed at least two-thirds of his Major requirements at this University; and
 - (b) completed at least two-thirds of his Minor requirements at this University, if he wishes to graduate with a Minor.

5.0 Academic Probation and Discontinuation of Studies

5.1 Academic Probation

- (a) A student shall be put on academic probation if he has obtained a grade point average below 1.5 in the preceding term unless Regulation 5.2 applies.
- (b) Notwithstanding Regulation 5.1(a), a student who has obtained a grade point average below 1.0 or who has failed in more than half of the units of courses taken in a term must apply in writing to and obtain permission from the Department concerned within a prescribed period to continue studies; otherwise Regulation 5.2(c) shall apply.
- (c) A student on academic probation may be required to take a reduced load and his performance shall be reviewed at the end of the term in which he is put on probation, at which time if he has obtained a grade point average of 1.5 or above, probation shall be lifted, otherwise probation shall continue to apply in his next term of attendance unless he is required to discontinue his studies as prescribed by Regulation 5.2 or he has completed all graduation requirements as set out in Regulation 6.1.

5.2 Discontinuation of Studies

A student shall be required to discontinue his studies at the University:

- (a) if his grade point average in a term is below 1.0 for two consecutive terms of attendance; or
- (b) if he fails in more than half of the units of courses taken in a term for two consecutive terms of attendance; or
- (c) if, after having obtained a grade point average below 1.0 or having failed in more than half of the units of courses taken in a term, he fails to obtain permission from the Department concerned to continue studies; or
- (d) if he still fails to have his probation lifted after he has been put on academic probation for two consecutive terms of attendance; or
- (e) if he fails to complete all requirements for graduation after 6 years as prescribed in Regulation 3.6.

6.0 Graduation

- 6.1 To be considered for the award of the degree of Bachelor of Education, a student shall:
- (a) have satisfied all requirements prescribed in Sections 3.0 and 4.0;
 - (b) have obtained a grade point average not less than 1.5 in all Major courses taken which are at 2000 and above level;
 - (c) have obtained a grade point average not less than 1.0 in his final term.
- A student who has satisfied the above requirements shall graduate, unless, in accordance with Regulation 19.0 of the General Regulations Governing Full-time Undergraduate Studies, he is required to terminate his studies at the University or be suspended from the University.
- 6.2 Notwithstanding Regulation 6.1(b), a student who has obtained a grade point average below 1.5 but not less than 1.3 in all Major courses taken which are at 2000 and above level may be recommended by the Undergraduate Examinations Board for the award of a pass degree, subject to his satisfying all other requirements for graduation.
- 6.3 Provided that he is not required to discontinue his studies, a student shall register for a further term or year or specific course/s as the case may be, if he fails to meet any of the requirements prescribed in Regulation 6.1.
- 6.4 A student who has fulfilled the requirements of a Minor Programme for which he has registered in addition to satisfying all other conditions for graduation shall graduate with a Minor. If he fails to fulfil any Minor requirement, he shall graduate without a Minor.
- 6.5 A student who has fulfilled the requirements of two Minor Programmes for which he has registered in addition to satisfying all other conditions for graduation shall graduate with double Minors. If he fails to fulfil the requirements of one or both of his two Minor Programmes, he shall either graduate without a Minor provided that he has not taken a reduced Major Programme or graduate with a single Minor provided that he has fulfilled all requirements prescribed therefor and has not taken a reduced Major Programme; otherwise he shall be required to register for a further term or year or specific course/s to make up the Major and/or Minor requirements.

- Notes: ¹ A Secondary 6 entrant means a student who has been admitted to the University after completion of Secondary 6 in a school or on equivalent qualifications.
- ² Not applicable to students admitted in 2003-04 and before.

General Regulations Governing 4-year Full-time Undergraduate Studies in English Studies and Education

These general regulations are specifically adopted by the Programme, Bachelor of Arts (Hons) English Studies and Education, jointly offered by The Chinese University of Hong Kong (CUHK) and The Hong Kong Institute of Education (HKIEd).

1.0 Admission

- 1.1 Applicants seeking admission to the 4-year full-time Bachelor of Arts (Hons) English Studies and Education shall have fulfilled the entrance requirements of the Programme.

2.0 Period of Study

- 2.1 Students shall be expected to graduate after 4 years of full-time studies.
- 2.2 With approval from the Joint Programme Committee, the maximum period of study may be extended up to 6 years. Any approved long leave of absence will count towards the period of study.

3.0 Course Requirements and Exemptions

- 3.1 Students shall complete at least 133 units/credit points of courses/modules and 8 units/credit points of Field Experience as prescribed by the Programme before graduation.
- 3.2 Students shall take no fewer than 12 units/credit points of courses/modules in any term/semester.
- 3.3 Students shall take no more than 21 units/credit points of courses/modules in any term/semester except with the prior permission of the Joint Programme Committee.
- 3.4 Students wishing to apply for class withdrawal or additions shall do so by completing the prescribed procedures within two weeks after the beginning of the courses/modules.

4.0 Field Experience

- 4.1 Students should respect and observe the regulations of the school where they take their block practice, and display appropriate professional knowledge and attitude. Any misconduct, upon verification, will be subject to disciplinary action which may include immediate discontinuation from the Programme.
- 4.2 Students' performance in Field Experience will be graded in terms of Distinction/Credit/Pass/Fail.
- 4.3 Students who fail may be given an opportunity to undertake Field Experience again or be recommended for discontinuation of studies.

5.0 Assessment

- 5.1 Criteria for assessment of a course/module may include any one or any combination of the following: participation in classes, written assignments, class tests, examinations, and any other criteria.

- 5.2 Students' performance in each course/module shall be expressed in terms of the following system:

<i>Grade</i>		<i>Sub-divisions</i>	<i>Converted Points/ Grade Point Equivalent</i>
A	Excellent	A	4.00
A-	Very Good	A-	3.67
B	Good	B+	3.33
		B	3.00
		B-	2.67
C	Fair	C+	2.33
		C	2.00
		C-	1.67
D	Pass	D+	1.33
		D	1.00
F	Failure	F	0.00

Students' performance in all courses/modules will be described in a Grade Point Average (GPA) which shall be computed by dividing the total weighted converted points/grade point equivalents for courses/modules taken by the total number of units/credit points attempted, where the weighted converted points/grade point equivalents are converted points/grade point equivalents multiplied by the number of units/credit points of the courses/modules concerned. For the purpose of GPA calculation, the weighted converted points/grade point equivalents of any repeated courses/modules and the corresponding units/credit points attempted will supersede those of the failed courses/modules.

- 5.3 Students who have gained a grade of "D" or above in a course/module shall earn the unit(s)/credit point(s) of that course/module. However, the unit(s)/credit point(s) of a course/module which students have passed but are required to repeat shall count only once towards the fulfillment of the units/credit points for graduation.
- 5.4 The deadline of any work or assignment for assessing students' performance shall be decided by the corresponding teacher. No work or assignment shall be accepted two weeks after the term/semester ends except under very special circumstances to be approved by the Joint Programme Committee.

