

# UNIVERSITY CATALOGUE 2018/19



恒生管理學院

HANG SENG MANAGEMENT COLLEGE

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*December 2018*

## Motto

*Erudition and Perseverance* 博學篤行

## Vision

*Aspire to be a leading private liberal-arts-oriented university in the region, recognised for excellence in teaching, learning and research, serving and advancing our society and the world.*

## Mission

- *To provide students with an all-round transformational and empowering educational experience through its “Liberal + Professional” education model;*
- *To advance knowledge and to be committed to free enquiry and responsible scholarship; and*
- *To nurture responsible global citizens and leaders with critical thinking, innovative minds, caring attitude, moral values and social responsibility.*

## Core Values

- *Mutual Trust*
- *Value-addedness*
- *Innovativeness*
- *Caring Attitude*
- *Responsibility*

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# The University



# History

The Hang Seng University of Hong Kong (HSUHK, the University) aspires to become a leading private university in Hong Kong. It started from the Hang Seng School of Commerce (HSSC) which was established in 1980 with funding from the S H Ho Foundation, several Hang Seng Bank founding directors, and Hang Seng Bank Limited. HSSC was then a pioneering and leading provider of post-secondary programmes in business and related areas.

In response to the Chief Executive's Policy Address in 2009 which highlighted the growing significance of quality private universities in Hong Kong, HSSC was re-structured into Hang Seng Management College (HSMC) in 2010, a non-profit private university-level institution registered under the Post-Secondary Colleges Ordinance (Cap.320) to offer bachelor's and above degree programmes in diversified disciplines.

In October 2018, HSMC was granted the university title and was renamed The Hang Seng University of Hong Kong (香港恒生大學). It now has five Schools, namely School of Business, School of Communication, School of Decision Sciences, School of Humanities and Social Science, and School of Translation, with a student population of around 5,000 and 200 full-time academic staff members. The University currently offers 17 undergraduate and 5 taught postgraduate programmes. All these programmes are accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) and recognised by the HKSAR Government.

# The University Mace

The University Mace is about 1.25M in length and 8KG in weight. The head-piece is of gold-plated and is topped by a silver colored reproduction of a blooming flower with a globe in its core. Each of the four sides of the head-piece features the crest of HSUHK. The shaft is made of metal decorated in gold, featuring several corrugated bamboo joints. The base is decorated with clusters of bamboo leaves set in bas relief.



In designing the mace, the bamboo motif, which characterizes the University's new campus and its furniture, is chosen because of the plant's hardiness, greenness and high tensile strength. In Chinese culture, it is the symbol for a "Confucian gentleman" (*junzi* 君子) – it has "jie" 節 (joint), which is the same *jie* character in "*qijie*" 氣節 (integrity or moral courage; "spine"); and it is hollow in the core, a metaphor for an open mind without bias or prejudice.

For the top, a globe is placed on the HSUHK crest to indicate the University's global perspective. The four fan-shaped blades surrounding the globe symbolize the University's four desired graduate attributes (iGPS):

**Intellectual Competence (i):** a solid foundation in relevant academic disciplines, and the ability to think critically, to solve problems proactively, and to engage in life-long learning.

**Generic Skills (G):** the development of skills in:

- Languages, in both English and Chinese (Cantonese and Putonghua);
- use of information technology and data analysis;
- interpersonal communication;
- teamwork and leadership.

**Personal Development (P):** self-awareness, ethical values, emotion management, personal effectiveness and character.

**Social Engagement (S):** the willingness to serve the community and a commitment to acting for the betterment of the society.



## 校歌

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二零一七年二月

## The Hang Seng University of Hong Kong Academic Calendar (2018/19)

Revised on 9 November 2018

Week		S	M	T	W	T	F	S	Public Holidays	Academic Events
	2018	12	13	14	15	16	17	18		15-16.8 : New Student Registration
	AUG	19	20	21	22	23	24	25		21-22.8 : College Orientation Programme
1		26	27	28	29	30	31	1		1.9 : 1st Semester begins
2		2	3	4	5	6	7	8		6.9 : Convocation for New Students (pm)
3	SEP	9	10	11	12	13	14	15		
4		16	17	18	19	20	21	22	25.9 : The day following the Chinese Mid-Autumn Festival	
5		23	24	25	26	27	28	29		
6		30	1	2	3	4	5	6	1.10 : National Day	
7	OCT	7	8	9	10	11	12	13		
8		14	15	16	17	18	19	20	17.10 : Chung Yeung Festival	
9		21	22	23	24	25	26	27		
10		28	29	30	31	1	2	3		
11		4	5	6	7	8	9	10		
12	NOV	11	12	13	14	15	16	17		
13		18	19	20	21	22	23	24		19-30.11 : Students' Feedback on Modules and Learning (Week 13-14)
14		25	26	27	28	29	30	1		
15		2	3	4	5	6	7	8		1.12 : Last day of classes (1st Semester)
	DEC	9	10	11	12	13	14	15	25.12 : Christmas Day	5.12 : Graduation Ceremony
		16	17	18	19	20	21	22	26.12 : The first weekday after Christmas Day	8-22.12 : Examination period (1st Semester)
		23	24	25	26	27	28	29		
		30	31	1	2	3	4	5	1.1 : First day of January	
	2019	6	7	8	9	10	11	12		10.1 : Release of 1st Semester Examination Results #
1	JAN	13	14	15	16	17	18	19		12.1 : Release of 1st Semester Examination Results @
2		20	21	22	23	24	25	26		14.1 : 2nd Semester begins
3		27	28	29	30	31	1	2		
4	FEB	3	4	5	6	7	8	9	5-7.2 : Lunar New Year Holidays	4-9.2 : Lunar New Year Break (All classes suspended)
5		10	11	12	13	14	15	16		
6		17	18	19	20	21	22	23		
7		24	25	26	27	28	1	2		
8	MAR	3	4	5	6	7	8	9		
9		10	11	12	13	14	15	16		
10		17	18	19	20	21	22	23		
11		24	25	26	27	28	29	30		
12		31	1	2	3	4	5	6	5.4 : Ching Ming Festival	
13	APR	7	8	9	10	11	12	13		15-26.4 : Students' Feedback on Modules and Learning (Week 13 & 14)
14		14	15	16	17	18	19	20	19-22.4 : Easter Holidays	25.4 : Graduation Photo Day
15		21	22	23	24	25	26	27		27.4 : Last day of classes (2nd Semester)
		28	29	30	1	2	3	4	1.5 : Labour Day	4-18.5 : Examination period (2nd Semester)
		5	6	7	8	9	10	11		
	MAY	12	13	14	15	16	17	18	13.5 : The day following Buddha's Birthday	
		19	20	21	22	23	24	25		
		26	27	28	29	30	31	1		
1		2	3	4	5	6	7	8	7.6 : Tuen Ng Festival	3.6 : Summer Term begins
2	JUN	9	10	11	12	13	14	15		5.6 : Release of 2nd Semester Examination Results #
3		16	17	18	19	20	21	22		8.6 : Release of 2nd Semester Examination Results @
4		23	24	25	26	27	28	29		
5		30	1	2	3	4	5	6	1.7 : HKSAR Establishment Day	
6		7	8	9	10	11	12	13		10.7 : Release of HKDSE Results (To be confirmed)
7	JUL	14	15	16	17	18	19	20		20.7 : Last day of classes (Summer Term)
		21	22	23	24	25	26	27		22-27.7 : Examination period (Summer Term)
		28	29	30	31	1	2	3		
	AUG	4	5	6	7	8	9	10		15.8 : Release of Summer Term Examination Results

# For students who have **completed** the Students' Feedback on Modules and Learning@ For students who have **not completed** the Students' Feedback on Modules and Learning

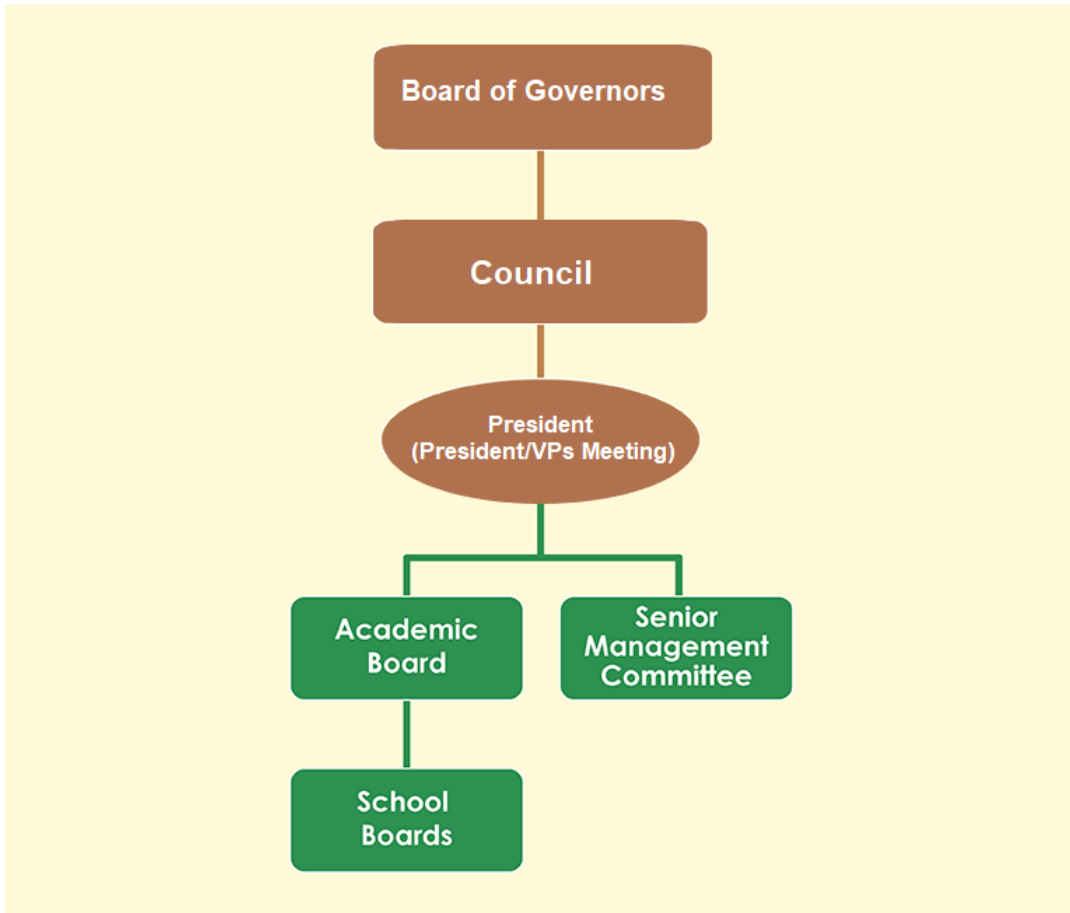
(The dates of public holidays for 2019 will be subject to the official release by the government of Hong Kong.)

# Governance & Establishment

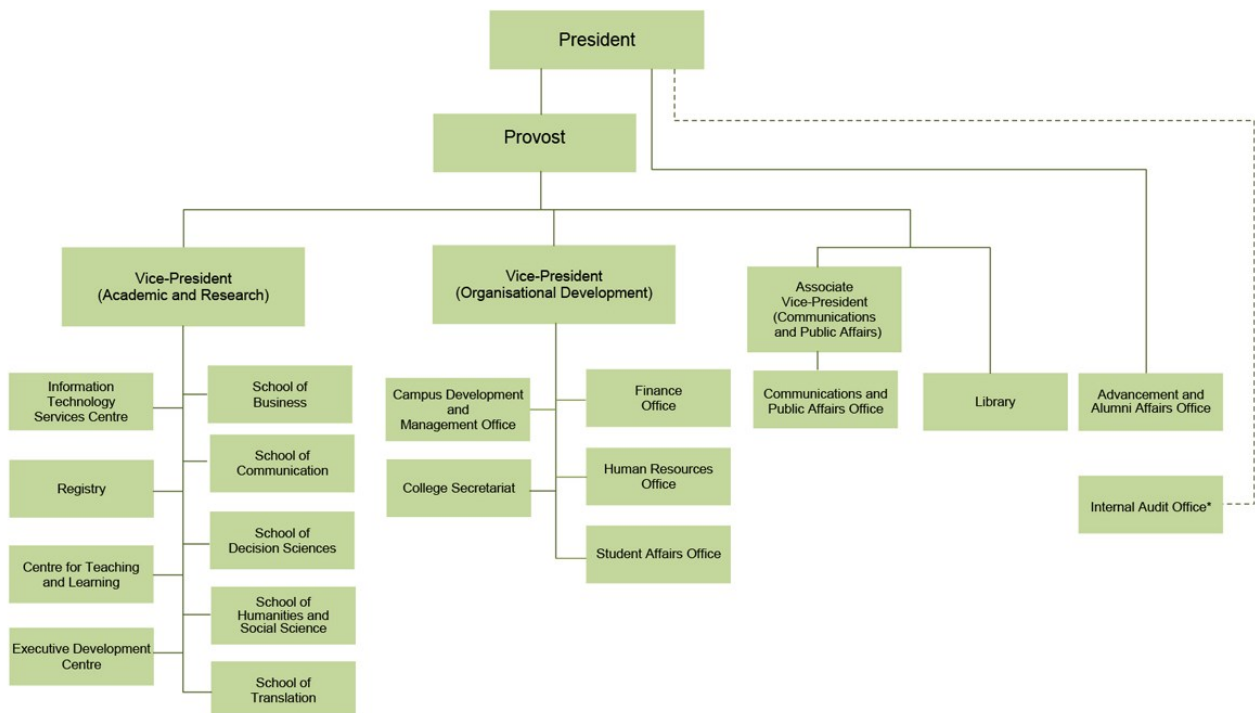


# Structure and Organisation

## Governance Structure



## Management Structure



\* Internal Audit Office (IAO) functionally reports to Audit Committee. The President oversees the administration matters of IAO.

# Board of Governors

## Chairman

Ms. CHEANG Wai Wan, Louisa 鄭慧敏女士

## Members from the senior management of Hang Seng Bank

Ms. CHAN Shuk Pui, Ivy 陳淑佩女士

Ms. CHEANG Wai Wan, Louisa 鄭慧敏女士

Mr. LEUNG Wing Lok, Andrew 梁永樂先生

## Members from the local higher education community

Professor HUI King Man, Michael 許敬文教授

Mr. LUK Koon Hoo, Roger 陸觀豪先生

Dr. POON Sun Cheong, Patrick 潘燊昌博士

Professor WONG Yue Chim, Richard 王于漸教授

## Members from the business community

Dr. CHENG Mo Chi, Moses 鄭慕智博士

Dr. FUNG Yuk Bun, Patrick 馮鈺斌博士

Dr. HO Tzu Leung 何子樑醫生

Dr. LI Ka Cheung, Eric 李家祥博士

Mr. LIANG Cheung Biu, Thomas 梁祥彪先生

Mr. TAM Tin Fong, Martin 譚天放先生

Mrs. WONG LAM Sze Wan, Patricia 黃林詩韻女士

## Secretary

Mr. LI Chi Chung, Godwin 李志忠先生

# The Council

## Chairman

Dr. CHENG Mo Chi, Moses 鄭慕智博士

## Members nominated by the Board of Governors

Ms. CHAN Shet Hung, Suzanne 陳雪紅女士

Dr. CHENG Mo Chi, Moses 鄭慕智博士

## Members from the business community, as nominated by the Board of Governors

Mr. CHENG Kam Por 鄭錦波先生

Mr. CHEUNG Kong Ting, Dannie 張江亭先生

Dr. CHEUNG Wah Keung, Jacky 張華強博士

Mr. DOO William Junior Guilherme 杜家駒先生

Ms. TONG Hing Min 唐慶綿女士

Mr. TSIEN James S. 錢乃駿先生

## Members from the education community, as nominated by the Board of Governors

Professor CHAN Chi Fai, Andrew 陳志輝教授

Professor NYAW Mee Kau 饒美蛟教授

## President of The Hang Seng University of Hong Kong

Professor HO Shun Man, Simon 何順文教授

## Provost of The Hang Seng University of Hong Kong

Professor FONG Chee Fun, Gilbert 方梓勳教授

## Vice-Presidents of The Hang Seng University of Hong Kong

Professor HUI Yer Van 許溢宏教授

Dr. FONG Wing Ho, Tom 方永豪博士

## Staff Representative of The Hang Seng University of Hong Kong

Dr. WONG Yeuk Ha, Brossa 黃若霞博士

## Secretary

Dr. FONG Wing Ho, Tom 方永豪博士

# Committees under the Board of Governors

## Audit Committee

### Chairman

Mr. LEUNG Wing Lok, Andrew 梁永樂先生

### Members

Mr. LAI Hin Wing, Henry 賴顯榮先生

Mr. LUK Koon Hoo, Roger 陸觀豪先生

### Secretary

Mr. LEUNG Sat Tak, Ted 梁實德先生

## Finance Committee

### Chairman

Dr. FUNG Yuk Bun, Patrick 馮鈺斌博士

### Vice-Chairman

Ms. CHAN Shet Hung, Suzanne 陳雪紅女士

### Members

Mr. LI Wing Kuen, Philip 李永權先生

Professor HO Shun Man, Simon 何順文教授

Professor FONG Chee Fun, Gilbert 方梓勳教授

### Secretary

Mr. LAM Man Ho, Patrick 林文河先生

## Foundation Management Committee

### Chairman

Dr. POON Sun Cheong, Patrick 潘燦昌博士

### Vice-Chairman

Mr. CHENG Kam Por 鄭錦波先生

### Members

Professor CHUNG Chi Ping, Roy 鍾志平教授

Professor FUNG Yuk Bun, Patrick 馮鈺斌博士

Mr. LIANG Cheung Biu, Thomas 梁祥彪先生

Mr. SIN Nga Yan, Benedict 冼雅恩先生

Professor HO Shun Man, Simon 何順文教授

Mr. LAM Man Ho, Patrick 林文河先生

### Secretary

Ms. CHAN Man Wai, Elisa 陳雯慧女士



## **Fundraising and Donation Committee**

### Chairman

Dr. POON Sun Cheong, Patrick 潘燊昌博士

### Vice-Chairmen

Dr. CHENG Mo Chi, Moses 鄭慕智博士

Mrs. WONG LAM Sze Wan, Patricia 黃林詩韻女士

### Members

Mr. CHENG Kam Por 鄭錦波先生

Mr. CHING Wing Hong, Thomas 程永康先生

Dr. CHUI Chuen Shun, Alex 徐傳順博士

Dr. LAM Lee George 林家禮博士

Dr. LAM Tai Fai 林大輝博士

Dr. LEE Yuk Lun, Alan 李鋈麟博士

Mr. LEUNG Ka Keung, Kenneth 梁家強先生

Dr. LUK Tei, Lewis 陸地博士

Dr. NG Wang Pun, Dennis 吳宏斌博士

Mr. TONG Tai Wai, Raphael 唐大威先生

Dr. YIP Kit Chuen 葉傑全博士

Ms. ZEE Helen 徐閔女士

Professor HO Shun Man, Simon 何順文教授

### Secretary

Ms. CHAN Man Wai, Elisa 陳雯慧女士

### Observers

Professor FONG Chee Fun, Gilbert 方梓勳教授

Dr. FONG Wing Ho, Tom 方永豪博士

## **Nomination Committee for Appointment of Council Members**

### Chairman

Ms. CHEANG Wai Wan, Louisa 鄭慧敏女士

### Members

Dr. CHENG Mo Chi, Moses 鄭慕智博士

Mr. LUK Koon Hoo, Roger 陸觀豪先生

Dr. POON Sun Cheong, Patrick 潘燊昌博士

Professor HO Shun Man, Simon 何順文教授

### Secretary

Dr. FONG Wing Ho, Tom 方永豪博士

## **Nomination Committee for Appointment of Governors and Chairmen/ Members to Board Committees**

### Chairman

Ms. CHEANG Wai Wan, Louisa 鄭慧敏女士

### Members

Dr. CHENG Mo Chi, Moses 鄭慕智博士

Dr. HO Tzu Leung 何子樑醫生

Mr. LIANG Cheung Biu, Thomas 梁祥彪先生

Professor HO Shun Man, Simon 何順文教授

### Secretary

Mr. LI Chi Chung, Godwin 李志忠先生

# Committees under the Council

## Honorary Fellowship Selection Committee

### Chairman

Dr. CHENG Mo Chi, Moses 鄭慕智博士

### Members

Ms. CHAN Shet Hung, Suzanne 陳雪紅女士

Mr. CHENG Kam Por 鄭錦波先生

Professor HO Shun Man, Simon 何順文教授

Professor FONG Chee Fun, Gilbert 方梓勳教授

Professor LEE Siu Nam, Paul 李少南教授

### Secretary

Dr. FONG Wing Ho, Tom 方永豪博士

## Human Resources Committee

### Chairman

Ms. TONG Hing Min 唐慶綿女士

### Members

Mr. DOO William Junior Guilherme 杜家駒先生

Mr. LAI Kam Tong 黎鑑棠先生

Ms. LEUNG Lai Wa, Helen 梁麗華女士

Dr. YIP Wai Kwong, Felix 葉偉光博士

Professor HO Shun Man, Simon 何順文教授

Professor FONG Chee Fun, Gilbert 方梓勳教授

### Secretary

Ms. Yeung Mi Lan, Mary 楊美蘭女士

## Nomination Committee for Appointment of Council Committee

### Chairmen/Members

#### Chairman

Dr. CHENG Mo Chi, Moses 鄭慕智博士

#### Members

Ms. CHAN Shet Hung, Suzanne 陳雪紅女士

Professor HO Shun Man, Simon 何順文教授

#### Member & Secretary

Dr. FONG Wing Ho, Tom 方永豪博士

# Honorary Fellows

## 2017

Mr. HO Lai, David 何乃康先生

Mr. LAM Shau Tong, Samuel 林秀棠先生

Mrs. LEE YICK Hoi Lun, Helen 利易海倫女士

Mr. LEUNG Ka Keung, Kenneth 梁家強先生

Dr. OR Ching Fai, Raymond 柯清輝博士

Dr. SUEN Ming Yeung, Michael 孫明楊博士

# Succession Lists

## Chairman of HSMC Board of Governors

2010/11- 2012/13 (31 January 2013)

