

# **DEPARTMENT OF CHINESE AND HISTORY**

## **STUDENT HANDBOOK 2014/15**

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*August 2014*

# **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 21<sup>st</sup> 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.

## II. BACHELOR OF ARTS (HONOURS) IN CULTURE AND HERITAGE MANAGEMENT (CUHM)

### Bachelor of Arts (Honours) in Culture and Heritage Management (CUHM)

文化與文化產業管理榮譽文學士

#### Part I

**Major** (in English) : Culture and Heritage Management  
(in Chinese) : 文化與文化產業管理

**Degree** (in English) : Bachelor of Arts (Honours)  
(in Chinese) : 榮譽文學士

**Award Title** (in English) : Bachelor of Arts (Honours) in Culture and Heritage Management  
(in Chinese) : 文化與文化產業管理榮譽文學士

(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. CHAN Pui Pedith      Tel 3442 6897      Email ppchan@cityu.edu.hk

**Deputy Major Leader:** Dr. LEE Pui Yin Vivian      3442 5601      vivian.lee.py@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

1. Provide the professional training necessary to nurture high calibre cultural professionals to meet the growing manpower needs resulting from Hong Kong's rapidly expanding management capacity in culture- and heritage-related industries, including cultural tourism, museum management, exhibition industries, commercial galleries, libraries and archives, community heritage programmes, publishing, entertainment and arts-related professions, cultural and creative industries;

2. Educate students to become cultural professionals who are culturally literate and competent in managing and marketing culture and heritage, with extensive knowledge of Chinese cultural heritage and with particular knowledge of Hong Kong's cultural heritage and its unique position in integrating cultures of the East and the West;
3. Educate students to become cultural professionals highly proficient in their English-language ability in terms of comprehension, communication and writing for the purpose of promoting one's culture and heritage;
4. Educate students to become cultural professionals who demonstrate a sense of curiosity for discovering the wonders of cultural heritage and critical awareness on issues of heritage preservation and development, as well as experiential ability in handling and managing the operation of culture- and heritage-related affairs;
5. Promote professionalism in cultural and heritage management in support of maintaining Hong Kong's leading role in culture- and heritage-related professions;
6. Provide expert advice on the promotion of culture and the protection and preservation of heritage in the context of Hong Kong both as part of China and as an international city.

### **Intended Learning Outcomes of Major (MILOs)**

*Upon successful completion of this Major, 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; [Attitude]
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; [Attitude/Ability]
3. disseminate and promote knowledge of culture and heritage to a non-specialist audience using creative and innovative approaches and strategies; [Attitude/Ability]
4. design research projects and case studies on cultural history and heritage of an interdisciplinary nature; [Attitude/Ability/Accomplishment]
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; [Attitude/Ability/Accomplishment]
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 [Attitude/Ability/Accomplishment]

## **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.)

	<b>Normative 4-year degree</b>	<b>Advanced Standing I (Note 1)</b>	<b>Advanced Standing II (Senior-year Entry) (Note 2)</b>
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 requirements	9 credit units	6 credit units	6 credit units

**2. English Attainment Requirement**  
(In accordance with the university policy)

**3. Chinese Language Requirement**

From 2012 cohort onwards, students are required to satisfy the Chinese Language Requirement as follows:

	Category of student	Chinese Language Requirement
(i)	Students with an HKDSE score below 4 in Chinese, or an HKALE AS Chinese Language and Culture score below D	3-credit unit Chinese course*
(ii)	Students with an HKDSE score of 4 or above in Chinese or an HKALE AS Chinese Language and Culture score D or above, or those who have successfully completed the 3-credit unit Chinese course	NA
(iii)	Students whose qualifications do not fall within (i) and (ii) above	NA

\* The 3 credit units of *the Chinese course* will NOT be counted towards the minimum credit units required for graduation and will NOT be included in the calculation of CGPA. However, they will be counted towards the maximum credit units permitted.

**4. College Requirement**

Course Code	Course Title	Level	Credit Units
<b>Normative 4-year Degree</b>			
	Students will take 15 credit units to fulfill the College requirement.		15
<b>Advanced Standing I</b> (Note 1)			
	Students will have to take 9 credit units to fulfill the College Requirement.		9
<b>Advanced Standing II (Senior-year Entry)</b> (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.

