

DEPARTMENT OF CHINESE AND HISTORY

STUDENT HANDBOOK 2015/16

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August 2015

I. THE DEPARTMENT OF CHINESE AND HISTORY

As an impact of the globalization process, the connectedness of the world's economies and cultures has been growing rapidly along with numerous rediscoveries of the local. It is amidst such a backdrop that the studies of language and culture, philosophy and history, heritage and aesthetics become all the more critical and essential. The Department of Chinese and History is founded to provide a multi- and inter-disciplinary lens to the changing and increasingly important role that China – in both its center and peripheries – plays in today's global landscape.

While the Department of Chinese and History is a newly established academic unit, we nonetheless inherit the outstanding teaching, research and professional services from City University of Hong Kong. In the 21st century where local, national and global collaborations are becoming more and more dynamic, we aim to promote cultural learning with a humanistic touch, focusing especially on Chinese literature, history, philosophy, art, music, and cultural heritage.

The Department considers education and research as complementary and reinforcing components. As such, our quality curricula equip graduates with language proficiency, leadership skills and a critical mindset that is translatable to Hong Kong, the Greater China region and other Chinese-speaking landscapes. By expanding on its current research projects, the Department also actively seeks out long-term collaborations with Mainland and the international academia, joining hands in organizing conferences, research initiatives and academic publishing.

Vision and Mission

A. Education

1. Establishing excellent tertiary education, outstanding research and international reputation in the field of Chinese culture, especially Chinese literature, Chinese history and Chinese cultural heritage;
2. Offering high standard courses bridging to the BA, MA, and PhD degrees in Chinese, Chinese history, Culture and heritage management;
3. Contributing to the Gateway Education function of the University by offering instruction on Chinese culture, history, literature and philosophy;
4. Training undergraduate and graduate students to apply their knowledge in diverse professions and enterprises, including education, business, government service, and academia.

B. Research

1. Promoting research in diverse academic spheres and adopting interdisciplinary approach to it, as well as integrating with teaching;
2. Achieving research outputs of international standard and gaining reputation in the academia of Chinese culture;
3. Promoting academic exchange on education and research between City University of Hong Kong and other worldwide educational institutions;
4. Collaborating with other academic units (such as Fudan University, Peking University, Harvard University, Heidelberg University, Tokyo University and Academia Sinica) in interdisciplinary curriculums and research endeavors;
5. Sponsoring lectures, seminars, conferences and exhibitions for the public and University communities to experience the intellectual and cultural trends of Chinese culture.

中文及歷史學系

在全球一體化的影響下，世界經濟文化實體的關係越趨密切，與之相對的在地群體及本土經濟亦應運而生。在這紛雜的背景下，對語言、文化、歷史、哲學、美學及文化遺產的研究、教學及推廣亦變得至為關鍵。香港城市大學中文及歷史學系的成立，是為了提供一個多樣及跨學科的角度，讓更多學者、研究人員及學生探討今天中國（無論是從其邊緣或中心而言）在全球格局下扮演的角度。

雖然中文及歷史學系為新成立的學系，但是我們仍然傳承了香港城市大學多年來優良的教研傳統。在跨國界、跨地域及跨文化合作漸趨頻繁緊密的二十一世紀，本系致力推動以人為本的文化教育，所涵蓋的學科包括：中國文學、歷史、哲學、藝術、音樂及文化遺產。

本系十分重視教學及研究之間的互補及互動。故此，我們的課程以培養學生的語言能力、領導能力及批判思考為主，希望畢業生能夠將所學所取擴展到香港、大中華地區及其他華語地域。本系亦專注於開拓現有的研究項目，與國際及大陸學界合辦不同的研討會、講座、學術出版及研究計劃。

願景和使命

一、教育

1. 在中國文化、文學、歷史和傳統等領域建立優秀的大專文化教育，鼓勵頂尖的學術研究；
2. 為中國語文、中國歷史、中國文化和文化管理專業提供高質素的本科、碩士和博士課程；
3. 促進大學的精進教育項目，並為學生提供有關中國文化、歷史、文學和哲學等學科；
4. 培養本科生和研究生將所學所取靈活應用於不同行業及層面；包括教育、商業、政府服務及學術界等。

二、研究

1. 推廣多領域和跨領域的學術研究，將研究融合於教學之中；
2. 進行具國際水平的學術研究，致力獲得中國文化學界的認可；
3. 促進香港城市大學與國際教育機構之間教育及研究的學術交流；
4. 與其他學術團體（復旦大學、北京大學、哈佛大學、海德堡大學、東京大學及中央研究院）合作推動跨學科課程及研究計劃；
5. 為學術講座、研討會、會議和展覽提供資助，讓公眾及大學群體更了解中國文化的歷史和流變。

II. BACHELOR OF ARTS IN CHINESE (CHIN)

Bachelor of Arts in Chinese (CHIN)

中文文學士

Part I

Major (in English) : Chinese
(in Chinese) : 中文

Degree (in English) : Bachelor of Arts
(in Chinese) : 文學士

Award Title (in English) : Bachelor of Arts in Chinese
(in Chinese) : 中文文學士

(According to the approved structure of 4-year undergraduate degrees, the award title to be shown on a student's diploma will be the degree and the major.)

Maximum Period of Study: 8 years (for normative 4-year degree)
6 years (for Advanced Standing I (Note 1))
5 years (for Advanced Standing II (Note 2))

Mode of Study: Full time

Major Leader: Dr. KWOK Bit Chee Tel Email
3442 6273 bckwok@cityu.edu.hk

Deputy
Major Leader: Dr. ZHANG Wanmin 3442 6530 ctzhangw@cityu.edu.hk

Number of Credit Units Required for the Award

	Normative 4-year degree	Advanced Standing I (Note 1)	Advanced Standing II (Senior-year Entry) (Note 2)
Minimum units required for graduation	120	90	69
Maximum units permitted	144	114	84

Aims of Major

This major aims to provide students with a solid and comprehensive training in the Chinese language and with a good knowledge of the evolution of the language from its past to its present, enabling them to understand its special features in respect of its socio-cultural background, linguistic forms, linguistic theories and application. The training equips students with both the conceptual and linguistic skills essential for further academic work as well as for the efficient performance of professional tasks involving the use of Chinese.

Intended Learning Outcomes of Major (MILOs)

Upon successful completion of this Major, students should be able to:

1. function as proficient, effective, versatile and creative communicators capable of performing a wide-range of Chinese language-related tasks in competitive and multilingual workplace;
2. discover and appreciate the aesthetic, moral and ethical dimensions of Chinese literature, having become more culturally aware;
3. think analytically, critically, and creatively through their exposure to various schools of thoughts in Chinese literature, and through their comparative study of traditional and modern Chinese linguistics;
4. enrich their lives through life-long learning.

Part II Degree Requirement

1. **Gateway Education** (It is recommended to link to the GE website when the GE requirement is posted on CityU's web.)

	Normative 4-year degree	Advanced Standing I (Note 1)	Advanced Standing II (Senior-year Entry) (Note 2)
English	6 credit units	6 credit units	3 credit units
Chinese Civilisation – History and Philosophy	3 credit units	3 credit units	Not compulsory requirement
Distributional requirements: <i>A minimum of 3 credit units from each of the three areas below:</i> Area 1: Arts and Humanities Area 2: Study of Societies, Social and Business Organisations Area 3: Science and Technology	12 credit units #	6 credit units *	3 credit units
College-specified courses	9 credit units	6 credit units	6 credit units
Total	30 credits	21 credits	12 credits

Take at least 1 course from each of the three distributional areas

* Take 2 courses from two different distributional areas

2. English Language Requirement

Students are required to complete the following courses:

English Language Courses	Normative 4-year degree	Advanced Standing I (Note 1)	Advanced Standing II (Senior-year Entry) (Note 2)
GE English (1): GE1401 University English	3 credits	3 credits	--
GE English (2): Discipline-specific English	3 credits	3 credits	3 credits

EL0200 English for Academic Purposes (for students whose entry qualification in English scoring Level 3 in HKDSE English Language or Grade E in HKALE AS-level Use of English, or as determined by English Language Centre)	3 or 6 credits #	3 or 6 credits #	--
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The credits earned from taking EL0200 (3 or 6 credits) will not be counted towards the minimum credit units required for graduation and will not be included in the calculation of cumulative grade point average (CGPA). However, they will be counted towards the maximum credit units permitted.

(For details of English Language Requirement, please refer to the University website:

http://www.cityu.edu.hk/ug/current/catalogue/catalogue_UC.htm?page=B/eng_lang_requirement.htm)

3. Chinese Language Requirement

Students may be required to complete the 3-credit [CHIN1001](#) University Chinese I[#] according to their entry qualification in Chinese:

Entry Qualification in Chinese	Normative 4-year degree	Advanced Standing I (Note 1)	Advanced Standing II (Senior-year Entry) (Note 2)
<ul style="list-style-type: none"> Scoring Level 4 or above in HKDSE Chinese Language Scoring Grade D or above in HKALE AS-level Chinese Language and Culture 	No	No	No
<ul style="list-style-type: none"> Scoring Level 3 in HKDSE Chinese Language Scoring Grade E in HKALE AS-level Chinese Language and Culture 	Yes	Yes	No
<ul style="list-style-type: none"> Students who do not have the Hong Kong public examinations result of HKDSE Chinese Language or HKALE AS-level Chinese Language and Culture 	No	No	No

The 3-credit CHIN1001 University Chinese I will not be counted towards the minimum credit units required for graduation and will not be included in the calculation of cumulative grade point average (CGPA). However, they will be counted towards the maximum credit units permitted.

(For details of Chinese Language Requirement, please refer to the University website:

http://www.cityu.edu.hk/ug/current/catalogue/catalogue_UC.htm?page=B/chi_lang_requirement.htm)

4. College Requirement

Course Code	Course Title	Level	Credit Units
Normative 4-year Degree			
	Students will have to take 15 credit units to fulfil the College Requirement		15
Advanced Standing I (Note 1)			
	Students will have to take 9 credit units to fulfil the College Requirement		9
Advanced Standing II (Senior-year Entry) (Note 2)			
	Fully exempted		0

(For details of both the College-specified and College Requirement Courses, please refer to the College website: <http://www.cityu.edu.hk/class/>)

Note 1: For students with recognised Advanced Level Examinations or equivalent qualifications.

Note 2: For Associate Degree/Higher Diploma graduates admitted as senior-year intake students.