Mrs. LEUNG KO May Yee, Margaret 梁高美懿女士

2012/13 (1 February 2013) - 2017/18 (30 June 2018)

Ms. LEE Wai Mun, Rose 李慧敏女士

## Chairman of HSUHK Board of Governors

2017/18 (1 July 2018) -

Ms. CHEANG Wai Wan, Louisa 鄭慧敏女士

## Chairman of HSMC College Council

2010/11- 2012/13 (31 January 2013)

Mrs. LEUNG KO May Yee, Margaret 梁高美懿女士

2012/13 (1 February 2013) - 2015/16 (15 November 2015)

Ms. LEE Wai Mun, Rose 李慧敏女士

## Chairman of HSUHK Council

2015/16 (16 November 2015) -

Dr. CHENG Mo Chi, Moses 鄭慕智博士

## President of HSMC

2010/11- 2012/13 (31 December 2012)

Dr. CHUI Hong Sheung 崔康常博士

2012/13 (1 January 2013) - 2013/14 (16 March 2014)

Professor FONG Chee Fun, Gilbert 方梓勳教授 #

## President of HSUHK

2013/14 (17 March 2014) -

Professor HO Shun Man, Simon 何順文教授

# Acting President of Hang Seng Management College

# Principal Officers

**President**

Professor HO Shun Man, Simon 何順文教授

**Provost**

Professor FONG Chee Fun, Gilbert 方梓勳教授

**Vice-President (Academic and Research)**

Professor HUI Yer Van 許溢宏教授

**Vice-President (Organisational Development)**

Dr. FONG Wing Ho, Tom 方永豪博士

**Associate Vice-President (Communications and Public Affairs)****Dean of School of Communication**

Professor TSO Hung, Scarlet 曹虹教授

**Dean of School of Business**

Professor BARNES Bradley Richard 李海東教授

**Dean of School of Decision Sciences**

Professor LEUNG Chi Kin, Lawrence 梁志堅教授

**Dean of School of Humanities and Social Science**

Professor TAM Kwok Kan 譚國根教授

**Acting Dean of School of Translation**

Dr. CHAN Kar Yan, Shelby 陳嘉恩博士

**University Librarian**

Ms. LAW Yuk Lin, Sarena 羅玉蓮女士

**Registrar**

Dr. WONG Yeuk Ha, Brossa 黃若霞博士

**Director of Student Affairs**

Ms. CHAN Po Yu, Rebecca 陳寶瑜女士

**Director of Finance**

Mr. LAM Man Ho, Patrick 林文河先生

# Academic and Administrative Committees

## Academic Board 教務委員會

### Standing Committees under Academic Board

Academic Planning and Development Committee  
 Admissions Committee  
 Continuing Education Committee  
 Common Core Curriculum Committee  
 Global Exchange Committee  
 Graduate Studies Committee  
 Library and Learning Resources Committee  
 Research Committee  
 Scholarship and Financial Assistance Committee  
 Staff-Student Consultative Committee  
 Student Affairs Committee  
 Teaching and Learning Quality Committee  
 University Examinations and Assessment Committee  
 University Student Disciplinary Committee

## Senior Management Committee 管理委員會

### Standing Committees under Academic Board

Alumni Affairs Committee  
 Catering Services Committee  
 IT Advisory Committee  
 Professional Support Services Committee  
 Residential Colleges Management Committee  
 Resources Allocation Committee  
 Risk Management Group  
 Space Allocation and Facilities Management Committee  
 Committee on Sports and Physical Education  
 Staff Development Committee

# Teaching & Learning





# The HSUHK “Liberal + Professional” Education Model

HSUHK identifies quality teaching and students’ all-round development as its highest priorities. It adopts the “Liberal + Professional” education model incorporating the iGPS “desired graduate attributes” framework (wherein i=Intellectual Competence, G=Generic Skills, P=Personal Development, and S=Social Engagement). HSUHK is committed to the transformative power of this educational model that facilitates the realisation of the individuals’ full potentials.

“Liberal” means a broad-based and cross-disciplinary approach to connect knowledge domains, think and solve problems. The University believes that the purpose of undergraduate education is not solely for acquiring more knowledge and a better job prospect after graduation, but also for cultivating students’ personal values, interests and transferrable core competencies, preparing the students to become well-rounded and responsible individuals who can handle future work and life challenges confidently, with a commitment to acting for the betterment of the society.

“Professional” means that although the University’s educational approach is broad-based and cross-disciplinary, many of its degree programmes have a professional orientation which aims at equipping students with the relevant knowledge and skills to enter into particular professions, as most university graduates in Hong Kong seek a full-time job right after their first degree.

As a self-financed institution, the University finds strength in its autonomy, flexibility and responsiveness to meet community and business needs by developing new innovative programmes, many of which are the first of its kind in Hong Kong.

In academic programme design, there is a good balance of major studies, Common Core Curriculum and free electives; whereas ample

development opportunities/activities form an integral part of students' holistic educational experience. These opportunities/activities include valuable residential life, internship, service, leadership, global exchange and independent research. Students actively engage themselves in different learning opportunities, so that they would know themselves better, broaden their global horizons, learn to learn continuously, boost their self-confidence and realise their potential. The aim is to nurture young talents with critical thinking, innovative minds, caring attitude, moral values and a sense of social responsibility.

HSUHK adopts as many liberal arts education features as possible in its education process. These distinctive features include:

- A primary focus on undergraduate education;
- A cross-disciplinary Common Core Curriculum;
- Residential Colleges that combine living with learning;
- Interactive small-class teaching;
- Close student-teacher relationships;
- Guidance and mentorship for individual students in and outside classrooms;
- Extensive outreaching and experiential learning opportunities including community services, internships, international exchange and independent research; and
- Exit test requirements ensuring high levels of English and Putonghua language proficiencies.

# Desired Graduate Attributes

The University has developed a framework of “**iGPS**” to embrace the four dimensions of desired graduate attributes of HSUHK students — **I**ntelligent Competence, **G**eneric Skills, **P**ersonal Development and **S**ocial Engagement.

**Intellectual Competence (i):** a solid foundation in relevant academic disciplines and the acquisition of the ability to think critically, to solve problems proactively, and to engage in life-long learning.

**Generic Skills (G):** the development of skills in:

- Languages, including English and Chinese (Cantonese and Putonghua);
- use of information technology and data analysis tools;
- interpersonal communication; and
- teamwork and leadership.

**Personal Development (P):** the development of self-awareness, ethical values, mental and physical health, emotion management, personal effectiveness and character.

**Social Engagement (S):** the willingness to serve the community and a commitment to acting for the betterment of society.

# Undergraduate Curriculum Structure

The University adopts a 4-year curriculum for all bachelor's degree programmes. All students admitted as from 2014/15 follow the University's new Undergraduate Curriculum Structure which aims at enhancing students' generic skills and broadening their intellectual horizons.

The New Undergraduate Curriculum Structure comprises 3 components, namely Major Studies, Common Core Curriculum and Free Electives. The total number of modules required for graduation varies across individual programmes. Apart from the Major studies, students are required to take at least 15 modules under the Common Core Curriculum, on General Education, Languages, and Quantitative Methods and Information Technology skills.

Undergraduate students also need to fulfill the following requirements for graduation:

- Language Competency Exit Requirements for English and Putonghua
- Information Technology Proficiency Test
- Community Services, Extra-curricular Activities and Physical Activities

# Common Core Curriculum

## Aims and Objectives

- To provide rigorous general education for students in preparation for their major studies;
- To promote integrative learning through competing critical viewpoints and a variety of pedagogical models;
- To foster speaking, reading, writing, critical thinking, communication skills, and IT and numerical skills necessary for students' academic studies and future successes in an ever-changing world;
- To cultivate students to be literate and responsible participants in the workplace, society and the world; and
- To develop students' understanding of the ethical values and dimensions of their actions.

Under the Common Core Curriculum, students are required to take

- GEN1000 Perspectives on General Education
- at least 1 module from each of the following four academic clusters to make up a total of 6 modules:
  - ◆ Cluster 1: Humanities
  - ◆ Cluster 2: Social Sciences
  - ◆ Cluster 3: Science and Technology
  - ◆ Cluster 4: Moral Reasoning
- 3 modules in each of the following areas:
  - ◆ Chinese
  - ◆ English
- and 1 to 2 modules in each of the following areas:
  - ◆ Information Technology Skills
  - ◆ Quantitative Methods

# Taught Postgraduate Curriculum Structure

The Taught Postgraduate (TPG) programmes of the University are credit- and modular based. Depending on the curricular and requirements of respective programmes, students have to take a combination of core subjects, elective modules and projects to attain 24 to 30 credits and a minimum cumulative GPA of 2.0, plus fulfilling other programme-specific requirements, for graduation.

The TPG programmes of the University also adopt a trimester system whereby students can, subject to availability of modules, register at least one (for part-time students) to three (for full-time students) core or elective modules in any one of the three semesters of the academic year.

# List of Study Programmes

## Undergraduate Programmes

### School of Business

Bachelor of Business Administration (Honours) (BBA)

工商管理（榮譽）學士

Bachelor of Business Administration (Honours) in

Corporate Governance (BBA-CG)

企業管治工商管理（榮譽）學士

Bachelor of Business Administration (Honours) in

Financial Analysis (BBA-FA)

金融分析工商管理（榮譽）學士

Bachelor of Business Administration (Honours) in

Human Resource Management (BBA-HRM)

人力資源管理工商管理（榮譽）學士

Bachelor of Business Administration (Honours) in

Management (BBA-MGT)

管理學工商管理（榮譽）學士

### School of Communication

Bachelor of Arts (Honours) in

Convergent Media and Communication Technology (BA-CMCT)

融合媒體及傳播科技（榮譽）文學士

Bachelor of Journalism and Communication (Honours) (BJC)

新聞及傳播（榮譽）學士

## **School of Decision Sciences**

Bachelor of Arts (Honours) in

Applied and Human-Centred Computing (BA-AHCC)

應用及人本計算學（榮譽）文學士

Bachelor of Business Administration (Honours) in

Supply Chain Management (BBA-SCM)

供應鏈管理工商管理（榮譽）學士

Bachelor of Management Science and Information Management  
(Honours) (BMSIM)

管理科學與資訊管理（榮譽）學士

Bachelor of Science (Honours) in

Actuarial Studies and Insurance (BSC-AIN)

精算及保險（榮譽）理學士

Bachelor of Science (Honours) in

Data Science and Business Intelligence (BSC-DSBI)

數據科學及商業智能學（榮譽）理學士

## **School of Humanities and Social Science**

Bachelor of Arts (Honours) in

Cultural and Creative Industries (BA-CCI)

文化及創意產業（榮譽）文學士

Bachelor of Arts (Honours) in Chinese (BA-CHI)

中文（榮譽）文學士

Bachelor of Arts (Honours) in English (BA-ENG)

英國語文（榮譽）學士

Bachelor of Social Sciences (Honours) in Asian Studies (BSS-AS)

亞洲研究（榮譽）社會科學學士

## **School of Translation**

Bachelor of Translation with Business (Honours) (BTB)

商務翻譯（榮譽）學士



## Taught Postgraduate Programmes

### School of Business

Master of Science in Entrepreneurial Management (MSC-EM)  
創業管理理學碩士

### School of Communication

Master of Arts in Strategic Communication (MA-SC)  
策略傳播文學碩士

### School of Decision Sciences

Master of Science in Global Supply Chain Management (MSC-GSCM)  
環球供應鏈管理理學碩士

### School of Translation

Master of Arts in Translation (Business and Legal) (MA-TBL)  
翻譯文學碩士（商務與法律）

Master of Arts in Translation (Computer-Aided Translation) (MA-TCAT)  
翻譯文學碩士（電腦輔助翻譯）

# Schools and Departments

## School of Business

Dean: Professor BARNES Bradley Richard 李海東教授

### Department of Accountancy

Head: Professor LAM Chee Keung, Kevin 林自強教授

### Department of Economics and Finance

Head: Dr. CHUI Kam Hung, David 崔錦雄博士

### Department of Management

Head: Professor CHOW Hau Siu, Irene 周巧笑教授

### Department of Marketing

Head: Dr. CHAN Hak Sin, Haksin 陳克先博士

## Advisory Committee of School of Business

Chairman

Professor WONG Shek Nam, Danny 黃錫楠教授

Convener

Professor BARNES Bradley Richard 李海東教授

Members

Mr. CHENG Kit Sun, Wilson 鄭傑燊先生

Dr. KWOK Chi Yun, Francis 郭志恩博士

Ms. LEUNG Ka Lai, Carrie 梁嘉麗女士

Professor NYAW Mee Kau 饒美蛟教授

Secretary

Ms. Poon On Ni, Anny 潘安妮女士

## External Examiners (Programme)

Professor LING Chung Yee, Roy (*for BBA-FA*)

Professor WHITA Paul (*for BBA*)

Professor YIU Wing Yee, Daphne 姚詠儀教授 (*for BBA-MGT*)

Professor YUEN Lai Mei, Susana 袁麗薇教授 (*for BBA-CG*)

# School of Communication

Dean: Professor TSO Hung, Scarlet 曹虹教授

## Advisory Board of School of Communication

### Chairman

Professor HUANG Yi Hui, Christine 黃懿慧教授

### Convener

Professor TSO Hung, Scarlet 曹虹教授

### Members

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Ms. CHAN Suk Mei, May 陳淑薇女士

Professor LEE Lap Fung, Francis 李立峯教授

Ms. LEUNG Yi Lin 梁綺蓮女士

Ms. TAM Wai Yee, Tammy 譚衛兒女士

Ms. YEUNG Yuk Chun, Mimi 楊玉珍女士

### Secretary

Ms KO Mei Yee 高美儀女士

## External Examiners (Programmes)

Dr. FU King Wa 傅景華博士 (*for BJC*)

Professor HUANG Yi Hui, Christine 黃懿慧教授 (*for BJC*)

Dr. PO Lai Man, Edmond 布禮文博士 (*for BA-CMCT*)

# **School of Decision Sciences**

**Dean: Professor Leung Chi Kin, Lawrence 梁志堅教授**

## **Department of Computing**

**Head: Professor POON Chung Keung 潘忠強教授**

## **Department of Mathematics and Statistics**

**Head: Professor TANG Man Lai 鄧文禮教授**

## **Department of Supply Chain and Information Management**

**Head: Dr. NG Chi Hung, Stephen 吳志雄博士**

## Advisory Committee of School of Decision Sciences

### Chairman

Mr. WONG Wai Shing, Vincent 汪煒城先生

### Convener

Professor LEUNG Chi Kin, Lawrence 梁志堅教授

### Members

Professor CHAN Ping Shing, Ben 陳炳城教授

Professor CHAN Wai Sum 陳偉森教授

Dr. NG Kit Chong, Johnny 吳傑莊博士

Dr. WONG Heung Tsun, Kenneth 王香俊博士

Professor XU Jianliang 徐建良教授

Professor YEUNG Cheong Leung, Andy 楊昌良教授

### Secretary

Ms. LEE Ka Wai, Jamie 李家慧女士

## External Examiners (Programme)

Professor DU Chih Ting, Timon 杜志挺教授 (*for BMSIM*)

Professor KWONG Koon Shing (*for BSC-AIN*)

Dr. LAU Ying Kei, Henry 劉應機博士 (*for BBA-SCM*)

Professor NG Kee Yin, Joseph 吳其彥教授 (*for BA-AHCC*)

Professor NG Kwok Po, Michael 吳國寶教授 (*for BSC-DSBI*)

# **School of Humanities and Social Science**

**Dean: Professor TAM Kwok Kan 譚國根教授**

## **Department of Chinese**

**Head: Professor CHEUNG Kwong Yue, Alex 張光裕教授**

## **Department of English**

**Acting Head: Dr. FUNG Kai Yeung, Paul 馮啟陽博士**

## **Department of Social Science**

**Head: Professor KAO Lang 高朗教授**

## Advisory Board of School of Humanities and Social Science

### Chairman

Dr YEUNG Hin Chung, John 楊顯中博士

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Professor TAM Kwok Kan 譚國根教授

### Members

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Dr LEE Kwai Sang 李貴生博士

Professor LEUNG Kwong Sak 梁廣錫教授

Professor WU W. X., Richard 胡偉星教授

### Secretary

Ms LIU Hoi Yi, Wendy 廖凱兒女士

## External Examiners (Programme)

Professor CHRISTIE Stuart (*for BA-ENG*)

Dr GAO Xuesong, Andy 高雪松博士 (*for BA-ENG*)

Professor HSU Tzu Pin 許子濱教授 (*for BA-CHI*)

Professor LEONG Samuel 梁信慕教授 (*for BA-CCI*)

Professor NGO Tak Wing 吳德榮教授 (*for BSS-AS*)

Professor WARREN, Martin (*for BA-ENG*)



## School of Translation

Acting Dean: Dr. CHAN Kar Yan, Shelby 陳嘉恩博士

### Advisory Committee of School of Translation

Chairman

Mr. CHOW Wing Shing, Vincent 周永成先生

Convener

Dr. CHAN Kar Yan, Shelby 陳嘉恩博士

Members

Professor CHAN Sin Wai 陳善偉教授

Mr. CHAN Kin Bun 陳健彬先生

Mr. LOU I. K., Damy 盧玉軍律師

Mr. SEK K. C. 石景初先生

Mr. TSANG Man Sang 曾文生先生

Dr. WOO W. M. Raymond 胡偉民博士

Secretary

Ms. Mak Pui Hung 麥佩雄女士

### External Examiners (Programme)

Professor CHAN Sin Wai 陳善偉教授 (*for BTB*)

Professor CHANG Nam Fung 張南峰教授 (*for BTB*)

Professor TAN Zaixi 譚載喜教授 (*for MA-TBL*)

Professor WANG Enmian 王恩冕教授 (*for MA-TBL*)

# General Admission Requirements

## Undergraduate Programmes

### General Entrance Requirements for Admission to Year 1 of the Programme

#### 1. Local Entrants

(a) Hong Kong Diploma of Secondary Education (HKDSE) Examination

*For all undergraduate programmes except BSC-AIN:*

Level 3 or above in Chinese Language and English Language and Level 2 or above in Mathematics (Compulsory), Liberal Studies and one other subject in the HKDSE Examination

*For BSC-AIN:*

Level 3 or above in Chinese Language, English Language and Mathematics (Compulsory), Level 2 or above in Liberal Studies and one other subject in the HKDSE Examination

(b) General Certificate of Education (GCE) A-Level Examination

Passes in 2 A-Level subjects, excluding Chinese

(c) International Baccalaureate Diploma Programme

24 points (including 3 subjects at Higher Level and 3 at Standard Level, 12 points or above to be obtained from subjects at Higher Level), i.e. completion of IB Diploma

(d) SAT Qualification

A minimum of 1650 on SAT Reasoning Test (Prior to March 2016) or 1190 on Redesigned SAT (From March 2016), and secondary school examination results may be considered apart from the SAT score.

## 2. Non-local Entrants

2.1 In addition to the entry routes listed in S2.4.1, students from various countries may apply for admission to Year 1 of the undergraduate programmes if they fulfill the minimum entrance requirements listed in the following table:

Country of Qualifications	Level Completed	Examination Undertaken / Other Requirements	English Academic Requirement
North America	Grade 12	A minimum of 1650 on SAT Reasoning Test (Prior to March 2016) or 1190 on Redesigned SAT (From March 2016), and Secondary school examination results are suggested to be considered apart from the SAT score; OR equivalent to minimum entrance requirements on the strength of HKDSE examination	Nil
Australia / New Zealand	Grade 12	Equivalent to minimum entrance requirements on the strength of HKDSE examination	Nil
United Kingdom	GCE A-level	Passes in 2 A-Level subjects, Chinese excluded; <u>or</u> equivalent to minimum entrance requirements on the strength of HKDSE examination	Nil

Country of Qualifications	Level Completed	Examination Undertaken / Other Requirements	English Academic Requirement
Mainland China	Joint Entrance Examination (JEE)	1st admission line of the affiliated province/city; OR 2 <sup>nd</sup> admission line of the affiliated province/city with school recommendation letter	100 or above in JEE
Taiwan	General Scholastic Ability Test or Advanced Subjects Test	Average standard (均標) in each of the Chinese, Mathematics, Society and Science	English result within the good standard (前標) or above
Malaysia	Unified Examination Certificate	Either passes (Grade C or above) in at least 7 subjects of which 6 subjects shall be obtained in the same sitting	B4 or better
	Sijil Pelajaran Malaysia (SPM) and Sijil Tinggi Pelajaran Malaysia (STPM)	Passes (Grade C or above) in at least 7 subjects at SPM level of which 6 subjects shall be obtained in the same sitting; OR 3 subjects in STPM in the same sitting, other than language subjects	SPM: Minimum Grade C; OR STPM: Minimum Grade C
	Grade 12	Equivalent to minimum entrance requirements on the strength of HKDSE examination	IELTS 5.5 or equivalent
Other parts of the world	Joint University Admission Examination	Equivalent to minimum entrance requirements on the strength of HKDSE examination	IELTS 5.5 or equivalent*

\* Applicants have to reach the IELTS standard as specified, or pass an equivalent test conducted by HSUHK. For cases without an English standard specified, applicants are assumed to have fulfilled the requirement in English in their prior education.

2.2 Applicants with equivalent qualifications will be considered on a case-by-case basis with reference to education backgrounds and academic qualifications. If they are invited to an interview, their performance at the interview will also be taken into consideration.