### Part III Major Requirement (57 credit units)

#### 1. Core Courses (33 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	
CAH2505	Arts and Aesthetic Criticism	B2	3	
CAH2509	History and Heritage	B2	3	
CAH2537	Fundamentals of Art and Cultural Management	B2	3	
CAH3511	Discovering Hong Kong's Culture and Heritage	B3	3	
CAH3539	Writing for Cultural Professionals	B3	3	
CAH3542	Museum Studies	B3	3	
CAH3548	Critical Approaches to Cultural Heritage	B3	3	
CAH4514	Project	B4	3	
CAH4536	Advanced Management for Cultural Professionals	B4	3	

#### 2. Electives (24 credit units)

Course Code	Course Title	Level	Credit Units	Remarks
<b>Elective (Group A)</b>				
<i>At least 3 credit units from this group</i>				
CAH2510	Cultural Exchange in Global Context	B2	3	
CAH2516	Society, Theatre and Performance	B2	3	
CAH2551	Chinese Art and Political Expression	B2	3	
CAH3506	Art and Society	B3	3	
CAH3522	Culture and Heritage of East Asia	B3	3	
CAH3524	Western Cultural Heritage	B3	3	
CAH3534	Lingnan's Cultural Traditions and Heritage	B3	3	
CAH3535	Searching for Cultural Identity: Reflections upon Cultural Politics and Policy	B3	3	
CAH3525	Urban Culture and Heritage	B3	3	
CAH4507	Critical Approaches to Art and History	B4	3	
CAH4508	East Asian Film Cultures	B4	3	
CAH4520	Cultural Production and Consumption	B4	3	
CAH4521	Readings in Cultural Theory	B4	3	
CAH4527	Urbanicity and Heritage	B4	3	
CAH4535	Special Topics in Chinese Culture	B4	3	
CAH4549	Cinema and Cultural Heritage	B4	3	
<b>Elective (Group B)</b>				
<i>At least 3 credit units from this group</i>				
CAH2512	Bilingual Practical Writing for Cultural Professionals	B2	3	
CAH2545	Texts in Chinese Art and Culture	B2	3	
CAH3513	Bilingual Writing for Promoting Culture and Heritage	B3	3	
CAH3529	Writing Bilingual Exhibition Texts: Theory and Practice	B3	3	
CAH4530	Bilingual Writing Workshop for Cultural Professionals	B4	3	

Course Code	Course Title	Level	Credit Units	Remarks
<b>Elective (Group C)</b>				
<i>At least 3 credit units from this group</i>				
CB2300	Management	B2	3	
CLA3100	CLASS Summer Professional Internship I	B3	3	*
CAH2515	Cultural and Heritage Policies and Regulations in Hong Kong	B2	3	
CAH2532	Intelligent Heritage: New Technologies and Cultural Heritage Management	B2	3	
CAH2547A	Field Trip: Investigating Cultural Sites and Industries	B2	2	
CAH2547B	Field Trip: Investigating Cultural Sites and Industries	B2	2	
CAH3517	Cultural Tourism	B3	3	
CAH3533	Immersive Museums: Interactive and Embodied Exhibition Installations	B3	3	
CAH3538	Patronage and Art Market	B3	3	
CAH3541	Archaeology and Cultural Heritage	B3	3	
CAH3546	Festival and Cultural Events Management	B3	3	
CAH4531	Internship	B4	3	*
POL3306	Organizational Behaviour for Public Management	B3	3	
POL3316	Managing Human Resources in Public and Private Sectors	B3	3	
POL3410	Management Ethics	B3	3	

Note

\* *CAH4531 Internship and CLA3100 CLASS Summer Professional Internship I are mutually exclusive.*

### 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>.

#### **Minor in Chinese for Professional Purposes**

<b><u>Co-ordinator:</u></b>	Dr. CHAN Hok Yin	<u>Tel</u> 3442 4289	<u>Email</u> hokychan@cityu.edu.hk
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#### **Exclusive Majors:**

This minor is not available to students enrolled in BA in Chinese or BA in Language Studies (Specialization of 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

### Minor Requirement (15 credit units)

#### 1) Speaking Courses (proficiency courses)

Please choose any 6 credit units

Course Code	Course Title	Level	Credit Units	Remarks
CAH2904	Putonghua for Interpersonal Communication	B2	3	
CAH2905	Putonghua for Office Administration	B2	3	
CAH4964	Advanced Business Putonghua	B4	3	

#### 2) Writing Courses (proficiency courses)

Please choose any 6 credit units.

