

Academic Regulations for Undergraduate Degrees *(Effective from Semester A 2017/18)*

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 for transfer 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 programme 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	The completion of specified procedures to attain student status of the University.
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/term, it is known as the Semester GPA (SGPA).</p>

Graduation Date	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.
Home Academic Unit	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.
Major	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.
Minor	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.
Mode of Study	Students are enrolled in a full-time or part-time mode of study. Students' modes of study govern their maximum and minimum study loads.
Operational Grade	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.
Prerequisite	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.
Registration	The inclusion of a student in the class list of a course.
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.

These regulations do not apply to undergraduate degrees under the previous 3-year degree curriculum structure. Regulations for studies leading to awards of associate degrees, taught postgraduate degrees, 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 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 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 admitted to an academic unit. They will be enrolled in a degree with a specified or an 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 normative 4-year 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. For a bachelor's degree with a normal study duration longer than 4 years, the minimum credit units for graduation and the maximum credit units for the degree shall be approved by the Senate based on individual programme needs.
- 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 home 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 propose a higher limit to meet the requirements of professional accreditation, or for a degree with a normal study duration longer than 4 years, subject to 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.

4.7.3 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.

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 from the unfulfilled minor 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 stipulated maximum credit limit may still continue to pursue the double major. Any further course registration exceeding the maximum credit unit limit must be self-financed.

5.2 Double Degree

5.2.1 Students with a home major 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 required for studying a double degree which exceed the maximum credit unit limit for the home degree must be self-financed.

5.2.4 Students may also be admitted directly to a specified double degree programme approved by the University. For direct entry to a specified double degree, course registration exceeding 144 credit units must be self-financed.

5.2.5 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 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 Advanced Standing I students 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 Advanced Standing II students 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 For direct entry to a specified double degree, course registration exceeding 114 credit units (for Advanced Standing I) and 84 credit units (for Advanced Standing II) required for studying the 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 certain 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; 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
 - Degree with a normal study duration longer than 4 years: Half of the credit units required for the award of the degree
 - Double Degree: Half of the credit units required for the award of the double degree
- 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. For degrees with a normal study duration longer than 4 years, the minimum credit requirements for the majors after course exemption shall be stipulated by the major-offering academic unit.
- 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, 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 from the credit load limit stated in 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. Under exceptional circumstances where a student needs to take a leave of absence accumulating to more than four semesters, such a request should be approved by the Dean.
- 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 and for degrees with a normal study duration longer than 4 years 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 enrolled 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	The qualifiers, such as "Excellent", "Good", "Fair" etc., define student performance with respect to the achievement of course intended learning outcomes (CILOs).
A	4.0		
A-	3.7		
B+	3.3	Good	
B	3.0		
B-	2.7		
C+	2.3	Fair	
C	2.0		
C-	1.7		
D	1.0	Marginal	
F	0.0	Failure	
P (Pass-fail course only)		Pass	

[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 Unless otherwise specified, the minimum grade to progress without repeating the course is D. Failure to achieve the minimum grade is regarded as failing the course.

14.2.3 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 the subsequent semester/term 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 may 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.

14.2.4 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.

14.2.5 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.

14.2.6 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 Standing

14.3.1 Academic standing provides an indicator of students in academic difficulty needing academic advising and extra help. The three levels of academic standing are defined as follows:

Standing	Definitions
Academic Warning	Students' 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' 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/term 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.

14.3.2 The following standing is used for operational purposes:

Review	A temporary status indicating that a student's performance is unsatisfactory and has been referred to the student's home academic unit for determining if a decision on academic standing needs to be made.
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14.3.3 The decision of an academic standing will be determined at the end of a semester for students who are in academic difficulty and have taken courses to a total of more than three credit units on the basis of their last academic standing (if any) and the GPAs attained at the time when the decision is made. Detailed rules are as follows:

Last Academic Standing	SGPA		CGPA	Academic/Operational Standing
Nil	1.00 to 1.69	and	1.00 to 4.30	Academic warning
	0 to 0.99	or	0 to 0.99	Review
Academic warning	1.70 to 4.30	and	0 to 1.69	Academic warning
	0 to 1.69	and	Any	Review
Academic probation/ Academic suspension	0 to 1.69	or	0 to 1.69	Review

14.3.4 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.

14.3.5 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, subject to the concerned academic unit's course offering schedule and availability. Only two repeat attempts may be 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 reasonably 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 but 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 but 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. 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 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, 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 to dismiss the request is final.
- 15.1.10 If, in the view of the Dean of the college/school, there is a *prima facie* case, then he/she will refer the matter to the College/School 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 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 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 level. A student may only appeal against the decision of the College/School 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 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 Grade Review Committee lodged by the same student within the same semester/term, 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.
- 16.4¹ 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, Bachelor of Social Sciences, and Bachelor of Veterinary Medicine.
- 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

¹ The minimum CGPA requirement mentioned in AR16.4 only applies to students who declare a second major from the 1st round 2015/16 exercise onwards.

- (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 2017