### 3. Non-standard Entrants

- 3.1 Applicants who have completed an equivalent level of education at a local or overseas college or university recognized by the University or have obtained an academic qualification other than those mentioned may apply for admission on advanced standing, which will be considered on a case-by-case basis.
- 3.2 Normally, the qualifications used for claiming advanced standing should not have been completed more than six years before the time of application for admission to an undergraduate programme.
- 3.3 Mature applicants aged 23 or above on 1 September in the year when admission is sought, who has a minimum of 2 years' working experience in their chosen field of study or has demonstrated the ability to pursue their chosen field of study may apply for exemption from the normal admission requirements. Admission will be considered on a case-by-case basis.

### 4. Enhancement of Proficiency in Chinese, English and Mathematics

Students admitted through non-standard entry are required to complete and pass the corresponding non-credit bearing enhancement modules:

- *English enhancement module (for students attained Level 2 or below in English Language in HKDSE)*
- *Chinese enhancement module (for students attained Level 2 or below in Chinese Language in HKDSE)*
- *Mathematics and Statistics enhancement module (for students attained Level 1 or below in Core Mathematics in HKDSE)*

### 5. Entrance Requirements for Admission to Year-2 Entry

- 5.1 Applicants should have completed an Associate Degree or Higher Diploma in a related discipline from a recognized institution in Hong Kong or overseas, with a minimum cumulative Grade Point Average (cGPA) normally of 2.3 or equivalent.

- 5.2 Individual programmes shall follow respective academic requirements for admitting student to Year 2, if any, as stated in the accreditation documents.

## **6. Entrance Requirements for Admission to Year-3 Entry**

- 6.1 Applicants should have completed an Associate Degree or Higher Diploma in a related discipline from a recognized institution in Hong Kong or overseas, with a minimum cumulative GPA (cGPA) of 2.5 or equivalent, and pass the assessment as required by the programme, e.g. written test, interview, etc.
- 6.2 Individual programmes shall follow respective academic requirements for admitting student to Year 3, if any, as stated in the accreditation documents.

## **7. Non-Chinese Speaking Applicants**

- 7.1 The University accepts the GCSE/IGCSE/GCE A-Level Chinese and HKDSE Applied Learning Chinese as alternative Chinese language qualifications. Non-Chinese speaking students should obtain Grade C or above in Chinese in GCSE/IGCSE, or Grade E in Chinese in GCE A-Level or obtain “Attained” in HKDSE Applied Learning Chinese (for non-Chinese speaking students) as the minimum entrance requirement for non-Chinese speaking applicants in the following specific conditions:
- (a) The student has learned Chinese Language for less than six years while receiving primary and secondary education; OR
  - (b) The student has learned Chinese Language for six years or more in schools, but has been taught an adapted and simpler Chinese Language curriculum not normally applicable to the majority of students in local schools.

## **8. Transfer Students**

8.1 Students who are enrolled in a recognized degree programme or equivalent could apply for admission. The maximum number of credit units transferred shall not exceed 50% of the total credit units of a programme at HSUHK.

## **8. Application Fees**

9.1 Fees are chargeable for application for admission.

# General Admission Requirements

## Taught Postgraduate Programmes

### General Entrance Requirements for Admission to Taught Postgraduate Programme

1. A Bachelor's degree from a recognized university or equivalent; and
2. Documentary evidence demonstrating the applicant's English proficiency, which may include:
  - 2.1 Graduated from an institution where the medium of instruction is English; or
  - 2.2 A minimum of 550 (paper-based), 213 (computer-based) and 79 (internet-based) in TOEFL; or
  - 2.3 A minimum of 6.5 in IELTS; or
  - 2.4 A minimum of 430 in College English Test-Band 6 (CET-6) or "Pass" if the test was taken before June 2005; or
  - 2.5 Equivalent of the above.

Applicants may consult respective Departments for the specific requirements for English proficiency of a particular study programme.

### 3. Non-standard Entrants

The taught postgraduate programmes of the University do not accept non-standard entrants.

4. Fees are chargeable for application for admission.



# Academic Regulations for Undergraduate Programmes

## 1. Medium of Instruction and Assessment

- 1.1 Except for specific modules approved by the Academic Board (AB), the medium of instruction and assessment at the University is English.

## 2. Admissions

- 2.1 The University offers the following undergraduate programmes in the Academic Year (AY) 2018/19:

*(Please refer to P.24 for the List of Study Programmes)*

- 2.2 Applicants for admission to undergraduate programmes of the University must satisfy the general entrance requirements stipulated by the University as well as the specific admission requirements set out by respective programmes.
- 2.3 There should be no discrimination for admission on the grounds of gender, age, race, religion, ethnic origin or disability.

### 2.4 General Entrance Requirements for Admission to Year 1 of the Programme

*(Please refer to P.36 for General Entrance Requirements)*

## 3. Minor Study

- 3.1 Starting AY2018/19, all undergraduate students are eligible for the Minor Study Scheme and may opt for one minor study from the list below:

- Accounting
- Business Administration
- Corporate Governance
- Finance and Banking
- Financial Analysis
- Management

- Marketing

From the School of Communication

- Communication
- Communication Technology

From the School of Decision Sciences

- Computing
- Decision Analytics
- E-commerce
- Statistical Analysis
- Supply Chain Management
- 

From the School of Humanities and Social Science

- Asian Studies
- Chinese
- Cultural and Creative Industries

From the School of Translation

- Translation

- 3.2 Students will be responsible for taking the required modules within the normative study period in order to claim the targeted minor at graduation.
- 3.3 Students are required to complete, either by passing the assessment of the module or by module exemption or credit transfer, at least 15 credits, of which 9 credits must be at level 3 or above in order to fulfill the requirement of a minor study. Students should note that there may be pre-requisite for the modules required for a particular minor study. In the case of credit transfer or module exemption, the maximum number of credits to be transferred or exempted is 6 and the transfer/exemption must be approved by Programme Director or his/her designate.
- 3.4 Only non-major modules such as Business Core/Elective or Common Core Curriculum modules, can be double-counted for the award of Minor Study. Students may use the credits assigned for free electives in the curriculum to take modules leading to their minor study.
- 3.5 Students cannot claim a Minor Study from their Major Study Programme.

- 3.6 Students must claim their Minor Study when they apply for graduation and they cannot continue the Minor Study after graduation.
- 3.7 The award of Minor Study will only be recorded in the academic transcript but not on the graduation certificate nor the qualification title.
- 3.8 Students taking minor study will not have priority in registering for the modules of their minor study options. The Departments/Schools will try to accommodate the demand for minor study modules but there is no guarantee that such demand can be met.
- 3.9 For details of respective Minor Study Schemes and applicable restrictions, please visit the Registry website or consult respective Departments/Schools.

#### **4. Registration, Withdrawal and Deregistration**

##### **4.1 Registration**

- 4.1.1 Once admitted to the University, students have to complete the registration procedures and pay all the prescribed fees. Applicants who fail to pay the requisite fees or complete the prescribed registration procedures will be considered as having forfeited their undergraduate places offered by the University.
- 4.1.2 Currently, all undergraduate programmes offered by the University are full-time programmes. Each student can only enroll in one study programme offered by the University. Unless otherwise approved by the University, students are not permitted to enroll in full-time study at any other tertiary institutions, local or overseas. Approval for double registration will only be granted under very rare circumstances.
- 4.1.3 Students must comply with the University's rules and regulations in order to maintain their registration.

#### 4.1.4 Definition of student statuses:

- *Full-time students*: Students who have registered for a full-time programme of the University or who have registered at least 12 credits (or four 3-credit modules) in a semester, notwithstanding cases of which students are required by the Programme or the University to reduce their study load to below 12 credits and students need to take the remaining required credits to complete their full-time study programme, are defined as Full-time students.
- *Part-time students*: Students who are not registered for a full-time programme of the University or who have registered fewer than 12 credits (or four 3-credit modules) in a semester, owing to reasons *other than* mandatory or voluntary reduction of study load.
- *Local students*: Students who are not required to apply for a valid student visa from the Immigration Department of the HKSAR for studying in Hong Kong.
- *Non-local students*: Students who are required by the Immigration Department of the HKSAR to apply for a valid student visa for studying in Hong Kong.
- *Visiting students*: Students who have registered for HSUHK modules and do not expect to complete a degree.
- *Incoming exchange students*: Students who come from HSUHK partner institutions (i.e. entailing a signed agreement of two-way movement of students with HSUHK) and fulfilled the required full-time study load.

- *Outbound exchange students*: HSMC students who study at partner institutions (i.e. entailing a signed agreement of two-way movement of students with HSMC) and fulfilled the required study load of a full-time student at the host institute.
- *Graduand candidates*: Students who have fulfilled the academic requirements while non-academic requirements are yet to be fulfilled.
- *Graduands*: Students who have completed the requirements for an academic award but the academic award is yet to be approved by the Academic Board.
- *Deferred students*: Students who have been granted permission for deferment of their registration.
- *Zero-subject enrollees*: Students who are still on the Student Register but have not registered for any module in a semester.
- *Withdrawn students*: Students who have withdrawn from their study of their own accord and have completed the proper procedures for withdrawal of study.
- *Deregistered students*: Students who have been removed from the Student Register by the University owing to reasons that are deemed valid and justified by the Registrar, including but not limited to failure to complete the prescribed registration procedures after admission to the University, failure to settle the tuition fee or to submit application for deferment of tuition fee before the payment due date, expiration of the maximum study period stipulated by the University, or withdrawn from study without completing the withdrawal procedures.

- *Terminated students:* Students who are removed from the Student Register due to poor academic performance or as a result of disciplinary actions.

## 4.2 Withdrawal

- 4.2.1 Students who intend to discontinue their studies at the University must apply for official withdrawal by completing the proper procedures, settling all outstanding fees and payments due and returning his/her student identity card; otherwise, they will not be entitled to transcripts or academic records of any kind.
- 4.2.2 Withdrawn students can apply for admission to any programme of the University again but their application will be considered as new application for admission.

## 4.3 Deregistration

- 4.3.1 Instead of withdrawal which is raised by a student, the Registrar may deregister a student by removing his/her registration from the Student Register for justifiable grounds including but not limited to failure to complete the prescribed registration procedures after admission to the University, failure to settle the tuition fee or to submit application for deferment of tuition fee before the payment due date, expiration of the maximum study period stipulated by the University, or withdrawn from study without completing the withdrawal procedures.
- 4.3.2 Deregistered students may apply for reinstatement within a grace period of three months after they have been deregistered from the University.
- 4.3.3 Students are required to submit a written application for reinstatement to the Registry. Approval for reinstatement of deregistered students will be granted by the Registrar

on a case-by-case basis. In case of approval for reinstatement is granted, the applicant has to pay a non-refundable reinstatement fee as listed in the appended Fees Schedule.

4.3.4 Reinstatement of student status will be granted twice at maximum for each student during his/her study at the University.

## 5. Duration of Study and Study Load

### 5.1 Maximum Period of Study

5.1.1 The normal duration for completing a bachelor's degree programme, i.e. *the normative study period*, is four years. The maximum periods of study for Year-1 and Year-3 entrants are six years and four years respectively. The normative and maximum study periods for students admitted in January Intake are the same as those admitted in September every year.

5.1.2 Students may be permitted to defer their studies on justifiable grounds, such as medical reasons, financial difficulties, participating in University-approved internship and exchange programmes, representing the University or Hong Kong to partaken in activities, or other genuine needs. The period of deferment will be counted as part of the period of study.

5.1.3 Students may be permitted to transfer to another study programme offered by the University. The time spent by the student on his/her transfer-out programme(s) will be counted as part of the period of study.

5.1.4 Arrangements for programme transfer, deferment of study, University-approved internship and exchange programmes are

stipulated in separate sections of the Academic Regulations.

## **5.2 Year of Study**

5.2.1 Unless otherwise stated, “Year of Study” refers to the year of the programme that a student is studying. All in-time students, i.e. students who are studying within the normative study period, will be designated as a Year-1, Year-2, Year-3 or Year-4 student according to the year of the programme s/he is studying.

5.2.2 Students who, for one reason or another, extend their studies beyond the normative study period but still within the maximum study period allowed by the University, are referred to as “out-time students”.

## **5.3 Normal Study Load**

5.3.1 An academic year covers two semesters, which last for 15 weeks each, and a summer term which normally lasts for 7 weeks.

5.3.2 Depending on the graduation requirements of respective programmes, students are normally required to study 4 to 6 modules, which are equivalent to 12 to 18 credits, in each semester (and up to 1 module/3 credits in the Summer Term) in the normative period of study. The maximum number of credits a student can take per semester (excluding the Summer Term) is 18 credits.

## **5.4 Under-loading**

5.4.1 Full-time students reducing their study load to fewer than 12 credits in a semester due to Academic Warning/Academic Probation will be regarded as under-loading students.

5.4.2 Full-time Students who, with justifications other than Academic Warning and Academic Probation, reduce their workload to 1-12 credits in a semester will also be treated as under-loading students.



- 5.4.3 Only under-loading students pertaining to S5.4.1 above are entitled to pay two-third (2/3) of the tuition fees due for the academic year in concern.

## 6. Retaking Modules

- 6.1 If a student received a Fail grade, i.e. Grade F, in a module in a previous semester, s/he may retake that module. The fail grade of the module will still be shown in the student's transcript even if the student has subsequently managed to pass the retake module. The grade that the student attained in retaking a particular module will also appear on the transcript.
- 6.2 Students who have to retake a module that they have passed with a grade below "C" in order to fulfill the graduation requirement of obtaining a cGPA of at least 2.0 will have to seek approval from the Registrar in writing starting their Year-4 study. Applications submitted before Year 4 will not be accepted and students cannot retake a module that s/he has completed with Grade C and above.
- 6.3 The classification of honours that the student attained under the circumstances mentioned in S6.2 above will be capped at "Pass".
- 6.4 A student (including students of approved outbound exchange/internship) has to pay for the additional modules that s/he has taken if the total number of credits taken in Semester 1 or 2 exceeds 18 credits (3 credits in the case of Summer Term), or the modules are taken beyond the normative study period of four years.
- 6.5 Other than the justifications stated in S6.1 and S6.2 above, students may for other reasons (including obtaining a higher grade to meet the requirement of professional bodies) want to retake a module that they have passed in their course of study. Retaking a module under these circumstances will have to be approved by the Registrar. If approval is granted, students will have to pay for retaking the module, irrespective of the stipulation in S6.4 above. The grade obtained as a result will not be counted towards the student's GPA and a separate transcript will be issued to certify the grade achieved for the module.

## 7. Taking Additional Modules

- 7.1 Students may wish to take extra modules to supplement deficient programme requirements or to take additional modules of their own accord or for early graduation.
- 7.2 A student (including approved outbound exchange/internship students) may have to pay for the extra/additional modules that s/he has taken if the total number of credits taken in Semester 1 or 2 exceeds 18 credits, or the total number of credits taken in the Summer Term exceeds 3 credits, and that the modules are taken beyond the normative study period of four years.
- 7.3 By taking additional modules, a student may complete a study programme within a time frame shorter than the normative study period of four years. e.g. 3.5 years. However the student is still required to pay full tuition fees due for the whole normative study period, i.e. total tuition fees due for four years.

## 8. Module Registration/Add/Drop

### 8.1 Semester Length and Class Hours

- 8.1.1 Semester 1 and Semester 2 last for 15 weeks each and the Summer Term normally lasts for 7 weeks.
- 8.1.2 Classes will normally be arranged between 9am to 10pm, Monday to Friday, and 9am to 1pm on Saturdays. Nevertheless on some occasions as circumstances required, classes may have to be arranged outside these hours.
- 8.1.3 10 minutes will be allowed between each class session for switching classroom.

### 8.2 Module Registration

- 8.2.1 Except for Year 1 students in their Semester 1 studies, whose

timetables are pre-assigned by the Registry, all other students are required to register the required core and elective modules during a module registration exercise before the beginning of each semester.

8.2.2 The module registration exercise will be conducted online via the Module Registration System two to three weeks before commencement of each semester.

8.2.3 Announcements and emails on the briefing sessions, schedules and points to note for module registration will be issued by the Registry in due course. Students are required to duly follow the instructions therein to register for the modules they are required or elect to take.

### **8.3 Module Add/Drop**

8.3.1 Students may apply to change their modules during the module add/drop period. Application for adding or dropping modules after the add/drop period will not be considered.

8.3.2 The approval for adding a module is subject to the feasibility of fitting the additional module to the student's timetable and availability of quota of the module.

8.3.3 To ensure fairness of module registration, module add/drop has to be conducted via the Module Add/Drop System. Schools, Departments, and module teachers do not have the authority to approve the adding or dropping a particular module, or the placement of a student to another class session of a particular module.

## **9. Programme Transfer**

9.1 Students may apply for transfer to another study programme but should be aware that different programmes may have different requirements for transfer, and that transfer to another programme may delay their academic progress.

- 9.2 The time that the student spent on his/her transfer-out programme will be counted towards the study period of the student. S/he will abide by the regulations and policies relating to study period and applicable to in- and out-time students.
- 9.3 Application will be accepted once every academic year. The application deadline is five working days after the release of the examination results of Semester Two. Late applications will not be considered.
- 9.4 The transfer-in programme shall have the discretion to approve or reject programme transfer applications but it should be noted that such approval should be granted with sufficient grounds and the cumulative GPA requirement for programme transfer is normally 2.8 or above.
- 9.5 The maximum number of students who could be approved for transfer from programme to programme is 10 in number or 10% of the total enrollment, whichever is lower, of the transfer-out and transfer-in programme respectively.
- 9.6 Student may be invited to attend an interview for the purpose.
- 9.7 The year of study of the new programme and the number of credits to be transferred from the students' original programme to the new programme will be determined by the Programme Director of the transfer-in programme.

## **10. Attendance**

- 10.1 Students are expected to attend all timetabled classes and stipulated learning activities and be punctual in order to achieve the best learning outcomes. A student will be deemed as absent from class if s/he
- (a) fails to seek prior approval from the module teacher for not attending the full lesson with a valid reason; or
  - (b) fails to attend the timetabled class within the first 15 minutes; or
  - (c) fails to satisfy the specific attendance requirements set by respective module teachers and made clear to students in advance.

- 10.2 Students who suffer from chronic illness and require regular medical consultations, which may affect their overall attendance of a module are recommended to discuss with the module teacher for other possible arrangements prior to the start of the module or as soon as the medical condition is diagnosed. Students may need to present supporting documents from registered medical practitioners or medical professionals if so required.
- 10.3 Students who need to take a leave of absence exceeding five consecutive days owing to illness or other justifiable reasons must apply for leave of absence within three working days after resumption of study. They must submit the appropriate application form with supporting documents. Approval will be granted by the Registrar on a case-by-case basis.
- 10.4 Students shall attain an attendance rate of 80% of all the meetings of a module in order to be eligible for sitting for the end-of-module examination.
- 10.5 For modules with an end-of-module examination, if a student whose attendance of the module concerned is less than 80%, s/he is not allowed to attend the examination and will be deemed to have failed the module unless discretionary approval for attending the examination has been granted by the Head of Department in consultation with the module teacher.
- 10.6 For modules without an end-of-module examination, a student will be deemed to have failed in the module if his/her attendance rate of the module concerned is less than 80%, unless discretionary approval for considering his/her performance in the assessment(s) of the module has been granted by the Head of Department in consultation with the module teacher.

## **11. Deferment of Study**

- 11.1 Students may be permitted to defer their studies during the normative study period of four years owing to health reasons, financial difficulties,

participation in approved University activities, such as recognized internship programmes, representing the University or Hong Kong to partake in activities or other valid personal reasons.

- 11.2 The deferment period is counted as part of the period of study.
- 11.3 The minimum period of deferment of study is one semester. If required, students may apply for extension of deferment for another semester and the retention fee can roll over to the extension period. There is no limit for extension but students should mind that by extending the deferment for too long, they may not be able to complete their study programme within the maximum study period and extra charges may be entailed, as deferment period is counted as part of the study period.
- 11.4 Deferment/Extension of deferment of study for less than one semester will not be considered. Application together with supporting documents and a fee for retaining their undergraduate places have to be submitted to the Registry before the commencement of the semester concerned.
- 11.5 Applications for deferment of study submitted after the semester concerned has commenced will not be considered, unless the deferment is attributable to substantial and mitigating reasons that are beyond the applicant's control, and the application will be reviewed by the Registrar on a case-by-case basis.
- 11.6 In cases of deferment of study resulted from health reasons, participation in recognized internship programmes or representing the University/Hong Kong to partake in activities, the entire amount of retention fee will be refunded to the student when s/he resumes study at the University.
- 11.7 For applications for deferment of study out of other reasons, such as financial difficulties or other personal reasons, a proportion of the retention fee will be refunded to the student when s/he resumes study at the University while the balance will be forfeited as administration fee for retaining the student's registration status.

- 11.8 If a student resumes his/her study earlier than the date stated or without completing the internship programme or activities specified in the deferment application, a proportion of the retention fee will be refunded to the student while the balance will be forfeited as administration fee.
- 11.9 By the end of the deferment period, the student should return to the University to resume his/her studies. S/he should settle the tuition fees and complete the necessary registration procedures. Students who fail to resume studies according to the schedule will be considered as having withdrawn from the University and the retention fee will be forfeited.

## **12. Outbound Exchange Programme**

- 12.1 The University encourages its students to take part in recognized outbound exchange programmes during their study period. Students can apply for credit transfer or module exemption in relation to participation in outbound exchange programme. Application can be made at the Registry.
- 12.2 Students are advised to discuss their study plans with the Academic Advisor for Students of respective academic departments before submitting credit transfer/module exemption applications and provide relevant course outlines or syllabus as detailed as possible to facilitate the discussion. Pre-approval may be given by the Programme Director (or his/her designate) for credit transfer/module exemption.
- 12.3 Official transcripts issued by the partner institutions certifying completion of modules and grades attained will also need to be forwarded to the Registry within the first month upon resumption of study at the University for final approval of credit transfer/module exemption.
- 12.4 All transferred credits/exempted modules will not be counted towards the calculation of their GPA and have no bearing on the classification of honours to be awarded to the student.