Course Code	Course Title	Level	Credit Units	Remarks
CAH3151	Chinese Expository Writing	B3	3	
CAH3152	Creative Writing in Chinese	B3	3	
CAH3160	Chinese for Government and Public Administration	B3	3	
CAH3161	Legal Chinese	B3	3	
CAH3162	Chinese for Commerce	B3	3	
CAH3164	Chinese for Science and Technology	B3	3	
CAH3165	Chinese for Advertising	B3	3	
CAH3167	Chinese for Mass Media	B3	3	

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

Please choose any 3 credit units.

Course Code	Course Title	Level	Credit Units	Remarks
CAH2130	Modern Chinese	B2	3	
CAH2140	Modern Chinese Literature	B2	3	
CAH3187	Contemporary Chinese Literature	B3	3	

## **Minor in Culture and Heritage Management**

### **Co-ordinator:**

Dr. CHAN Pui Pedith

### **Tel**

3442 6897

### **Email**

ppchan@cityu.edu.hk

**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 provides 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**

<b><u>Co-ordinator:</u></b>	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*):  
Nil

### **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.

## Minor Requirement (15 credit units)

### 1. Core Courses (6 credit units)

Course Code	Course Title	Level	Credit Units	Remarks
CAH2140	Modern Chinese Literature	B2	3	
CAH3187	Contemporary Chinese Literature	B3	3	

### 2. Any 3 Courses from the following Courses (9 credits)

Course Code	Course Title	Level	Credit Units	Remarks
CAH2104	Selected Authors of Modern and Contemporary Chinese Literature	B2	3	
CAH3102	Modern Chinese Historical Fiction	B3	3	
CAH3135	Women in Modern Chinese Literature and Film	B3	3	
CAH3150	Chinese Rhetoric	B3	3	
CAH3152	Creative Writing in Chinese	B3	3	
CAH4103	Study of Modern & Contemporary Chinese Literature by Western Scholars	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.

## **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 programme 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/index.htm> and  
[http://www.cityu.edu.hk/meao/oes\\_introduction.htm](http://www.cityu.edu.hk/meao/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](mailto: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 CAH4531 Internship (3 credits). Internship course can be considered as satisfying partly the major 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 and programmes.

## VI. COMMUNICATION CHANNELS

### 1. The General Office

The General Office of the Department of Chinese and History (CAH) is located in R6080, 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 programme leaders, class/year tutors, or course instructors through e-mail.

### 3. Blackboard and other course administration channels

Students are encouraged to use the Blackboard, an e-learning platform, to communicate with the course instructors/leaders, as well as among their fellow classmates. The Blackboard 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

Programme 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. Programme 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 2014/15 and applicable to new and current students admitted to degrees under the new 4-year structure)*

#### **A. Glossary**

<b>Academic Transcript</b>	The official academic record of a student's undergraduate studies at the University, including grades assigned for courses.
<b>Academic Year/Semester/Term</b>	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.
<b>Advanced Standing</b>	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.
<b>Assessment</b>	The tests, coursework, examinations and other activities used to assess students' progress through courses and to assign final grades.
<b>Assessment Panel</b>	University bodies responsible for assigning grades to students for their courses.
<b>Course</b>	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.
<b>Course Catalogue</b>	The official record of University courses maintained by the University.
<b>Course Exemption</b>	Students may be granted an exemption from specific courses based on prior study. Credit units are not earned for an exempted course.
<b>Course Leader</b>	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.
<b>Credit Transfer</b>	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.
<b>Credit Unit</b>	Each course is assigned a number of credit units. A credit unit is earned by approximately forty to fifty hours of student work.
<b>Dean</b>	Dean refers to the head of a college/school.
<b>Degree</b>	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 courses, college/school requirements, University Language Requirements, free electives and/or minor.
<b>Double Degree</b>	The completion of two degrees in accordance with the specified double degree combinations approved by the University.
<b>Double Major</b>	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.
<b>Enrolment</b>	On entry to the University, students will be enrolled in a college/school or degree.
<b>Equivalent Course</b>	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.
<b>Examination Board</b>	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.
<b>Exclusive Course</b>	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.
<b>Gateway Education</b>	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.
<b>Grade Point Average (GPA)</b>	<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>
<b>Graduation Date</b>	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.
<b>Home Academic Unit</b>	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.
<b>Major</b>	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.

