

General Regulations Governing Postgraduate 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 *Minimum Requirements for Admission*

The minimum requirements for admission shall be as follows:

- (a) For the Doctor of Philosophy, Doctor of Education, Doctor of Music or Doctor of Psychology* Programme, the applicant shall have:
- (i) a Master's degree from a recognized university; or
 - (ii) a Bachelor's degree, normally with Second Class Honours in the upper division or above, and have been registered in a course of study for a Master's degree at this University for at least one year and have demonstrated research ability; or
 - (iii) been registered in a course of study for a doctoral degree at a recognized university for at least one year, and have been approved for admission by the Graduate Council; or
 - (iv) obtained the degrees of M.B., Ch.B., or equivalent, or under special circumstances, the degree of Bachelor, for admission to programmes of the Faculty of Medicine.
- (b) For the Doctor of Philosophy stream under the "M.Phil.-Ph.D. Programmes", the applicant shall have:
- (i) a Master's degree from a recognized university; or
 - (ii) graduated from a recognized university and obtained a Bachelor's degree, normally with honours not lower than Second Class; or
 - (iii) graduated from an honours programme of a recognized university with a Bachelor's degree, normally achieving an average grade of not lower than 'B' in undergraduate courses; or
 - (iv) completed a course of study in a tertiary educational institution and obtained professional or similar qualifications equivalent to an honours degree.
- (c) For the Juris Doctor Programme *, the applicant shall have:
- (i) graduated from a recognized university and obtained a Bachelor's degree in a non law subject or a law degree from a non common law jurisdiction, normally with honours not lower than Second Class; or
 - (ii) graduated from an honours programme of a recognized university with a Bachelor's degree in a non law subject or a law degree from a non common law jurisdiction, normally achieving an average grade of not lower than "B" in undergraduate courses; or
 - (iii) completed a course of study in a tertiary educational institution and obtained professional or similar qualifications equivalent to an honours degree.

* *Subject to statutory amendment*

- (d) For a Master's programme other than the Executive Master of Business Administration Programme, the applicant shall have:
 - (i) graduated from a recognized university and obtained a Bachelor's degree, normally with honours not lower than Second Class; or
 - (ii) graduated from an honours programme of a recognized university with a Bachelor's degree, normally achieving an average grade of not lower than 'B' in undergraduate courses; or
 - (iii) completed a course of study in a tertiary educational institution and obtained professional or similar qualifications equivalent to an honours degree.
- (e) For the Executive M.B.A. Programme, the applicant shall have obtained a Bachelor's degree or professional qualifications equivalent to a degree.
- (f) For a Postgraduate Diploma Programme other than those separately listed in the ensuing sub-paragraphs, the applicant shall have graduated from a recognized university and obtained a Bachelor's degree.
- (g) For the one-year full-time Postgraduate Diploma in Education Programme, the applicant shall have graduated from a recognized university and obtained a Bachelor's degree with a Major/Minor subject in an area of study within the secondary school curriculum.
- (h) For the two-year part-time Postgraduate Diploma in Education Programme, the applicant shall:
 - (i) have graduated from a recognized university and obtained a Bachelor's degree with a Major/Minor subject in an area of study within the secondary school curriculum; and
 - (ii) be an in-service full-time secondary school teacher.
- (i) For the two-year part-time Postgraduate Diploma in Education (Primary) Programme, the applicant shall:
 - (i) have graduated from a recognized university and obtained a Bachelor's degree; and
 - (ii) be an in-service full-time primary school teacher.
- (j) For the two-year part-time Advanced Postgraduate Diploma in Education Programme, the applicant shall:
 - (i) have graduated from a recognized university and obtained a Bachelor's degree; and
 - (ii) have a postgraduate diploma in education, or equivalent; and
 - (iii) have relevant professional experience in a field that is directly related to the programme they apply for (alternatively, students with no relevant professional experience but having taken specialized courses in equivalent programmes offered by recognized institutions may also apply); and
 - (iv) meet specific requirements prescribed by the respective programmes, if any.