- 12.5 The exchange period that outbound exchange students spend in other approved tertiary institutions will be regarded as study leave and the students concerned are required to submit the application for study leave.
- 12.6 The period of study leave is counted as part of the period of study.

### **13. University-approved Internship**

- 13.1 The University is committed to provide internship opportunities for its students. As and where deemed appropriate, internship and field experience will be incorporated into the curriculum of respective programmes, either as credit-bearing module or non-credit bearing graduation requirement.
- 13.2 In their course of study, students have to attain the credits or fulfill the requirement in relation to internship as specified by respective study programmes.
- 13.3 The away-time for participating in University-approved internship will be regarded as deferment of study and the deferment period is counted as part of the period of study.
- 13.4 In cases of deferment of study resulted from participation in recognized internship programmes, the entire amount of retention fee will be refunded to the student when s/he resumes study at the University.
- 13.5 By the end of the internship, the student should return to the University to resume his/her studies. S/he should settle the tuition fees and complete the necessary registration procedures. If necessary, students may apply for extension of deferment for another semester and the retention fee can roll over to the extension period. Students however should mind that by extending the deferment for too long, they may not be able to complete their study programme within the maximum study period and extra charges may be entailed.
- 13.6 Students who fail to resume studies according to the schedule will be



considered as having withdrawn from the University and the retention fee will be forfeited.

- 13.7 If a student resumes his/her study earlier than the date stated or without completing the internship programme specified in the deferment application, a proportion of the retention fee will be refunded to the student while the balance will be forfeited as administration fee.

## **14. Credit Transfer**

- 14.1 Credit transfer may be granted for modules completed successfully at the University or in another accredited tertiary institution.
- 14.2 The credits to be transferred should normally be earned not more than three years before admission to the University.
- 14.3 The credit units transferred will be counted towards the graduation requirements but will be excluded from the calculation of the student's GPA.
- 14.4 The maximum number of credit units transferred shall not exceed 50% of the total credit units of a programme.
- 14.5 Application for credit transfer with supporting documents should be submitted to the Registry two weeks before the commencement of the first semester after admission to the programme. Application will be processed once and no further application for credit transfer will be accepted.
- 14.6 Application will be reviewed and approved by the Programme Director.

## **15. Module Exemption**

- 15.1 Module exemption may be granted for modules completed in other accredited tertiary institutions.
- 15.2 The modules in concern should be completed normally not more than three years before admission to the University.

- 15.3 Subject to approval, the exempted module should be replaced by a module of the same credit value. The exempted module will be excluded from the calculation of the student's GPA.
- 15.4 Application for module exemption with supporting documents should be submitted to the Registry two weeks before the commencement of the first semester after admission to the programme. Application will be assessed once and no further application for module exemption will be accepted.
- 15.5 Application will be reviewed and approved by the Programme Director.

## **16. Assessments and Examinations**

- 16.1 The assessment for a module of a degree programme normally comprises continuous assessment and final assessment. It will be competency-based and grade-related in nature.
- 16.2 There may be a number of components of assessed work for each module, including essay, assignment, oral presentation, project, report, journal, portfolio, examination, etc. The results from each component of assessed work shall be aggregated according to specific weightings to produce a final grade for a module.
- 16.3 The assessment of a module can also be in the format of end-of-module examination.
- 16.4 Assessment of individual component of assessed work of each module shall follow the Outcome-based Teaching and Learning (OBTL) module assessment rubrics.
- 16.5 In the first class of each module, students will be informed of the nature and weightings of the components of the continuous and final assessments, and the grade-related criteria according to which grade will be awarded.

### **16.6 Examinations**

- 16.6.1 Only students whose names are on the subject enrollment record will be permitted to sit for an examination.

- 16.6.2 For modules with an end-of-module examination, if a student whose attendance of the module concerned is less than 80%, s/he is not allowed to attend the examination and will be deemed to have failed the module unless discretionary approval for attending the examination has been granted by the Head of Department in consultation with the module teacher.
- 16.6.3 For modules without an end-of-module examination, a student will be deemed to have failed in the module if his/her attendance rate of the module concerned is less than 80%, unless discretionary approval for considering his/her performance in the assessment(s) of the module has been granted by the Head of Department in consultation with the module teacher.

#### **16.6.4 Make-up Examinations**

- 16.6.4.1 Should a student cannot sit for an examination owing to mitigating reasons, s/he may apply for make-up examination. Applications will be considered on a case-by-case basis by the Registrar and students should not assume that make-up examinations will be granted once they have submitted the application with the stated grounds.
- 16.6.4.2 Approval for make-up examinations may be granted for
- (a) serious medical reasons, such as the student is hospitalized, contracted a highly contagious disease or under home care following serious medical conditions or surgical procedures; or
  - (b) fulfilling civic duties, such as being summoned/empanelled as juror/witness, attending court hearing, etc.; or
  - (c) rare and mitigating factors that are beyond the students' control, such as death or serious illness

of an immediate family member of the student; or  
 (d) other justifications, such as sitting for civil service common recruitment examinations, representing the University or Hong Kong to partake in activities, etc.

- 16.6.4.3 In case of approval, a make-up examination will usually be arranged within two weeks after the end of the examination period. However, the University cannot guarantee that make-up examination can be arranged. Students may need to sit for the examination of the same module in the following semester or academic year.
- 16.4.4.4 Other assessment tools, whichever are deemed appropriate, may be used to assess a student's performance if taking part in an examination in the following semester/academic year is not feasible (e.g. in the case of final year students).
- 16.4.4.5 Individual teachers could exercise their discretion and professional judgment to decide if marks should be deducted from the make-up examination to assure fairness to students who attended the regularly scheduled examination.
- 16.4.4.6 Application for make-up examinations must be taken out within three working days after the original examination is held.
- 16.4.4.7 Fees and charges apply to application for make-up examination.

### **16.6.5 Examination for Students with Special Education Needs (SEN)**

- 16.6.5.1 Students with special education needs due to

physical or other learning disabilities can request for special examination arrangements.

- 16.6.5.2 Students with chronic physical or learning disabilities should submit their applications for special examination arrangements in writing within the first month of their first semester of studies at the University.
- 16.6.5.3 Should a student suffer from permanent or temporary disabilities amid his/her study, s/he should submit the application for special examination arrangements within one month after the disabilities/illness/injury is diagnosed.
- 16.6.5.4 The application has to be supported by an up-to-date medical/assessment report issued by the Hospital Authority, Department of Health, Education Bureau (EDB) or other registered medical or professional practitioners (e.g. speech therapists, audiologists, etc.). The medical/assessment report submitted should prove the special needs of the student concerned and state the special examination arrangements required.
- 16.6.5.6 The University will try its utmost to meet the special education needs of students with due diligence but there is no guarantee that every SEN can be met.

## **17. Grades, Grade Points Equivalent and Students' Performance**

- 17.1 Students' performance in each module is expressed in terms of a grading system and the overall grade a student obtained for each module will be converted into a grade point on the basis of the table below.

Grade	Grade Point	Broad Interpretation
A	4.00	Outstanding
A-	3.70	
	3.30	Good
B	3.00	
B-	2.70	
C+	2.30	Satisfactory
C	2.00	
C-	1.70	
D+	1.30	Marginal
D	1.00	
Fail	0.00	Unsatisfactory

## 17.2 Calculation of Grade Point Average (GPA)

17.2.1 The Grade Point Average (GPA) is calculated by summing all the quality points (i.e. grade points multiplied by credit units) for all modules taken by the student in a specific period, and then dividing the sum by the total number of credit units taken. The calculation includes all module grades, except the excluded modules as approved by the Academic Board.

17.2.2 The cumulative GPA (cGPA) is the GPA for all modules taken at the time of calculation.

17.2.3 The semester GPA is the GPA for all modules taken in a specific semester.

17.2.4 The year GPA is the GPA for all modules taken in a specific academic year.

## 17.3 Students' Performance

17.3.1 Students' performance is reflected and monitored by the GPA that they attained. Appropriate guidance and assistance will be provided to students as deemed appropriate and feasible.

### **17.3.2 Academic Warning**

- 17.3.2.1 Students whose cumulative GPA (cGPA) is between 1.7 and 1.99 at the end of each semester will receive an “Academic Warning”.
- 17.3.2.2 The academic performance of a student with Academic Warning will be reviewed at the end of each semester during his/her Academic Warning period.
- 17.3.2.3 The Academic Warning status will remain unchanged if the student’s cGPA is still within the range of 1.7 to 1.99 in the following semester.
- 17.3.2.4 If the student obtains a cGPA of 2.0 or above in the following semester, the Academic Warning status will be removed.
- 17.3.2.5 If the student obtains a cGPA below 1.7 in the following semester, his/her “Academic Warning” status will be changed to “Academic Probation”.

### **17.3.3 Academic Probation**

- 17.3.3.1 Students whose cGPA falls below 1.7 at the end of each semester will be put on “Academic Probation”.
- 17.3.3.2 The academic performance of a student who is on Academic Probation will be reviewed at the end of each semester during his/her Academic Probation period.
- 17.3.3.3 The Academic Probation status will remain unchanged if the student’s cGPA is still below 1.7 in the following semester.

- 17.3.3.4 The Academic Probation status of a student will be removed if s/he obtains a cGPA of 2.0 or above in the following semester.
- 17.3.3.5 If the student's cGPA is between 1.7 and 1.99 in the following semester, his/her "Academic Probation" status will be changed to "Academic Warning".

#### **17.3.4 Assistance to Underperformed Students**

- 17.3.4.1 The Registry will notify the Programme Directors of students who have received Academic Warning or who are on Academic Probation. The Programme Director will take appropriate follow-up actions, including asking the Personal Tutor assigned to the student to meet the student in person and render advice in terms of study plan, reduction of study load in the subsequent semester, continuation of study and/or other personal needs, or with the consent of the student, make referrals for appropriate professional advice, with a view to ensuring two-way communication with the student and helping the student to improve his/her academic performance.
- 17.3.4.2 After meeting the student, the Personal Tutor is required to complete a Post-consultation Report, stating recommendations and suggested actions/study plans in view of the difficulties and challenges expressed by the student. The completed Post-consultation Report will have to be submitted to the Programme Director by the Personal Tutor, copying the Registry, within one week after meeting the student.
- 17.3.4.3 Students who are given Academic Warning or on Academic Probation are strongly advised to reduce his/her study load in the subsequent semester.



- 17.3.4.4 Students who have received an Academic Warning are strongly advised to take *no more than 5 modules* (including the retake module(s)) in the following semester subject to availability of the module(s) and timetabling arrangements.
- 17.3.4.5 Students who are on Academic Probation are strongly advised *not to take more than 4 modules* (including the retake module(s)) in the following semester subject to availability of the module(s) and timetabling arrangements.

### **17.35 Termination resulting from Undesirable Academic Performance**

- 17.3.5.1 The University may request a student to terminate his/her study if
- (a) his/her cumulative GPA is below 1.0 for two consecutive semesters; or
  - (b) starting the second semester of study, his/her cumulative GPA falls below 1.7 for three consecutive semesters.
- 17.3.5.2 Students with marginal academic performance as outlined in S16.3.5.1 above will have to meet the Personal Tutor to discuss his/her study plan. If the student is recommended to continue his/her study instead of being terminated by the University, the Personal Tutor has to provide justifications in the Post-consultation Report with conditions, if any, to be fulfilled by the student concerned.
- 17.3.5.3 For cases that warrant termination after consulting relevant departments, they will be presented to the University Examinations and Assessment Committee (UEAC) for deliberation and endorsement.

- 17.3.5.4 The endorsed list of terminated students will have to be submitted by CEAC to the Academic Board for approval.
- 17.3.5.5 Terminated students in general will not be admitted to the University to study the same programme within the following academic year.

## 18. Grade Review and Endorsement/Approval of Final Results of Assessment/Examinations

- 18.1 Students may hold the view that their efforts in learning and performance in the assessments/examinations is not duly reflected by the grades they have attained, and they may want to request for grade review to reconfirm the grades they have attained.
- 18.2 Request for grade review shall be made within **five working days** upon the release of module grades, by specific application form with the stipulated application fees, to the Registry.
- 18.3 A student can apply for grade review of up to **three** modules per semester.
- 18.4 The review will be conducted by respective Department/School Examinations and Assessment Committee (D/SEAC).
- 18.5 After endorsing the review results, D/SEAC shall notify the Registry of the review results. The Registry shall submit all grade review results to the University Examinations and Assessment Committee (UEAC) for approval. The decision of CEAC on grade review shall be final.
- 18.6 If the review warrants a change of grade, the Registry will revise the record, notify and refund the grade review applicant accordingly.
- 18.7 If the review does not lead to any revision of grade attained by the review applicant, the Registry will keep the record of grade and notify the applicant of the review result. No refund of the grade review application fee will be made to the applicant.

18.8 Approved grade review results shall be released to the applicants within **three calendar weeks** after the application for grade review is closed.

18.9 Fees and charges apply to application for grade review.

## 19. Graduation and Award Classification

### 19.1 Application for Graduation

19.1.1 Students should check their progress of study on eCampus and submit an application for graduation through eCampus before the deadline announced by the Registry. Failure to meet the stipulated application deadline may result in the student's not being able to graduate in that semester. Late submission or special cases provided with valid justifications are subject to the discretionary approval of the Registrar.

19.1.2 A nominal registration fee per semester may be charged to the student if s/he does not submit application for graduation and does not take any module while waiting for graduation. Students may raise an appeal with valid justifications and revert their decision of not applying for graduation within two weeks after the stipulated application deadline. It rests with the Registrar whether to grant discretionary approval for such appeals.

19.1.3 Application for graduation, once submitted, cannot be withdrawn. Students who are able to graduate in the intended graduation semester should not register further for any modules in the subsequent semesters; otherwise the approval for his/her graduation will be delayed.

19.1.4 If students have applied for graduation but cannot complete all the graduation requirements by the end of the intended graduation semester, then they must re-apply for graduation in another semester that they wish to graduate.

## 19.2 Graduation Requirements

All students must have fulfilled both academic and non-academic graduation requirements stipulated by the University in order to graduate.

### 19.2.1 Academic Graduation Requirements

19.2.1.1 Students must have obtained the required number of credits according to the curriculum structure of their respective programmes and cohorts within the normative/maximum period of study in order to graduate from the undergraduate programme:

**120 credits** for the following undergraduate programmes:

- *Bachelor of Business Administration (Honours) (BBA)*<sup>1</sup>
- *Bachelor of Business Administration (Honours) in Corporate Governance (BBA-CG)*
- *Bachelor of Business Administration (Honours) in Financial Analysis (BBA-FA)*
- *Bachelor of Business Administration (Honours) in Human Resource Management (BBA-HRM)*
- *Bachelor of Business Administration (Honours) in Management (BBA-MGT)*
- *Bachelor of Arts (Honours) in Convergent Media and Communication Technology (BA-CMCT)*
- *Bachelor of Science (Honours) in Data Science and Business Intelligence (BSC-DSBI)*
- *Bachelor of Arts (Honours) in Chinese (BA-CHI)*
- *Bachelor of Social Sciences (Honours) in Asian Studies (BSS-AS)*

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<sup>1</sup> The requirement of obtaining 120 credits for graduation applies only to cohorts admitted in AY2015/16 and thereafter.

**126 credits** for the following undergraduate programmes:

- *Bachelor of Arts (Honours) in Applied and Human-Centred Computing (BA-AHCC)*
- *Bachelor of Science (Honours) in Actuarial Studies and Insurance (BSC-AIN)*

**129 credits** for the following undergraduate programmes:

- *Bachelor of Business Administration (Honours) in Supply Chain Management (BBA-SCM)*
- *Bachelor of Journalism and Communication (Honours) (BJC)*
- *Bachelor of Management Science and Information Management (Honours) (BMSIM)*
- *Bachelor of Arts (Honours) in Cultural and Creative Industries (BA-CCI)*
- *Bachelor of Arts in English (Honours)(BA-ENG)*

**138 credits** for the following undergraduate programme:

- *Bachelor of Translation with Business (Honours) (BTB)*

19.2.1.2 Students are also required to fulfill the following language competency exit requirements<sup>1</sup> during their studies at the University:

	English	Putonghua
Requirements	Attempt the IELTS (Academic) Test to attain a score of 6.0 or above (score of 6.5 or above for the BTB and BA-ENG Programmes)	Attempt the Putonghua Proficiency Test (普通話水平測試) to attain the level of “Third Class Grade B” (三級乙等) or above (level of “Third Class Grade A 三級甲等” for the BA-CHI Programme)

	English	Putonghua
Requirements	Students who fail to meet this requirement have to take and pass ENG4000 English Proficiency Course, a 14-week (42 contact hours) non-credit bearing course <sup>2</sup> , at their own cost to make up for the exit requirement	Students who fail to meet this requirement have to take and pass CHN4000 Putonghua Oral Training Enhancement Course, a 7-week (42 contact hours) non-credit bearing course <sup>2</sup> , at their own cost to make up for the exit requirement
Validity	Attained any time before graduation	Attained any time before graduation
Reimbursement <sup>3</sup> of Test Fees	Test fee can be reimbursed if the student attained Band 7.0 or above	Test fee can be reimbursed if the student attained “Second Class Grade A” (二級甲等)
Exemption	Not applicable	Non-Chinese Speaking Students (NCS) <sup>4</sup> are exempted from this requirement.

<sup>1</sup> *Applicable to all new programmes to be launched in or after 2014/15 and applicable to all existing programmes after completion of the HKCAAVQ re-validation.*

<sup>2</sup> *ENG4000 and CHN4000 are NOT alternative arrangements for IELTS or PSC. Only Year-4 students who have attempted IELTS/PSC at least once before can enroll in respective enhancement course.*

<sup>3</sup> *Reimbursement of test fee only applies to IELTS (Academic) Test or Putonghua Proficiency Test taken while the student is studying at HSUHK.*

<sup>4</sup> *Admitted to the University as NCS defined by EDB, i.e. those who have learned Chinese for less than 6 years while receiving primary and secondary education or those who have learned Chinese for 6 years or more in schools but have been taught an adapted and simpler Chinese Language curriculum not normally applicable to the majority of students in local schools.*

- 19.2.1.3 Students are required to fulfill the Information Technology requirements during their studies at the University. Students should refer to the website of the IT Learning Centre for the details of the relevant policy and scope of programmes offered to students.
- 19.2.1.4 There may be other programme-specific graduation requirements besides module credits. Students should refer to the curriculum structure of respective programmes for details of other programme-specific graduation requirements.

### **19.2.2 Non-Academic Graduation Requirements**

- 19.2.2.1 Students are required to achieve the following non-academic graduation requirements during their studies at the University:
- (a) complete 20 hours of community service;
  - (b) complete 10 hours of physical activities; and
  - (c) accumulate 10 Extra-Curricular Activities (ECA) hours.
- 19.2.2.2 Students should refer to the website of the Student Affairs Office for the details of the relevant policy and scope of programmes offered to students.

### **19.2.3 Exemption**

- 19.2.3.1 Students who are unable to fulfill all the non-academic requirements due to disabilities or medical reasons should submit an application to the Registry in writing, together with the up-to-date medical/assessment report issued by the Hospital Authority, Department of Health, registered medical practitioners or medical professionals.
- 19.2.3.2 Applications will be considered on a case-by-case

basis. The Registrar may grant full or partial exemption to the eligible students.

### 19.3 Award Classification

19.3.1 A student who satisfies the conditions for graduation shall be awarded a Bachelor's degree with one of the following classifications:

<b>Bachelor's Degree Award Classification</b>	<b>Minimum Cumulative GPA</b>
First Class Honours	3.50*
Second Class Honours Division I	3.00
Second Class Honours Division II	2.70
Third Class Honours	2.30
Pass	2.00

\* *Student of the BTB programme should attain 3.50 or above for both cumulative GPA and major GPA in order to be awarded First Class Honours.*

### 19.4 Approval of Graduation and Award Classification

19.4.1 Graduation and Award Lists are not legitimate and will not be officially recognized until they have been endorsed and approved according to the approval protocol set out by the University.

19.4.2 The module grades and grade distribution will be reviewed and endorsed by the Department/School Examinations and Assessment Committee (D/SEAC).

19.4.3 The final cGPAs and award classifications of graduands will be compiled by the Registry and submitted to respective Programme Committees for review and submitted to D/SEAC for endorsement by respective Departments.

19.4.4 The endorsed list of graduands of each programme and their respective classification of awards will then be submitted to the



the University Examinations and Assessment Committee (UEAC) for endorsement and to the Academic Board for approval.

19.4.5 The list of graduates approved by the Academic Board of the University will be deemed as the final and official record of graduates.

## **19.5 Year of Graduation, Graduation Ceremony and Academic Regalia**

19.5.1 Graduation Ceremony of the University will be held once a year in late November or early December. The Registry will announce the exact date and time of the Ceremony in due course.

19.5.2 It should be noted however that the Year of Graduation of a student should be defined as the year when his/her graduation is approved by the Academic Board of the University, not necessarily the year in which the Graduation Ceremony is held.

19.5.3 Graduates who take part in the Graduation Ceremony are requested to dress in black gown and black mortarboard in style specified by the University, and wear a hood in colours that represent their respective School:

School of Business: *Brown and Bright Gold*

School of Communication: *Navy and Bright Gold*

School of Decision Sciences: *Purple and Silver White*

School of Humanities and Social Science: *Dark Blue and Forest Green*

School of Translation: *Maroon and Forest Green*

## **19.6 Academic Honours**

19.6.1 Students who have satisfied the requirements for academic honours of respective programmes will be placed on the Dean's List or receive the Best Progress Award at the end of each academic year, in recognition of their academic excellence and significant academic improvement during their studies at the University.

