

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whether in part or in full, or who has outstanding fines unpaid for more than two weeks shall be considered to have withdrawn from studies.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 Registry 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who fails to register for courses after a lapse of two weeks from the specified date/s shall be considered to have withdrawn from studies at the University.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 Registrar beforehand.
- 4.4 A student shall not be registered simultaneously in 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 Registrar 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 Registrar for reinstatement as a student. Such applications 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 six years (i.e. 18 terms) before graduation save as provided for in Regulation 5.1 (b). He shall complete all requirements for graduation within ten 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 six years, provided that he shall have registered for and attended classes for at least five 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 five years (i.e. 15 terms) before graduation save as provided for in Regulation 5.2 (b). He shall complete all requirements for graduation within seven 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 five years, provided that he shall have registered for and attended classes for at least four years (i.e. 12 terms). Such an application shall be submitted at least 2 terms before 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 43 units shall register for and attend classes for at least four years (i.e. 12 terms) before graduation. He shall complete all requirements for graduation within seven years from his first registration including any periods of leave of absence and suspension of studies.
- 5.4 A student who satisfies the special entrance requirement of a specific programme and is granted an exemption of 63 units shall register for and attend classes for at least three years (i.e. 9 terms) before graduation. He shall complete all requirements for graduation within five years from his first registration including any periods of leave of absence and suspension of studies.
- 5.5 Notwithstanding Regulations 5.1 to 5.4 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 two 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 three years.
Any application for such permission shall be submitted at least two terms before the commencement of the intending final term.
- 5.6 A student shall take courses at this University in his final term.
- 5.7 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), 5.3 or 5.4 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 unit exemption at the time of admission shall complete at least 80 or 60 units of courses before graduation depending on the category under which he is admitted.
- 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 *General Education*
A student shall be required to complete before graduation 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 unit exemption at the time of admission shall be required to complete 9 or 6 units of General Education courses as prescribed by the University depending on the category under which he is admitted.
- 6.5 *General Chinese and General English²*
A student shall be required to complete before graduation 6 units of General Chinese and 6 units of General English, to be taken during his first two years of attendance. A student who satisfies the special entrance requirement of a specific programme and is granted unit exemption at the time of admission may be required to complete General English and/or General Chinese as prescribed by his programme.
- 6.6 A student who has failed in any required course shall retake that course or take a substitute course prescribed by the Programme Committee concerned.
- 6.7 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 5.5 and 5.6, 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 no less than 3 units of courses in any term and no less than 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 two 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 applications shall be made on a prescribed form and submitted to the Deans of the Faculties of the students' programmes 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 one week, a student shall obtain permission from the Registrar through written application. Such applications 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 one week for non-medical reasons shall obtain prior permission from the Registrar through written application. Such applications 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 one year in the first instance. In case he is still unable to attend classes after one 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 one 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 ten days after the examination concerned to the Registrar 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 of below 1.5 in the preceding term unless Regulation 13.2 applies.
 - (b) 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 he still fails to have his probation lifted after he has been put on academic probation for two consecutive terms of attendance; or
 - (d) 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
 - (e) if he fails twice in the graduation thesis/graduation project; or
 - (f) if he fails to complete all requirements for graduation within ten, seven or five 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 of not lower than 1.5 in all Major courses

taken which are coded 3000 and above (for STOT courses, coded 0300 and above);
(c) have passed the graduation thesis/project, if any, as prescribed by the programme concerned; and

(d) have obtained a grade point average of 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 of below 1.5 but not less than 1.3 in all Major courses taken which are coded 3000 or above (for STOT courses, coded 0300 and above) 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 coded 3000 and above or 4000 and above (for STOT courses, coded 0300 and above or 0400 and above 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 Boards of Faculties 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 seven 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 equivalent qualifications.
2. Students admitted in 1994-95 and thereafter are not required to complete General Chinese and General English.