2.2 *Additional Requirements*

Each Graduate Division may set further requirements, including a subject test or language test, and may also waive such additional requirements in particular cases.

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. 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, which shall be payable by all students on completion of their study programmes.
- 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 shall pay the fees and register on the respective specified date/s. Anyone who fails to register after a lapse of two weeks from the specified date/s shall be considered to have withdrawn from studies at the University.
- 4.2 Permission for deferment of registration may be granted on prior application in writing to the Graduate School.
- 4.3 An applicant who has been offered admission but is prevented by illness or other unavoidable cause from registering for an academic year or a teaching term shall apply in writing to the Graduate School for deferred admission for a period not exceeding one year. Such an application shall be made before the specified date/s for registration. Application for deferred admission on medical grounds must be accompanied by a certificate signed by a registered medical practitioner.
- 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 either at this University or at any other tertiary institution unless an application has been submitted in advance to the Graduate Division concerned, endorsed by the Faculty concerned and approved by the Graduate Council. A student in breach of this regulation shall be required to discontinue studies at the University.
- 4.5 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 within the normative period of study except by permission of the Graduate Council. Recipient of a Postgraduate Studentship shall not take up full-time or part-time employment, except by permission of the Graduate Council.
- 4.6 A student shall register in the name which appears in his/her Hong Kong Identity Card or passport.
- 4.7 A student shall inform the Graduate School 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/she has been recommended by the Graduate Council for graduation or his/her withdrawal from the University.
- 4.9 A student who has withdrawn from the University may, under very special circumstances, apply in writing to the Dean of the Graduate School for reinstatement as a student. Such applications shall be considered by the Graduate Council. 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 The period of study for each programme shall be as follows:

Degree/Diploma	Study Mode	Normative Period	Maximum Period
Ph.D., D.Mus. ⁽¹⁾			
(i) For students with a research master's degree	Full-time Part-time	36 months ⁽²⁾ 48 months ⁽³⁾	84 months 96 months
(ii) For students without a research master's degree ^a	Full-time Part-time	48 months ⁽⁴⁾ 64 months	84 months 96 months
Ph.D. (under "M.Phil. - Ph.D. programmes") ⁽¹⁾			
(i) For students with a research master's degree	Full-time Part-time	36 months ⁽²⁾ 48 months ⁽³⁾	72 months 84 months
(ii) For students without a research master's degree	Full-time Part-time	48 months ⁽⁴⁾ 64 months	84 months 100 months
Ed.D. [#]	Full-time Part-time	36 months 48 months	84 months 96 months
J.D.*	Full-time Part-time	24 months 42 months	48 months 84 months
Psy.D.*	Part-time	3 years	7 years
LL.M.*	Full-time Part-time	1 year 2 years	2 years 3 years
M.Phil., M.S.W., M.S.Sc. (Social Work)	Full-time Part-time	2 years 3 years	4 years 5 years
M.A., M.Ed., M.Mus., M.Sc., M.S.Sc., PGDE	Full-time Part-time	1 year 2 years	3 years 4 years
M.Arch., M.F.A., M.S.Sc. (Clinical Psychology)	Full-time	2 years	4 years
M.B.A.	Full-time Part-time	2 years 3 years ⁽⁵⁾	4 years 5 years
Executive M.B.A., M.Acc., M.B.A. in Finance, M.Clin. Pharm., M.F.M., M.O.M., Executive M.P.Acc., M.P.H., OneMBA, Global Executive MBA Program, Advanced PGDE, PG. Dip. Chinese Language & Literature, PG. Dip. Health Education & Health Promotion, PG. Dip. Primary Health Care, PG. Dip. Psy of Family Violence, PG. Dip. Psy of Life Adversities, PG. Dip. Women's Studies	Part-time	2 years	4 years
M.Chi. Med.	Full-time	4 years	6 years
M.Div.	Full-time	2 years	4 years ⁽⁶⁾