19.6.2 The Dean's List and the Best Progress Award recipient list have to be approved by respective School Boards according to the following schedule:

<b>Scenario</b>	<b>(1) AB to approve exam results (2) School to approve the Dean's List / Best Progress Award recipient list</b>	<b>Issuance of Transcript</b>
Year-4 students graduating in Semester 1	(1) AB meeting in February (2) February	March
Year-4 students graduating in Semester 2	(1) AB meeting in June (2) June	July
Year-4 students graduating in Summer Term	(1) AB meeting in September (2) September	October
Students of Years 1, 2 and 3	(1) AB meeting in September (2) September or October	October or November

19.6.3 Dean's Lists and Best Progress Award recipient lists have to be forwarded to the Registry for inclusion in transcripts.

19.6.4 Registry shall report to the Academic Board in case of irregularities noted in the lists.

## **20. Sexual Harassment, Equal Opportunities and Other Grievances/ Complaints**

20.1 The University adopts zero tolerance to sexual harassment and discrimination on campus. All students should observe and to abide by the prevailing ordinances of the HKSAR concerning sex, disability, family status and racial discrimination.

20.2 The sexual harassment policy of the University applies to both males and females. Persons who feel sexually harassed, offended, humiliated or intimidated by unwelcome sexual advances, requests for sexual favours or other conduct of a sexual nature should make it known to the

harasser that the conduct is unwelcome, offensive, intimidating and should be stopped, and seek help from appropriate personnel or the Equal Opportunities Officers of the University in accordance with set policy guidelines and procedures whenever s/he feels necessary to do so.

20.3 Any student who observes or discovers possible cases of sexual harassment or discrimination on campus should also report the cases to any Equal Opportunities Officer of the University.

20.4 If the Equal Opportunity Officer considers that the case is very serious, s/he shall consider setting up an Equal Opportunity Committee within 14 calendar days upon receipt of the complaint to investigate the case. If the Equal Opportunities Officer considers that the complaint does not have merits and/or the complaint is ill-intentioned, s/he may refer the case to be dealt with through disciplinary procedures.

20.5 The Policy Guidelines and Procedures for Handling Sexual Harassment Complaints are available on the Student Affairs Office website.

20.6 All incidents of harassment will be treated with the utmost sensitivity and confidentiality.

20.7 Grievances and complaints pertaining to administrative or academic matters can be referred to the Vice-President (Organisational Development) (VPOD) for handling. If students are in doubt to which category their grievances belong, they can still refer their cases to VPOD who will forward the cases to relevant parties for handling.

## **21. Student Discipline**

*(Please refer to P.110 for Policy on Student Discipline and Related Appeals)*

## **22. Student Data, Student Records and Certification**

### **22.1 Personal Data of Admission Applicants/Students**

#### **22.1.1 Collection, Uses and Storage of Personal Data**

- 22.1.1.1 The personal particulars of an applicant provided to the online admission system at the time of admission application will be used for setting up his/her record at the University and hence should be updated by students and the Registry if necessary to ensure accuracy.
- 22.1.1.2 Such information (including the photo image taken for the student identity card) is collected according to the personal data collection policy of the University and will be used in all activities in support of his/her studies at the University, including the activities conducted by the Students' Union. The information may also be used in support of alumni activities after graduation.
- 22.1.1.3 Besides the information collected at the time of application, the registration details and examination results of students are also kept in permanent records for monitoring their progress during the programme and for reference when certification is required.
- 22.1.1.4 Student data in accordance with personal identifiers, e.g. Name, HKID card number, etc., will be deleted when they are no longer required according to the laid-down rules. Retention policies will be reviewed by the respective offices on a regular basis to ensure that only useful data will be kept by the University on a need basis.
- 22.1.1.5 Only authorized departments within the University will have access to the student data. Access will be restricted to staff who are entitled to use the data to discharge their duties within the University.

## **22.1.2 Access and Correction of Student Data**

- 22.1.2.1 In accordance with the Personal Data (Privacy) Ordinance, students have the right to access and

correct their personal data, and to request a copy of such data. If students wish to access their personal data kept in the University records, they may submit the Data Access Request Form available on the website of the Office of the Privacy Commissioner for Personal Data Office to the Registry. A handling fee, which is subject to annual review, will be charged.

22.1.2.2 It is necessary for students to notify the Registry of changes in their personal particulars as soon as possible; otherwise, their records cannot be updated and correspondences may be mislaid.

## **22.2 Student Number and Student Identity Card**

22.2.1 Upon registration at the University, a unique Student Number will be assigned to each student and a student identity card will be issued to every registered student. Students may be asked to provide their Student Numbers in making applications for goods and services provided by or through the University while the Student ID card is a student's personal identification document at the University and s/he should carry his/her student identity card at all times on the campus.

22.2.2 The student identity card is the property of the University and is not transferable. It should not be used by anybody else except its named holder. Misuse or falsification of the card constitutes a major offence, and any student who commits this offence will be subject to disciplinary actions.

22.2.3 Misuse of student identity cards occurred at the Sports and Amenities Centre may result in disciplinary actions including but not exclusively suspension of the rights to use sports facilities of both the student ID card owner and card user.

22.2.4 Cases of misuse of student ID cards in venues other than the Sports and Amenities Centre will be handled by respective

School(s) to which the students concerned belong or the Residential Colleges Student Disciplinary Committee (RCSDC), as deemed appropriate, in accordance with the set procedures.

22.2.5 In case that a student's identity card is lost or damaged, s/he should submit an application for a replacement. A replacement fee will be charged. Should the original student identity card be found subsequently, s/he should return the original student identity card to the Registry as soon as possible for invalidation. Possession of more than one student identity cards at the same time is not allowed and the student will be subject to disciplinary actions.

## **22.3 Student Records and Certification**

### **22.3.1 Transcript of Studies**

22.3.1.1 Students may apply for a transcript of studies which contains a complete record of modules and grades attained by the student in the specified period. Requests for transcript by a third party must bear the student's authorization before the request can be processed.

22.3.1.2 Administration fee will be charged for issuance and posting of the transcript.

22.3.1.3 Transcripts designated to overseas or local addresses will be sent by ordinary airmail but the University will not be responsible for any failure in mail delivery.

22.3.1.4 Application for Transcript of Studies must be made to the Registry by the appropriate application form.

### **22.3.2 Graduation Certificate**

22.3.2.1 Upon successful completion of their studies at the

University, students will be conferred the graduation award at the Graduation Ceremony of the University. Students will be invited to the Ceremony and graduation certificates will normally be available for collection after the occasion.

22.3.2.2 The University will take uncollected certificates into custody but cannot guarantee against any loss of or damage to the uncollected certificates resulted from mitigating circumstances that are beyond control. The University will not issue any replacement of the award certificate. Hence, students are recommended to collect their award certificates according to the collection schedule.

22.3.2.3 If a student has lost his/her award certificate, s/he can apply for a letter of certification of graduation at the Registry.

### **22.3.3 Certification**

22.3.3.1 If a student wishes the University to certify copy of any academic document or record of achievement, s/he can bring along the original of the document together with a completed form to the Registry for processing.

## **23. Arrangements during Inclement Weather**

23.1 Special arrangements will be made to classes and examinations in view of tropical cyclone warning or rainstorm warning is issued or about to be issued. Students should take note of these arrangements and look out for notices posted on eCampus or the website of the Registry during inclement weather.

### **23.2 Tropical Cyclone No.1/No.3 and Amber/Red Rainstorm Warning**

23.2.1 If Tropical Cyclone Signal No.1 or No.3, or Amber or Red

Rainstorm Warning is issued, classes or examinations will be held as scheduled.

### 23.3 Tropical Cyclone No.8 or above and Black Rainstorm Warning

#### 23.3.1 When Signal/Warning is Issued/about to be Issued before the Commencement of Classes and Examinations

If Tropical Cyclone Signal No.8 or above or a Black Rainstorm Warning is issued before the commencement of classes/examinations, or announcement is made by the Hong Kong Observatory that a such warning is likely to be issued within the next two hours at any time during the following time/period, arrangements for classes and examinations will be as follows:

##### Class Arrangements

Warning issued between 6am and before 10:30am	All morning classes commencing before 1:30pm will be cancelled. (Example: a 3-hour class running from 1pm to 3:50pm will be cancelled)
Warning issued between 10:30am and before 3pm	All afternoon classes commencing at any time from 1:30pm and before 6pm will be cancelled. (Example: a 3-hour class running from 5:30pm to 8:20pm will be cancelled)
Warning issued at or after 3pm	All evening classes commencing at or after 6pm will be cancelled.



### Examination Arrangements

Warning issued between 6am and before 10:30am	All morning examinations commencing before 1:30pm will be postponed.
Warning issued between 10:30am and before 3pm	All afternoon examinations commencing at any time from 1:30pm and before 6pm will be postponed.
Warning issued at or after 3pm	All evening examinations commencing at or after 6pm will be postponed.

#### **23.3.2 When Signal/Warning is Issued/about to be Issued while Classes and Examinations are *In Progress*:**

- (a) For students who are attending classes when Tropical Cyclone Signal No.8 or above is issued, or announcement has been made by the Hong Kong Observatory that such signal is likely to be issued within the next two hours, arrangements will be made by the University to release students to go home as soon as the weather and traffic conditions permit.
- (b) If Typhoon Signal No.8 or above is issued or announcement has been made by the Hong Kong Observatory that such signal is likely to be issued within the next two hours while an examination is in progress, the examination will continue unless otherwise announced by the University.
- (c) If the Black Rainstorm Warning is issued when classes and examinations are already in progress, the classes and examinations will continue unless otherwise announced by the University.
- (d) If the Black Rainstorm Warning is still in force when classes/examinations end, students are advised to stay on campus

for their safety until warning has been cancelled or the weather and traffic conditions have improved.

## **24. Fees and Payments Pertaining to Academic Regulations**

### **24.1 Application Fee for Admission**

24.1.1 Local and non-local students will need to pay a non-refundable and non-transferrable application fee for applications for admission to the University.

### **24.2 Tuition Fees**

24.2.1 Starting the 2015/16 academic year, the University adopts a lock-in system for tuition fees, whereby the tuition fees for the entire four-year study period is fixed. The annual tuition fees for a Bachelor's degree programme for local and non-local students are listed in the Fees Schedule in the Annex.

24.2.2 A student may complete a study programme within a time frame shorter than the normative study period of four years. e.g. 3.5 years. However, the student is still required to pay full tuition fees due for the whole normative study period, i.e. total tuition fees due for four years.

24.2.3 The tuition fees are normally payable in two installments at the beginning of each semester. Students will receive a debit note in June/July covering the first semester fees for the coming academic year whereas the debit note for the second semester fees will be sent to the students in Week 10 of the first semester.

24.2.4 Students must pay their fees in full before the payment due date.

24.2.5 First-year students are required to pay a deposit at the time of registration (which will be converted to form part of the first

semester tuition fee) and the remaining tuition fee is required to be settled before the payment due date stipulated on the debit note. Failure to pay the above fees within the stipulated time period will imply that an applicant does not wish to accept an admission offer.

24.2.6 All fees are subject to review on an annual basis, and the University reserves the right to revise the fees from time to time. All fees are non-refundable and non-transferable unless otherwise stated.

### **24.2.7 Deferred Payment of Tuition Fees**

24.2.7.1 Students who have financial difficulties in settling the tuition fees before the due date can seek prior approval from the Registrar for deferred payment of tuition fees. They must submit the appropriate form, together with the supporting documents to the Registry at least two weeks before the payment due date. Applications will be considered by the Registrar on a case-by-case basis. No late application will be accepted.

24.2.7.2 All admitting students are required to pay a deposit and settle the tuition fee before the due date to indicate their acceptance of the offer. As the purpose of paying the deposit is to reserve their undergraduate places, no application for deferred payment of deposit is permitted.

### **24.2.8 Overdue Payment and Deregistration/Re-instatement of Registration**

24.2.8.1 Students who do not settle the tuition fees before the payment due date will be subject to a late penalty charge, as listed in the appended Fees Schedule.

- 24.2.8.2 Library and eCampus access will be deactivated if no payment received on or before the payment due date (or by the stipulated deadline in case of deferment), and in such case, the University will deregister the students from the University
- 24.2.8.3 Transcripts or other academic documents will be withheld until all outstanding tuition fees have been settled, and application for reinstatement of registration is required.
- 24.2.8.4 Deregistered students may apply for reinstatement by submitting a written application to the Registry for approval of the Registrar, and paying a non-refundable reinstatement fee as listed in the appended Fees Schedule. Reinstatement of student status, if approved, will be allowed only twice for each student during his/her study at the University.

### **24.3 Caution Money**

- 24.3.1 All students shall pay a Caution Money upon registration with the University and this is non-refundable. The sum is normally converted to payment of the graduation fee when the student has completed his/her study programme at the University.
- 24.3.2 The Caution Money is a deposit to make good any outstanding payments to the University, such as damages to University's property, library dues, etc., incurred by the student during his/her study at the University. In case that the Caution Money is not enough to cover outstanding claims, the student will be required to settle the remaining payments. Transcripts or other academic documents will be withheld until all outstanding payments have been settled.

## 24.4 Financial Assistance

- 24.4.1 If full-time undergraduate students require any financial assistance during their studies at the University, they may apply for Financial Assistance Scheme for Post-secondary Students (FASP) and Non-means-tested Loan Scheme provided by the Student Finance Office (SFO) of the HKSAR Government. Details are available on the website of SFO.
- 24.4.2 For other financial assistance, including scholarships, bursary schemes and concessions, please refer to the website of Student Affairs Office of the University.

*(Version 4.2, October 2018)*

# Academic Regulations for Taught Postgraduate Programmes

## 1. Medium of Instruction and Assessment

1.1 Except for specific modules approved by the Academic Board (AB), the medium of instruction and assessment at the University is English.

## 2. Admissions

2.1 The University offers the following taught postgraduate programmes in the Academic Year (AY) 2018/19:

*(Please refer to P.27 for the List of Study Programmes)*

2.2 Applicants for admission to taught postgraduate programmes of the University must satisfy the general entrance requirements stipulated by the University as well as the specific admission requirements set out by respective programmes.

2.3 There should be no discrimination for admission on the grounds of gender, age, race, religion, ethnic origin or disability.

### 2.4 General Entrance Requirements for Admission to Taught Postgraduate Programme

*(Please refer to P.42 for General Entrance Requirements)*

## 3. Registration, Withdrawal and Deregistration

### 3.1 Registration

3.1.1 Once admitted to the University, students have to complete the registration procedures and pay all the prescribed fees. Applicants who fail to pay the requisite fees or complete the prescribed registration procedures will be considered as having forfeited their postgraduate places offered by the University.

3.1.2 At the time of registration, students of taught postgraduate programmes can enroll in either full-time (FT) or part-time (PT) mode of a study programme offered by the University. Unless otherwise approved by the University, students are not permitted to enroll in full-time study at any other tertiary institutions, local or overseas. Approval for double registration will only be granted under very rare circumstances.

3.1.3 Students must comply with the University's rules and regulations in order to maintain their registration.

3.1.4 Definition of student statuses:

- *Full-time students*: Students who have registered at least 9 credits in a semester.
- *Part-time students*: Students who have registered a maximum of 8 credits in a semester.
- *Local students*: Students who are not required to apply for a valid student visa from the Immigration Department of the HKSAR for studying in Hong Kong.
- *Non-local students*: Students who are required by the Immigration Department of the HKSAR to apply for a valid student visa for studying in Hong Kong.
- *Visiting students*: Students who have registered for HSMC postgraduate modules and do not expect to complete a postgraduate degree.
- *Graduands*: Students who have completed the requirements for an academic award but the academic award is yet to be approved by the Academic Board.
- *Deferred students*: Students who have been granted permission for deferment of their registration.

- *Zero-subject Enrollees*: Students who are still on the Student Register but have not registered for any module in a semester.
- *Withdrawn students*: Students who have withdrawn from their study of their own accord and have completed the proper procedures for withdrawal of study.
- *Deregistered students*: Students who have been removed from the Student Register by the University owing to reasons that are deemed valid and justified by the Registrar, including but not limited to failure to complete the prescribed registration procedures after admission to the University, failure to settle the tuition fee or to submit application for deferment of tuition fee before the payment due date, expiration of maximum study period stipulated by the University, or withdrawn from study without completing the withdrawal procedures.
- *Terminated students*: Students who are removed from the Student Register due to poor academic performance or as a result of disciplinary actions.

## **3.2 Withdrawal**

3.2.1 Students who intend to discontinue their studies at the University must apply for withdrawal by completing the proper procedures, settling all outstanding fees and payments due and returning his/her student identity card; otherwise, they will not be entitled to transcripts or academic records of any kind.

## **3.3 Deregistration**

3.3.1 Instead of withdrawal which is raised by a student, the Registrar may deregister a student by removing his/her registration from the Student Register for justifiable grounds including but not limited to failure to complete the prescribed registration procedures after admission to the University, failure to settle the tuition fee or to submit application for deferment of tuition fee before the payment



due date, expiration of the maximum study period stipulated by the University, or withdrawn from study without completing the withdrawal procedures.

3.3.2 Deregistered students may apply for reinstatement within a grace period of three months after they have been deregistered from the University.

3.3.3 Students are required to submit a written application for reinstatement to the Registry. Approval for reinstatement of deregistered students will be granted by the Registrar on a case-by-case basis. In case of approval for reinstatement is granted, the applicant has to pay a non-refundable reinstatement fee as listed in the appended Fees Schedule.

3.3.4 Reinstatement of student status will be granted twice at maximum for each student during his/her study at the University.

## **4. Duration of Study and Study Load**

### **4.1 Expected Programme Duration and Maximum Period of Study**

4.1.1 Students, regardless of the study mode, are expected to complete a taught postgraduate programme within 2 years.

4.1.2 The maximum duration for completing a taught postgraduate programme is 5 years.

4.1.3 Students may be permitted to defer their studies on justifiable grounds, such as medical reasons, financial difficulties, representing the University or Hong Kong to partake in activities or other genuine needs. The period of deferment will be counted as part of the expected programme duration and period of study.

4.1.4 Arrangements for deferment of study are stipulated in separate sections of the Academic Regulations.

## 4.2 Year of Study

4.2.1 Unless otherwise stated, “Year of Study” refers to the year of the programme that a student is studying. All in-time students, i.e. students who are studying within the expected duration of the programme, will be designated as a Year-1 or Year-2 students of taught postgraduate programmes according to the year of the programme s/he is studying.

4.2.2 Students who, for one reason or another, extend their studies beyond the expected duration but still within the maximum study period of the programme are referred to as “out-time students”.

## 4.3 Study Load

4.3.1 All postgraduate programmes of the University adopt a trimester system, i.e. 2 regular semesters and 1 Summer Term.

4.3.2 Full-time students are required to study a minimum of 9 credits in a semester. The maximum number of credits that a full-time student can take in a semester is 18 credits. Part-time students are required to take a minimum of 3 credits in a semester and the maximum number of credits that a part-time student can take in a semester is 8 credits. Re-taking a module/modules will be counted towards the study load.

4.3.3 Students may register for modules in the Summer Term and the maximum study load for a Summer Term is 9 credits.

4.3.4 Local students, depending on the credits they are going to study in a semester, can switch between Full-time (FT) and Part-time (PT) mode of study.

4.3.5 Students who do not intend to enroll in any module in a semester must apply for deferment of study. If a student is found under zero module enrollment without applying for or being approved of deferment, s/he will be regarded as having withdrawn from his/her study.

4.3.6 Requests for lifting the bar of maximum study load per semester (or the Summer Term) will usually not be approved and such approval, if any, shall be granted by the relevant Programme Director.

## **5. Retaking Modules**

- 5.1 If a student received a Fail grade, i.e. Grade F, in a module in a previous semester, s/he may retake that module. The fail grade of the module will still be shown in the student's transcript even if the student has subsequently managed to pass the retake module. The grade that the student attained in retaking a particular module will also appear on the transcript.
- 5.2 Students who have to retake a module that they have passed in order to fulfill the graduation requirement of the programme concerned will have to seek approval from the Registrar in writing.
- 5.3 The classification of honours that the student attained under the circumstances mentioned in S5.2 above will be capped at "Pass".
- 5.4 Students are required to pay for the modules to be re-taken.

## **6. Module Registration/Add/Drop**

### **6.1 Semester Length and Class Hours**

6.1.1 Semester 1 and Semester 2 normally last for 15 weeks each and the Summer Term normally lasts for 7 weeks.

6.1.2 Classes will normally be arranged between 9am to 10pm.

### **6.2 Module Registration**

6.2.1 Students are required to register the required core/elective modules during a module registration exercise before the beginning of each semester.

6.2.2 The module registration exercise will be normally conducted online via the Module Registration System two to three weeks before commencement of each semester.

6.2.3 Announcements and emails on the briefing sessions, schedules and points to note for module registration will be issued by the Registry in due course. Students are required to duly follow the instructions therein to register for the modules they are required or elect to take.

### **6.3 Module Add/Drop**

6.3.1 Students may apply to change their core/elective modules during the module add/drop period. Application for adding or dropping modules after the add/drop period will not be considered.

6.3.2 The approval for adding a module is subject to the feasibility of fitting the additional module to the student's timetable and availability of quota of the module.

6.3.3 To ensure fairness of module registration, module add/drop has to be conducted via the Module Add/Drop System. Schools, Departments, and module teachers do not have the authority to approve the adding or dropping a particular module, or the placement of a student to another class session of a particular module.

## **7. Attendance**

### **7.1 Attendance**

7.1.1 Students are expected to attend all timetabled classes and stipulated learning activities and be punctual in order to achieve the best learning outcomes.

7.1.2 Respective programmes may specify specific attendance requirements for their students. Nevertheless, it should be noted

that such specific attendance requirements should be made clear to students in advance. Students should contact the programme office if they encounter any situation that may affect their attendance.