Bachelor of Arts in Chinese (CHIN)

中文文學士

第一部份

主修	(英文名稱) : Chinese (中文名稱) : 中文
學位	(英文名稱) : Bachelor of Arts (中文名稱) : 文學士
頒授學銜	(英文名稱) : Bachelor of Arts in Chinese (中文名稱) : 中文文學士

(根據已審批的四年制本科生課程結構，學位證書上的頒授名銜將為學生所修讀的學位及其主修課程。)

修讀期限:	8年(常規四年制) 6年(學分豁免資格 I (註1)) 5年(學分豁免資格 II (註2))
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修讀方式： 全日制

課程主任：	郭必之博士	電話 3442 6273	電郵 bckwok@cityu.edu.hk
副課程主任：	張萬民博士	3442 6530	ctzhangw@cityu.edu.hk

需總共修讀學分

	常規四年制	學分豁免資格 I (註1)	學分豁免資格 II (註2)
畢業最低學分要求	120	90	69
修讀學分上限	144	114	84

課程目標

中文主修旨在培養學生的中國語文能力，並透過分析文學、思想與語言的演變，深化其對語文及社會文化的互協關係的認識。課程培養學員具備理論與語言技巧，讓中文有效地應用於學術、專業範疇的工作。

課程之預期修習成效

修畢本課程後，學員應能：

1. 在多語工作環境中勝任與中文有關的工作；
2. 鑑賞中國文學之美與善，又能省察中國文化的價值；
3. 藉中國文學中各家思想的學習，與傳統和現代漢語語言學的比較研習，培養分析、批判與創意思考的能力；
4. 在終身學習中不斷提升其人生境界。

第二部份 學位要求

1. 精進教育 (建議可參閱城大網頁所列之相關要求)

	常規四年制	學分豁免資格 I (註1)	學分豁免資格 II (註2)
英語	6學分	6學分	3學分
中國文化—歷史與哲學	3學分	3學分	非必修要求
在「藝術及人文」、「社會及商業組織」、「科學及科技」三大範疇中，每個範疇修讀最少3學分。	12學分	6學分	3學分
學院指定要求	9學分	6學分	6學分
合共	30學分	21學分	12學分

2. 英語要求

學生必須完成以下課程：

英語課程	常規四年制	學分豁免資格 I (註1)	學分豁免資格 II (註2)
精進課程英語 (1): GE1401 University English (大學英語)	3 學分	3 學分	--
精進課程英語 (2): 學科指定英語	3學分	3 學分	3 學分
EL0200 English for Academic Purposes (為香港中學文憑考試英國語文科成績考獲第 3 級 或在香港高級程度會考「英語運用」科成績考獲 E 級 或經由英語中心評核過的學生而設)	3 或 6 學分 [#]	3 或 6 學分 [#]	--

* 此科目將不計算入畢業最低學分要求及 CGPA 內，但計算入修讀學分上限。

(有關大學英語要求，請瀏覽學院網

頁: http://www.cityu.edu.hk/ug/current/catalogue/catalogue_UC.htm?page=B/eng_lang_requirement.htm)

3. 中國語文要求

學生須視乎大學語文入學要求，修讀 **CHIN1001 University Chinese I (大學中文 I)**：

中國語文要求	常規四年制	學分豁免資格 I (註1)	學分豁免資格 II (註2)
(i) 學生在香港中學文憑考試「中國語文」科考獲第4級成績 或 在香港中學香港高級程度會考「中國語文及文化」科考獲D級成績	不需要	不需要	不需要
(ii) 學生在香港中學文憑考試「中國語文」科考獲第3級成績 或 在香港高級程度會考「中國語文及文化」科考獲E級成績	需要	需要	不需要
(iii) 在上述 (i) 及 (ii) 項皆不通用	不需要	不需要	不需要

* 此科目將不計算入畢業最低學分要求及 CGPA 內，但計算入修讀學分上限。

(有關大學中國語文要求，請瀏覽學院網

頁：http://www.cityu.edu.hk/ug/current/catalogue/catalogue_UC.htm?page=B/chi_lang_requirement.htm)

4. 學院要求

課程編號	課程名稱	程度	學分
常規四年制			
	學生必須修讀15學分以達到學院要求		15
學分豁免資格 I (註1)			
	學生必須修讀9學分以達到學院要求		9
學分豁免資格 II (註2)			
	全部豁免		0

(有關學院的課程要求，請瀏覽學院網頁：<http://www.cityu.edu.hk/class/>)

註1：學生擁有認可高級程度會考或同等學歷。

註2：副學士或高級文憑畢業生可直接入讀高年級學位課程。

Part III Major Requirement (57 credit units)**第三部分 主修要求 (57學分)****1. Core Courses (45 credit units)****必修科目 (45學分)**

Course Code 課程編號	Course Title 課程名稱	Level 程度	Credit Units 學分單位	Remarks 備註
CAH2102	Mandarin, Putonghua and Communication 國語、普通話與傳意	B2	3	
CAH2130	Modern Chinese 現代漢語	B2	3	
CAH2140	Modern Chinese Literature 中國現代文學	B2	3	
CAH2141	Classical Chinese Literature 中國古典文學	B2	3	
CAH3110	Readings in Pre-Qin Confucianism and Daoism 先秦儒道經典選讀	B3	3	
CAH3111	Topics in Chinese Thought 中國思想專題	B3	3	
CAH3131	Classical Chinese 古代漢語	B3	3	
CAH3132	Chinese Philology 中國語文學	B3	3	
CAH3145	Great Works in Classical Chinese Literature Before Tang Dynasty 唐朝以前的中國古典文學名著	B3	3	
CAH3146	Great Works in Classical Chinese Literature After Sui Dynasty 隋朝以後的中國古典文學名著	B3	3	
CAH3183	Advanced Chinese Philology 高級中國語文學	B3	3	
CAH4143	Topics in Chinese Literature 中國文學專題	B4	3	
CAH4144	Chinese Literary Criticism 中國文學批評	B4	3	
Core Electives (6 credit units) 必選科 (6學分)				
CAH2120	Chinese Language (Putonghua) I 中國語文(普通話) I	B2	3	
CAH2121	Chinese Language (Putonghua) II 中國語文(普通話) II	B2	3	
CAH2184	Topics in Tang Poetry 唐詩專題	B2	3	
CAH3133	Introduction to Chinese Documentology 中國文獻學導讀	B3	3	
CAH4191	Project 專題研習	B4	6	

2. Electives (12 credit units)
選修科目 (12學分)

Course Code 課程編號	Course Title 課程名稱	Level 程度	Credit Units 學分單位	Remarks 備註
CAH2104	Selected Authors of Modern and Contemporary Chinese Literature 中國現當代作家選讀	B2	3	
CAH2185	Topics in Li Bai 李白專題	B2	3	
LT2201	Introduction to Linguistics	B2	3	
LT2253	Language Information Technology	B2	3	
LT2341	General Translation	B2	3	
CAH2201	The Mirror for Today: Introduction to Chinese History	B2	3	
CAH2202	Visualizing Modern China	B2	3	
CAH2904	Putonghua for Interpersonal Communication 普通話交際傳意應用	B2	3	
CAH2905	Putonghua for Office Administration 普通話辦公室口語傳意	B2	3	
AIS2919	The History of Cultural Exchange between China and Japan – through Chinese and Japanese Texts	B2	3	
CAH3102	Modern Chinese Historical Fiction 中國現代歷史小說	B3	3	
CAH3112	Chinese Oral Communication 中文口語傳意	B3	3	
CAH3113	Advanced Chinese Oral Communication 高級中文口語傳意	B3	3	
CAH3135	Women in Modern Chinese Literature and Film 現代文學與電影中的女性	B3	3	
CAH3139	Selected Readings in <i>Ci</i> Poetry 詞選	B3	3	
CAH3150	Chinese Rhetoric 漢語修辭學	B3	3	
CAH3151	Chinese Expository Writing 中文說明文寫作	B3	3	
CAH3152	Creative Writing in Chinese 中文創意寫作	B3	3	
CAH3160	Chinese for Government and Public Administration 政府及公共行政中文	B3	3	
CAH3161	Legal Chinese 法律中文	B3	3	
CAH3162	Chinese for Commerce 商業中文	B3	3	
CAH3164	Chinese for Science and Technology 科技中文	B3	3	
CAH3165	Chinese for Advertising 廣告中文	B3	3	

Course Code 課程編號	Course Title 課程名稱	Level 程度	Credit Units 學分單位	Remarks 備註
CAH3167	Chinese for Mass Media 傳媒中文	B3	3	
CAH3187	Contemporary Chinese Literature 中國當代文學	B3	3	
LT3322	Reading Bilingual Literature	B3	3	
LT3346	Bilingual Editing Skills	B3	3	
LT3351	Literary Translation	B3	3	
LT3390	Academic Writing Workshop	B3	3	
CAH3399	Chinese Professional Internship I 專業實習 I	B3	3	
CAH3499	Chinese Professional Internship II 專業實習 II	B3	6	
CAH3511	Discovering Hong Kong's Culture and Heritage	B3	3	
LT3906	Problems of Translation and Interpretation in Putonghua and English	B3	3	
CAH4103	Study of Modern & Contemporary Chinese Literature by Western Scholars 西方學者中的中國現當代文學研究	B4	3	
CAH4147	Readings in Sinology 漢學名著	B4	3	
CAH4148	Readings in Chinese History 史學名著	B4	3	
CAH4170	Interpreting: Cantonese and Putonghua 廣州話普通話傳譯	B4	3	
CAH4171	Advanced Interpreting: Cantonese and Putonghua 高級廣州話普通話傳譯	B4	3	
CAH4180	Chinese Teaching 中文教學	B4	3	
CAH4181	Great Works in Chinese Literary Criticism 中國文學批評名著	B4	3	
CAH4182	Classical Chinese Fiction 中國古典小說	B4	3	
CAH4186	Chinese Literature and Religion 中國文學與宗教	B4	3	
CAH4526	Reading Colonial Hong Kong	B4	3	
CAH4530	Bilingual Writing Workshop for Cultural Professionals	B4	3	

III. MINORS OFFERED BY THE DEPARTMENT

The Department offers the following minors to students of the University.

- Minor in Chinese for Professional Purposes
- Minor in Culture and Heritage Management
- Minor in Modern and Contemporary Chinese Literature

Students taking these minors can increase their competitive edge in the job market, as well as to broaden their horizons to cope with the needs of the society.

For application, please observe the guidelines for enrollment to the Minor Studies offered by the Department of Chinese and History (CAH) at <http://cah.cityu.edu.hk>.