6.0 Attendance, Absence and Leave

- 6.1 Students shall be punctual in attending classes, tests and examinations as required by the teachers of the courses/modules in which they enrolled. If students need to be absent for any period, they shall apply for permission from the teacher concerned.
- 6.2 In case of illness or other non-medical reasons necessitating absence exceeding one week, students shall obtain prior permission from the Joint Programme Committee through written application.
- 6.3 Students who have been absent for a continuous period exceeding one month without permission to take leave, shall be considered to have withdrawn from this Programme.

7.0 Deferment

- 7.1 Students who are unable to attend classes for a term/semester or a year may apply to the Joint Programme Committee for deferment of study. The minimum period of deferment in each application is one term/semester and the maximum duration for deferment within this Programme is normally one academic year.
- 7.2 Under no circumstance shall students be granted leave of absence for more than one year in the first instance. In case they are still unable to attend classes after one year's leave, they may apply for extension for another year, beyond which no further extension shall be granted.

8.0 Academic Warning and Professional Suitability Warning

- 8.1 An academic warning will be issued to students whose cumulative GPA, or term/semester GPA or Major GPA in any term/semester or year is below 2.00.
- 8.2 Students who receive an academic warning may be required to take a reduced load in the following term/semester or academic year to be determined by the Joint Programme Committee.
- 8.3 A professional suitability warning will be issued by the Joint Programme Committee to students whose behaviour persistently deviates from the standards of personal and professional behaviour expected of student teachers.
- 8.4 A copy of the professional suitability warning will be kept in the students' records, to be removed when improvement of behaviour is observed within the period as stipulated. If persistent misconduct is observed, the case will be reported to the appropriate authority for further investigation and disciplinary action.

9.0 Discontinuation of Studies

- 9.1 Students shall be required to discontinue from the Programme (save 9.2 below) if they:
 - (a) fail in more than half of the units/credit points of courses/modules taken in a term/semester; or
 - (b) fail Field Experience (see 4.3); or
 - (c) have received a professional suitability warning but fail to improve to meet the expectations of the Programme with respect to professional behaviour.
- 9.2 In exceptional circumstances, the Joint Programme Committee may recommend students who are required to discontinue from the Programme, to continue their studies.

10.0 Graduation Requirements and Award of Qualification

- 10.1 To meet the graduation requirements, students shall have
 - (a) achieved the minimum units/credit points as required by the Programme and satisfied all other stipulated programme requirements;
 - (b) obtained a Major GPA of 2.00 or above and an overall GPA of 2.00 or above;
 - (c) passed the Field Experience;
 - (d) passed the IT Proficiency Test of CUHK (students shall make their own bookings for a test session at the IT Learning Centre of CUHK. Multiple attempts are allowed.); and
 - (e) attained the Upper Intermediate Level of HKIEd's Information Technology Competency in Education (ITCE).

- 10.2 Students who have satisfied the conditions for graduation shall be recommended for the award of a Bachelor of Arts degree with honours classification in accordance with the following guidelines:

<i>Honours Classification</i>	<i>Minimum Major GPA</i>	<i>AND</i>	<i>Performance in Field Experience</i>
First*	3.40		Distinction
Second (Upper Division)	3.00		Credit or above
Second (Lower Division)	2.50		Pass or above
Third	2.20		Pass or above
Pass	2.00		Pass or above

* It will not normally exceed 10% of the programme cohort.

- 10.3 All courses/modules (including those taken in excess of requirements) in Discipline Studies and Professional Studies will count towards the Major GPA.

11.0 Academic Honesty

- 11.1 Students are expected to carry out all academic activities honestly and in good faith. Acts of academic dishonesty such as plagiarism, impersonation, cheating in examinations and collusion are strictly prohibited.
- 11.2 Any alleged cases of academic dishonesty will be reported to the Joint Programme Committee, who shall conduct a thorough investigation. Established cases shall lead to disciplinary action including termination of studies.

12.0 Disciplinary Action

- 12.1 Students who violate any rules or regulations and/or commit any misconduct shall be disciplined by CUHK/HKIED in accordance with the nature and gravity of the offence.
- 12.2 Disciplinary actions may take the form of reprimand, demerit, suspension from studies or other privileges for a specified period of time, deferment of graduation or termination of studies, and may be recorded in the students' academic records.

Note: A list of equivalent terms used by the two institutions is tabulated below:

CUHK	HKIED
course	module
unit	credit point
term	semester
converted point	grade point equivalent

Regulations Governing Undergraduate Studies in Law

1.0 Rules and Regulations

- 1.1 Students pursuing undergraduate studies in Law shall observe all rules and regulations prescribed by the University authorities which are applicable and these Regulations Governing Undergraduate Studies in Law.
- 1.2 The General Regulations Governing Full-time Undergraduate Studies shall be applicable to students enrolling in the Bachelor of Laws Programme with the exception of the following regulations:
 - 5.1 – 5.6 concerning Period of Study
 - 6.1 – 6.7 concerning Course Requirements and Exemptions
 - 15.1 – 15.2 concerning Academic Probation and Discontinuation of Studies
 - 16.1 – 16.5 concerning Graduation

2.0 Admission

- 2.1 An applicant seeking admission to the Bachelor of Laws Programme shall have fulfilled the entrance requirements of the University as prescribed in the Regulations Governing Admission to Full-time Undergraduate Studies.

3.0 Period of Study

- 3.1 A student shall be expected to graduate after 4 years of attendance save as provided for in Regulation 3.2.
- 3.2 A student may apply on a prescribed form to the Director of Registry Services for an alteration of his period of study. No such application, however, shall be accepted after the commencement of his expected term of graduation, except under very special circumstances.
- 3.3 Notwithstanding Regulation 3.2, no student shall graduate without having completed at least 4 years of attendance.
- 3.4 Notwithstanding Regulation 3.3, a transfer student or any other student who has been granted course and unit exemptions on the basis of post-secondary qualifications may graduate in less than 4 years, provided that:
 - (a) he shall have attended this University for at least 3 years; and
 - (b) his total period of attendance at this University and another university or institution of higher learning recognized by the Senate shall have been not less than 4 years.
- 3.5 A student shall take courses at this University in his final term.
- 3.6 A student shall complete all requirements for graduation within 6 years from his first registration including any periods of leave of absence and suspension of studies.

4.0 Course Requirements and Exemptions

- 4.1 A student shall complete at least 123 units of courses before graduation.
- 4.2 A student shall be required to complete before graduation the following requirements:
 - (a) the required units of Major courses as prescribed in the study scheme concerned;
 - (b) 12 units of General Education courses as prescribed by the University and the College to which he is assigned;
 - (c) Faculty Language Requirement for the School of Law;
 - (d) IT Proficiency Test;
 - (e) 2 units of Physical Education courses, to be taken in his first year of attendance; and
 - (f) Foundation Requirement (for Secondary 6 entrants¹ only).

- 4.3 A student may register for one or two Minor Programmes.
- 4.4 A student who has failed in any required course shall retake that course or take a substitute course prescribed by the School of Law.
- 4.5 A student with recognized qualifications may be exempted from some courses and/or units required for graduation according to the procedure prescribed. Subject to the requirements given in Regulation 3.4, no student with such exemptions shall be allowed to graduate unless he shall have:
 - (a) completed at least 99 units of courses at this University;
 - (b) completed at least two-thirds of his Major requirements at this University; and
 - (c) completed at least two-thirds of his Minor requirements at this University, if he wishes to graduate with a Minor.