## **8. Deferment of Study**

- 8.1 Students may be permitted to defer their studies owing to health reasons, financial difficulties, representing the University or Hong Kong to partake in activities or other valid personal reasons.
- 8.2 The minimum period for deferment of study is one semester. Students can, in each deferment application, apply for deferment from one semester up to one academic year.
- 8.3 If deferment is required for the first semester of the first year of study when the student has not yet started the programme, the student concerned can still submit an application for deferment but the deferment period will be limited to the first semester only and it cannot be extended under any circumstances. The student will have to re-apply for admission if s/he cannot resume study after the first semester.
- 8.4 The period of deferment will be counted as part of the expected programme duration and the period of study. In any case, a student must complete the programme within the maximum study period; otherwise s/he will be required to terminate his/her study.
- 8.5 Applications for deferment, together with supporting documents, have to be submitted to the Registry before the commencement of the semester concerned.
- 8.6 By the end of the deferment period, the student should return to the University to resume his/her studies. S/he should settle the tuition fees and complete the necessary registration procedures. Students who fail to resume studies according to the schedule will be considered as having withdrawn from the University.
- 8.7 Fees apply to application for deferment of study.

## 9. Credit Transfer

- 9.1 Credit transfer may be granted for modules at the same level completed successfully at the University or in another accredited tertiary institution.
- 9.2 The credits to be transferred should normally be earned not more than five years before admission to the University.
- 9.3 The credit units transferred will be counted towards the graduation requirements but will be excluded from the calculation of the student's Grade Point Average (GPA).
- 9.4 Application for credit transfer with supporting documents should be submitted to the Registry two weeks before the commencement of the first semester after admission to the programme. Applications will be processed once and no further application for credit transfer will be accepted.
- 9.5 The maximum number of credit units transferred and the number of module exempted is specified by the programme and shall not exceed 50% of the total credit units or the module requirements of the programme.
- 9.6 Application will be reviewed and approved by the Programme Director.

## 10. Module Exemption

- 10.1 Module exemption may be granted for modules at the same level completed in other accredited tertiary institutions.
- 10.2 The modules in concern should be completed normally not more than five years before admission to the University.
- 10.3 Subject to approval, the exempted module should be replaced by a module of the same credit value. The exempted module will be excluded from the calculation of the student's GPA.

- 10.4 Application for module exemption with supporting documents should be submitted to the Registry two weeks before the commencement of the first semester after admission to the programme. Application will be assessed once and no further application for module exemption will be accepted.
- 10.5 The maximum number of credit units transferred and the number of module exempted is specified by the programme and shall not exceed 50% of the total credit units or the module requirements of the programme.
- 10.6 Application will be reviewed and approved by the Programme Director.

## **11. Assessments and Examinations**

- 11.1 The assessment for a module of a taught postgraduate programme normally comprises continuous assessment and final assessment. It will be competency-based and grade-related in nature.
- 11.2 There may be a number of components of assessed work for each module, including essay, assignment, oral presentation, project, report, journal, portfolio, examination, etc. The results from each component of assessed work shall be aggregated according to specific weightings to produce a final grade for a module.
- 11.3 The assessment of a module can also be in the format of end-of-module examination.
- 11.4 Assessment of individual component of assessed work of each module shall follow the Outcome-based Teaching and Learning (OBTL) module assessment rubrics.
- 11.5 In the first class of each module, students will be informed of the nature and weightings of the components of the continuous and final assessments, and the grade-related criteria on which grade will be awarded.

## 11.6 Examinations

11.6.1 Only students whose names are on the subject enrollment record will be permitted to sit for an examination.

### 11.6.2 Make-up Examinations

11.6.2.1 If a student cannot sit for an examination owing to mitigating reasons, s/he may apply for make-up examination. Applications should be submitted to the module teacher and will be considered on a case-by-case basis. Students should not assume that make-up examinations will be granted once they have submitted the application with the stated grounds.

11.6.2.2 In case of approval, a make-up examination will normally be arranged within two weeks after the end of the examination period. However, the University cannot guarantee that make-up examination can be arranged. Students may need to sit for the examination of the same module in the following semester or academic year.

11.6.2.3 Application for make-up examinations must be taken out within three working days after the original examination is held.

### 11.6.3 Examination for Students with Special Education Needs (SEN)

11.6.3.1 Students with special education needs due to physical or other learning disabilities can request for special examination arrangements.

11.6.3.2 Students with chronic physical or learning disabilities should submit their applications for special examination arrangements in writing within the first



month of their first semester of studies at the University.

11.6.3.3 Should a student suffers from permanent or temporary disabilities amid his/her study, s/he should submit the application for special examination arrangements within one month after the disabilities/illness/injury is diagnosed.

11.6.3.4 The application has to be supported by an up-to-date medical/assessment report issued by the Hospital Authority, Department of Health, Education Bureau (EDB) or other registered medical or professional practitioners (e.g. speech therapists, audiologists, etc.). The medical/assessment report submitted should prove the special needs of the student concerned and state the special examination arrangements required.

11.6.3.5 The University will try its utmost to meet the special education needs of students with due diligence but there is no guarantee that every SEN can be met.

## 12. Grades, Grade Points Equivalent and Students' Performance

12.1 Students' performance in each module is expressed in terms of a grading system and the overall grade a student obtains for each module will be converted into a grade point on the basis of the table

Grade	Grade Point	Broad Interpretation
A	4.00	Outstanding
A-	3.70	
B+	3.30	Good
B	3.00	
B-	2.70	
C+	2.30	Satisfactory
C	2.00	
C-	1.70	
D+	1.30	Marginal
D	1.00	
Fail	0.00	Unsatisfactory

## 12.2 Calculation of Grade Point Average (GPA)

- 12.2.1 The Grade Point Average (GPA) is calculated by summing all the quality points (i.e. grade points multiplied by credit units) for all modules taken by the student in a specific period, and then dividing the sum by the total number of credit units taken. The calculation includes all module grades, except the excluded modules as approved by the Academic Board.
- 12.2.2 The cumulative GPA (cGPA) is the GPA for all modules taken at the time of calculation.
- 12.2.3 The semester GPA is the GPA for all modules taken in the specific semester.
- 12.2.4 The year GPA is the GPA for all modules taken in the specific academic year.

## 12.3 Students' Performance

- 12.3.1 Students' performance is reflected and monitored by the GPA that they attained. Appropriate guidance and assistance will be provided to students as deemed appropriate and feasible.

### 12.3.2 Academic Warning

- 12.3.2.1 Students whose cumulative cumulative GPA (cGPA) is between 1.7 and 1.99 at the end of each semester will receive an "Academic Warning".
- 12.3.2.2 The academic performance of a student with Academic Warning will be reviewed at the end of each semester during his/her Academic Warning period.
- 12.3.2.3 The Academic Warning status will remain unchanged if the student's cGPA is still within the range of 1.7 to 1.99 in the following semester.

12.3.2.4 If the student obtains a cGPA of 2.0 or above in the following semester, the Academic Warning status will be lifted.

12.3.2.5 If the student obtains a cGPA below 1.7 in the following semester, his/her “Academic Warning” status will be changed to “Academic Probation”.

### **12.3.3 Academic Probation**

12.3.3.1 Students whose cGPA falls below 1.7 at the end of each semester will be put on “Academic Probation”.

12.3.3.2 The academic performance of a student who is on Academic Probation will be reviewed at the end of each semester during his/her Academic Probation period.

12.3.3.3 The Academic Probation status will remain unchanged if the student’s cGPA is still below 1.7 in the following semester.

12.3.3.4 The Academic Probation status of a student will be removed if s/he obtains a cGPA of 2.0 or above in the following semester.

12.3.3.5 If the student’s cGPA is between 1.7 and 1.99 in the following semester, his/her “Academic Probation” status will be changed to “Academic Warning”.

### **12.3.4 Assistance to Underperformed Students**

12.3.4.1 The Registry will notify the Programme Directors of students who have received Academic Warning or who are on Academic Probation. The Programme Director will take appropriate follow-up actions, including meeting the student in person and render

advice in terms of study plan, reduction of study load in the subsequent semester, continuation of study and/or other personal needs, or with the consent of the student, make referrals for appropriate professional advice, with a view to ensuring two-way communication with the student and helping the student to improve his/her academic performance.

12.3.4.2 Students who are given Academic Warning or on Academic Probation are strongly advised to reduce his/her study load in the subsequent semester.

### **12.3.5 Termination resulting from Undesirable Academic Performance**

12.3.5.1 The University may request a student to terminate his/her study if his/her cumulative GPA is below 1.0 for two consecutive semesters.

12.3.5.2 Students with marginal academic performance as outlined in S12.3.5.1 above will have to meet the Programme Director to discuss his/her study plan. If the student is recommended to continue his/her study instead of being terminated by the University, the Programme Director has to provide justifications in the Post-consultation Report with conditions, if any, to be fulfilled by the student concerned.

12.3.5.3 For cases that warrant termination after consulting relevant departments, they will be presented to the University Examinations and Assessment Committee (UEAC) for deliberation and endorsement.

12.3.5.4 The endorsed list of terminated students will have to be submitted by CEAC to the Academic Board for approval.

12.3.5.5 Terminated students in general will not be admitted to the University to study the same programme within the following academic year.

### **13. Grade Review and Endorsement/Approval of Final Results of Assessment/Examinations**

- 13.1 Students may hold the view that their efforts in learning and performance in the assessments/examinations is not duly reflected by the grades they have attained, and they may want to request for grade review to reconfirm the grades they have attained.
- 13.2 Request for grade review shall be made within *five working days* upon the release of tentative assessment/examination results, by specific application form with the stipulated application fees, to the Registry.
- 13.3 A student can apply for grade review of up to *three* modules per semester.
- 13.4 The review will be conducted by respective Department/School Examinations and Assessment Committee (D/SEAC).
- 13.5 After endorsing the review results, D/SEAC shall notify the Registry of the review results. The Registry shall gather all grade review results and submit them to the University Examinations and Assessment Committee (UEAC) for approval. The decision of UEAC on grade review shall be final.
- 13.6 If the review warrants a change of grade, the Registry will revise the record, notify and refund the grade review applicant accordingly.
- 13.7 If the review does not lead to any revision of grade attained by the review applicant, the Registry will keep the record of grade and notify the applicant of the review result. No refund of the grade review application fee will be made to the applicant.

- 13.8 Endorsed grade review results shall be released to the applicants within *three calendar weeks* after the application for grade review is closed.
- 13.9 Fees and charges apply to application for grade review.

## **14. Graduation and Award Classification**

### **14.1 Application for Graduation**

- 14.1.1 Students should check their progress of study on eCampus and submit an application for graduation through eCampus by the deadlines announced by the Registry. Failure to meet the stipulated application deadline may result in the students' not being able to graduate in that semester. Late submission or special cases provided with valid justifications are subject to the discretionary approval of the Registrar.
- 14.1.2 Application for graduation, once submitted, cannot be withdrawn. Students who are able to graduate in the intended graduation semester should not register further for other modules in the subsequent semesters. Students who would like to register for modules after submitting application for graduation will be regarded as Visiting Students and they will be charged the same as Visiting Students for taking modules.
- 14.1.3 If students have applied for graduation but cannot complete all the graduation requirements by the end of the intended graduation semester, then they must re-apply for graduation in another semester that they wish to graduate.

### **14.2 Graduation Requirements**

- 14.2.1 In order to be granted an award of the University, students must successfully complete a programme of the University,

including specific requirements of the named award for which they are registered, general University requirements and the minimum cumulative GPA requirement. The requirements for awards are set out on the University website.

### 14.3 Award Classification

14.3.1 A student who satisfies the conditions for graduation from the taught postgraduate programmes shall be awarded a postgraduate qualification with one of the following classifications:

<b>Award Classification</b>	<b>Minimum Cumulative GPA</b>
Distinction	3.5
Credit	3.2
Pass	2.0

### 14.4 Approval of Graduation and Award Classification

14.4.1 Graduation and Award Lists are not legitimate and will not be officially recognized until they have been endorsed and approved according to the approval protocol set out by the University.

14.4.2 The module grades and grade distribution will be reviewed and endorsed by the Department/School Examinations and Assessment Committee (D/SEAC).

14.4.3 The final GPAs and award classifications of graduands will be compiled by the Registry and submitted to respective Programme Committees for review and submitted to D/SEAC for endorsement by respective Departments.

14.4.4 The list of graduands of each programme and their respective classification of awards will then be submitted to the University Examinations and Assessment Committee (UEAC) for endorsement and to the Academic Board for approval.

- 14.4.5 The list of graduates approved by the Academic Board of the University will become the final and official record of graduates.

## **14.5 Year of Graduation, Graduation Ceremony and Academic Regalia**

- 14.5.1 Graduation Ceremony of the University will be held once a year in late November or early December every year. The Registry will announce the exact date and time of the Ceremony in due course.
- 14.5.2 It should be noted however that the Year of Graduation of a student should be defined as the year when his/her graduation is approved by the Academic Board of the University, not necessarily the year in which the Graduation Ceremony is held.
- 14.5.3 Graduates who take part in the Graduation Ceremony are requested to dress in dark navy gown and mortarboard in style specified by the University, and wear a hood in colours that represent their respective School:

School of Business: *Brown and Bright Gold*

School of Communication: *Navy and Bright Gold*

School of Decision Sciences: *Purple and Silver White*

School of Humanities and Social Science: *Dark Blue and Forest Green*

School of Translation: *Maroon and Forest Green*

## **15. Sexual Harassment, Equal Opportunities and Other Grievances/ Complaints**

- 15.1 The University adopts zero tolerance to sexual harassment and discrimination on campus. All students should observe and to abide by the prevailing ordinances of the HKSAR concerning sex, disability, family status and racial discrimination.



- 15.2 The sexual harassment policy of the University applies to both males and females. Persons who feel sexually harassed, offended, humiliated or intimidated by unwelcome sexual advances, requests for sexual favours, or other conduct of a sexual nature should make it known to the harasser that the conduct is unwelcome, offensive, intimidating and should be stopped, and seek help from appropriate personnel or the Equal Opportunities Officers of the University in accordance with set policy guidelines and procedures whenever s/he feels necessary to do so.
- 15.3 Any student who observes or discovers possible cases of sexual harassment or discrimination on campus should also report the cases to any Equal Opportunities Officer of the University.
- 15.4 If the Equal Opportunity Officer considers that the case is very serious, s/he shall consider setting up an Equal Opportunity Committee within 14 calendar days upon receipt of the complaint to investigate the case. If the Equal Opportunities Officer considers that the complaint does not have merits and/or the complaint is ill-intentioned, s/he may refer the case to be dealt with through disciplinary procedures.
- 15.5 The Policy Guidelines and Procedures for Handling Sexual Harassment Complaints are available on the Student Affairs Office website.
- 15.6 All incidents of harassment will be treated with the utmost sensitivity and confidentiality.
- 15.7 Grievances and complaints pertaining to administrative or academic matters can be referred to the Vice-President (Organisational Development) (VPOD) for handling. If students are in doubt to which category their grievances belong, they can still refer their cases to VPOD who will forward the cases to relevant parties for handling.

## **16. Student Discipline**

*(Please refer to P110 for Policy on Student Discipline and Related Appeals)*

## **17. Student Data, Student Records and Certification**

*(Please refer to P.77 for Student Data, Student Records and Certification)*

## **18. Arrangements during Inclement Weather**

*(Please refer to P.81 for Arrangements during Inclement Weather)*

## **19. Fees and Payments Pertaining to Academic Regulations**

### **19.1 Tuition Fees**

19.1.1 The tuition fees are chargeable every semester and equal to the credit unit registered for the semester, and should be paid before the start of the semester. After the Module Add/Drop period, balance of the tuition fees for the semester, if any, will be collected from/refunded to the students.

19.1.2 The tuition fees for taught postgraduate programmes are listed in the Fees Schedules.

### **19.2 Caution Money**

19.2.1 All students shall pay a Caution Money upon registration with the University and this is non-refundable. The sum is normally converted to payment of the graduation fee when the student has completed his/her study programme at the University.

19.2.2 The Caution Money is a deposit to make good any outstanding payments to the University, such as damages to University's property, library dues, etc., incurred by the student during his/her study at the University. In case that the Caution Money is not enough to cover outstanding claims, the student will be required to settle the remaining payments. Transcripts or other academic documents will be withheld until all outstanding payments have been settled.

- 19.2.3 Please refer to the Fees Schedules for all other payable fees.

### **19.3 Financial Assistance**

- 19.3.1 If taught postgraduate students require any financial assistance during their studies at the University, they may apply for Non-means-tested Loan Scheme provided by the Student Finance Office (SFO) of the HKSAR Government. Details are available on the website of SFO.
- 19.3.2 For other financial assistance, including scholarships, bursary schemes and concessions, please refer to the website of Student Affairs Office of the University.

*(Version 4.1, October 2018)*

# Student Discipline and Related Appeals

## 1. Student Discipline

- 1.1 The University expects all its students to demonstrate sound moral character and conduct themselves in a way that shows responsibility to the University and the community.
- 1.2 The University endeavours to maintain a high academic standard. Hence students must observe academic honesty and refrain from committing academic misconduct such as cheating, plagiarism, misrepresenting other's work or fabricating information.
- 1.3 Students who fail to comply with any rule and regulation of the University concerning academic pursuit and behavioural conduct, who have committed acts of academic dishonesty and those who have been convicted of an offence in a court of law may be subject to disciplinary proceedings set by the University and thereby liable to possible disciplinary actions.
- 1.4 Students who breach the rules and regulations of the Residential Colleges/Hall will be disciplined according to the disciplinary procedures set out for Residential Colleges/Hall.

### 1.5 Behavioural Conduct

- 1.5.1 Under the Code of Student Conduct of the University, students are expected to:
  - (a) observe all the rules and regulations of the University;
  - (b) participate in the required academic and non-academic activities;
  - (c) act in accordance and comply with the law;
  - (d) respect the dignity and rights of others;
  - (e) act in accordance with the health and safety of themselves and others within and outside the University; and
  - (f) uphold the image and the reputation of the University by behaving themselves in a disciplined and responsible manner.

1.5.2 The following acts or behaviour, while not exhaustive, are deemed to constitute improper/inappropriate behaviour amounting to misconduct which may be liable to possible disciplinary actions:

- (a) Disruption of or improper interference with any academic, non-academic, administrative, operational or other activities of the University (e.g. voice or physical disturbance to others);
- (b) Stealing, defacing or damaging the property of University, its staff, students and visitors;
- (c) Forgery or falsification or use of forged or falsified documents;
- (d) Misuse of University documents;
- (e) Indecent behaviour;
- (f) Sexual assault or non-consensual sexual contact;
- (g) Verbal and other forms of harassment against any staff member or student of the University, or its visitors (e.g. foul language, unwelcome or impolite language);
- (h) In breach of the regulations for the use of the Library and computing facilities, whether in the University or accessed through the University;
- (i) In breach of the rules and regulations of the student hostels/residential halls;
- (j) Failure to observe rules and regulations or any professional code of conduct specified by the respective organizations when undertaking internships or other work-based learning activities;
- (k) Violations of local laws and ordinances; and
- (l) Misbehaviour which brings the University into disrepute.

## 1.6 Academic Conduct

1.6.1 The University upholds academic integrity and adopts zero tolerance to academic frauds. Dishonesty in completing assignments, assessment and examinations, including plagiarism and cheating, is liable to possible disciplinary actions.

- 16.2 “Plagiarism” is defined as an act that comprises borrowing the work of others, including printed and online resources, as one’s own work without proper citation or acknowledgement. The use of other’s work may include such practices as copying source materials, paraphrasing or translation of source materials, citing other’s work without proper citations or acknowledgements, paraphrasing the author’s ideas, etc.
- 16.3 Examples of specific academic misconduct include but not limited to:
- (a) Cheating during examinations;
  - (b) Using unauthorized materials or communication devices during examinations;
  - (c) Engaging anyone to take an examination on one’s behalf;
  - (d) Passing off work done by anyone as your own work;
  - (e) Submitting the same assignment for two different modules;
  - (f) Copying materials without proper acknowledgment;
  - (g) Translating or paraphrasing source materials;
  - (h) Citing other’s work without proper citations or acknowledgements;
  - (i) Fabricating information or data for research or provide fabricated information or facts;
  - (j) Fabricating analyses or their results;
  - (k) Revising data to arrive at desirable results for analyses; and
  - (l) Selectively reporting the results for analyses, etc.
- 1.6.4 All students are required to use the **VeriGuide** software for originality check before submitting an assignment and the originality check report should be submitted with the assignment. The submission date of the assignment and the VeriGuide check, whichever is later, would be taken as the final submission date of the assignment.
- 1.6.5 Use of the VeriGuide is mandatory for all modules, except for modules which by their very special nature render the use of the VeriGuide inapplicable, e.g. accounting, interpreting modules, etc.

## 1.7 Procedures for Handling Students Disciplinary Issues

- 1.7.1 Any member of the University community who observes or discovers an academic or behaviour misconduct committed by a student may report the case in writing within **fourteen working days** of the incidence to the School Student Disciplinary Committee (SSDC) of the School by which the concerned module is offered for academic dishonesty cases, or to the SSDC of the School to which the student belongs for behavioural misconduct cases. Anonymous reports will not be considered.
- 1.7.2 Once the SSDC received written report of a case, its Chairperson will decide whether there is a prima facie case to conduct a review, or if the report does not have any merit or is ill-intentioned. If the Chairperson decides that a review is necessary, the SSDC will set up a Student Disciplinary Panel at School level (SSDP) to investigate the case and to make recommendations for SSDC's consideration.
- 1.7.3 In case that the student concerned or witness(es) is called upon by SSDP to make a presentation, s/he may invite a fellow student or staff member of the University to accompany him/her. However, as SSDP is not a court of law and its proceedings are an internal matter of the University, the student/witness(es) shall not be accompanied by a legal representative.
- 1.7.4 After considering the report and recommendations from SSDP, SSDC may impose disciplinary actions which SSDC deemed appropriate on the student concerned.
- 1.7.5 However, if SSDC considers the case serious and warrants such disciplinary actions as suspension or termination of the student's study at the University, or it considers further deliberation of the case at a higher level of student disciplinary body is necessary, it shall refer the case to the University Student Disciplinary Committee (USDC) for handling.