學系副修課程

本學系提供以下副修課程予學員選修：

- 專業中文副修課程
- 文化與文化產業管理副修課程
- 中國現當代文學副修課程

上述副修課程能提高學員在就業市場的競爭優勢及拓寬其視野，以切合社會的需要。

如欲申請，請瀏覽學系網頁: <http://cah.cityu.edu.hk>，以獲取有關副修課程的入讀準則。

Minor in Chinese for Professional Purposes

Co-ordinator:

Dr. CHAN Hok Yin

Tel

3442 4289

Email

hokychan@cityu.edu.hk

Exclusive Majors:

Major in Chinese

Aims of Minor

The aim of this minor program is to meet the professional language needs of students in various disciplines. In particular, it aims to enhance the productive language skills (written Chinese and Putonghua) of graduates who may need to work part of the time, or most of the time in Mainland China.

With the signing of CEPA and the changing economies of Hong Kong and the Mainland, it is expected there will be greater opportunities for career development in the Mainland for CityU students, and there will also be more frequent contact with Mainland business and industries. To add to the advantage of a more Westernized curriculum and a more cosmopolitan perspective, Hong Kong students will need more formal training in the use of Chinese for professional purposes — a more advanced ability in speaking Putonghua and in written communication.

Intended Learning Outcomes of Minor (MINILOs)

Upon successful completion of this Minor, students should be able to:

1. develop a high level of proficiency in Putonghua for effective communication in a range of professional contexts;
2. enhance their skills in written communication in a range of professional contexts;
3. increase their sensitivity towards the use of simplified Chinese characters in reading and writing;
4. develop a fuller understanding of contemporary Chinese society — the context for language

專業中文副修課程

統籌: 陳學然博士 電話 3442 4289 電郵 hokychan@cityu.edu.hk

主修科限制:
主修中文 課程

課程宗旨

本專業中文副修課程旨在滿足同學對專業中文的需求，當中尤其針對一些常往返中國內地工作的畢業生，以加強他們在中文寫作及普通話方面的能力。

隨著香港與內地簽定「內地與香港關於建立更緊密經貿關係的安排」（CEPA），兩地的經濟體系發展迅速，交流漸趨頻繁，為城大學生帶來不少發展機會。在一個具備西方元素和國際視野的教學課程以外，香港學生需要更多正規的專業中文訓練，以提升其普通話口語及以中文作書面溝通的能力。

課程之預期修習成效

修畢本課程後，學生應能：

1. 確立更高的普通話水平，使之有效地運用於不同專業範疇中；
2. 強化他們在不同專業範疇中以中文作書面溝通的能力；
3. 提升對簡體字閱讀和寫作的敏感度；
4. 對當代中國語言有更深入及完整的認識

Minor Requirement (15 credit units)**副修要求 (15學分)****1) Speaking Courses (proficiency courses) Please choose any 6 credit units****普通話口語科目 (任選6學分)**

Course Code 課程編號	Course Title 課程名稱	Level 程度	Credit Units 學分單位	Remarks 備註
CAH2904	Putonghua for Interpersonal Communication 普通話交際傳意應用	B2	3	
CAH2905	Putonghua for Office Administration 普通話辦公室口語傳意	B2	3	
CAH2961	Chinese Communication Skills for Business 商業中文傳意	B2	3	
CAH4964	Advanced Business Putonghua 高級商業普通話	B4	3	

2) Writing Courses (proficiency courses) Please choose any 6 credit units.**寫作科目 (任選6學分)**

Course Code 課程編號	Course Title 課程名稱	Level 程度	Credit Units 學分單位	Remarks 備註
CAH3151	Chinese Expository Writing 中文說明文寫作	B3	3	
CAH3152	Creative Writing in Chinese 中文創作寫作	B3	3	
CAH3160	Chinese for Government and Public Administration 政府及公共行政中文	B3	3	
CAH3161	Legal Chinese 法律中文	B3	3	
CAH3162	Chinese for Commerce 商業中文	B3	3	
CAH3165	Chinese for Advertising 廣告中文	B3	3	
CAH3167	Chinese for Mass Media 傳媒中文	B3	3	

3) **China in Context (knowledge based courses)**

Please choose any 3 credit units.

現當代中國學科 (任選3學分)

Course Code 課程編號	Course Title 課程名稱	Level 程度	Credit Units 學分單位	Remarks 備註
CAH2130	Modern Chinese 現代漢語	B2	3	
CAH2140	Modern Chinese Literature 中國現代文學	B2	3	
CAH3187	Contemporary Chinese Literature 中國當代文學	B3	3	

Minor in Culture and Heritage Management

<u>Co-ordinator:</u>	Dr. Ng Kwok Kwan Kenny	<u>Tel</u> 3442 2166	<u>Email</u> kennyng@cityu.edu.hk
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Exclusive Majors (Students who study the following majors are not allowed to choose this minor):
Major in Culture and Heritage Management

Aims of Minor

This minor aims to provide essential knowledge of culture and heritage management and train students who are culturally literate and competent in managing and marketing culture and heritage. Hong Kong needs graduates to meet the growing manpower demands resulting from its rapidly expanding management capacity in culture- and heritage-related industries, including exhibition industries, commercial galleries, museum management, cultural tourism, community heritage programmes, publishing, entertainment and arts-related professions, libraries and archives, and cultural and creative industries. This minor provide a broad-based learning experience which is generic with relevance across different countries and regions, and with particular knowledge of Hong Kong's cultural heritage and its unique position in integrating cultures of the East and the West.

Intended Learning Outcomes of Minor (MINILOs)

Upon successful completion of this Minor, students should be able to:

1. demonstrate cultural literacy and competency with professional understanding of the multifarious relations between cultural history and heritage, particularly of Chinese cultural heritage and Hong Kong's unique role in bridging the cultures of the East and the West;
2. discourse and comment intelligently and expertly on major culture and heritage issues, heritage sites, artworks and artifacts, be able to identify and assess the aesthetic, cultural and educational values of major works of cultural products and heritage artifacts, with specific emphasis on creativity, originality, and critical awareness;
3. disseminate and promote knowledge of culture and heritage to a non-specialist audience using creative and innovative approaches and strategies;
4. design research projects and case studies on cultural history and heritage of an interdisciplinary nature;
5. plan, organize, promote and manage cultural and heritage programmes and activities to accommodate contemporary sensibility and the interests and expectations of different groups of local and international audiences;
6. introduce and promote China and Hong Kong's cultural heritage by way of innovative modes of exhibition, online display, and print and interactive media.

Minor Requirement (18 credit units)

1. Core Courses (12 credit units)

Course Code	Course Title	Level	Credit Units	Remarks
CAH2502	Introduction to Asian Art and Culture	B2	3	
CAH2503	Introduction to Western Art and Culture	B2	3	
CAH3511	Discovering Hong Kong's Culture and Heritage	B3	3	
CAH4536	Advanced Management for Cultural Professionals	B4	3	

2. Electives (6 credit units)

Course Code	Course Title	Level	Credit Units	Remarks
CAH2505	Arts and Aesthetic Criticism	B2	3	
CAH2509	History and Heritage	B2	3	
CAH3535	Searching for Cultural Identity: Reflections upon Cultural Politics and Policy	B3	3	
CAH3538	Patronage and Art Market	B3	3	
CAH3539	Writing for Cultural Professionals	B3	3	
CAH3542	Museum Studies	B3	3	
CB2300	Management	B2	3	
POL3306	Organizational Behaviour for Public Management	B3	3	

Minor in Modern and Contemporary Chinese Literature

<u>Co-ordinator:</u>	Dr. WU, Gabriel	<u>Tel</u> 3442 5599	<u>Email</u> yeowcgwu@cityu.edu.hk
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Exclusive Majors (*Students who study the following majors are not allowed to choose this minor*):
Major in Chinese

Aims of Minor

This informative minor program aims at broadening the knowledge base and humanistic horizon of students across colleges and departments. It pays special attention to enhancing their awareness of and interest in the development of modern and contemporary Chinese literature, which has contributed significantly to shaping Chinese culture.

The program comprises two core courses and six electives - from the latter, students only need to take three. To help all registered students lay a solid foundation, the compulsory core, which are existing courses, impart basic knowledge and provide a holistic picture of the development of modern literature from 1917 to 1949 and contemporary literature from 1950 to present in China. In advancing the level of intellectual reflection of the subject, the electives are topic oriented and designed for special interest. They explore important areas that define the richness of modern and contemporary Chinese literature and deal with special issues that increase their complexity. As a whole, the Minor allows its students to have the competitiveness needed for addressing and discussing Chinese cultural changes from a professional perspective of modern and contemporary literature.

Intended Learning Outcomes of Minor (MINILOs)

Upon successful completion of this Minor, students should be able to:

1. identify the core contents of and major issues concerning modern and contemporary Chinese literature;
2. illustrate the aesthetic qualities of modern and contemporary Chinese literature;
3. apply essential concepts and terminologies in discussing the various subjects of modern and contemporary Chinese literature;
4. formulate arguments on issues pertaining to modern and contemporary Chinese literature in oral and written presentations;
5. reflect on Chinese culture through critical understanding of modern and contemporary Chinese literature

Additional Information

Students who register for the Minor must complete 15 credits throughout their four-year study in CityU. The Minor will be offered at three levels, with Two compulsory courses (6 credits) helping students to acquire a holistic view of the subject and lay a strong foundation, and Six electives from which they can select Three (9 credits) in order to develop sufficient intellectuality and skills in discussing special topics.