M.Nurs.	Part-time	2 years	3 years
M.Sc. (Business Economics, eBusiness Management, Information & Technology Management, Information Engineering)	Part-time	5 trimesters	4 years
PG. Dip. Applied Geoinformatics, PG. Dip. Clinical Gerontology, PG. Dip. Community Geriatrics PG. Dip. Ecotourism, PG. Dip. Epid. & Bios., PG. Dip. Exer. Sci. & Physical Edu. PG. Dip. Health Services Mgt. & Public Health, PG. Dip. Occupational Health Practice, PG. Dip. Occupational Hygiene, PG. Dip. Occupational Medicine, PG. Dip. Sports Medicine & Health Science, PG. Dip. Women's Health Studies	Part-time	1 year	2 years
PG. Dip. Family Medicine	Part-time	1 year	4 years
PG. Dip. Epidemiology of Infectious Diseases, PG. Dip. Professional Accountancy, PG. Dip. Sustainable & Environmental Design, PG. Dip. Social Work	Part-time	1 year	3 years
PG. Dip. Psychiatric/Mental Health Nursing	Part-time	20 months	36 months
PG. Dip. Psychology	Full-time Part-time	1 year 2 years	2 years 3 years
PG. Dip. Prehospital and Emergency Care	Full-time Part-time	1 year 2 years	2 years 4 years

- (1) The University has the absolute authority to decide whether the degree possessed by the student is a research master's degree or not, such decision to be communicated through the letters of admission.
- (2) For a student holding a Master's degree in a closely related field, the normative period may be reduced to 24 months.
- (3) The normative period may be reduced to 36 months by permission of the Graduate Council on the recommendation of the Graduate Division concerned.
- (4) For a student holding a Master's degree in a closely related field, the normative period may be reduced to 36 months.
- (5) For part-time M.B.A. students, the normative period may be reduced to 2 years, subject to the recommendation of the Graduate Division concerned.
- (6) In special circumstances, the maximum period may be 5 years if so recommended by the Head of the Graduate Division concerned.
- Δ Applicable for students admitted in August 2000 onwards and thereafter AND students transferring from Master's to doctoral programme from August 2000 onwards only. For students admitted in 1999-2000 and before, the normative and maximum periods are 36 and 84 months respectively for full-time students, and 48 and 96 months respectively for part-time students.
- # For Ed.D. students admitted in 2003-04 or before, the study period is the same as other Ph.D./D.Mus. students.
- * Subject to statutory amendment.

- 5.2 For a student holding a degree of comparable level, the period of study may be shortened by permission of the Graduate Council on the recommendation of the Graduate Division concerned, subject to the statutory minimum of 12 months for Master's programmes and 24 months for doctoral programmes.
- 5.3 A student who cannot complete all programme requirements within the maximum period of study shall be required to discontinue studies in the Graduate School. However, in special cases, the Graduate Council may on the recommendation of the Graduate Division concerned grant a student extension beyond the maximum period of study.

6.0 Candidature for Doctoral Degree

- 6.1 Advancement to doctoral candidature is conditional upon the successful completion of the following:

- (a) Study of a language other than Chinese and English where deemed necessary by the Graduate Division concerned;
- (b) Course work of varying scope deemed necessary by the Graduate Division concerned for the partial fulfilment of degree requirements; and
- (c) An examination, if required by the Graduate Division concerned.

These requirements must be satisfied within a maximum length of time after the initial date of registration as specified in the programme of studies or as decided by the Graduate Division concerned, depending on the length of postgraduate training previously received by the student and the nature of the discipline.

- 6.2 For students admitted under the "M.Phil.-Ph.D. programmes," a Ph.D. student (pre-candidacy) is required to fulfill the following requirements in order to advance to the Ph.D. (post-candidacy) stage:

- (a) course requirements;
- (b) candidacy examination; and
- (c) thesis proposal and defence of proposal.