5.0 Academic Probation and Discontinuation of Studies

5.1 Academic probation

- (a) A student shall be put on academic probation if he has obtained a grade point average below 1.5 in the preceding term unless Regulation 5.2 applies.
- (b) Notwithstanding Regulation 5.1(a), a student who has obtained a grade point average below 1.0 or who has failed in more than half of the units of courses taken in a term must apply in writing to and obtain permission from the School of Law within a prescribed period to continue studies; otherwise Regulation 5.2(c) shall apply.
- (c) A student on academic probation may be required to take a reduced load and his performance shall be reviewed at the end of the term in which he is put on probation, at which time if he has obtained a grade point average of 1.5 or above, probation shall be lifted, otherwise probation shall continue to apply in his next term of attendance unless he is required to discontinue his studies as prescribed by Regulation 5.2 or he has completed all graduation requirements as set out in Regulation 6.1.

5.2 Discontinuation of studies

A student shall be required to discontinue his studies at the University:

- (a) if his grade point average in a term is below 1.0 for two consecutive terms of attendance; or
- (b) if he fails in more than half of the units of courses taken in a term for two consecutive terms of attendance; or
- (c) if, after having obtained a grade point average below 1.0 or having failed in more than half of the units of courses taken in a term, he fails to obtain permission from the School of Law to continue studies; or
- (d) if he still fails to have his probation lifted after he has been put on academic probation for two consecutive terms of attendance; or
- (e) if he fails to complete all requirements for graduation after 6 years as prescribed in Regulation 3.6.

6.0 Graduation

- 6.1 To be considered for the award of the degree of Bachelor of Laws, a student shall:
 - (a) have satisfied all requirements prescribed in Sections 3.0 and 4.0;
 - (b) have obtained a grade point average not less than 1.5 in all Major courses taken which are at 2000 and above level;
 - (c) have obtained a grade point average not less than 1.0 in his final term.A student who has satisfied the above requirements shall graduate, unless, in accordance with Regulation 19.0 of the General Regulations Governing Full-time Undergraduate Studies, he is required to terminate his studies at the University or be suspended from the University.

- 6.2 Notwithstanding Regulation 6.1(b), a student who has obtained a grade point average below 1.5 but not less than 1.3 in all Major courses taken which are at 2000 and above level may be recommended by the Undergraduate Examinations Board for the award of a pass degree, subject to his satisfying all other requirements for graduation.
- 6.3 Provided that he is not required to discontinue his studies, a student shall register for a further term or year or specific course/s as the case may be, if he fails to meet any of the requirements prescribed in Regulation 6.1.
- 6.4 A student who has fulfilled the requirements of a Minor Programme for which he has registered in addition to satisfying all other conditions for graduation shall graduate with a Minor. If he fails to fulfil any Minor requirement, he shall graduate without a Minor.
- 6.5 A student who has fulfilled the requirements of two Minor Programmes for which he has registered in addition to satisfying all other conditions for graduation shall graduate with double Minors.

Note:¹ A Secondary 6 entrant means a student who has been admitted to the University after completion of Secondary 6 in a school or on equivalent qualifications.

General Regulations Governing Part-time Undergraduate Studies

1.0 Rules and Regulations

- 1.1 Students shall observe all rules and regulations prescribed by the University authorities.

2.0 Admission

- 2.1 An applicant seeking admission to an approved part-time course of study leading to a Bachelor's degree shall have fulfilled the entrance requirements of the University as prescribed in the Regulations Governing Admission to Part-time Undergraduate Studies.
- 2.2 A successful applicant shall be admitted to a Major Programme.

3.0 Fees

- 3.1 The fees prescribed by the University Council shall be payable on dates specified unless prior permission for deferment is obtained.
- 3.2 A student in arrears shall be subject to fines. A student in arrears, whether in part or in full, or who has outstanding fines unpaid for more than 2 weeks shall be considered to have withdrawn from studies.
- 3.3 Caution money shall be payable on first registration as a deposit to make good any outstanding debts to the University incurred in, for example, damages to University and/or College property. This sum less any deductions made for outstanding debts shall be refunded on discontinuation of studies at the University. For graduating students, subject to no claim being outstanding, caution money shall be converted into graduation fee.
- 3.4 Apart from caution money, fees once paid shall not be refunded, except under very special circumstances.

4.0 Registration

- 4.1 An applicant who has been offered admission to a Part-time Degree Programme shall pay the fees and register with the Office of Registry Services on the respective specified date/s and shall be considered to have enrolled in that part-time degree course of study from the date of his first registration.
- 4.2 A student shall register for courses on the specified date/s in each academic year. Anyone who fails to register for courses after a lapse of 2 weeks from the specified date/s shall be considered to have withdrawn from studies at the University.
- 4.3 A student who is unable to register for courses on the specified date/s must apply for deferment in writing to the Director of Registry Services beforehand.
- 4.4 A student shall not be registered simultaneously for another course of study or research leading to the award of a degree, diploma or certificate at this University or any other tertiary institution except by prior permission of the Board of the Faculty to which he belongs. A student in breach of this regulation shall be required to discontinue his studies at the University.
- 4.5 A student shall register in the name which appears in his Hong Kong Identity Card or passport.
- 4.6 A student shall inform the Director of Registry Services immediately of any change of name, address or other particulars entered in the student's registration record.
- 4.7 No application for changing a student's registered particulars shall be accepted after he has been recommended by the Undergraduate Examinations Board for graduation or his withdrawal from the University.

- 4.8 A student who has withdrawn from the University may, under very special circumstances, apply in writing to the Director of Registry Services for reinstatement as a student. Such an application shall be considered by the Board of the Faculty concerned. No students who have been required to discontinue their studies at the University because of unsatisfactory academic performance or have withdrawn to avoid such discontinuation shall be reinstated.

5.0 Period of Study

- 5.1 (a) A Secondary 6 entrant¹ shall register for and attend classes for at least 6 years (i.e. 18 terms) before graduation save as provided for in Regulation 5.1(b). He shall complete all requirements for graduation within 10 years from his first registration including any periods of leave of absence and suspension of studies.
- (b) He may apply for permission to graduate in less than 6 years, provided that he shall have registered for and attended classes for at least 5 years (i.e. 15 terms). Such an application shall be submitted at least two terms before the commencement of the intending final term of study.
- 5.2 (a) A Secondary 7 entrant¹ shall register for and attend classes for at least 5 years (i.e. 15 terms) before graduation save as provided for in Regulation 5.2(b). He shall complete all requirements for graduation within 7 years from his first registration including any periods of leave of absence and suspension of studies.
- (b) He may apply for permission to graduate in less than 5 years, provided that he shall have registered for and attended classes for at least 4 years (i.e. 12 terms). Such an application shall be submitted at least two terms before the commencement of the intending final term of study.
- 5.3 A student who satisfies the special entrance requirement of a specific programme and is granted an exemption of 53 to 63 units shall register for and attend classes for at least 3 years (i.e. nine terms) before graduation. He shall complete all requirements for graduation within 5 years from his first registration including any periods of leave of absence and suspension of studies.
- 5.4 Notwithstanding Regulations 5.1 to 5.3 above, a transfer student or any other student who has been granted course and unit exemptions on the basis of post-secondary qualifications may be permitted to graduate sooner, provided that:
- (a) he shall have attended this University for at least 2 years; and
- (b) his total period of attendance at this University and another university or institution of higher learning recognized by the Senate shall have been not less than 3 years.
- An application for such permission shall be submitted at least two terms before the commencement of the intending final term of study.
- 5.5 A student shall take courses at this University in his final term.
- 5.6 A student who for non-academic reasons has to extend his period of study beyond the minimum number of years (or equivalent number of terms) as prescribed in Regulations 5.1(a), 5.2(a) or 5.3 shall be required to obtain prior permission.