中國現當代文學副修課程

統籌:

吳耀宗博士

Tel

3442 5599

Email

yeowcgwu@cityu.edu.hk

主修科限制 (學生修讀下列主修課程不得選修此副修課程):

主修中文

課程宗旨

本課程內容廣泛,尤重於加強對中國現當代文學的認知,使各院系學生有機會了解中國現當代文學對中國文化所做出的重大貢獻,從而擴拓其知識基礎以及在人文學科上的視野。

本課程學生須修讀2門必修課,並在 6 門選修科中選讀3門科目。必修科教授中國現代文學(自1917年至1949年)及當代文學(自1949年至今)的發展概況,為學生打下堅實的基礎。選修科則配合學生的不同興趣,以專題形式深入探討現當代文學中的重要課題,引導理性的反思。

總括而言,經本課程的訓練,學生將能從現當代文學研究的專業角度來剖析中國當下的文化變遷增強他們在學理上的競爭力。

課程之預期修習成效

修畢本課程後,學生應能:

1. 識別中國現當代文學中的核心內容和主要議題;
2. 說明中國現當代文學的審美特質;
3. 應用基本概念和術語以探討中國現當代文學中的不同主題;
4. 以口頭及書面報告闡述有關中國現當代文學議題的論據;
5. 透過批判中國現當代文學反思中國文化

附加資料

為了替學生打下良好的學習基礎,並使之具備清晰思維作專題討論,學生須於四年在學期間修畢此 15 學分副修科,當中須修讀 2 門必修科(6 學分)及在 6 門選修科中修讀其中 3 門。

Minor Requirement (15 credit units)**副修要求 (15學分)****1. Core Courses (6 credit units)****主修科目 (6學分)**

Course Code 課程編號	Course Title 課程名稱	Level 程度	Credit Units 學分單位	Remarks 備註
CAH2140	Modern Chinese Literature 中國現代文學	B2	3	
CAH3187	Contemporary Chinese Literature 中國當代文學	B3	3	

2. Any 3 Courses from the following Courses (9 credits)**從下列科目中揀選 3 門選修科 (9 學分)**

Course Code 課程編號	Course Title 課程名稱	Level 程度	Credit Units 學分單位	Remarks 備註
CAH2104	Selected Authors of Modern and Contemporary Chinese Literature 中國現當代作家選讀	B2	3	
CAH3102	Modern Chinese Historical Fiction 中國現代歷史小說	B3	3	
CAH3135	Women in Modern Chinese Literature and Film 現代中國文學與電影中的女性	B3	3	
CAH3150	Chinese Rhetoric 漢語修辭學	B3	3	
CAH3152	Creative Writing in Chinese 中文創意寫作	B3	3	
CAH4103	Study of Modern & Contemporary Chinese Literature by Western Scholars 西方學者的中國現當代文學研究	B4	3	

IV. FURTHER STUDIES

The Department offers the following programmes which you may be interested in further your studies.

1. Master of Arts in Chinese (Chinese Language and Literature / Chinese for Professional Purposes / Chinese for Education Purposes)
2. Research Degrees: MPhil / PhD

Please refer to CAH webpage <http://cah.cityu.edu.hk> for obtaining the most up-to-date information of these programmes.

深造課程

本學系提供以下課程予有志繼續深造的同學：

1. 中文（中國語言及文學 / 專業中文 / 教學中文）文學碩士
2. 研究學位課程：碩士 / 博士

請瀏覽學系網頁: <http://cah.cityu.edu.hk>，以獲取最新課程資訊。

V. ACTIVITIES FOR UNDERGRADUATE STUDENTS

Exchange Programme

The Department organizes student exchange programmes with leading universities in Mainland China and Taiwan. Students may apply to go to these universities to study for one semester and earn credits towards their degrees. Credit transfer is at the discretion of the Major Leaders.

The University has also established exchange links with major universities around the world at college and institutional levels. Please visit the following websites for more information:

<http://www.cityu.edu.hk/class/exchange/content/default.aspx> and
http://www.cityu.edu.hk/gso/oes_introduction.htm

Our departmental student exchange coordinator is Dr. Vivian Lee. Her contact information is as follows:
Tel. no.: 3442 5601
E-mail address: vivian.lee.py@cityu.edu.hk

Eligibility

Undergraduate students are welcome to apply for exchange programmes at departmental, college as well as institutional levels.

Study Tours

The Department organizes a number of study tours regularly. During their visits to major universities or colleges outside Hong Kong, students will be able to apply what they have learnt in classes and to explore the culture that might be different from that of Hong Kong. Successful student applicants may receive financial subsidies from the Department.

Eligibility

Different study tour programmes may have different requirements for applications. Selection will be made according to the relevance of the study tour to a student's field of studies, their learning enthusiasm and their academic performances.

Professional Internship Programme

Subject to the duration of the internship and the academic programme of the students, interns can register for CAH3399 Chinese Professional Internship I (3 credits) and/or CAH3499 Chinese Professional Internship II (6 credits). Internship courses can be considered as satisfying partly the programme elective requirements. It can also be taken as a non-credit-bearing co-curricular activity.

Eligibility

The student interns are selected primarily from students who are enrolled in CAH's major programmes.

本科生活動

交換計劃

本學系與內地及臺灣多所大學合辦學生交換計劃。同學可申請前往有關夥伴院校修讀一個學期，並獲取學分。學分轉移的安排將由課程主任決定。

另外，城大設立了與世界主要大學學府的交流網絡，詳情請瀏覽下列網站：

<http://www.cityu.edu.hk/class/exchange/content/default.aspx> 及
http://www.cityu.edu.hk/gso/oes_introduction.htm

有關學生交流計劃事務，請聯絡本系學生交流統籌人李佩然博士，聯絡方法如下：

電話：3442 5601

電郵：vivian.lee.py@cityu.edu.hk

申請資格

歡迎本科生申請大學、學院及學系舉辦的學生交流計劃。

考察團

本學系定期舉辦不同的考察團。通過往海外主要大學/學院，學生能有效地應用所學的知識，並探索異地文化。成功申請者有機會取得學系資助。

申請資格

各考察團有不同的申請要求，學系根據考察團內容與學生學習範疇的相關程度、學生的學習動機及學術成績作出挑選。

專業實習

因應實習期長短和學生所屬課程，實習生可修讀CAH3399專業實習I (3學分)及/或CAH3499專業實習II (6學分)。有關學科可被計算入選修科要求中，或作為不含學分的課外活動。

申請資格

從中文及歷史學系主修課程的學生中挑選合適的實習生。

VI. COMMUNICATION CHANNELS

1. The General Office

The General Office of the Department of Chinese and History (CAH) is located in R6120, 6/F, Lift 13, Amenities Building. If you have any queries, please contact the General Office in person or call 3442 2054 during office hours:

Monday - Friday	8:45 a.m. - 12:30 p.m. 2:00 p.m. - 5:15 p.m.
Saturday, Sunday & Public Holiday	Closed

2. Electronic mail (e-mail)

Information relevant to your studies will be disseminated to you via electronic mail. You should check your e-mail account frequently for such messages. You are also encouraged to communicate with Major Leaders, class/year tutors, or course instructors through e-mail.

3. Canvas and other course administration channels

Students are encouraged to use the Canvas, an e-learning platform, to communicate with the course instructors/leaders, as well as among their fellow classmates. The Canvas also serves as the platform for instructors to disseminate course-related information to students.

4. The Department's website

The address of the Department's website is <http://cah.cityu.edu.hk>. You can access the website for up-to-date information of the Department.

5. Academic advising

Major Leaders and class/year tutors are glad to offer you academic advice throughout your period of study in the University. You are encouraged to communicate with them whenever you encounter problems related to your studies.

6. Joint staff-student consultative committees

Joint staff-student consultative committees are established to provide staff and students with an opportunity to exchange views on the content and organization of the programmes and courses, and to identify areas of special interest or concern. The consultative meetings focus mainly on academic matters and collective welfare of the students. Major Leaders, class tutors and course leaders are invited to attend the meeting; student representatives are to be elected among students on an academic year basis. The committee normally meets twice a year but special meetings will be scheduled when required.

VII. REGULATIONS AND GUIDELINES

You should observe the regulations and guidelines as stipulated by the University. The regulations and guidelines extracted below are for your reference only. You should refer to the most up-to-date information from the University website.

Academic Regulations for 4-year Undergraduate Degrees

(Effective from Semester A 2015/16 and applicable to new and current students admitted to degrees under the new 4-year structure)

Glossary

Academic Transcript	The official academic record of a student's undergraduate studies at the University, including grades assigned for courses.
Academic Year/Semester/Term	The academic year is a period of twelve months starting normally in September of each year. The academic year is divided into two Semesters and a Summer Term.
Advanced Standing	Students with a recognized qualification may be admitted to the University with advanced standing. Students will be grouped as "Advanced Standing I" or "Advanced Standing II" depending on their entry qualifications.
Assessment	The tests, coursework, examinations and other activities used to assess students' progress through courses and to assign final grades.
Assessment Panel	University bodies responsible for assigning grades to students for their courses.
Course	The basic units of instruction into which students are registered and for which grades may be assigned. Each course is identified by a unique course code which is composed of a letter code and a numeric code. The first digit of the numeric code indicates the course's level of academic difficulty. University courses are approved for inclusion in the course catalogue.
Course Catalogue	The official record of University courses maintained by the University.
Course Exemption	Students may be granted an exemption from specific courses based on prior study. Credit units are not earned for an exempted course.
Course Leader	A Course Leader is appointed by the Head or Dean of an academic unit for each course offered by the academic unit with responsibility for delivery and assessment of the course.

Credit Transfer	The assignment of credit units toward the credit unit requirements of a degree on the basis of prior studies completed at an appropriate level as recognised by the University. Credit units are normally assigned based on specific courses that are equivalent in content and standard.
Credit Unit	Each course is assigned a number of credit units. A credit unit is earned by approximately forty to fifty hours of student work.
Dean	Dean refers to the head of a college/school.
Degree	The University's undergraduate curricula are organised into degrees. The bachelor's degree is normally granted upon completion of a course of study, which typically includes a major, Gateway Education requirement, college/school requirements, University Language Requirements, free electives and/or minor.
Double Degree	The completion of two degrees in accordance with the specified double degree combinations approved by the University.
Double Major	The completion of two majors offered by colleges/schools. The degree awarded for students taking a double major will be determined by the home major.
Enrolment	On entry to the University, students will be enrolled in a college/school or degree.
Equivalent Course	Equivalent courses are those courses of the same level where there is sufficient overlap in content that students may register in the course to meet degree requirements, to recover a failure or to improve a course grade.
Examination Board	University bodies responsible for making decisions on students' academic standing, classifying students' awards, recommending to Senate conferment of awards, and terminating the studies of students on academic grounds on behalf of Senate.
Exclusive Course	Exclusive courses are those where there is sufficient overlap in their content to make it inappropriate for students to earn credits for more than one of the courses. Students will be restricted from registration in a course when they have earned credit units for an exclusive course.
Gateway Education	The Gateway Education (GE) programme augments the specialized knowledge students receive in their majors by enabling them to achieve a breadth of knowledge through exposure to multiple disciplines. GE courses lay a solid foundation for personal growth and intellectual development.