<b>Minor</b>	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.
<b>Mode of Study</b>	Students are enrolled in a full-time or part-time mode of study. Students' modes of study govern their maximum and minimum study loads.
<b>Operational Grade</b>	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.
<b>Prerequisite</b>	A requirement that must be fulfilled before a student can register in a particular course. <b>Precursors</b> are set for some courses. Precursors are not compulsory requirements, but students are advised to complete precursors before registering in these courses.
<b>Registration</b>	The inclusion of a student in the class list of a course.
<b>Required Course</b>	A course that must be passed to complete degree requirements.
<b>Senate</b>	The University Senate of City University of Hong Kong
<b>Stream</b>	Streams are sub-divisions under a major that designate the specialties of the subject discipline.
<b>Substitute Course</b>	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.
<b>University</b>	City University of Hong Kong
<b>University Award</b>	An award of the University approved by Senate on completion of specified degree requirements.
<b>University Language Requirements</b>	University Language Requirements refer to the English language requirement and Chinese language requirement stipulated by the Senate.
<b>Working Days</b>	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.

## B. 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 requirement for Gateway Education (GE) courses, 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 only 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 Gateway Education courses in accordance with the requirements prescribed by the University.
- 4.7.2 Gateway Education courses cannot be prescribed as prerequisites for enrolling in any major or minor.
- 4.7.3<sup>①</sup> 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.

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

#### 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.
- 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 courses, 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 the 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 2.70 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 courses 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 courses 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 in 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 "I" 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 "I" 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:

<b>Standing</b>	<b>Definitions</b>
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. ( <sup>4</sup> On return from their suspension, students may be given the opportunity for one additional course repeat in each failed course to recover failure(s) as appropriate.)
<b><u>Operational Standing</u></b>	
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:

<b>From</b>	<b>To</b>	<b>SGPA</b>		<b>CGPA</b>
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 Illness or Other Circumstances Related to 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.

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#### 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.

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### 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.
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- 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 Chinese Civilization Centre and the English Language Centre, the request for formal review should be submitted to the respective 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.

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#### Appeal Procedures

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- 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.

## 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.
- 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.

*Revised by the Senate on 6 June 2014*

## **Other Regulations and Guidelines**

Besides the academic regulations for undergraduate degrees, student should also be familiar with the following regulations and guidelines which can be accessed from the website of Academic Regulations & Records Office (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 2014/15

#### Semester A 2014/15

WK	S	M	T	W	T	F	S	Events	Public Holidays
	<b>September 2014</b>							<b>Semester A 2014/15</b>	
WK 1		1	2	3	4	5	6	1 Sep - 29 Nov Sem A 2014/15	9 Day following Mid-Autumn Festival
WK 2	7	8	9	10	11	12	13		
WK 3	14	15	16	17	18	19	20		
WK 4	21	22	23	24	25	26	27		
WK 5	28	29	30						
	<b>October 2014</b>								
				1	2	3	4	3 Graduation Date	1 National Day
WK 6	5	6	7	8	9	10	11		2 Chung Yeung Festival
WK 7	12	13	14	15	16	17	18		
WK 8	19	20	21	22	23	24	25		
WK 9	26	27	28	29	30	31			
	<b>November 2014</b>								
							1	29 Last Day of Teaching	
WK 10	2	3	4	5	6	7	8		
WK 11	9	10	11	12	13	14	15		
WK 12	16	17	18	19	20	21	22		
WK 13	23	24	25	26	27	28	29		
	30								
	<b>December 2014</b>								
		1	2	3	4	5	6	1 - 6 Student Revision Period	25 Christmas Day
	7	8	9	10	11	12	13	8 - 20 Examination Period	26 Day following Christmas Day
	14	15	16	17	18	19	20	22 Dec - 10 Jan Semester Break	
	21	22	23	24	25	26	27		
	28	29	30	31					

Note: ■ represents public holidays including all Sundays.