6.0 Course Requirements and Exemptions

- 6.1 A Secondary 6 and a Secondary 7 entrant shall complete at least 123 and 99 units of courses respectively before graduation.
- 6.2 A student who satisfies the special entrance requirement of a specific programme and is granted an exemption of 53 to 63 units at the time of admission shall complete at least 60 units of courses before graduation.
- 6.3 Major Programme
A student shall be required to complete before graduation 60 to 96 units of courses, and meet the minimum grade required for specific courses (if any), as prescribed in the study scheme concerned. A student who satisfies the special entrance requirement

of a specific programme and is granted unit exemption at the time of admission shall complete courses as prescribed by his programme.

- 6.4 A student shall also complete before graduation the following requirements:
- (a) 12 units of General Education courses as prescribed by the University while a student who satisfies the special entrance requirement of a specific programme and is granted an exemption of 53 to 63 units at the time of admission shall be required to complete 6 units of General Education courses; and
 - (b) IT Proficiency Test.
- 6.5 A student who has failed in any required course shall retake that course or take a substitute course prescribed by the Programme Committee concerned.
- 6.6 A student with recognized qualifications may be exempted from some courses and/or units required for graduation according to the procedure prescribed. Subject to the requirements given in Regulations 5.4 and 5.5, no student with such exemptions shall be allowed to graduate unless he shall have:
- (a) completed at least 60 units of courses at this University; and
 - (b) completed at least two-thirds of his Major requirements at this University.

7.0 Course Load

- 7.1 A student shall take at least 3 units of courses in any term and at least 15 units in any year.
- 7.2 A student shall take no more than 27 units of courses in any year.

8.0 Selection of Courses

- 8.1 A student shall select his courses according to the study scheme of his programme. He shall be responsible for ensuring the timely completion of all requirements for graduation.
- 8.2 A student shall not repeat any course which he has taken and passed or from which he has been exempted except as required by regulations which prescribe otherwise.

9.0 Course Withdrawals and Additions

- 9.1 A student who wishes to apply for withdrawal or addition of course/s shall complete the prescribed procedure within 2 weeks after the beginning of the teaching term.
- 9.2 Only under very special circumstances may a student apply for permission to withdraw from a course or enrol in a new course after the second week of the teaching term. Such an application shall be made on a prescribed form and submitted to the Dean of the Faculty of the student's programme for consideration.
- 9.3 A student who withdraws from a course without going through the prescribed procedure shall be given a grade of "F" for the course.

10.0 Class Attendance and Leave of Absence

- 10.1 A student shall attend classes, tests and examinations as required by the teachers of the courses in which he has enrolled.
- 10.2 A student who has been absent for any period shall be responsible for applying to the teacher/s concerned for permission to make up any required work missed.
- 10.3 In case of illness necessitating absence exceeding 1 week, a student shall obtain permission from the Director of Registry Services through written application. Such an application shall be accompanied by a certificate signed by a registered medical practitioner and shall require the endorsement of the Programme Committee concerned.
- 10.4 A student who wishes to obtain a leave of absence exceeding 1 week for non-medical reasons shall obtain prior permission from the Director of Registry Services through written application. Such an application shall state the reasons for which leave of absence is sought and shall require the endorsement of the Programme Committee concerned.

- 10.5 Under no circumstances shall a student be granted leave of absence for more than 1 year in the first instance. In case he is still unable to attend classes after 1 year's leave, he may apply for extension for another year, beyond which no further extension shall be granted.
- 10.6 A student who, without permission to take leave, has been absent for a continuous period exceeding 1 month shall be considered to have withdrawn from studies at the University.
- 10.7 A student shall be required to take leave of absence if the condition of his health is considered as constituting a definite hazard to the University community. At the end of the prescribed period of absence, the student shall obtain a certificate of good health as required before he can apply to resume studies.

11.0 Course Assessment and Grades

- 11.1 A student shall be assessed for every course which he has registered for on the basis of his performance in the course. Criteria for assessment may include any one or any combination of the following: attendance, class work, written work, laboratory work, field work, research papers, tests, examinations, and any other criteria.
- 11.2 Course grades, their standards and converted points used in reporting shall be as follows:

<i>Grade and Standard</i>		<i>Sub-divisions (if needed)</i>	<i>Converted Points</i>
A	Excellent	A	4.0
A-	Very Good	A-	3.7
B	Good	B+	3.3
		B	3.0
		B-	2.7
C	Fair	C+	2.3
		C	2.0
		C-	1.7
D	Pass	D+	1.3
		D	1.0
F	Failure	F	0.0

The grade point average of a student's course work shall be computed by dividing the total weighted converted points for courses taken by the total number of units attempted inclusive of courses failed, where the weighted converted points are converted points multiplied by the number of units of the course concerned.

- 11.3 A student who has gained a grade of "D" or above in a course shall earn the unit/s of that course. However, the unit/s of a course which a student has passed but is required to repeat shall count only once towards the fulfilment of the number of units for graduation.

12.0 Examinations

- 12.1 A student shall take course examinations, if prescribed by the teacher/s concerned, in the form of written, practical or oral assessment, or any combination thereof.
- 12.2 A graduation thesis or graduation project may be prescribed by a student's programme. The grades, standards and converted points used in reporting the results of graduation theses/projects shall be the same as those prescribed in Regulation 11.2.
- 12.3 Absence from Examinations
- (a) A student who for medical or other compelling reasons is unable to sit for any course examination shall apply in writing with documentary evidence at the

earliest possible moment but not later than 10 days after the examination concerned to the Director of Registry Services for permission for absence. In the case of illness/injury, the application shall be accompanied by a certificate signed by a registered medical practitioner.

- (b) If his application for absence is successful, a student may be otherwise assessed at the discretion of the Programme Committee concerned.
- (c) A student who is absent from any examination without permission shall be given a grade of "F" in that examination.

13.0 Academic Probation and Discontinuation of Studies

13.1 Academic Probation

- (a) A student shall be put on academic probation if he has obtained a grade point average below 1.5 in the preceding term unless Regulation 13.2 applies.
- (b) Notwithstanding Regulation 13.1(a), a student who has obtained a grade point average below 1.0 or who has failed in more than half of the units of courses taken in a term must apply in writing to and obtain permission from the Major Department concerned within a prescribed period to continue studies; otherwise Regulation 13.2(c) shall apply.
- (c) A student on academic probation may be required to take a reduced load and his performance shall be reviewed at the end of the term in which he is put on probation, at which time if he has obtained a grade point average of 1.5 or above, probation shall be lifted, otherwise probation shall continue to apply in his next term of attendance unless he is required to discontinue his studies as prescribed by Regulation 13.2 or he has completed all graduation requirements as set out in Regulation 14.1.