Grade Point Average (GPA)	<p>The GPA is obtained by adding all the quality points (i.e., grade points multiplied by the number of credit units) for all courses taken during the student's undergraduate studies at the University, and then dividing the result by the total number of credit units taken. All course grades, unless excluded as approved by Senate, are included in the calculation. The GPA calculation shall not be rounded. Any digits after the second digit to the right of a decimal point shall be truncated.</p> <p>When calculating the GPA for all courses taken at the time of calculation, it is known as the Cumulative GPA (CGPA). When calculating the GPA for a given semester, it is known as the Semester GPA (SGPA).</p>
Graduation Date	<p>Each academic year has three graduation dates as set by Senate for the graduation of students who have completed requirements for awards as determined by the College/School Examination Board.</p>
Home Academic Unit	<p>An academic unit refers to an academic department, college or school. A student's home academic unit is the department/college/school offering the degree or home major in which he/she is enrolled.</p>
Major	<p>A major field of study is the core competence area, comprising a structured group of courses which aims to create a broad and deep intellectual experience in an academic discipline. Each major shall be overseen by a Major Leader.</p>
Minor	<p>A minor consists of a structured group of courses that focuses on a particular academic discipline, allowing students to develop some depth of understanding in a subject area or topic of professional interest. Each minor shall be overseen by a Minor Leader.</p>
Mode of Study	<p>Students are enrolled in a full-time or part-time mode of study. Students' modes of study govern their maximum and minimum study loads.</p>
Operational Grade	<p>A course grade assigned for administrative purposes to assist in the management of student records. Operational grades of IP, I, TR, Z, AU, X and WD do not count in the calculation of students' GPAs.</p>
Prerequisite	<p>A requirement that must be fulfilled before a student can register in a particular course. Precursors are set for some courses. Precursors are not compulsory requirements, but students are advised to complete precursors before registering in these courses.</p>
Registration	<p>The inclusion of a student in the class list of a course.</p>

Required Course	A course that must be passed to complete degree requirements.
Senate	The University Senate of City University of Hong Kong
Stream	Streams are sub-divisions under a major that designate the specialties of the subject discipline.
Substitute Course	Under exceptional circumstances where a required course cannot be completed, a “substitute” course may be approved by the Dean of the major/minor-offering academic unit for a student replacing the required course with another.
University	City University of Hong Kong
University Award	An award of the University approved by Senate on completion of specified degree requirements.
University Language Requirements	University Language Requirements refer to the English language requirement and Chinese language requirement stipulated by the Senate.
Working Days	Mondays to Fridays, excluding Saturdays, Sundays and public holidays and excluding a day throughout or for part of which a black rainstorm warning or Typhoon Signal Number 8 or above is issued by the Hong Kong Observatory.

Academic Regulations

These Academic Regulations are made by the University Senate to govern student progress leading to undergraduate degree awards approved by the University Senate. Regulations concerning courses and related arrangements also apply to exchange and visiting students.

Regulations for studies leading to awards of associate degrees, taught postgraduate programmes, MPhil, PhD, and professional doctorates are published separately.

Only the University Senate can amend the Regulations, or permit exceptions, exemptions, or variations from them. Any variation from the Regulations approved by Senate for a particular degree is set out in the requirements for the degree on the University website.

The Regulations are supplemented by information on administrative procedures and about particular degrees to be found on the University website.

1. Language of Instruction and Assessment

Unless otherwise determined by Senate for a specific course, the medium of instruction and assessment at the University is English.

2. Admission

- 2.1 To be eligible for admission to a bachelor's degree, the applicant must satisfy the general entrance requirements as specified by Senate and the academic unit's requirements, if any, or be a "mature applicant" as defined in the general entrance requirements, and be able to demonstrate aptitude and suitability for studying the degree/major.
- 2.2 Students with a recognized qualification may be admitted to the University with advanced standing.
- 2.3 Admission is based on academic performance and other relevant criteria. The University does not discriminate on the grounds of age, gender, sexual orientation, nationality, race, social or ethnic origin, family status, or disability.
- 2.4 Meeting the entrance requirements does not guarantee admission. The University's decisions on the admission of applicants are final.
- 2.5 Former bachelor's degree students of the University under the 4-year degree structure whose studies were discontinued either due to study withdrawal or termination by the University and wish to apply for readmission to the University must follow the normal admission procedures and other conditions specified by the University. If readmission is approved, all credit units and grades of the bachelor's degree level previously earned will be counted in the GPA calculation and if applicable, for fulfilling the degree requirements of the admitted degree. The student's previous period of study will also be counted in the calculation of his/her maximum period of study for the admitted degree.

- 2.6 A bachelor's degree student whose study has been discontinued due to expiry of the maximum period of study or non-completion of all the degree requirements for graduation within the maximum number of credit units permitted is not allowed readmission to any degree of the bachelor's level.
- 2.7 Former bachelor's degree graduates of the University under the 4-year degree structure pursuing a second bachelor's degree are required to fulfil a minimum of 60 credit units of new courses not taken in the first degree, with at least 30 credit units for the major. The detailed degree requirements for such admittees require approval of the Head of the home academic unit.

3. Enrolment

- 3.1 On entry to the University, students will be enrolled in a college/school or degree with a declared or undeclared major.
- 3.2 Students having an "undeclared major" shall declare their home major in accordance with the specified time and procedures prescribed by the University.
- 3.3 Any subsequent change of the home major should be submitted for approval in accordance with the procedures announced by the University. If approved, the change will take effect from the following semester.
- 3.4 Unless otherwise approved by the University, students who are admitted for full-time studies are expected to study full-time in the degree concerned and are not permitted to enrol in full-time or part-time study for any other award qualification either at the University itself or at any other tertiary institution.
- 3.5 To maintain their enrolment, students must conform to the University's rules and regulations.

4. Degree Requirements

- 4.1 The minimum graduation requirement for a bachelor's degree is 120 credit units, subject to the requirements of individual colleges/schools. Students may take additional courses exceeding the minimum graduation requirement, but the maximum number of credit units completed should not exceed 144.
- 4.2 Except for those students who are pursuing a double major/double degree or those who have been granted special permission to exceed the maximum number of credit unit limit, students who cannot complete all the degree requirements for graduation within the maximum number of credit units permitted will be required to discontinue their studies.
- 4.3 Of the required graduation units, all students must complete a major and satisfy the Gateway Education requirement, University Language Requirements, college/school

requirements, and any other requirements stipulated by the cognizant academic unit, with the balance to be fulfilled by minor(s) or free electives.

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

4.5 College/School Requirement

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

4.6 Major

4.6.1 Students must pursue an area of knowledge in depth through completion of the requirements for a major with a minimum of 45 credit units. The major requirement, plus any college/school requirement, should not exceed 72 credit units. However, the college/school may set a higher limit to meet the requirements of professional accreditation with Senate's approval.

4.6.2 A major may be sub-divided into streams to designate the specialties of the subject discipline. Students may select one or more streams in the major as provided in the curriculum, subject to fulfilment of any stipulated conditions.

4.7 Gateway Education Requirement

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

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

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

4.8 Minor

4.8.1 Students with a home major may choose to declare a minor, which is optional, in accordance with the procedures announced by the University. A minor requires 15 to 18 credit units. Credits earned to fulfil the minor requirement cannot be used toward meeting the requirement for a major and/or other minor(s) taken by the student.

¹ AR4.7.3 only applies to students admitted in Semester A 2014/15 and thereafter.

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

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

4.9 University Language Requirements

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

4.10 Free Electives

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

5. Double Major and Double Degree

5.1 Double Major

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

5.1.2 Students are required to fulfil the degree requirements associated with the home major and the major requirement for the second major. Some overlap in the courses required for the two majors is allowed provided that at least 30 credit units in new courses are completed for the second major.

5.1.3 Students who cannot complete their second major but have fulfilled the degree requirements for the home major may still apply for graduation. The completed courses from the unfulfilled second major may be counted toward the degree as free electives or used for fulfilling requirements for a minor as appropriate.

5.1.4 Students who cannot complete their second major within the maximum credit limit of 144 may still continue to pursue the double major. Any further course registration after completion of 144 credit units must be self-financed.

5.2 Double Degree

- 5.2.1 Students may declare a double degree no later than the end of their third year of study in accordance with the procedures announced by the University. Subject to attainment of a minimum CGPA of 3.30 at the end of the semester when the declaration is submitted and fulfilment of any other stipulated conditions, as well as approval by the Heads of the academic units offering the two degrees, such students will pursue a concurrent study of two degrees (one of which is to be the degree for the home major) in accordance with the specified double degree combinations approved by the University.
- 5.2.2 Attainment of a double degree requires a minimum of 165 credit units. Some overlap in the courses required for the two degrees is allowed provided that at least 45 credit units in new courses are completed for the second degree. Apart from fulfilling all the specified requirements for both degrees, including the college/school requirements for both degrees as appropriate, students may be required to fulfil any other extra requirements stipulated by the college(s)/school(s) concerned.
- 5.2.3 Additional credits exceeding 144 credit units required for studying a double degree must be self-financed.
- 5.2.4 Students who cannot complete a double degree but have fulfilled the requirements for a single degree may still apply for graduation. The completed courses from the unfulfilled degree may be counted toward the completed degree as free electives or used for fulfilling requirements for a second major or a minor as appropriate.

6. Advanced Standing

- 6.1 Students with a recognized qualification may be admitted to the University with advanced standing. Students admitted with advanced standing may complete the degree with a minimum of 60 or 90 credit units, subject to the requirements of individual degrees/majors.
- 6.2 Colleges/Schools may stipulate a reduced credit unit requirement for students admitted with advanced standing with regard to the college/school and major requirements, but the degree requirements should comply with the minimum credit requirements for majors (i.e., 45 credit units) and for graduation (i.e., 90 credit units for Advanced Standing I and 60 credit units for Advanced Standing II) as stipulated by the University.
- 6.3 All the regulations related to degree requirements, double major and double degree presented in AR4 and AR5 above also apply to students admitted with advanced standing unless otherwise specified.

6.4 Students Admitted with Advanced Standing I

6.4.1 Students with Advanced-Level Examinations or other recognized qualifications may be admitted to the University with Advanced Standing I. They have to achieve a minimum requirement of 90 credit units for graduation subject to the requirements of individual colleges/schools, and the maximum number of credit units completed should not exceed 114.

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

- (i) A major
- (ii) College/School requirements, if any
- (iii) Gateway Education requirement of 21 credit units
- (iv) University Language Requirements

6.5 Students Admitted with Advanced Standing II

6.5.1 Students with Associate Degree, Higher Diploma or other recognized qualifications may be admitted to the University with Advanced Standing II. They have to achieve a minimum requirement of 60 credit units for graduation subject to the requirements of individual colleges/schools, and the maximum number of credit units completed should not exceed 84.

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

- (i) A major
- (ii) College/School requirements, if any
- (iii) Gateway Education requirement of 12 credit units
- (iv) University Language Requirements

6.6 Students Admitted with Advanced Standing Pursuing a Double Major or Double Degree

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

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

6.6.3 Additional credits exceeding 114 credit units (for Advanced Standing I) and 84 credit units (for Advanced Standing II) required for studying a double major or double degree must be self-financed.