Semester B 2014/15

WK	S	M	T	W	T	F	S	Events	Public Holidays
	<b>January 2015</b>								
					1	2	3	<b>Semester B 2014/15</b>	
	4	5	6	7	8	9	10	12 Jan - 25 Apr Sem B 2014/15	1 First day of January
WK 1	11	12	13	14	15	16	17		
WK 2	18	19	20	21	22	23	24		
WK 3	25	26	27	28	29	30	31		
	<b>February 2015</b>								
WK 4	1	2	3	4	5	6	7	16 Graduation Date	19 - 21 Lunar New Year
WK 5	8	9	10	11	12	13	14	18 - 24 Lunar New Year Break	Holidays
WK 6	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
	<b>March 2015</b>								
WK 7	1	2	3	4	5	6	7		
WK 8	8	9	10	11	12	13	14		
WK 9	15	16	17	18	19	20	21		
WK 10	22	23	24	25	26	27	28		
WK 11	29	30	31						
	<b>April 2015</b>								
				1	2	3	4	3 - 9 Easter Break	3 Good Friday
	5	6	7	8	9	10	11	25 Last Day of Teaching	4 Day following Good Friday
WK 12	12	13	14	15	16	17	18	27 Apr - 2 May Student Revision	6 Day following Ching Ming
WK 13	19	20	21	22	23	24	25	Period	Festival
	26	27	28	29	30				7 Day following Easter Monday
	<b>May 2015</b>								
						1	2	4 - 16 Examination Period	1 Labour Day
	3	4	5	6	7	8	9	18 May - 6 Jun Semester Break	25 Buddha's Birthday
	10	11	12	13	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.

Summer Term 2015

WK	S	M	T	W	T	F	S	Events	Public Holidays
	<b>June 2015</b>							<b>Summer Term 2015</b>	
		1	2	3	4	5	6	8 Jun - 25 Jul Summer Term 2015	<b>20</b> Tuen Ng Festival
<b>WK 1</b>	<b>7</b>	8	9	10	11	12	13		
<b>WK 2</b>	<b>14</b>	15	16	17	18	19	<b>20</b>		
<b>WK 3</b>	<b>21</b>	22	23	24	25	26	27		
<b>WK 4</b>	<b>28</b>	29	30						
	<b>July 2015</b>								
				<b>1</b>	2	3	4	15 Graduation Date	<b>1</b> HK SAR Establishment Day
<b>WK 5</b>	<b>5</b>	6	7	8	9	10	11	25 Last Day of Teaching	
<b>WK 6</b>	<b>12</b>	13	14	15	16	17	18	27 Jul - 1 Aug Student Revision	
<b>WK 7</b>	<b>19</b>	20	21	22	23	24	25	Period	
	<b>26</b>	27	28	29	30	31			
	<b>August 2015</b>								
							1	3 - 8 Examination Period	
	<b>2</b>	3	4	5	6	7	8	10 - 29 Term Break	
	<b>9</b>	10	11	12	13	14	15		
	<b>16</b>	17	18	19	20	21	22		
	<b>23</b>	24	25	26	27	28	29		
	<b>30</b>	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:

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

<b>Signal Cancelled</b>	<b>Arrangements for Classes and Exams</b>
7 am or before	All classes and exams will resume as scheduled.
7:01 am - 12 noon	<ul style="list-style-type: none"><li>• Morning classes and exams starting before 2 pm will be cancelled;</li><li>• Afternoon classes and exams starting between 2 pm and before 6:30 pm will resume as scheduled.</li></ul>
12:01 pm - 4 pm	<ul style="list-style-type: none"><li>• Afternoon classes and exams starting between 2 pm and before 6:30 pm will be cancelled;</li><li>• Evening classes and exams starting at or after 6:30 pm will resume as scheduled.</li></ul>
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 Internship Office (CAIO)**  
Enquiries: (852) 3442 5591  
Email: caio@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
  
- **Mainland and External Affairs Office (MEAO)**  
Enquiries: (852) 3442 8089  
Fax no.: (852) 3442 0223  
Email: meao@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)