

## 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		
U	Failure (Unsatisfactory performance)	Counted towards the total number of units gained by a student but not counted in the calculation of the GPA.	

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.