7. Course Registration

- 7.1 Students registering for courses must follow the instructions issued by the University. Students may also need to fulfil any conditions stipulated by the University before they can proceed to register for courses.
- 7.2 Registration for some courses is restricted to students holding the necessary prerequisites.
- 7.3 The University reserves the right to restrict registration in courses, or permit registration only on a priority basis.
- 7.4 Students can add or drop a course during the add/drop period prescribed by the University. After the add/drop deadline, requests for late drop of courses will only be approved under exceptional circumstances, and such late requests must be submitted no later than the end of the teaching period for the relevant semester/term for approval by the Head of the course-offering academic unit.
- 7.5 For approved late drop cases, students will be assigned an X grade representing the late drop of the course and the X grade will be shown on the students' academic transcript.
- 7.6 Students intending not to register in any courses in a semester but who will subsequently continue their study should apply for a leave of absence no later than the end of the course add/drop period.
- 7.7 Students will be restricted from registration in a course when they have earned credit units for an exclusive course.
- 7.8 Under exceptional circumstances where a required course cannot be completed, a "substitute" course may be approved by the Dean of the major/minor-offering academic unit for a student replacing the required course with another. The approved substitute course can be used to recover a failure for the required course.
- 7.9 Credit units earned for courses at a level below the bachelor's degree level are not normally counted toward requirements for an award.
- 7.10 Students who have applied for graduation and fulfilled the degree requirements in the specified graduation semester/term; or completed the maximum credit units allowed for a degree (except for those students mentioned in AR4.2); or reached their maximum period of study, cannot register for further courses in subsequent semesters/terms.

8. Credit Transfer

- 8.1 Transfer of credits may be granted to students in recognition of prior studies completed at an appropriate level as recognised by the University. Transfer credits will be counted toward meeting the credit units required to earn an award from the University.

- 8.2 Notwithstanding AR8.1 above, students admitted with advanced standing will not be entitled to any credit transfer on the basis of their previous qualifications attained prior to their admission to the University. Instead, students may be granted exemption from specific courses based on prior study.
- 8.3 Credit units for transfer are normally assigned with respect to specific courses for work equivalent in content and standard.
- 8.4 Transfer credits must have been earned no earlier than eight years before the date of enrolment at the University. Individual academic units may stipulate a more stringent requirement for transfer credits, as deemed appropriate.
- 8.5 The maximum number of transfer credits that students can obtain throughout their studies, including transfer credits for study exchange or arrangements under joint programmes with other institutions, is as follows:
- Normative 4-year Degree: 60 credit units
 - Advanced Standing I: 45 credit units
 - Advanced Standing II: 30 credit units
 - Double Degree: Half of the credit units required for the award of the double degree to be stipulated by the cognizant academic units
- 8.6 Transfer credits do not count in the calculation of a student's GPA, except where special arrangements have been made such as credit transfer arrangements under joint programmes with other institutions.
- 8.7 Students may apply for credit transfer in accordance with the procedures announced by the University.

9. Course Exemption

- 9.1 Students may be granted an exemption from specific courses based on prior study. Credit units are not earned for an exempted course.
- 9.2 Students who have been granted course exemptions are required to fulfil the minimum credit requirements for majors (i.e., 45 credit units) and for their respective degrees in order to graduate.
- 9.3 Students may apply for course exemptions in accordance with the procedures announced by the University.

10. Maximum and Minimum Study Load

- 10.1 In each semester, except the Summer Term, full-time students must register for courses summing to a total of at least 12 credit units, and for not more than 18 credit units; and part-time students must register for courses summing to a total of no more than 11 credit units.

- 10.2 In the Summer Term, students may register for courses but the total load must not exceed seven credit units.
- 10.3 Except where special arrangements are made, students seeking an exception to AR10.1 or AR10.2 should apply in writing for approval by the Head of the home academic unit.

11. Duration of Study

- 11.1 Students may take a leave of absence from their studies for an approved period. Periods of approved leave of absence may not be less than one full semester, and may not accumulate to more than four semesters. Applications for leave of absence should be submitted for approval by the Head of the home academic unit.
- 11.2 Students shall, irrespective of their mode of study, complete all the degree requirements within the stipulated maximum period of study (i.e., eight years for normative 4-year degree, six years for Advanced Standing I, and five years for Advanced Standing II), inclusive of any change of majors, periods of leave of absence and suspension of studies. The maximum period of study for individual double degrees shall be stipulated by the cognizant academic units.
- 11.3 Students who cannot complete all the degree requirements for graduation within the maximum study period will be required to discontinue their studies. Requests for extension of study beyond the maximum study period will not be granted.

12. Withdrawal of Study

Students who wish to withdraw from studies should submit a withdrawal notification to the University. Withdrawal will normally take effect from the date of submission of the notification. However, notification submitted during or after the examination period will take effect only from the following semester/term.

13. Termination of Study

- 13.1 The University has the right to terminate a student's study for failure to maintain satisfactory academic progress, as determined by the Examination Board, or to comply with the policies and procedures of the University.
- 13.2 The Examination Board may terminate the study of a student under the following circumstances:
- (i) The student's SGPA is below 1.00 for two consecutive semesters; or
 - (ii) The student's academic progress is unsatisfactory and is unable to meet the conditions stipulated by the home academic unit after being put on Academic Probation for two consecutive semesters.

- 13.3 Irrespective of AR13.2, the Examination Board may prescribe any other criteria for terminating a student’s study.
- 13.4 Notwithstanding AR13.2 and AR13.3 above, students’ studies will be terminated if they fail to pass a required course, or its equivalent/substitute course, after three attempts.
- 13.5 For termination of studies due to academic reasons, students may apply for readmission to the University, with admission to any degree study occurring no earlier than one academic year after the termination. Upon readmission after termination of study, students may be given one additional opportunity to pass each required course they have failed in their three previous attempts.

14. Assessment

14.1 The award of any degree qualification shall be based on a student’s performance in such examinations or other tests of learning or ability which have been approved by the University for the courses constituting the degree and award concerned.

14.2 Grading of Courses

14.2.1 Courses are graded according to the following schedule:

Grade	Grade Point	Grade Definitions
A+	4.3	Excellent: Strong evidence of original thinking; good organization, capacity to analyze and synthesize; superior grasp of subject matter; evidence of extensive knowledge base.
A	4.0	
A-	3.7	
B+	3.3	Good: Evidence of grasp of subject, some evidence of critical capacity and analytic ability; reasonable understanding of issues; evidence of familiarity with literature.
B	3.0	
B-	2.7	
C+	2.3	Adequate: Student who is profiting from the university experience; understanding of the subject; ability to develop solutions to simple problems in the material.
C	2.0	
C-	1.7	
D	1.0	Marginal: Sufficient familiarity with the subject matter to enable the student to progress without repeating the course.
F	0.0	Failure: Little evidence of familiarity with the subject matter; weakness in critical and analytic skills; limited, or irrelevant use of literature.

P Pass: "Pass" in a pass-fail course. Courses to be graded on a pass-fail basis are specifically identified in the course catalogue.

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

14.2.2 The following grades are used for operational purposes:

Grade	Grade Descriptions
IP	In Progress: An IP grade is shown where students will register for the same course in subsequent semesters to complete the assessment of the course.
I	Incomplete: A grade of incomplete may be granted (i) where there are extenuating circumstances that have prevented a student from completing required work, or attending the examination; (ii) at the discretion of the Assessment Panel. Where an "T" grade is assigned, the Assessment Panel will approve a schedule for the completion of work, or a supplementary examination. An alternative grade should be assigned no later than four weeks after the "T" grade is first reported or as soon as practicable thereafter.
TR	Credit Transfer: Assigned when a student is granted transfer credits for the course.
Z	Exemption: Assigned when a student is exempted from the course.
AU	Audit: An audited grade is assigned when an auditing student has completed the conditions established at registration as an auditor. No assessment is made or grade awarded for auditing.
X	Late Drop: Assigned when a student is permitted to drop the course after the add/drop deadline.
WD	Withdrawn: Assigned when a student has registered for the course in a semester/term and subsequently submitted a notification of withdrawal from the University.

14.2.3 Students assigned a grade of D or better, or a Pass grade in a pass-fail course, earn credit units for the course. Grades of F, IP, I, Z, AU, X and WD do not earn credit units.

14.2.4 Grades of P, IP, I, TR, Z, AU, X and WD are not counted in the calculation of a student's CGPA. Grades of F are counted, unless the fail is recovered under AR14.4.

14.2.5 Grades of P, IP, I, TR, Z, AU, X and WD are not counted in the calculation of a student's SGPA.

14.3 Students' Academic Progress and Academic Standing

14.3.1 Academic standing provides an indicator of the student's academic progress and identifies students in academic difficulty needing academic advising and extra help. The four levels of academic standing are defined as follows:

Standing	Definitions
Good Standing	Students are making satisfactory academic progress.
Academic Warning	Students' most recent academic performance has been unsatisfactory, or their overall academic average is below minimum requirements. Students on warning should seek advice from their academic advisor.
Academic Probation	Students' most recent academic performance has been extremely unsatisfactory, or their overall academic average has continued to be below the minimum requirements for graduation. Students on Academic Probation may be required to take a reduced study load and/or to fulfil specific conditions such as GPA attainments in the following semester.
Academic Suspension	Students who cannot benefit from course registration in the next semester may be suspended for an approved period of not less than one semester. Academic Suspension is designed to provide students with an opportunity to resolve the problems that are preventing them from making academic progress.
<u>Operational Standing</u>	
Review	A temporary status indicating that a student's performance is unsatisfactory and has been referred to the student's home academic unit for making a decision on the academic standing.

14.3.2 In accordance with the following rules approved by Senate, a decision on academic standing is made for all students who have taken courses to a total of more than three credit units at the end of Semester A and Semester B respectively. The decision on academic standing is made on the basis of the students' last academic standing and the GPAs attained at the time when the decision is made:

From	To	SGPA		CGPA
Good standing	Good standing	1.70 or above	and	1.70 or above
	Academic warning	1.00 or above but below 1.70	and	1.00 or above
	Review	Below 1.00	or	Below 1.00
Academic warning	Good standing	1.70 or above	and	1.70 or above
	Academic warning	1.70 or above	and	Below 1.70
	Review	Below 1.70	and	Any
Academic probation/ Academic suspension	Good standing	1.70 or above	and	1.70 or above
	Review	Below 1.70	or	Below 1.70

14.3.3 In making decisions on students' academic standing, the Examination Board has the right, upon the recommendation of the students' home academic unit, to make exceptions from the above rules.