13.2 Discontinuation of Studies

A student shall be required to discontinue his studies at the University:

- (a) if his grade point average in a term is below 1.0 for three consecutive terms of attendance; or
- (b) if he fails in more than half of the units of courses taken in a term for three consecutive terms of attendance; or
- (c) if, after having obtained a grade point average below 1.0 or having failed in more than half of the units of courses taken in a term, he fails to obtain permission from the Department concerned to continue studies; or
- (d) if he still fails to have his probation lifted after he has been put on academic probation for two consecutive terms of attendance; or
- (e) if, after two attempts, he still fails to meet the minimum grade required for specific courses (if any) as prescribed by his programme, unless otherwise decided by the Board of the Faculty to which he belongs; or
- (f) if he fails twice in the graduation thesis/graduation project; or
- (g) if he fails to complete all requirements for graduation within 10, 7 or 5 years as defined in Regulations 5.1(a), 5.2(a), 5.3 and 5.4.

14.0 Graduation

14.1 To be considered for the award of a Bachelor's degree, a student shall:

- (a) have completed all requirements prescribed in Sections 5.0 and 6.0;
- (b) have obtained a grade point average not less than 1.5 in all Major courses taken which are at 3000 and above level (for STOT courses, at 0300 and above level);
- (c) have passed the graduation thesis/project, if any, as prescribed by the programme concerned; and

(d) have obtained a grade point average not less than 1.0 in his final term.

A student who has satisfied the above requirements shall graduate, unless, in accordance with Regulation 17.0, he is required to terminate his studies at the University or be suspended from the University.

- 14.2 Notwithstanding Regulation 14.1(b), a student who has obtained a grade point average below 1.5 but not less than 1.3 in all Major courses taken which are at 3000 and above level (for STOT courses, at 0300 and above level) may be recommended by the Undergraduate Examinations Board for the award of a pass degree, subject to his satisfying all other requirements for graduation.
- 14.3 Provided that he is not required to discontinue his studies, a student shall register for a further term or year or specific course/s as the case may be, if he fails to meet any of the requirements prescribed in Regulation 14.1.

15.0 Degree Classification

- 15.1 A student who satisfies the conditions for graduation shall be awarded a Bachelor's degree with one of the following classifications:
- (a) First Class Honours
 - (b) Second Class Honours Upper Division
 - (c) Second Class Honours Lower Division
 - (d) Third Class Honours
 - (e) Pass
- 15.2 The classification of a student's degree shall be based on the grade point average of Major courses at 3000 and above level or 4000 and above level (for STOT courses, at 0300 and above level or 0400 and above level respectively) as decided by the Board of the Faculty to which he belongs, grade point average of other courses and result of the graduation thesis/project, if any, in accordance with the standards specified by the Senate.

16.0 Transcripts

- 16.1 A student who wishes to apply for admission to another educational institution or for employment may apply for an official transcript giving details of all courses taken and grades obtained.
- 16.2 The official transcript shall not be issued to a student or any private individual. It shall be sent direct to the institution or prospective employer upon payment of the prescribed fees and postage.

17.0 Disciplinary Action

- 17.1 A student who violates any rule or regulation and/or commits any misconduct such as:
- (a) defamation of or assault on or battery against the person of any member of the University;
 - (b) wilful damage to or defacement of any property of the University;
 - (c) theft, fraud, misapplication of University funds or property of any kind;
 - (d) plagiarism in written assignments or cheating in tests or examinations;
 - (e) an offence in connection with examinations or violation of any of the regulations of the Senate governing conduct at examinations;
 - (f) falsification or serious misuse of University documents or records;
 - (g) refusal to comply with any regulations or orders by authorized persons and bodies prohibiting any conduct which disrupts teaching, study, research or administration of the University;
 - (h) any conduct which is detrimental to the reputation and well-being of the University;

- (i) an offence of an immoral, scandalous or disgraceful nature of which the student has been convicted in any court of law; or
- (j) misrepresentations or false statements made in any application or document submitted to the University;

shall be disciplined by the Senate and/or Board of Faculty in accordance with the nature and gravity of the offence.

17.2 Disciplinary action may take the form of any of the following penalties which may be entered into the transcript of the student's academic record:

- (a) reprimand;
- (b) suspension from part or all of the rights, privileges and/or the use of part or all of the facilities of the University for a specified period of time;
- (c) demerit (a total of three demerits may result in termination of studies at the University);
- (d) suspension from the University for a specified period of time; or
- (e) termination of studies at the University.

Penalty (d) or (e) may be imposed only with the approval of the Senate.

17.3 A student, on being informed of a decision to take disciplinary action against him, may within 7 days write to request the Senate to review the decision.

Note: ¹ A Secondary 6 (or 7) entrant means a student who has been admitted to the University after completion of Secondary 6 (or 7) in a school or equivalent qualifications.

Regulations Governing Associate Students

(Not applicable to students of MB ChB Programme and Divinity School of Chung Chi College)

(The term “Department” in the Regulations includes all schools except School of Law, and also refers to relevant committees established for programmes jointly offered by different departments.)

1.0 Rules and Regulations

Associate students shall observe rules and regulations prescribed by the University authorities.

2.0 Admission and Application

2.1 Associate Students under the International Asian Studies Programme (IASP)
Students from outside of Hong Kong are admitted to study courses administered by the IASP (minimum one 3-unit course) and courses offered by other Faculties (except for courses of the Faculty of Medicine, specified College General Education and other specified courses). The IASP courses are open to qualified students of any nationality who have sufficient command of either Chinese or English to benefit from the Programme. Applicants should currently be enrolled in or have graduated from an accredited college or university. Exchange students are accepted in accordance with exchange agreements.

(a) Associate Undergraduate Students

This category includes undergraduate students who have completed at least two terms of university studies. Students should have obtained a grade point average (GPA) of at least 3.0 on a 4.0 scale (B average or better). Applicants from institutions not using the GPA system will be assessed on their overall academic performance.

An associate student shall pursue an approved course of study not leading to a degree or a diploma of the University, and shall receive an academic report on the course/s taken.

(b) Associate Postgraduate Students

This category includes:

(i) students with a Bachelor’s degree from a recognized institution of higher learning who have obtained a grade point average (GPA) of at least 3.0 on a 4.0 scale (B average or better). Applicants from institutions not using the GPA system will be assessed on their overall academic performance; and

(ii) students who are currently enrolled in a postgraduate degree programme at another university.

2.2 Associate Students of Full-time Undergraduate Programmes

(a) An applicant whose educational standard is considered adequate by the Department and the Board of the Faculty concerned may be admitted as an associate student to pursue an approved course of study not leading to a degree of the University.

(b) Application for admission as an associate student shall be supported by a certified true copy of academic record and made to the Director of Admissions and Financial Aid by a specified date.

(c) An associate student shall receive an academic report on the course/s he has taken.

2.3 Associate Students of Postgraduate Programmes

(a) An applicant whose educational standard is considered adequate by the Graduate Division concerned may be admitted upon the approval of the Council of the Graduate School as an associate student to pursue an approved course of advanced study or research not leading to a certificate, diploma or higher degree of the University.