- 1.7.6 In general, all convicted court cases concerning the behaviour of students that carry a criminal element or may have serious impact to society should be handled by CSDC.
- 1.7.7 Disciplinary cases that involved students of more than one School shall be referred directly to CSDC for handling.
- 1.7.8 Besides teaching departments, there are administrative offices, e.g. the Student Affairs Office and the Campus Development and Management Office, which may frequently encounter student disciplinary issues. For minor or trivial cases of behavioural misconduct, the Heads of the administrative offices shall determine if the case requires attention of SSDC or CSDC. In the event that the unit Head concerned concludes that the case does not warrant referral to the SSDC/CSDC, it is at the discretion of the Head to decide whether or not to impose any penalty to the student.
- 1.7.9 CSDC may impose disciplinary actions which CSDC deemed appropriate on the student concerned (except suspension/termination of study). The case will then be officially closed.
- 1.7.10 If CSDC, after considering all the evidences and statements presented, still decides that the student should be suspended or terminated from his/her study at the University, it shall seek approval from AB for such action. After AB has resolved and confirmed the disciplinary actions to be imposed on the student, the case will be officially closed.
- 1.7.11 With a view to observing the privacy of the individuals involved, all disciplinary cases should be dealt with strictest confidence.

## 1.8 Disciplinary Actions

- 1.8.1 Depending on the seriousness and the repetitiveness of the offence, SSDC, CSDC and AB may impose the following disciplinary actions pertaining to *behavioural misconduct*:



- (a) Verbal reprimand;
- (b) Written warning;
- (c) Suspension of part or all of the rights and privileges and/or the use of part or all of the facilities of the University for a specified period of time;
- (d) Compensation for any damage to the property of the University;
- (e) Suspension of study at the University for a specified period of time;
- (f) Termination of study at the University; and
- (g) Any other disciplinary action as deemed appropriate.

1.8.2 Depending on the seriousness and the repetitiveness of the offence, SSDC, CSDC and AB may impose the following disciplinary actions pertaining to *academic dishonesty*:

- (a) Verbal warning;
- (b) Written warning;
- (c) Grade reduction;
- (d) Giving a failing grade;
- (e) Putting on Academic Probation;
- (f) Suspension of study at the University for a specified period of time;
- (g) Termination of study at the University;
- (h) Revocation of the academic awards conferred; and
- (i) Any other disciplinary action as deemed appropriate.

### 1.8.3 Suspension of Study as a Disciplinary Action

1.8.3.1 The University may at any time require a student to suspend his/her study for a specified period of time on disciplinary grounds.

1.8.3.2 During the suspension period, the student concerned is forbidden to attend any class or partake in any teaching and learning activity. The right to use the facilities/equipment provided by the University and other privileges will also be suspended.

1.8.3.3 Suspension of study as a disciplinary action will have to be recommended by CSDC and approved by the Academic Board.

1.8.3.4 The student concerned will be notified of the University's decision of suspension in writing by the Registrar.

#### **1.8.4 Termination of Study as a Disciplinary Action**

1.8.4.1 The University may at any time require a student to terminate his/her study on disciplinary grounds.

1.8.4.2 The University may also terminate a student's study whose proven act of misconduct or conviction of an offence in a court of law is deemed damaging the reputation of the University.

1.8.4.3 The recommendation to terminate a student as a disciplinary action will have to be recommended by CSDC. A report together with supporting documents will have to be submitted to the Academic Board by CSDC for consideration and approval.

1.8.4.4 The student concerned will be notified of the University's decision of termination in writing by the Registrar.

1.8.4.5 The student must settle any outstanding tuition fees and/or other fees and return his/her student identity card to the Registry upon termination by the University.

### **1.9 Reviews and Appeals**

1.9.1 The student concerned may appeal against the decision of SSDC. The written request for review shall reach SSDC within **seven working days** after the student has been notified of the disciplinary actions to be taken. SSDC will then refer the case to CSDC for handling. The decision of CSDC shall be final.

- 1.9.2 Appeals against the decision of CSDC, on the other hand, should be made in writing by the student concerned to the Vice-President (Organisational Development) (VPOD) within **seven working days** after s/he has been notified by the Registry of the disciplinary actions to be taken.
- 1.9.3 VPOD will consider the appeal request to see if the decision of CSDC shall sustain or if the case warrants a review. If a review is called for, VPOD will set up a Student Appeal Panel (SAP) to conduct the review and make recommendations thereof.
- 1.9.4 The report of SAP will be passed on to Provost for consideration and advice.
- 1.9.5 The decision of SAP shall be final.
- 1.9.6 With a view to observing the privacy of the individuals involved, all appeal cases should be dealt with strictest confidence.

# Academic Regalia

## Bachelor's Degree

Academic Gown: black gown in style specified by the University



(front)

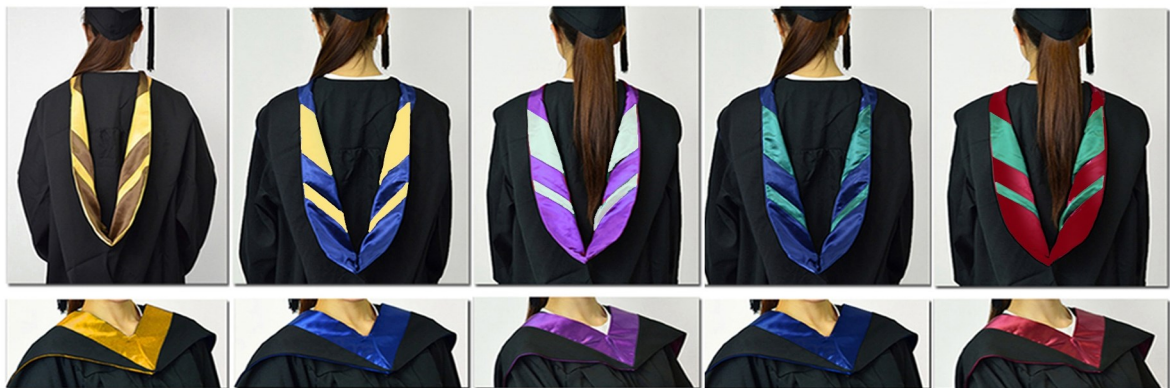


(back)

Mortarboard: in style specified by the University



Hood: in colours that represent respective Schools:



School of  
Business

School of  
Communication

School of  
Decision Sciences

School of Humanities  
and Social Science

School of  
Translation

Brown and  
Bright Gold

Navy and  
Bright Gold

Purple and  
Silver White

Dark Blue and  
Forest Green

Maroon and  
Forest Green

## Master's Degree

Academic Gown: dark navy gown in style specified by the University



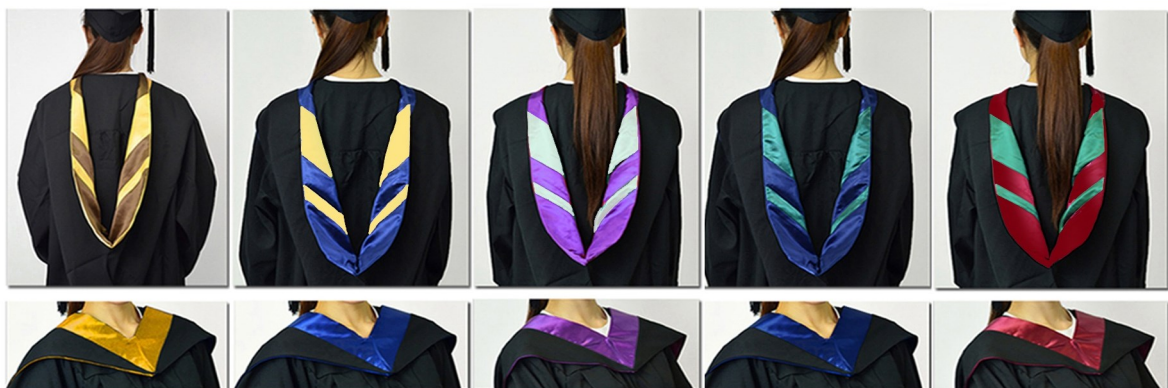
(front)

(back)

Mortarboard: dark navy mortarboard in style specified by the University with tassels in colours that represent respective Schools:



Hood: in colours that represent respective Schools:



School of  
Business

School of  
Communication

School of  
Decision Sciences

School of Humanities  
and Social Science

School of  
Translation

Brown and  
Bright Gold

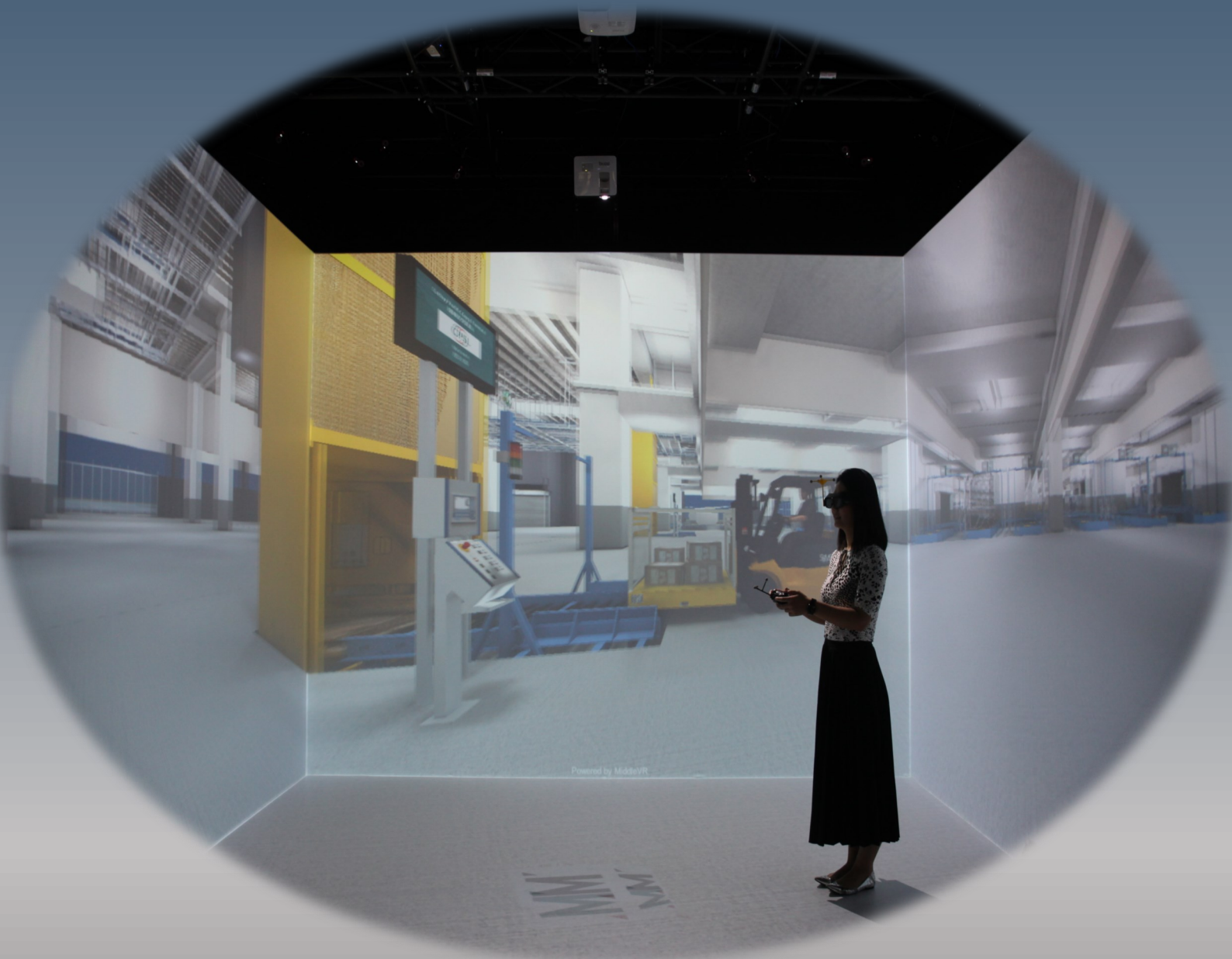
Navy and  
Bright Gold

Purple and  
Silver White

Dark Blue and  
Forest Green

Maroon and  
Forest Green

# Institutes & Centres



# Research Institutes and Centres

## Centre for Greater China Studies

大中華研究中心

Director: Proferssor KAO Lang 高朗教授

Associate Director: Dr. WONG Muk Yan 黃沐恩博士

## Deep Learning Research & Application Centre

深度學習研究與應用中心

Director: Dr. SIU Sai Cheong 蕭世昌博士

Associate Director: Dr. LIU Hai 劉海博士

## Policy Research Institute of Global Supply Chain

全球供應鏈政策研究所

Director: Dr. WONG Wai Hung, Collin 黃惠虹博士

## Research Institute for Business

商學研究所

Director: Dr. TANG Tzu Lung, Felix 鄧子龍博士

Associate Director: Dr. CHENG Wui Wing, Andy 鄭會榮博士

## Virtual Reality Centre

虛擬實境中心

Director: Dr. WONG Yin Cheung, Eugene 黃彥璋博士

# Non-Research Institutes and Centres

## Centre for Teaching and Learning

教與學發展中心

Director: Dr. CHENG Ka Ming, Ben 鄭家明博士

Associate Director (Common Core Curriculum):

Dr. WONG Muk Yan 黃沐恩博士

Associate Director (E-learning):

Dr. MO Yiu Wing, Daniel 巫耀榮博士

Associate Director (Service Learning):

Dr. TANG Tzu Lung, Felix 鄧子龍博士

Associate Director (Teaching and Learning Enhancement):

Dr. CHENG Ka Ming, Ben 鄭家明博士

## The Institute for Chinese Language and Culture

中國語言及文化研習所

Director: Professor CHEUNG Kwong Yue, Alex 張光裕教授

Associate Director: Dr. TANG Mei Ah 陳美亞博士

Associate Director: Dr. YUEN Kwok Wa, John 袁國華博士

## Institute for Youth Sustainability Leadership

青年可持續發展領袖研習所

Director: Dr. CHAN Chi Kit 陳智傑博士

Associate Director (Youth Education):

Dr. CHUNG Ho Ying, Holly 鍾可盈博士

Associate Director (Youth Empowerment)

Ms. CHEUNG Pui Sze 張佩思女士

## Wu Jieh Yee Centre for Innovation and Entrepreneurship

伍潔宜創新及創業中心

Director: Dr. MAN Wing Yan, Thomas 萬穎恩博士



# Student & Campus Life



# Student Services and Campus Life

## Student Development, Social and Community Engagement

Student Affairs Office (SAO) plays an important role in organizing various types of development programmes for students and supporting them in the conduct of activities through the formation of student organisations (including the Students' Union and Student Associations), and many student-initiated clubs and societies. Students grow and develop as they try to put their ideas into practice and promote the uniqueness of their organisations through various creative means so as to create the vibrant and multitude of campus. One of the very popular training programmes launched by SAO is the Student Ambassador Programme which provides leadership training to a group of selected students who are willing to dedicate themselves to serving the University and neighbourhood community.

Students are also active in a wide range of community services to help the disadvantaged and those in need of support, for example, the HSUHK Volunteer Team, Wu Zhi Qiao, University YMCA. Members were guided on service principles and skills before they implement their programmes for the needy.

Students are also given opportunities of service learning and community involvement through projects initiated by SAO/Schools/Departments in collaboration with external organisations such as the "Shatin Arts and Cultural Promotion Project", a service learning and community project by the School of Communication. In the past four years, with the support from the Shatin District Office, students who participated in the Project learnt a lot through research, journalistic reporting, story telling and video production. VolTrekks Service-learning Award Training Scheme is another example of self-initiated project implemented locally and in overseas countries. Students gained service-learning experience

by switching roles from participants to organizers, applying their knowledge to serve the community and by shifting serving location from local to overseas.

## **Student Exchange and Summer Engagement Programmes**

Apart from learning locally, to broaden students' global and cultural perspectives, HSUHK has been actively in reaching out to universities in different parts of the world to sign academic exchange agreements and create exchange opportunities to students. The University has academic exchange partner institutions covering countries in Asia, such as Japan, South Korea and Malaysia; in Europe, such as France, Austria, Finland, Belgium, Germany, the Netherlands, Latvia, Finland and Sweden; Canada and USA in North America; and Israel in the Middle East.

The University not only provides financial support to students participating in exchange programmes, but also arranges briefing sessions, integration activities and a buddy system to help build bridges between students of different cultural backgrounds.

Besides exchange programmes during regular semesters, students can also participate in short-term summer engagement programmes in various institutions to learn out of the classroom.

## **Career Guidance and Local/Overseas Internship Opportunities**

To help students prepare for their careers and set their career goals, a rich array of career guidance activities is made available to them on campus, which include workshops, career advisory sessions, recruitment talks and recruitment fairs. There is also the opportunity of one-on-one career guidance through the Career Mentorship Programme which joins students and industry executives.

Besides, the Career Leap Club provides a two-year intensive career guidance programme for a selected number of performing students.

There are over 1,000 internship opportunities for students of different disciplines offered by more than 230 companies including those from the Mainland and overseas countries such as Australia, Germany, Malaysia, Singapore, Thailand, United Kingdom and USA.

To further enhance students' career opportunities and match talents with potential employers, the University initiated collaboration with four other local self-financed tertiary institutions to develop a common e-platform called "Joint-Institution Network for Student Success (JINESS)", which was selected for funding support of HK\$20 million by the Education Bureau's Inter-institutional Development Fund.

## **Students Achievements**

HSUHK students are a group of lively, energetic and self-motivated individuals who are willing to learn. Under the care and guidance of the University's dedicated teachers, and through many exciting and inspiring learning opportunities provided in and out of classrooms as described above, students grow and develop quickly to attain impressive results. Their achievements in academic performance and co-curricular achievements are expressed by the prizes they won in various local, regional and international competitions over the past years.

## **Support for Students in Need**

The University established the Personal Tutor System with the aim to provide a supportive network through which students can seek help, guidance and resources of assistance throughout their four-year undergraduate education.

If need arises, the Personal Tutor can refer the student in concern to the professional counsellors of the Personal Growth and Counselling Team of SAO, who will help counsel the student on his/her personal issues, help him/her to handle the related psychological stress and rebuild confidence. Seminars/talks/workshops are often organised by the Personal Growth and Counselling Team on topics of stress and emotional management, peer counselling, mental health, etc. to help students understand their psychological needs and ways to manage their studies more effectively.

# Residential Colleges

## Residential Colleges – A Living and Learning Community

An exciting feature of HSUHK's holistic educational experience is the opportunity to live and learn together in one of the HSMC Jockey Club Residential Colleges (RCs) on campus. The objective of the RC is to create an integrated "living and learning community" which is favourable to nurture our future leaders by enhancing their communication, self-learning and self-management skill while maximising their exposure to and engagement in academic, social and cultural exchanges through faculty-student interaction and various RC functions/activities like shared meals, High Table Dinner. It also aims to create a life-long relationship among students with their shared residential experience in an environment of mutual respect.

There are four RCs, each with a different and distinctive theme to motivate teachers and students, namely to embrace cultural diversity (Mosaic College), to lead a healthy life (Wellness College), to engage in social and community service (Amity College) and to protect the environment (Evergreen College). For each RC, there is a Master, an Associate Master and three Residential Tutors to give pastoral care and guidance to students.

### Residential Colleges Masters and Associate Masters

#### Amity College

Master: Dr. CHENG Ka Ming, Ben 鄭家明博士

Associate Master: Dr. Chan Chi Ming, Victor 陳志明博士

#### Evergreen College

Master: Dr. SONG Zhaoxun, Howard 宋昭勳博士

Associate Master: Ms. CHEUNG Pui Sze 張佩思女士

#### Mosaic College

Master: Professor LAM Chee Keung, Kevin 林自強教授

Associate Master: Dr. CHAN Chi Kit 陳智傑博士

#### Wellness College:

Master: Dr. FUNG Kai Yeung 馮啟陽博士

Associate Master: Ms. WONG Mei Ki, Maggie 王美琪女士

## Regulations of Residential Colleges and Old Hall

### Preamble

Residential life experience constitutes an important part of co-curricular learning. The establishment of Residential Colleges aims to provide a robust platform to empower and nurture intellectual interflow, social engagements and global perspectives of our students through community living and learning. On top of the intellectual growth, residents are also able to further develop their communication skills and self-management skills via residential life experience.

These Regulations, house rules promulgated by Student Affairs Office (SAO) and Campus Development and Management Office (CDMO) and any additional rules were stipulated by the Residential College Masters, in addition to the Code of Student Conduct are stated in the Student Handbook.

### 1. Objectives

These Regulations aim to strengthen and foster the sense of responsibility and the degree of maturity of all residents of Residential Colleges to achieve the following objectives:

- 1.1 To ensure the safety of residents and the security of properties and premises;
- 1.2 To foster and maintain harmonious and caring relationships among residents from different backgrounds;
- 1.3 To create an enriching platform and environment in order to facilitate the learning and personal growth of residents;
- 1.4 To promote the social and communal engagement of residents in order to build a solid sense of belonging to the Residential Colleges and the Hang Seng University of Hong Kong; and
- 1.5 To support and enhance the healthy lifestyle and responsible global citizenship of residents and to strengthen their commitment to community service and sustainability.