14.3.4 If so required by the Examination Board, an academic standing decision may also be specially determined for a particular student at the end of the Summer Term.

14.4 Repeating Courses to Improve Grades

Unless otherwise specified, students may repeat a course, or an equivalent course, to recover a failure or to improve a course grade of D. After the first attempt, only two repeat attempts are permitted. Course grades for all attempts will appear on the student's academic transcript, but only the final grade earned will be included in the calculation of the student's CGPA.

14.5 Assessment

14.5.1 A student who believes that his/her ability to attend an examination, or in-course assessment with a weighting of 20% or above, has been adversely affected by circumstances beyond his/her control must submit the case, with documentary evidence, to his/her home academic unit following the

procedures stated on the University website, as soon as possible and no later than 5 working days of the scheduled date for completing the affected examination or assessment.

- 14.5.2 The home academic unit of the student will investigate the case, in consultation with the course-offering academic unit. Only compelling reasons such as illness, hospitalization, accident, family bereavement or other unforeseeable serious personal or emotional circumstances will be considered. The decision of the home academic unit is final and will be conveyed to the student in writing as soon as possible and no later than 10 working days following receipt of the case.
- 14.5.3 If the case is justified and substantiated, the decision will be conveyed to the Assessment Panel which will determine whether to offer the student a make-up examination or coursework or other alternative assessment. Where assessments for more than one course are affected, it is the responsibility of the home academic unit to inform all relevant Assessment Panels. The Assessment Panel may also adjust the grade of the student if deemed appropriate. The course-offering academic unit will convey the Assessment Panel's decision on the make-up arrangements to the student in writing as soon as possible.

14.6 Dean's List

At the end of Semester A and Semester B, or for part-time students on the completion of the second of these two semesters, students' GPAs are calculated. Where a student over that period has (i) earned 12 credit units or more from courses taken at the University, (ii) achieved a GPA of 3.70 or above, (iii) not failed any course, and (iv) subject to the Dean's endorsement, the student is placed on the Dean's List.

15. Review of Assessment Decisions

15.1 Review of Course Grades

- 15.1.1 Requests for review of course grades are governed by AR15.1.

Informal Resolution

- 15.1.2 For review of course grades via informal resolution, the Course Leader will consider requests on grounds of administrative error in recording or calculating the mark or result, or other circumstances that impact the course grade awarded.
- 15.1.3 A student should contact the Course Leader within 5 working days of the announcement of grades by the University with a view to resolving the matter informally.
- 15.1.4 If a revision to the student's course grade is considered necessary, the Course Leader should make a recommendation to amend the grade and seek the

endorsement of the Chair of the Assessment Panel. Any grades thus amended will be reported to the Assessment Panel at its next meeting.

- 15.1.5 The decision on the informal review will be communicated to the student by the Course Leader no later than 13 working days following the announcement of grades by the University.
- 15.1.6 Other than disagreement with the academic judgement of Course Leaders which does not constitute valid grounds for formal review by virtue of AR 15.1.7, if the student's concerns regarding course grades as stipulated in AR15.1.2 cannot be resolved by informal means, the student may seek resolution via the formal procedures outlined below. However, informal review is not a pre-requisite for the formal procedure.

Formal Procedures for Review

- 15.1.7 Disagreement with the academic judgement of Course Leaders does not constitute valid grounds for formal review. For formal review of course grades, only requests with the following grounds will be considered:
- (i) there has been a procedural irregularity in the assessment process; for example, the assessment was not conducted in accordance with the Academic Regulations or with the arrangement prescribed for the course;
 - (ii) there exist circumstances that impact the course grade awarded that the student was unable to bring them to the attention of the Course Leader prior to the assessment for valid reasons.
- 15.1.8 Any request for review of course grades must be made in writing to the Dean of the college/school offering the course within 22 working days of the announcement of grades by the University. For courses offered by the English Language Centre, the request for formal review should be submitted to the Head of the centre. The written application must:
- (i) state the grounds on which the request for review is made;
 - (ii) include a description of the relevant facts; and
 - (iii) provide supporting evidence.
- 15.1.9 Upon receipt of the formal request for review, the Dean of the college/school or the Head of the centre will determine whether or not a *prima facie* case for review has been established. If, in the view of the Dean of the college/school or the Head of the centre, there is no *prima facie* case, then the request will be dismissed and the decision conveyed to the student no later than 32 working days following the announcement of grades by the University. The decision of the Dean of the college/school or the Head of the centre to dismiss the request is final.
- 15.1.10 If, in the view of the Dean of the college/school or the Head of the centre, there is a *prima facie* case, then he/she will refer the matter to the

College/School/Centre Grade Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of course grade on the basis of the information and documents provided by the student and other information available to the Committee. The Committee will record its proceedings and resolutions.

- 15.1.11 If the Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide the action to be taken. The Assessment Panel will report back to the College/School/Centre Grade Review Committee any decisions taken on cases referred via this procedure.
- 15.1.12 The decision on the formal review will be communicated in writing to the student by the Dean of the college/school or the Head of the centre with a brief statement of the reasons for the decision. The decision should be conveyed to the student no later than 54 working days following the announcement of grades by the University.

Appeal Procedures

- 15.1.13 Formal requests for review of course grades should normally be resolved at the college/school/centre level. A student may only appeal against the decision of the College/School/Centre Grade Review Committee on the basis of procedural irregularity in the review process within 10 working days following receipt of the decision on the formal review. Students may submit an appeal in writing to the Associate Provost (Academic Planning and Undergraduate Education). Appellants should clearly indicate the grounds for appeal, and provide evidence in support of the appeal. The Associate Provost (Academic Planning and Undergraduate Education) will determine whether or not a *prima facie* case for appeal has been established. If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is no *prima facie* case, then the appeal will be dismissed and the decision conveyed to the student normally no later than 10 working days following receipt of the appeal. The decision of the Associate Provost (Academic Planning and Undergraduate Education) to dismiss an appeal is final.
- 15.1.14 If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is a *prima facie* case, he/she will refer the matter to the Academic Review Committee for consideration.
- 15.1.15 If the Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide the actions to be taken. The Assessment Panel will report back to the Academic Review Committee any decisions taken on cases referred via this procedure.
- 15.1.16 The Academic Review Committee should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing normally no later than 27 working days following receipt of the

appeal case by the Associate Provost (Academic Planning and Undergraduate Education) and is final.

- 15.1.17 The College/School/Centre Grade Review Committees will submit a report of formal requests for review of course grades considered to Senate via the Quality Assurance Committee annually. The Academic Review Committee will submit an annual report to Senate via the Quality Assurance Committee on all appeal cases received by the Academic Review Committee.

15.2 Review of Examination Board Decisions

- 15.2.1 Requests for review of an Examination Board's decision on academic standing or final award are governed by AR15.2. The academic judgement of the Board shall not be subject to review.

Informal Resolution

- 15.2.2 For review of an Examination Board's decision via informal means, the University will only consider requests on grounds of administrative error in recording, transcribing, or reporting of the result.
- 15.2.3 A student should attempt to resolve the matter informally by contacting the Major Leader within 5 working days of the publication of the academic standing or final award by the University through the University administrative information system. However, informal review is not a pre-requisite for the formal procedure.
- 15.2.4 If an amendment to the decision on academic standing or award classification is considered necessary, the Major Leader should make a recommendation via the Head of the academic unit to this effect and seek the endorsement of the Chair of the Examination Board. Any Examination Board decision thus amended will be reported to the Examination Board at its next meeting.
- 15.2.5 The decision on the informal review will be communicated to the student by the Major Leader no later than 8 working days following receipt of the formal request for review.

Formal Procedures for Review

- 15.2.6 For formal review of an Examination Board's decision, only requests with the following grounds will be considered:
- (i) there has been a procedural irregularity affecting the Board's decision;
 - (ii) there exist circumstances that impact the Board's decision that the student was unable to bring them to the attention of the Board prior to its deliberations for valid reasons.
- 15.2.7 Students may submit a formal request in writing to the Associate Provost (Academic Planning and Undergraduate Education) within 22 working days

of the publication of the Examination Board's decision by the University. The application must:

- (i) state the grounds on which the request for review is made;
- (ii) include a description of the relevant facts; and
- (iii) provide supporting evidence.

15.2.8 The Associate Provost (Academic Planning and Undergraduate Education) will determine whether or not a *prima facie* case for review has been established. If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is no *prima facie* case, then the request will be dismissed and the decision conveyed to the student no later than 10 working days following receipt of the request. The decision of the Associate Provost (Academic Planning and Undergraduate Education) to dismiss the request for review is final.

15.2.9 If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is a *prima facie* case, he/she will refer the matter to the Academic Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of Examination Board's decision on the basis of the information and documents provided by the student and other information available to the Committee. The Committee will record its proceedings and resolutions.

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

15.2.11 If the Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the case and decide whether changes to the student's academic standing or award classification are required. The Examination Board will report back to the Academic Review Committee any decisions taken on cases referred via this procedure.

15.2.12 The decision on the formal review will be conveyed to the student in writing no later than 22 working days following receipt of the formal request for review.

Appeal Procedures

15.2.13 Formal requests for review of the Examination Board's decisions should normally be resolved by the Academic Review Committee. A student may only appeal against the decision of the Committee on the basis of procedural irregularity in the review process. Students may submit an appeal in writing to the Provost within 10 working days following receipt of the decision

regarding the formal review. Appellants should clearly indicate the grounds for appeal and provide evidence in support of the appeal.

15.2.14 If the Provost determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the case and decide whether changes to the student's academic standing or award classification are required. The Examination Board will report back to the Provost any decisions taken on cases referred via this procedure.

15.2.15 The Office of the Provost should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing within 22 working days following receipt of the appeal and is final.

15.2.16 The Academic Review Committee will submit a report of formal requests for review of Examination Board decisions and of appeal cases received to Senate via the Quality Assurance Committee annually. The Provost will submit an annual report to Senate via the Quality Assurance Committee on all appeal cases received by him/her.

16. Application for Graduation and Requirements for Awards

16.1 Each academic year has three graduation dates as set by Senate. Students should file an application for graduation during their intended graduation semester/term in accordance with the procedures announced by the University.

16.2 Students who have applied for graduation but do not successfully complete all their academic requirements by the end of the intended graduation semester/term must reapply for graduation.

16.3 In order to be awarded a degree, a student shall:

- (i) complete the minimum credit unit requirements for the degree;
- (ii) achieve a CGPA of 1.70 or above; and
- (iii) fulfil other requirements stipulated in the University's regulations and procedures.