(b) Normally, application for admission as an associate student shall be supported by a certified true copy of academic record and made to the Graduate School via the Graduate Division concerned by a specified date.

3.0 Fees

3.1 The fees prescribed by the University Council shall be payable on dates specified unless prior permission for deferment is obtained.

3.2 A student in arrears shall be subject to fines. A student in arrears, whether in part or in full, or who has outstanding fines unpaid for more than 2 weeks shall be considered to have withdrawn from studies.

3.3 Caution money shall be payable on first registration as a deposit to make good any outstanding debts to the University incurred in, for example, damages to University and/or College property. This sum less any deductions made for outstanding debts shall be refunded on discontinuation of studies at the University.

3.4 Apart from caution money and hostel deposit, fees once paid shall not be refunded, except under very special circumstances.

4.0 Registration

4.1 An applicant who has been offered admission to an approved course of study or research shall pay the fees and register with the Office of Registry Services/Office of Academic Links on the respective specified date/s and shall be considered to have enrolled in the approved courses of study or research from the date of his first registration.

4.2 A student shall register for courses on the specified date/s in each academic year. Anyone who fails to register for courses after a lapse of 2 weeks from the specified date/s shall be considered to have withdrawn from studies at the University.

4.3 A student who is unable to register for courses on the specified date/s must apply for deferment in writing to the Director of Registry Services/Director of Academic Links.

4.4 A student registered for a full-time course of study or research shall not take up any full-time employment, paid or unpaid, during term time except by prior permission of the Department/Programme/Graduate Division concerned/IASP.

4.5 No student shall be allowed to change his status to that of a candidate for a certificate, diploma, degree or higher degree of the University unless he has already satisfied the University's requirements for admission to an approved course of study or research leading to a certificate, diploma, degree or higher degree of the University and unless the change of status is specially recommended by the Department/Programme/Graduate Division concerned and approved by the Senate.

4.6 A student shall register in the name which appears in his Hong Kong Identity Card or passport.

4.7 A student shall inform the Director of Registry Services/Director of Academic Links immediately of any change of name, address or other particulars entered in the student's registration record.

- 4.8 No application for changing a student's registered particulars shall be accepted after departure from the University.

5.0 Course Load

- 5.1 An associate student of a full-time undergraduate programme shall take a course load of up to 18 units per term, and an associate undergraduate student of IASP shall take a full load of 12-18 units of courses in any term except with prior permission of the Department/Programme/Graduate Division concerned. However, no student shall be allowed to take more than 21 units in any term.
- 5.2 An associate postgraduate student of IASP can take either:
- (a) a full load of 12-18 units of courses in any term; or
 - (b) conduct research and take a minimum course load of 3 units.
- 5.3 An associate student of a postgraduate programme shall take the courses as specified by the Graduate Division concerned.

6.0 Selection of Courses

- 6.1 A student shall select his courses according to the study scheme of his programme of study.
- 6.2 An associate student of IASP shall, after consulting the teacher/s designated by IASP and making sure that there is no timetable clash among the courses he wishes to select, complete the prescribed procedure for course registration.

7.0 Course Withdrawals and Additions

- 7.1 A student who wishes to apply for withdrawal or addition of course/s shall complete the prescribed procedure within 2 weeks after the beginning of the teaching term.
- 7.2 Only under very special circumstances may a student apply for permission to withdraw from a course or enrol in a new course after the second week of the teaching term. Such an application shall be made on a prescribed form and submitted to the Department/Programme/Graduate Division concerned/Office of Academic Links for consideration.
- 7.3 A student who withdraws from a course without going through the prescribed procedure shall be given a grade of "F" for the course.

8.0 Class Attendance and Leave of Absence

- 8.1 A student shall attend classes, tests and examinations as required by the teachers of the courses in which he has enrolled.
- 8.2 A student who has been absent for any period shall be responsible for applying to the teacher/s concerned for permission to make up for any required work missed.
- 8.3 In case of illness necessitating absence exceeding 1 week, a student shall obtain permission from the Director of Registry Services/Director of Academic Links through written application. Such an application shall be accompanied by a certificate signed by a registered medical practitioner and shall require the endorsement of the Department/Programme/Graduate Division concerned.
- 8.4 A student who wishes to obtain a leave of absence exceeding 1 week for non-medical reasons shall obtain prior permission from the Director of Registry Services/Director of Academic Links through written application. Such an application shall state the reasons for which leave of absence is sought and shall require the endorsement of the Department/Programme/Graduate Division concerned.
- 8.5 A student who, without permission to take leave, has been absent for a continuous period exceeding 1 month shall be considered to have withdrawn from studies at the University.

- 8.6 A student shall be required to take leave of absence if the condition of his health is considered as constituting a definite hazard to the University community. At the end of the prescribed period of absence, the student shall obtain a certificate of good health as required before he can apply to resume classes.

9.0 Course Assessment and Grades

- 9.1 A student shall be assessed for every course he has registered for on the basis of his performance in the course. Criteria for assessment may include any one or any combination of the following: attendance, class work, written work, laboratory work, field work, research papers, tests, examinations, and any other criteria.
- 9.2 Course grades, their standards and converted points used in reporting shall be as follows:
- (a) For undergraduate courses:

<i>Grade and Standard</i>		<i>Sub-divisions (if needed)</i>	<i>Converted Points</i>
A	Excellent	A	4.0
A-	Very Good	A-	3.7
B	Good	B+	3.3
		B	3.0
		B-	2.7
C	Fair	C+	2.3
		C	2.0
		C-	1.7
D	Pass	D+	1.3
		D	1.0
F	Failure	F	0.0

- (b) For postgraduate courses:

<i>Grade and Standard</i>		<i>Sub-divisions (if needed)</i>	<i>Converted Points</i>
A	Excellent	A	4.0
A-	Very Good	A-	3.7
B	Good	B+	3.3
		B	3.0
		B-	2.7
C	Pass	C+	2.3
		C	2.0
		C-	1.7
D	Failure	D	1.0
F	Bad Failure	F	0.0
P	Ungraded Pass	Counted towards the total number of units gained by a student but not counted in the calculation of the GPA.	
U	Failure (Unsatisfactory performance)		

The grade point average of a student's course work shall be computed by dividing the total weighted converted points for courses taken by the total number of units

attempted inclusive of courses failed, where the weighted converted points are converted points multiplied by the number of units of the course concerned.

- 9.3 Notwithstanding Regulation 9.2 above, an IASP student taking a course offered by the New Asia--Yale-in-China Chinese Language Center may within 2 weeks after the beginning of the teaching term, apply to the New Asia--Yale-in-China Chinese Language Center to have his assessment result in that course reported on a Pass/Fail basis. The course grade for a student who has taken this option will be either "Pass (PA)" or "Fail (FA)", and will not be included in the calculation of the grade point average.
- 9.4 A student who has gained a "Pass" or above in a course shall earn the unit/s of that course.

10.0 Examinations

10.1 Course Examinations

A student shall take course examinations, if prescribed by the teacher/s concerned, in the form of written, practical or oral assessment, or any combination thereof.

10.2 Absence from Course Examinations

10.2.1 A student who for medical or other compelling reasons is unable to sit for any course examination shall apply in writing with documentary evidence at the earliest possible moment but not later than 10 days after the examination concerned to the Director of Registry Services/Director of Academic Links for permission for absence. In the case of illness/injury, the application shall be accompanied by a certificate signed by a registered medical practitioner.