## 2. Safety and Security:

- 2.1 Residents must comply with the rules related to safety and security and avoid any behaviour which may impose any health and/or safety hazards to others.
- 2.2 Residents and their visitors are responsible for the safe-keeping of their personal properties. Residents should keep their personal belongings in a safe place at all times and always lock the door of their rooms upon departure to minimize the chances of theft. The Hang Seng University of Hong Kong shall not bear any responsibility for any loss of or damage to any items brought into the Residential Colleges by the residents or their visitors.
- 2.3 To secure the safety and security of, and a non-disturbing environment for all residents, and to ensure compliance with the Regulations mentioned herein, Student Affairs Office staff responsible for the Residential Colleges or their delegates, Residential College Masters, Residential College Associate Masters, Resident Tutors may enter any room in the premises with or without notice at any time.
- 2.4 Only simple cooking is allowed in the floor common rooms of residential colleges. Naked fire and any type of ignitions are strictly prohibited within the area of the residential colleges. Unattended cooking is strictly prohibited at all times.
- 2.5 Any equipment or articles brought into the residential colleges by residents will be subject to scrutiny by the Student Affairs Office which possesses the right to remove any items that pose safety, health or environmental concerns to the residential colleges community.
- 2.6 All incidents and irregularities should be reported to the Student Affairs Office immediately.

## 3. Respect for Others

- 3.1 Residents should be considerate towards others and must refrain from any behaviour which may disturb or cause inconvenience to others.



- 3.2 Any actions or behaviour that may interfere with privacy, time to study and rest, or the use of facilities by others in the residential colleges should be avoided.
  - 3.3 Residents should be properly attired in commons areas which include but are not limited to communal hall, pantries, common rooms, corridors, lift lobbies, study rooms, computer rooms, learning commons and functional rooms of the residential colleges at all times.
  - 3.4 Residents should not behave in any manner deemed inappropriate, make or cause disturbance in any form that may infringe upon the well-being and rights of others, in any circumstances.
4. Quiet Hours
    - 4.1 The quiet hours span from 11:00pm to 7:00am.
    - 4.2 Quiet hours will be extended to 24 hours a day starting from 1 week prior to the examination period in the academic calendar stipulated by Registry.
    - 4.3 Residents should keep their noise level reasonable in order not to cause nuisance to neighbors and fellow residents at all times.
5. Smoking, Alcohol, Gambling and Drugs
    - 5.1 The Hang Seng University of Hong Kong is a smoke-free campus. Smoking is strictly forbidden in any part of the premises of Residential Colleges.
    - 5.2 Consumption or possession of alcoholic beverages in any part of the residential colleges without prior approval of Residential College Masters is prohibited.
    - 5.3 Organizer(s) who wish to serve alcoholic drinks during activities held in residential colleges, whether formal or informal, must provide adequate supervision of the activity to avoid excessive drinking. Prior approval of Residential College Masters must be obtained.

- 5.4 Gambling in any form and possession of gambling instruments, such as mahjong, is prohibited in residential colleges.
  - 5.5 Possession or use of any illegal and/or dangerous drugs as defined by government ordinances of HKSAR is strictly prohibited.
6. Hygiene and Cleanliness
    - 6.1 It is the responsibility of residents to keep their rooms clean and tidy. Residents should clean their room, including built-in washroom and shower unit, regularly in order to ensure and maintain a safe and healthy condition of their room at all times.
    - 6.2 Residents should keep the common rooms and all parts of the residential colleges clean and tidy.
7. Pets
    - 7.1 Pets are not allowed in the residential colleges.
8. Visitors
    - 8.1 Residents may invite visitors to visit the residential colleges between 8:00am and 11:00pm. All visitors should register at the reception counter at G/F lobby when they enter and leave the residential colleges.
    - 8.2 Residents should accompany visitors and be responsible for their behaviour during their visits in the residential colleges. Host residents are held responsible for the behaviour of their visitors.
9. Opposite Gender Visit
    - 9.1 Residents should not enter the residential floors or rooms of the opposite gender between the hours of 11:00pm and 8:00am of the following day, all days of the week.

## 10. Living in the Residential Colleges

### 10.1 Change of Room

- 10.1.1 Request for room-change is normally not considered. Residents who have a genuine need to change their room during the residential year must consult their Resident Tutor. Such request will be duly considered by the Residential College Master, or his/her authorized delegates.
- 10.1.2 Changing or swapping of rooms without prior approval from Residential College Master is not allowed.

### 10.2 Move-out

- 10.2.1 Residents will be required to vacate their rooms on or before the deadline stipulated by Student Affairs Office upon confirmation of withdrawal or termination of residency of Residential Colleges, out-bound exchange, leave of absence, deferment of study, discontinuation of study, dismissal or withdrawal from The Hang Seng University of Hong Kong.
- 10.2.2 Extension of stay may be granted by discretion in a case -by-case manner.

### 10.3 Resident card

- 10.3.1 Resident Card should be used by the designated resident only and is not transferable. Misuse or falsification of the card is strictly prohibited.
- 10.3.2 A fee will be charged for any replacement of lost/damaged cards.

### 10.4 Fees

- 10.4.1 All fees paid are non-refundable and non-transferable.

- 10.4.2 Under special circumstances, refund of fees may be considered. The student concerned should submit a written request to the Student Affairs Office with supporting documents for final approval of the Vice-President (Organisational Development).
- 10.4.3 Residents are required to pay their fees by the deadline stipulated by the Student Affairs Office. Late payment may result in suspension from the rights and privileges of residency and/or the use of services and facilities of the Residential Colleges.

## 11. Properties of Residential Colleges

Residents are required to keep all common facilities, furniture, fixtures and equipment in good condition and order. No furniture or equipment shall be removed without prior approval from the Student Affairs Office. Residents must not interfere with or deface existing fittings, fixtures or furniture of residential colleges. Installation of any equipment or fixtures is not allowed. Residents will be required to compensate The Hang Seng University of Hong Kong for any loss or damage caused to properties of residential colleges, which resulted from deliberate acts or negligence of the concerned residents and their visitors.

## 12. Commercial / Promotion Activities

- 12.1 Commercial promotions and activities are not allowed in the residential colleges. Sales of any goods and services is prohibited without prior approval of the Student Affairs Office.
- 12.2 Mass distribution of promotional items without prior approval of the Student Affairs Office is prohibited.
- 12.3 Only posters with the stamp of Student Affairs Office may be placed in areas designated for posting.

13. Student Affairs Office reserves the right to interpret these Regulations and update information without prior notice.

14. Violation of any of these Regulations may render a resident liable to disciplinary procedures promulgated by the Hang Sang University of Hong Kong.

(4 August 2015)

# Fees and Financial Assistance



# Scholarships and Bursaries

## Entrance Scholarships

CMG Entrance Scholarship in Actuarial Studies and Insurance  
 Dean's Award-Dr Woo Wing Fai Entrance Scholarship  
 Dean's Award – Mrs Lynette Tiong Entrance Scholarship  
 Dean's Award – The Star Light Scholarship and Bursary  
 Dean's Award  
 Dr Adam Lee Scholarship in Entrepreneurial Management  
 Dr S H Ho Scholarship in Banking and Finance  
 Entrance Scholarship (Scheme 1)  
 Entrance Scholarship (Scheme 2)  
 Entrance Scholarship (Scheme 3)  
 Entrance Scholarship (Scheme 4)  
 Entrance Scholarship for Non-local Students  
 Mrs Halima Razack Scholarship  
 Rose W. M. Lee Entrance Scholarship in Corporate Governance  
 Scholarship for Principal Recommended Admission Scheme  
 佛教善德英文中學校董何慶蘭醫生獎學金

## Academic Scholarships

Academic Accomplishment Scholarship  
 Academic Achievement Scholarship  
 Academic Achievement Scholarship –  
     Chung Shing Taxi Ltd Scholarship  
 Academic Achievement Scholarship – Fung Yiu King Scholarship  
 Academic Achievement Scholarship –  
     Hong Kong Chiu Chow Chamber of Commerce Scholarship  
 Academic Achievement Scholarship –  
     Hui Hoy & Chow Sin Lan Charity Fund Limited Scholarship  
 Academic Achievement Scholarship –  
     Shun Hing Education and Charity Fund Scholarship  
 Academic Achievement Scholarship – The Tung Scholarship  
 Academic Excellence Scholarship

Academic Excellence Scholarship – Wang On Properties Academic Excellence  
 Scholarship for BBA Students  
 Cargotec Asia Scholarship  
 CMA and Donors Scholarship  
 Computer and Business Translation Scholarship (TRA4104 Computer and Business Translation 2 module)  
 eClass Scholarship in Applied and Human-Centred Computer  
 Fuji Xerox (Hong Kong) Limited Scholarship  
 HKICS Foundation Scholarship  
 HKICS Foundation Subject Prizes  
 S H Ho Scholarship for Best Progress  
 The Hong Kong Federation of Insurers Scholarships  
 The Society of Chinese Accountants & Auditors Charitable Trust Scholarship  
 The Taxation Institute of Hong Kong – CTA Scholarship (Advanced Taxation module)  
 The Taxation Institute of Hong Kong – CTA Scholarship (Hong Kong Taxation module)

## **Co-curricular Scholarships and Awards**

Best Student Athletes Scholarship  
 C. B. Wong & Co. Student Service Award  
 Hang Seng Community Service Scholarship  
 President's Commendation Award - Arts & Culture  
 President's Commendation Award - Community Service & Services to the HSMC  
 President's Commendation Award - Innovation  
 President's Commendation Award - Leadership  
 President's Commendation Award - Sports  
 President's Scholarship  
 培正旭社獎學金

## Overseas Learning Scholarships and Awards

International and Regional Learning Award (IRLA)

Scholarship for Exchange

Scholarship for Exchange –

Exchange Scholarship for Students to Gordon College

Scholarship for Exchange –

Fung Yiu King Scholarship for Student Exchange

Scholarship for Global Internship –

CMG International Scholarship for Global Internship

Scholarship for Global Internship –

Mr and Mrs Xiao Tan Ping Scholarship

Scholarship for Global Internship – The Incorporated Trustees of

Ryoden Development Charitable Trust Scholarship

Wei Lun Foundation Scholarship for Overseas Learning in ASEAN

Countries and Taiwan (IRLA)

## Financial Assistance

HSUHK Entrance Bursary –

Hong Kong Seagull HSUHK Student Bursaries

HSUHK Entrance Bursary

HSUHK Bursary –

Hong Kong Institute of Certified Public Accountants Bursaries

HSUHK Bursary – The Star Light Scholarship and Bursary

HSUHK Bursary

HSUHK Emergency Grant

HSUHK Residential College Bursary Scheme

Zheng Ge Ru Foundation Bursaries

## Others

HSBC Hong Kong Scholarship

S H Ho Scholarship for Overseas Post-graduate Studies



## Others - EDB

- Self-financing Post-secondary Scholarship Scheme (SPSS) -  
Best Progress Award
- Self-financing Post-secondary Scholarship Scheme (SPSS) -  
Endeavour Scholarship
- Self-financing Post-secondary Scholarship Scheme (SPSS) -  
Outstanding Performance Scholarship
- Self-financing Post-secondary Scholarship Scheme (SPSS) -  
Reaching Out Award
- Self-financing Post-secondary Scholarship Scheme (SPSS) -  
Talent Development Scholarship
- Scholarship for Prospective English Teachers  
SSE/SSEBR

# Schedules of Fees (Undergraduate)

*(in HK Dollar unless otherwise stated) \**

Application Fee for Admission (per programme)	
(Local Students)	\$100
Application Fee for Admission (per programme)	
(Non-local Students)	\$200
Admission Deposit (Local Students) <sup>(1)</sup>	\$5,000
Admission Deposit (Non-Local Students) <sup>(1)</sup>	\$6,000
Tuition Fees (Self-financed Undergraduate Programmes) (Local Students)	
for Year 1 & Year 2 (cohorts admitted in 2018/19)	
(Applicable to students of January Intake) <sup>(2)</sup>	\$80,200
for Year 3 & Year 4 (cohorts admitted in 2018/19)	
(Applicable to students of January Intake) <sup>(2)</sup>	\$90,800
Tuition Fees (Self-financed Undergraduate Programmes) (Non-Local Students)	
for Year 1 & Year 2 (cohorts admitted in 2018/19)	
(Applicable to students of January Intake) <sup>(2)</sup>	\$120,300
for Year 3 & Year 4 (cohorts admitted in 2018/19)	
(Applicable to students of January Intake) <sup>(2)</sup>	\$136,200
Tuition Fees (Study Subsidy Scheme for Designated Professions/Sectors)	
for Year 1 & Year 2 (2018/19 cohort) (Local Students Only)	\$40,200
for Year 3 & Year 4 (2018/19 cohort) (Local Students Only)	\$50,800
Tuition Fees (Visiting Students of Undergraduate Programmes)	
Local Students (per credit unit)	\$3,000
Non-local Students (per credit unit)	\$4,500
Caution Money	\$500
Penalty Charge for Late Payment of Tuition Fees (in addition to the tuition fees due)	
First Week beyond the Payment Due Date	\$100
Second Week beyond the Payment Due Date	\$200
Application for Make-up Examinations (per make-up examination)	\$100
Review of Final Module Results (per module) <sup>(1)</sup>	\$150
Retaking a module / Taking Additional Modules out of the 4-year normative study period or the total number of credits taken is within 19-21 in Semester 1 or 2, or 4-9 in the Summer Term <sup>(3)</sup>	
with approved justifications (per credit unit)	\$500

without valid and approved reason (per credit unit)	\$1,750
Retaking a Passed Module to Meet the Requirements of Professional Bodies (per credit unit)	\$1,750
Fees of Enhancement Course for Language Competency Exit Requirements	
ENG4000 English Proficiency Course	\$2,000
CHN4000 Putonghua Oral Training Enhancement Course	\$2,000
Retention Fee for Deferment of Study	
For deferment resulted from participation in recognized Internship programme or representing the University/HK to partake in activities <sup>(4)</sup>	\$5,000
For deferment out of reasons other than those listed above <sup>(5)</sup>	\$5,000
Registration Fee resulted from not submitting application for graduation and not taking modules while waiting for graduation (per semester)	\$2,500
Reinstatement of Registration	\$500
Access and Checking of Personal Data	\$200
Correction of Personal Data (per item of correction)	\$100
Student Identity Card (first issue)	\$50
Student Identity Card (replacement)	\$100
Transcript of Studies upon Request	
Send to local address / Collect in person (per copy)	\$60
Send to overseas address (per copy)	\$70
To be sent by Registered Mail (Local or Overseas)	+\$30

### Remarks

\* Unless otherwise stated, all payable fees listed are applicable to both local and non-local students, and all fees are non-refundable and non-transferable.

- (1) Non-refundable or convertible under particular circumstances. Please refer to the relevant sections of the Academic Regulations.
- (2) For students of January Intake, no additional tuition fees will be required if the student completes the programme within 8 semesters.
- (3) Applies only to credits/modules that are required by the Programme for graduation in Summer Term.
- (4) The entire amount of retention fee will be refunded to the student if s/he has completed the internship programme or activities specified in the deferment application, and resumes his/her study no earlier than the date stated on the application; otherwise the entire amount of the retention fee will be forfeited.
- (5) Only \$4,000 of retention fee will be refunded to the student if the student resumes his/her study no earlier than the date stated in the deferment application; otherwise the entire amount of the retention fee will be forfeited.

# Schedules of Fees (Taught Postgraduate)

(in HK Dollar unless otherwise stated) \*

Application Fee for Admission (per programme)	\$200
Tuition Fees (per credit unit) (1)	
Master of Science in Entrepreneurial Management (Local Students)	\$4,000
(Non-local Students)	\$4,400
Master of Arts in Strategic Communication (Local Students)	\$4,541
(Non-local Students)	\$4,995
Master of Arts in Translation (Business and Legal) (Local Students)	\$3,733
(Non-local Students)	\$3,733
Acceptance Fee (2)	\$7,500
Caution Money (3)	\$500
Penalty Charge for Late Payment of Tuition Fees (to be paid in addition to the tuition fees due)	
First Week beyond the Payment Due Date	\$100
Second Week beyond the Payment Due Date	\$200
Review of Final Module Results (per module) (4)	\$150
Deferral Fee (per semester) (5)	\$500
Reinstatement of Registration	\$500
Access and Checking of Personal Data	\$200
Correction of Personal Data (per item of correction)	\$100
Student Identity Card (first issue)	\$50
Student Identity Card (replacement)	\$100
Transcript of Studies upon request	
Send to local address / Collect in person (per copy)	\$60
Send to overseas address (per copy)	\$70
To be sent by Registered Mail (Local or Overseas)	+\$30

## Remarks

- \* Unless otherwise stated, the fees listed are for both local and non-local full-time and part-time students. All fees are non-refundable and non-transferable.
- (1) Tuition fees equal to the credit units registered for the semester and should be paid before the start of the semester and after the Module Add/Drop period, balance of the tuition fees for the semester, if any, will be collected from/refunded to the students. The tuition fees apply to full-time, part-time and visiting students.
  - (2) Acceptance Fee will be counted as part of the tuition fee and it is non-refundable.
  - (3) Caution Money is normally converted to payment of the graduation fee and it is non-refundable.
  - (4) If the review warrants a change of grade, the application fee for review of final module results will be refunded to the applicant.
  - (5) Deferral Fee is chargeable every semester except that deferment of study in the first semester of the first year of study when the student has not yet started the programme.

# Staff List



# Staff List

## Presidential Offices

### **President**

HO Shun Man, Simon 何順文

*PhD, FCPA, FAIA (Hon), CMA, CPA Canada, CGA*

### **Provost**

FONG Chee Fun, Gilbert 方梓勳

*PhD (Toronto), MH*

### **Vice-President (Academic and Research)**

HUI Yer Van 許溢宏

*PhD (Virginia Tech), MSIE (Texas Tech), BSc (CUHK)*

### **Vice-President (Organisational Development)**

FONG Wing Ho, Tom 方永豪

*DBA (UON), MEd (Leicester), MBA (Oklahoma City U), BA (HKU)*

### **Associate Vice-President (Communications and Public Affairs)**

TSO Hung, Scarlet 曹虹

*PhD (HKU), PhD (Chu Hai), MA (Essex), BA (Chu Hai College)*

### **Head of Secretariat**

CHAN Ka Mei, Tammy 陳家美

*MBA (Birmingham), BSc (LSE)*

### **Head of Global Development**

KOO Chun Kwong, Tony 高鎮光

*PhD (FDU), MBA (UCLA-NUS), MSc (CityU), BBA(HKU)*

## School of Business

### Dean and Professor

BARNES Bradley Richard 李海東  
*PhD (Leeds), MSc (Huddersfield), PGCLTHE (Leeds),  
 PGDLTHE (Leeds), BA (SHU)*

### Associate Dean and Associate Professor

LEUNG Kim Ping, Thomas 梁劍平  
*PhD (UWS), MCom (UNSW), BA (Sask)*

## Department of Accountancy

### Head and Professor

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*PhD (Toronto), MSc (Texas Tech), BBA (CUHK), FCPA, CISA*

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*PhD (HKU), LLM (SMU), LLM (CUPL), LLB (CUPL),  
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KWOK Yuk Sim, Betty 郭玉嬋

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WANG Honghua, Anson 王紅華  
*PhD (CityU), MA (JU), BA (JUST)*

### Lecturer I

CHE Wai Lam, William 池威霖  
*MPhil (HKBU), MA (PolyU), BA (HKBU)*

LEUNG Chun Long, Lawrence 梁峻朗  
*MSSc (CUHK), MA (CityU), BA (PolyU)*

SIU Sai Yau, Jeffrey 蕭世友  
*MPhil (HKU), BA (HKU)*

### Academic Manager

MAK Pui Hung 麥佩雄  
*MA (CityU), BSSc (CUHK)*

## Administrative and Support Offices

### Advancement and Alumni Affairs Office

**Director**

CHAN Man Wai, Elisa 陳雯慧  
*BBA (UH Mānoa)*

### Campus Development and Management Office

**Head**

LEE Hon Yin, Hackman 李漢賢  
*PhD, MSc, MHKIS, MRICS, MCABE, C.Build E, RPS (PFM),  
Certified Facility Manager (IFMA)*

### Communications and Public Affairs Office

**Associate Vice-President (Communications and Public Affairs)**

TSO Hung, Scarlet 曹虹  
*PhD (HKU), PhD (Chu Hai), MA (Essex), BA (Chu Hai College)*

### Executive Development Centre

**Director**

KWOK Mei Tak, Joanna 郭美德  
*MBA, MSc, CPM, CRP, Chartered Marketer*

### Finance Office

**Director of Finance**

LAM Man Ho, Patrick 林文河  
*MBA (CUHK), FCPA*

## Human Resources Office

### Head

YEUNG Mi Lan, Mary 楊美蘭  
*BBA (HKBU)*

## Internal Audit Office

### Head of Internal Audit

LEUNG Sat Tak, Ted 梁實德

## Information Technology Services Centre

### Director of Information Technology

WONG Po Choi 黃寶財  
*PhD (CUHK), MPhil (CUHK), BSc (CUHK)*

## Library

### University Librarian

LAW Yuk Lin, Sarena 羅玉蓮  
*MSc (Lough), BA (TKU), Chartered Librarian (CILIP)*

## Registry

### Registrar

WONG Yeuk Ha, Brossa 黃若霞  
*PhD (Xiamen), MSc (London), FCCA, FCPA, FTIHK*

## Student Affairs Office

### Director of Student Affairs

CHAN Po Yu, Rebecca 陳寶瑜  
*MA (CityU), BSSc (CUHK), RSW*

# Location and Campus Map





- A** S H Ho Academic Building  
何善衡教學大樓
- B** Sports and Amenities Centre  
康樂活動中心
- C** HSMC Plaza  
恒管廣場
- D** Lee Quo Wei Academic Building  
利國偉教學大樓
- E** Campus Entrance at Hang Shin Link  
行善里校園入口
- F** HSMC Jockey Club Residential Colleges  
恒生管理學院賽馬會住宿書院
- M** Academic and Administration Building  
教學行政大樓
- N** Academic and Administration Building  
教學行政大樓