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

17. Conferment and Classification of Awards

17.1 The University offers the following undergraduate degrees with honours: Bachelor of Arts, Bachelor of Arts and Science, Bachelor of Business Administration, Bachelor of Engineering, Bachelor of Laws, Bachelor of Science, and Bachelor of Social Sciences.

² AR16.4 only applies to students who declare a second major from the 1st round 2015/16 exercise onwards.

- 17.2 The degree awarded to students will be determined by the student's home major. The award title to be shown on the student's award certificate will be the degree and the home major. If a student has completed a double major, one award certificate will be issued and the second major will also be shown on the award certificate. For students who have completed a double degree, the two degree designations will appear on one award certificate.
- 17.3 University awards are classified by the relevant College/School Examination Board, which makes a recommendation to Senate for the conferment of awards.
- 17.4 The University grants bachelor's degree awards with the following classifications:
- (i) First Class Honours
 - (ii) Upper Second Class Honours
 - (iii) Lower Second Class Honours
 - (iv) Third Class Honours
 - (v) Pass

17.5 The various classifications are based on the CGPAs. The general guidelines are as follows:

<u>Classification of Award</u>	<u>CGPA</u>
First Class Honours	3.50 or above
Upper Second Class Honours	3.00 – 3.49
Lower Second Class Honours	2.50 – 2.99
Third Class Honours	2.00 – 2.49
Pass	1.70 – 1.99

- 17.6 In all cases of classification of awards, the CGPAs cited above are indicative. The Examination Board has the right, upon the recommendation of the respective academic unit, to make exceptions in the application of the indicative GPAs.
- 17.7 College/School Examination Boards classify awards with regard to, but not necessarily in strict conformity with, a student's CGPA.
- 17.8 The above guidelines also apply in determining the classification of awards for a double degree, and the classifications to be awarded should be endorsed by both the College/School Examination Boards concerned.

Other Regulations and Guidelines

Besides the academic regulations for undergraduate degrees, students should also be familiar with the following regulations and guidelines which can be accessed from the website of Academic Regulations & Records Office (ARRO) at <http://www6.cityu.edu.hk/arro/> :

- Code of Student Conduct and Disciplinary Procedure
- Regulations on Tuition Fees
- Rules Governing Enrolment of Local and Non-local Students
- Rules on Academic Honesty
- Rules on Student Identity Card
- Structure of University Academic Programmes
- Critical Incident Management Team (CIMAT) for Students
- Committee Against Sexual Harassment (CASH)
- Student Complaints Procedure
- Illness or other Circumstances Affecting Assessment

VIII. USEFUL INFORMATION

Academic Calendar 2015/16

Semester A 2015/16

WK	S	M	T	W	T	F	S	Events	Public Holidays	
	August 2015								Semester A 2015/16	
							1	31 Aug - 28 Nov		
	2	3	4	5	6	7	8	Semester A 2015/16		
	9	10	11	12	13	14	15			
	16	17	18	19	20	21	22			
	23	24	25	26	27	28	29			
WK 1	30	31								
	September 2015									
			1	2	3	4	5		3 Additional statutory holiday and general holiday enacted by the Special Holiday (3 September 2015) Ordinance	
WK 2	6	7	8	9	10	11	12			
WK 3	13	14	15	16	17	18	19			
WK 4	20	21	22	23	24	25	26			
WK 5	27	28	29	30					28 Day following Mid-Autumn Festival	
	October 2015									
					1	2	3	2 Graduation Date	1 National Day	
WK 6	4	5	6	7	8	9	10		21 Chung Yeung Festival	
WK 7	11	12	13	14	15	16	17			
WK 8	18	19	20	21	22	23	24			
WK 9	25	26	27	28	29	30	31			
	November 2015									
WK 10	1	2	3	4	5	6	7	28 Last Day of Teaching		
WK 11	8	9	10	11	12	13	14	30 Nov - 5 Dec		
WK 12	15	16	17	18	19	20	21	Student Revision Period		
WK 13	22	23	24	25	26	27	28			
	29	30								
	December 2015									
			1	2	3	4	5	7 - 19 Examination Period	25 Christmas Day	
	6	7	8	9	10	11	12	21 Dec 2015 - 9 Jan 2016	26 Day following Christmas Day	
	13	14	15	16	17	18	19	Semester Break		
	20	21	22	23	24	25	26			
	27	28	29	30	31					

Note: ■ represents public holidays including all Sundays.

Semester B 2015/16

WK	S	M	T	W	T	F	S	Events	Public Holidays	
	January 2016								Semester B 2015/16	
						1	2	11 Jan - 23 Apr	1 First day of January	
	3	4	5	6	7	8	9	Semester B 2015/16		
WK 1	10	11	12	13	14	15	16			
WK 2	17	18	19	20	21	22	23			
WK 3	24	25	26	27	28	29	30			
	31									
	February 2016									
WK 4		1	2	3	4	5	6	8 - 13 Lunar New Year Break	8 - 10 Lunar New Year Holidays	
WK 5	7	8	9	10	11	12	13	15 Graduation Date		
	14	15	16	17	18	19	20			
WK 6	21	22	23	24	25	26	27			
WK 7	28	29								
	March 2016									
			1	2	3	4	5	25 - 31 Easter Break	25 Good Friday	
WK 8	6	7	8	9	10	11	12		26 Day following Good Friday	
WK 9	13	14	15	16	17	18	19		28 Easter Monday	
WK 10	20	21	22	23	24	25	26			
	27	28	29	30	31					
	April 2016									
						1	2	23 Last Day of Teaching	4 Ching Ming Festival	
WK 11	3	4	5	6	7	8	9	25 - 30 Student Revision Period		
WK 12	10	11	12	13	14	15	16			
WK 13	17	18	19	20	21	22	23			
	24	25	26	27	28	29	30			
	May 2016									
	1	2	3	4	5	6	7	3 - 17 Examination Period	2 Day following Labour Day	
	8	9	10	11	12	13	14	18 May - 4 Jun Semester Break	14 Buddha's Birthday	
	15	16	17	18	19	20	21			
	22	23	24	25	26	27	28			
	29	30	31							

Note: ■ represents public holidays including all Sundays.

Summer Term 2016

WK	S	M	T	W	T	F	S	Events	Public Holidays
	June 2016							Summer Term 2016	
				1	2	3	4	6 Jun - 23 Jul Summer Term 2016	9 Tuen Ng Festival
WK 1	5	6	7	8	9	10	11		
WK 2	12	13	14	15	16	17	18		
WK 3	19	20	21	22	23	24	25		
WK 4	26	27	28	29	30				
	July 2016								
						1	2	15 Graduation Date	1 HK SAR Establishment Day
WK 5	3	4	5	6	7	8	9	23 Last Day of Teaching	
WK 6	10	11	12	13	14	15	16	25 - 30 Student Revision Period	
WK 7	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		
	31								
	August 2016								
		1	2	3	4	5	6	1 - 6 Examination Period	
	7	8	9	10	11	12	13	8 - 27 Term Break	
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
	28	29	30	31					

Note: ■ represents public holidays including all Sundays.

Adverse Weather Arrangements

(Please refer to ARRO's website for the most up-to-date information.)

The following arrangements apply when the tropical cyclone warning signal pre-No.8 / No.8 or above, or black rainstorm warning signal is issued:

Signal Issued/In Force	Cancellation of Classes and Exams
7 am – 11:59 am	Morning classes and exams starting before 2 pm will be cancelled.
12 noon – 3:59 pm	Afternoon classes and exams starting between 2 pm and before 6:30 pm will be cancelled.
4 pm or after	Evening classes and exams starting at or after 6:30 pm will be cancelled.

The following arrangements apply when the tropical cyclone warning signal pre-No.8 / No.8 or above, or black rainstorm warning signal is cancelled:

Signal Cancelled	Arrangements for Classes and Exams
7 am or before	All classes and exams will resume as scheduled.
7:01 am - 12 noon	<ul style="list-style-type: none">• Morning classes and exams starting before 2 pm will be cancelled;• Afternoon classes and exams starting between 2 pm and before 6:30 pm will resume as scheduled.
12:01 pm - 4 pm	<ul style="list-style-type: none">• Afternoon classes and exams starting between 2 pm and before 6:30 pm will be cancelled;• Evening classes and exams starting at or after 6:30 pm will resume as scheduled.
4:01 pm or after	All afternoon and evening classes and exams starting at or after 2 pm will be cancelled.

Additional information

- If typhoon warning signal pre-No. 8 or above is issued when activities are already in progress, classes, interviews, admission tests, student enrolment and all other activities being held on campus should be terminated as soon as practicable. However, examinations already in progress should continue unless the Chief Invigilators are otherwise advised by the Academic Regulations and Records Office (ARRO) or the SCOPE or Chow Yei Ching School of Graduate Studies (SGS) as appropriate.
- If black rainstorm warning is issued during a class or examination period, all classes and examinations already in progress will continue unless otherwise advised by the ARRO or SCOPE or SGS, as appropriate.
- Announcements made by the Government's Education Bureau relating to suspension of classes for schools, post-secondary colleges and technical institutes etc. do not apply to the University.

Useful Contact Information

- **Academic Regulations and Records Office (ARRO)**

Enquiries: (852) 3442 2300

Fax no.: (852) 3442 0270

Email: as@cityu.edu.hk

- **Admission Office (ADMO)**

Enquiries: (852) 3442 9094

Fax no.: (852) 3442 0266

Email: asadmit@cityu.edu.hk

- **Alumni Relations Office (ARO)**

Enquiries: (852) 3442 6075

Fax no.: (852) 3442 0115

Email: aro@cityu.edu.hk

- **Career and Leadership Centre**

Enquiries: (852) 3442 5591

Email: clc.careercentre@cityu.edu.hk

- **Computing Services Centre (CSC)**

Enquiries: (852) 3442 6284

Fax no.: (852) 3442 0366

Email: csc@cityu.edu.hk

- **Finance Office (FO)**

General Office Enquiries: (852) 3442 6493

Student Accounts Enquiries: (852) 3442 6337

Fax no.: (852) 3442 0355

- **Global Services Office**

Enquiries: (852) 3442 8089

Fax no.: (852) 3442 0223

Email: gsoins@cityu.edu.hk

- **Student Development Services (SDS)**

Enquiries: (852) 3442 8090

Fax no.: (852) 3442 0230

Email: sds@cityu.edu.hk

- **Student Residence Office (SRO)**

Enquiries: (852) 3442 1200

Fax no.: (852) 2794 7716

Email: sro@cityu.edu.hk

- **Young Chung Yee Health Centre**

Enquiries: (852) 3442 6066 (Medical)

(852) 3442 6052 (Dental)