- 10.2.2 (a) A student who is absent from course examination/s and whose application for absence is successful may be otherwise assessed at the discretion of the Department/Programme/Graduate Division concerned.
- (b) A student who is absent from any examination without permission shall be given a grade of "F" for that examination.

11.0 Transcripts

- 11.1 A student may apply for an official transcript giving details of all courses taken and grades obtained.
- 11.2 The official transcript shall not be issued to a student or any private individual. It shall be sent direct to an institution or a prospective employer upon payment of the prescribed fees and postage.

12.0 Disciplinary Action

- 12.1 A student who violates any rule or regulation and/or commits any misconduct such as:
- (a) defamation of or assault on or battery against the person of any member of the University;
 - (b) wilful damage to or defacement of any property of the University;
 - (c) theft, fraud, misapplication of University funds or property of any kind;
 - (d) plagiarism in written assignments or cheating in tests or examinations;
 - (e) an offence in connection with examinations or violation of any of the regulations of the Senate governing conduct at examinations;
 - (f) falsification or serious misuse of University documents or records;
 - (g) refusal to comply with any regulations or orders by authorized persons and

bodies prohibiting any conduct which disrupts teaching, study, research or administration of the University;

- (h) any conduct which is detrimental to the reputation and well-being of the University;
- (i) an offence of an immoral, scandalous or disgraceful nature of which the student has been convicted in any court of law; or
- (j) misrepresentations or false statements made in any application or document submitted to the University;

shall be disciplined by the Senate, Council of the Graduate School, the Board of Faculty and/or College Assembly of Fellows concerned in accordance with the nature and gravity of the offence.

12.2 Such disciplinary action may take the form of any of the following penalties which may be entered into the transcript of the student's academic record:

- (a) reprimand;
- (b) suspension from part or all of the rights, privileges and/or the use of part or all of the facilities of the University for a specified period of time;
- (c) demerit (a total of three demerits may result in termination of studies at the University);
- (d) suspension from the University for a specified period of time; or
- (e) termination of studies at the University.

Penalty (d) or (e) may be imposed only with the approval of the Senate.

12.3 A student, on being informed of a decision to take disciplinary action against him, may within 7 days write to request the Senate to review the decision.

Regulations of the University Library System

The University Library System consists of the University Library in the central area of the campus and branch libraries at the colleges and at the teaching hospital. The University Library houses an extensive research collection as well as many undergraduate materials and the pre-clinical portion of the medical collection. The branch libraries contain reference and curricular materials, some special subject collections according to the needs of the colleges, and books and periodicals to support general education. Library regulations apply to all the libraries. The University Library System reserves the right to revise these regulations when necessary.

Details about opening hours are posted at the entrance to each library and on the Library System Homepage. Opening hours are adapted to the semester schedules.

Library Privileges

Library privileges are personal and individual. They may not be transferred to, or used on behalf of, other persons.

Privileges fall into three categories:

1. *Borrowing*

Borrowing privileges are extended to all registered students and academic/administrative staff of The Chinese University of Hong Kong.

Others may apply to the University Librarian for special Borrowers' Cards. Clerical staff, technicians and spouses of the faculty and administrative staff of the University may also apply to the University Librarian for borrowing privileges.

2. *Reading*

The privilege of reading is extended to visiting scholars, to researchers and to graduates of this University according to established regulations. Reserve books, however, are for the exclusive use of students and faculty of the University.

3. *The use of special facilities*

Carrels: not reserved for any category of library user; they are available for the convenience of all.

Study rooms in the University Library: on application to the University Librarian, faculty members and Ph.D. students may reserve a room for one month, renewable once if continued use of the room is justifiable. These study rooms may not be transferred to another person.

Seminar rooms in the University Library: upon application to the University Librarian, a user may reserve a seminar room for a lecture or meeting or for a series of lectures or meetings which would benefit from the use of library materials and resources.

Photocopying: photocopying machines are available in all libraries. A reader may obtain at cost photocopies of materials, provided there is no infringement of copyright.

Interlibrary loans: the Interlibrary Loan Librarian will attempt to obtain from other libraries books and other materials which are not owned by the University Library System and which cannot be readily purchased.

Admission to the Libraries

Every Library user must show a University Identification Card, or a Reader's Card at the entrance of any library. Applications for Borrowers' Cards and Readers' Cards are made at the Circulation Desk.

The loss of a Borrower's Card must be reported to the Library immediately; a duplicate card may be issued two weeks after the loss is reported. Only one duplicate will be granted within a semester. Change of address should also be reported to the Library as soon as possible.

Borrowing Regulations

Borrower Categories

CUHK Library users are grouped into the following categories:

1. Registered students of The Chinese University of Hong Kong (including undergraduate students, graduate students and exchanged students).
2. Staff members of Terms A, B and C who have valid borrowers' cards issued by the University Librarian.
3. Others: spouses of staff members, alumni, visiting scholars and readers approved by the University Librarian.

Borrowing Limits

The borrowing limits for various categories of users are as follows:

- | | |
|--------------|--|
| Category 1. | Undergraduate students: 25 volumes for 14 days |
| Category 2. | Postgraduate students: 40 volumes for 30 days |
| Category 3. | Research staff: 50 volumes for 60 days |
| Category 4. | Teaching staff (Terms A): 60 volumes for 60 days |
| Category 5. | Teaching staff (Terms B): 50 volumes for 60 days |
| Category 6. | Administrative staff (Terms A): 40 volumes for 60 days |
| Category 7. | General non-teaching staff (Terms B): 15 volumes for 14 days |
| Category 8. | Staff members of Terms C: 5 volumes for 14 days |
| Category 9. | Spouses of staff members: 5 volumes for 14 days |
| Category 10. | Others: according to special arrangement |

(Maximum limit of 15 volumes and maximum loan period of 30 days at the Li Ping Medical Library)

Categories 2 to 6 users may charge out periodicals. Bound periodicals may be borrowed for three days. Current and single issues may be borrowed for one day only.

All books taken from the book stacks must be charged at the Circulation Desk. Reserve books must be charged at the Reserve Books Desk: there are varying borrowing limits on these books.

Books obtained from interlibrary loan are borrowed through the courtesy of other libraries and their restrictions as to loan period and renewal are therefore observed. Usually the loan period is two weeks. Photocopies of periodical articles may be obtained at cost. Reference books, rare books and microfilms are not available for loan.

Renewals

Borrowers may renew loans for two additional periods. Renewals must be made on or before the last date of the initial loan period. Otherwise, overdue fines will be charged.

Borrowers in categories 4 to 6 listed above may renew loans in writing. After two renewals, however, the book must be returned to the library shelves so that it may be available to others.

No book may be renewed if it is required by another person.

Recall

When needed by other users, circulating books and journals are subject to recall at any time. In the recall notices, a new due date will be given, i.e. 14 days after the date of the notice.

Borrowers should respond to a recall promptly. Late returns will be fined [see Fines (b)].

Overdue

The responsibility of returning books on time lies with the borrower. When the loan period expires, an overdue notice is sent to all categories of borrowers.