These requirements shall be spelt out by Graduate Divisions and must be fulfilled within the following periods:

Degree	Full-time	Part-time
Ph.D. (with a research master's degree)	24 months	32 months
Ph.D. (without a research master's degree)	36 months	48 months

- 6.3 *Transfer of Candidature*

- (a) A student who has been registered in a course of study for a doctoral degree may, on the recommendation of the Graduate Division concerned, and with the approval of the Graduate Council, be transferred to a course of study for a Master's degree provided that such a transfer takes place before the thesis or portfolio is submitted.
- (b) A student who has been registered in a course of study for a Master's degree and has completed the first year of studies may be permitted, on the recommendation of the Graduate Division concerned and with the approval of the Graduate Council, to transfer to a course for a doctoral degree provided that the student meets the admission requirements.
- (c) A student admitted under the "M.Phil.-Ph.D. Programmes" may be permitted to transfer between M.Phil. and Ph.D. (pre-candidacy) on the recommendation of the Graduate Division concerned. Transfer from the

Ph.D. (post-candidacy) to M.Phil. status may be permitted exceptionally, on the recommendation of the Graduate Division concerned and with the approval of the Graduate Council.

- (d) A student who has been registered for a Master's degree and who subsequently becomes a student for a doctoral degree in the same field of study shall date the period of study from the date of commencement of Master's studies.

7.0 Course Requirements and Exemptions

- 7.1 A student shall take the required courses and/or units in any academic year as specified in the programme of studies concerned.
- 7.2 A student who has completed comparable courses may be exempted from some courses and/or units according to the prescribed procedure, but in no case will a student's normative period of study be shortened, except as provided in 5.2 and 14.3.

8.0 Selection of Courses

- 8.1 A student shall complete the prescribed procedure for course registration.
- 8.2 A student shall select courses according to the programme of studies concerned, and shall be responsible for ensuring the timely completion of all programme requirements.

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 In very special cases, the Head of the Graduate Division concerned may, after examining the student's written application, grant permission for withdrawal from a course or addition of a course after the second week of the teaching term.
- 9.3 A student who withdraws from a course without going through the prescribed procedure shall be given a failure grade for the course.

10.0 Residence Requirements

10.1 *Definition of Residence*

- (a) A student is classified as being *in residence* if he/she is attending courses as prescribed by his/her programme, and in the case of research postgraduate students, also receiving supervision on a regular basis.
- (b) A student who is in Hong Kong except for absences not exceeding three weeks continuously and not exceeding one month aggregate in any one academic year shall be deemed to be receiving regular supervision, and provided he/she is also attending courses, if required, shall be regarded as in residence.
- (c) A student who is not in Hong Kong shall normally be deemed to be not receiving supervision, and shall be regarded as not being in residence. In cases where the student would nevertheless receive adequate supervision on a regular basis while away from Hong Kong, or where the absence from Hong Kong is related to an academic purpose, an application should be made beforehand to the Head of the Graduate Division concerned, with the endorsement of the Supervisor, to regard the student as being in

residence during that period of absence.

- (d) A student may also be regarded as being in residence while away from Hong Kong if the programme of studies approved by the Graduate Council and the Senate so provides.

10.2 *Residence Requirements*

- (a) Except for periods of approved leave, and except as provided in 10.2(b) and (c), all students are required to be in residence during their period of study.
- (b) Students registered in taught programmes are not required to be in residence between teaching terms.
- (c) Residence requirements may be waived for part-time students for up to six months in any academic year, upon the written approval of the Supervisor and the Head of the Graduate Division concerned.

11.0 Leave of Absence

- 11.1 In case of illness necessitating absence exceeding three weeks, a student shall submit an application for sick leave to the Graduate School together with a certificate signed or countersigned by the Director of the University Health Service.
- 11.2 A student who wishes to obtain a leave of absence for more than three weeks for non-medical reasons shall apply in writing to the Graduate School beforehand, stating the reasons for which leave of absence is sought. Such applications shall be subject to the approval of the Dean of the Graduate School.
- 11.3 Notwithstanding 11.1 and 11.2 above, full-time research postgraduate students who hold Postgraduate Studentships should apply to the Department Chairman concerned and Dean of the Graduate School for any period of leave.
- 11.4 Leave of absence is limited to a maximum of one year in the first instance, and any extension is limited to a maximum of one more year, beyond which no further extension will be granted.
- 11.5 A student who has been absent without leave or who is in breach of the residence requirements for a continuous period exceeding one month shall be considered as having withdrawn from studies at the University.
- 11.6 A student whose health is considered by the Director of the University Health Service as constituting a hazard to the University community shall be required to take leave of absence. At the end of the prescribed period of absence, the student shall obtain a certificate of good health signed or countersigned by the Director of the University Health Service before applying to resume studies.
- 11.7 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.