Fines

- (a) Overdue - All categories of borrowers who keep books/items beyond the loan period are subject to a fine of HK\$1.00 per item per day up to a maximum of HK\$100.00. A fine of HK\$1.00 per hour will be charged for each reserve book overdue.
- (b) Recall - The fines for not responding to recalls for all categories of borrowers are as follows:
 - HK\$5.00 per item per day;
 - five working days after issuing of a second recall: the Library may take any appropriate action to retrieve the items.

Losses

Borrowers who fail to return books or who return books damaged beyond repair will be charged the cost of replacement in addition to the processing cost of HK\$100.00 and any accumulated fines. Damaged books and marked pages should be reported at the Circulation Desk as soon as noticed.

Borrowers in categories 4 to 6 who fail to return or renew books after 120 days and three recalls will be subject to the above charges, which will be collected by the Bursary upon notification by the Library.

Control Counter

Bags and briefcases may be brought into the libraries whereas umbrellas should be deposited on entering the libraries. No food or beverages may be taken into the Library. When a user leaves the Library, all his/her books, etc., may be inspected.

Loss of Privileges

Infractions, such as smoking, shouting, use of mobile phones, pagers and other disturbances, are forbidden in all parts of the Libraries. The Librarian or an appointed deputy may expel from the Library building for the remainder of the day any person who is acting in any way which will annoy others or who is damaging books or other property. Payment must be made to cover all damages.

A gross breach of the regulations may subject the borrower to a loss of library privileges.

- (a) Overdue books - After normal recall procedures, a written warning will be sent. If this is ignored, borrowing privileges will be withheld in all the Libraries until the return of the book(s) and the payment of accrued fines.
- (b) Payment of charges - If a person refuses to pay any outstanding charges (fines, replacement costs of damaged books or repair of damaged property), all the Libraries will withhold borrowing privileges until the account is cleared.
- (c) In case of materials which have not been charged out properly at the Circulation Counter:
 - 1. The user's name will be recorded in the Library's register;
 - 2. The user's borrowing privilege will be suspended for eight weeks from the day of violation;
 - 3. Compensation for the damage of the item will be charged if necessary;
 - 4. For the student, a letter to this effect will be issued by the Library to the Faculty Dean, College Dean of Students, and Department Chairman to which the student belongs, and/or authority concerned.
- (d) Unreturned Library Materials
 - 1. The user's name will be recorded in the Library's register;
 - 2. An invoice will be sent to the user with the warning that borrowing privileges will be suspended if the books are not returned or the account is not settled.
- (e) Observing the law on copyright and systematic or excessive downloading of electronic content:

The use of Library materials and facilities is subject to data protection legislation, copyright law and vendor licence agreements. Users must observe the applicable copyright law and the terms of any vendor licence agreements for materials they use, including print materials, electronic resources and materials in all other formats. The Law states that serious infringement in photocopying, scanning or downloading of copyrighted material could lead to civil action or even criminal prosecution.

Systematic or excessive downloading of electronic content is expressly forbidden. 'Systematic' or 'excessive' downloading is defined as a deliberate attempt to copy or distribute a whole or significant part of an electronic resource using 'robots' or any such software, or any manual means designed for wholesale infringement, which results in a vendor licence violation on the part of the University and/or its Library. Details of the applicable copyright law and licence agreements are available on the University Website.

A gross infringement of Copyright may subject the user to a loss of Library privileges:

- 1. The user's name will be recorded in the Library's register;
- 2. The user's borrowing privilege will be suspended for eight weeks from the day of violation;

3. For the student, a letter to this effect will be issued by the Library to the Faculty Dean, College Dean of Students and Department Chairman to which the student belongs and to Information Technology Services Centre, and/or authority concerned.
Repeated offenses may lead to a total loss of the privilege of using the Libraries.

Copyright

The law protects creators for their original works such as books, newspapers, computer programmes, photographs, films, sound recordings and broadcasts. The creators hold the exclusive right to use or authorize others to use their work – including its reproduction, public performance and broadcasting. The Copyright Ordinance provides certain limited exemptions to copyright for learning. “Fair dealing” of a work for research or private study, criticism, review, or news reporting is permitted.

Infringement of copyright is a serious offence and may lead to civil remedies or even criminal sanctions. Copyright infringement by CUHK members, such as excessive downloading of electronic content, violates local laws and University licence agreements and will subject the user to University disciplinary action.

For additional information, please see <<http://www.cuhk.edu.hk/policy/copyright>>.

Honesty in Academic Work

As one of the primary aims of university education is to develop the ability to think independently, students must never pass off the work or ideas of others as their own. Plagiarism is as serious an offence as cheating in examinations; both are punishable under University regulations.

Plagiarism

Plagiarism is an attempt to pass off the work of others (in particular the writing of others), including online resources, as one's own.

The most obvious and blatant type of plagiarism is copying whole articles, sections, paragraphs or whole sentences from other publications without acknowledgement. However, even the use of a few words or paraphrasing (without actually copying any words at all) may constitute plagiarism if the source is not acknowledged. Students sometimes unintentionally plagiarize because they are not aware of the very stringent rules that apply. If material is taken from a source, there should be proper quotes and acknowledgements. Students should read the detailed guidelines and examples for the acknowledgement of sources in the University's website at <http://www.cuhk.edu.hk/policy/academichonesty>.

Disciplinary Action

All cases of plagiarism or cheating in examinations will be handled by the faculty disciplinary committee concerned or the Graduate School Disciplinary Committee. For a first offence, the penalty will be a minimum of one demerit and a mark of zero for that component of the course; for a second or further offence, a minimum penalty of two demerits and a mark of zero for that component of the course will be given. Serious cases will be referred to the Senate Committee on Student Discipline for possible disciplinary actions in accordance with the following Regulations:

- 19.1 – 19.3 of General Regulations Governing Full-time Undergraduate Studies;
- 17.1 – 17.3 of General Regulations Governing Part-time Undergraduate Studies;
- 16.1 – 16.4 of General Regulations Governing Postgraduate Studies;
- 12.1 – 12.3 of Regulations Governing Associate Students.

The maximum penalty in serious cases could be termination of studies.

Rules to be Observed by Candidates at Examination Centre

(Rules concerning examinations of the M.B., Ch.B. Programme are separately announced by the Faculty of Medicine)

1. Bring to the examination hall the student identity card.
2. Take up the seat as assigned.
3. Place the student identity card on the desk for verification of identity by the invigilators during the examination.
4. Do not carry any unauthorized articles on the person or place them on the examination desk; only stationery, papers distributed at the examination hall and articles permitted by the teachers concerned may be placed on the desk.
5. Do not smear or disfigure the cover of answer books with marks.
6. Do not communicate or attempt to communicate improperly with other candidates, and do not copy from unauthorized materials or from work of another candidate during an examination session.
7. Ask questions concerning the examination papers during the first 30 minutes of the examination session.
8. Those who arrive more than 30 minutes late shall not be permitted to take the examination.
9. Do not leave the examination hall during the first 30 minutes and the last 15 minutes of the examination.
10. Do not leave the examination hall without permission.
11. "Pens-down" instruction must be strictly followed and scripts handed in on time.
12. A candidate who violates any of the above rules shall be disciplined in accordance with the nature and gravity of the offence.