12.0 Examinations

- 12.1 Examinations in the form of written, practical or oral tests, or continuous assessment, or any combination thereof, shall be held at times to be determined by the Graduate Division concerned.
- 12.2 A student who for medical or other compelling reasons is unable to sit for any examination or any part thereof shall apply in writing to the Graduate School for withdrawal from the examination or any part thereof. The Graduate School will determine in consultation with the Graduate Division concerned what follow-up action is required. Application for such withdrawal for medical reasons shall be accompanied by a medical certificate signed or countersigned by the Director of

the University Health Service. A student who is absent from an examination for non-medical reasons without prior application for withdrawal shall be considered as failing in that examination.

13.0 Grades

- 13.1 A student's performance shall be assessed on the basis of any or all of the following: class work, written work, laboratory performance, field work, research papers, assignments, tests and examinations and any other method of academic assessment.
- 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	Pass	C+	2.3
		C	2.0
		C-	1.7
D	Failure	D	1.0
F	Bad Failure	F	0.0
P	Ungraded Pass	Not counted in the calculation of the grade point average	
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. Courses graded by "P" and "U" will not count in the calculation of the grade point average.

- 13.3 A student who has gained "C-" or above or "P" in a course shall earn the unit/s of that course. The units of courses repeated/retaken shall count only once in the total units gained by the student.

14.0 Unsatisfactory Performance

- 14.1 Unless the Graduate Council decides otherwise, a student shall be required to discontinue studies in the Graduate School if:
- (a) the cumulative average of the courses taken is 1.0 or below, or
 - (b) there are failure grades in two courses or more, or
 - (c) additional requirements laid down for the programme by the Graduate Division concerned are not satisfied.
- 14.2 If at any time the Supervisor is of the opinion that a student is not making satisfactory progress or is unlikely to attain the standard required for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the Graduate Council, the student shall be required to discontinue studies in the Graduate School or may be advised to transfer to a course of study for a Master's

- degree in the case of doctoral students. Alternatively, the student may be put on academic probation in which case he/she shall be barred from performing teaching or other duties carrying studentships/bursaries, until he/she is advised that probation has been lifted.
- 14.3 A student required to withdraw from a programme of study on grounds of academic failure shall not be considered for re-admission to the same programme in the following academic year, unless special permission is granted by the Graduate Council on the recommendation of the Graduate Division concerned. He/she may also apply to the Graduate Council for exemption from courses previously completed and/or shortening the period of study.
- 14.4 A student receiving a failure grade in a required course must repeat the course or take an approved substitute course.
- 14.5 A student whose thesis/portfolio is not passed but re-submission is allowed and re-examination is required must re-write and re-submit the thesis/portfolio to the satisfaction of the Thesis/Assessment Committee before being recommended for the award of degree. Such re-submission must be made within twelve months from the date of the official notification of the result of the first examination and within the student's prescribed maximum period of study.
- 14.6 A student who receives a failure grade with no allowance for re-submission of thesis shall be required to discontinue studies in the Graduate School.

15.0 Transcripts

- 15.1 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 examination results.
- 15.2 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.

16.0 Disciplinary Action

- 16.1 The University may take disciplinary action against a student who violates any rule or regulation prescribed by the University authorities, 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 quizzes, tests or examinations;
 - (e) an offence in connection with degree, diploma, or certificate examinations, including violation of any of the regulations of the Senate governing conduct at examinations and unauthorized access to examination papers prior to the conduct of examination;
 - (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 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.
- 16.2 Disciplinary action may take the form of any of the following penalties in accordance with the nature and gravity of the offence:
- (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 3 demerits would 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.
- 16.3 A student, on being informed of a decision on disciplinary action, may within seven days write to request the Senate to review the decision.
- 16.4 Penalties on a student may be entered into the transcript of academic record.