

REGULATIONS GOVERNING TAUGHT DOCTORAL/MASTER'S DEGREE PROGRAMMES

(Individual Postgraduate Diploma programmes should spell out their own regulations and take reference to this set of regulations as appropriate and whenever necessary)

1. Rules and Regulations

- 1.1 Students are required to comply with all the rules and regulations stipulated by the University.
- 1.2 The University may from time to time make new rules and regulations or make amendments to existing rules and regulations. The Registrar will promulgate new rules and regulations and amendments to them by notices. Updated regulations should be regarded as the final authority.
- 1.3 The Postgraduate Studies Committee of the Senate of the University (hereinafter "the Committee") shall administer and manage all aspects of the progress of all students as required in these Regulations.
- 1.4 Exemptions from the regulations, which may be made in exceptional cases or under special circumstances, are subject to approval by the Senate.

2. The Academic Year

- 2.1 The University academic year starts at the beginning of September and ends at the end of August in the following calendar year. The academic year consists of two terms, each covering approximately 14 weeks of academic activities for postgraduate programmes; and where necessary there may be a summer term. The actual term beginning and ending dates may however vary among programmes.
- 2.2 Notwithstanding the above, programmes may organise academic activities of individual courses in a more flexible approach, e.g. teaching in intensive blocks, for the benefit of student learning. Nevertheless, the study load of a course should be equivalent to approximately 14 weeks of academic activities, regardless of the actual length of the teaching weeks of the course.

3. Admission of Students

- 3.1 The minimum admission requirements for taught doctoral/master's degree programmes are as follows:
 - (a) For a Doctoral Degree, an applicant shall normally
 - (i) hold a relevant master's degree awarded by a tertiary education institution recognised for this purpose by the University; or
 - (ii) have obtained an equivalent qualification; or
 - (iii) have provided satisfactory evidence of academic and professional attainment.

(b) For a Master's Degree [applicable to students admitted in 2020-21 or before], an applicant shall normally

(i) hold a relevant bachelor's degree with first or second class honours or at an equivalent standard awarded by a tertiary education institution recognised for this purpose by the University; or

(ii) have obtained an equivalent qualification; or

(iii) have provided satisfactory evidence of academic and professional attainment.

(b) For a Master's Degree [applicable to students admitted in 2021-22 or after], an applicant shall normally

(i) hold a relevant bachelor's degree awarded by a tertiary education institution recognised for this purpose by the University; or

(ii) have obtained an equivalent qualification; or

(iii) have provided satisfactory evidence of academic and professional attainment.

3.2 In addition to the above, an applicant whose degree or, exceptionally, an alternative qualification deemed equivalent from a tertiary institution is not using English as the medium of instruction (MOI) for the programme should obtain a minimum score of 550 (paper-based test) or 79 (internet-based test) in the Test of English as a Foreign Language (TOEFL), or a band score of 6.5 or above in the International English Language Testing System (IELTS), or an equivalent score in a recognised test, or an equivalent qualification to prove his/her English language proficiency which will be considered on a case-by-case basis.^{1 and 2}

(Note: For an applicant with English test score just below the minimum specified above, such as a band score of 6.0 in IELTS, there is flexibility for the academic unit offering the programme to use interview or other means to decide and admit the applicant on a case-by-case basis.)

(The above English language requirement applies from the 2013-14 intake and is applicable to all taught postgraduate degree programmes unless a different set of English language requirements has been adopted by the programme as approved by the University.)

3.3 Applicants are required to fulfill additional requirements, if any, set by the programmes to which they apply for admission.

3.4 The admission of a student to the University is based on academic suitability and potential for success in a programme. There should be no discrimination on the grounds of sex, age, race, religion, ethnic origin or physical disability.

¹ For IELTS and TOEFL qualifications for admission to Term 2, 2018-19 intake and onwards, the University only accepts results that are within the validity period, viz. 2 years, from the time of submission of an admission application for the specific intake cohort.

² For an applicant using TOEFL "MyBest scores" to fulfill the minimum required score of 79, the programme should use interview or other means to assess the applicant's proficiency in English.

- 3.5 Physically handicapped applicants are assessed in accordance with the same admission criteria. It is the intention of the University to provide aid and support to student with disabilities as far as possible. Applicants are therefore invited to contact the Registry for information concerning existing facilities for disabled persons at the University. Newly admitted students are also encouraged to inform the University of their needs so that timely assistance may be provided.

4. Student Classification

- 4.1 A student is designated as a Year 1, Year 2, Year 3, Year 4 or Year 5 student respectively in his/her first, second, third, fourth or fifth year of study at the University.
- 4.2 A student is classified as a full-time student if he/she enrolls in 12 or more credits in a term while a student is classified as a part-time student if he/she enrolls in less than 12 credits in a term.³
- 4.3 Notwithstanding Regulation 4.2, a student may be classified as a full-time or part-time student with less or more credits enrolled in a term according to the study load specified by individual programmes to fulfill the curricular requirement of individual programmes.

5. Registration

- 5.1 An applicant who has been offered admission to an approved programme of study is required to register with the Programme Office on a specified date and is considered to have been admitted to such programme on the date of his/her first registration. Thereafter, the student should register on the specified date before the beginning of each subsequent term until he/she graduates.
- 5.2 Registration includes payment of the fees due and enrolment and selection of courses/sections. An applicant who fails to pay the prescribed fees or register on the relevant specified dates is considered as having forgone his/her place offered by the University. A student who wishes to continue his/her studies at the University but fails to pay the prescribed fees after a lapse of ten days or fails to register before the last day for registration is considered as having withdrawn from studies at the University.
- 5.3 An applicant or a student is deemed to have been registered only after he/she has completed the registration procedure for the term concerned.
- 5.4 A student is required to pay the prescribed amount of tuition fee and all other relevant fees. Part-time students are not eligible for scholarships or financial aid of the University.
- 5.5 A student who for special reasons seeks permission for deferment of his/her registration may apply in writing to the Programme Director at least one week before the specified date for registration. A fee for late registration will be charged by the Programme Office.

³ For a student admitted in 2012-13 or before, he/she is respectively classified as a full-time or part-time student if he/she pursues a full-time or part-time postgraduate programme.

- 5.6 Students must follow registration procedures and any special instructions issued by their Programme Offices. They should familiarise themselves with the University regulations and the curricular structure of their programmes. They should pay particular attention to course and credit requirements, prerequisites/co-requisites/exclusions for courses, and graduation requirements of their programmes and the University.
- 5.7 Each student is responsible for the accuracy of information he/she gives on the course enrolment form, which is the official record of course enrolment. Credits will not be granted for any course in which a student has not formally enrolled.
- 5.8 Upon first registration, each student is issued with a Student Identity Card free of charge. The student should take good care of the card. A fee will be charged for each replacement card.
- 5.9 A full-time student of the University is not allowed to pursue simultaneously any programme at another tertiary institution. A student in breach of this regulation is subject to having his/her studies at the University discontinued.
- 5.10 Normally, a full-time student should not take up any full-time employment, paid or unpaid, during the term. However, exception may be granted to a student by the Committee on recommendation of the Programme Director concerned on a case-by-case basis.

6. Period of Study

- 6.1 The normal study period for a programme will be specified in its programme curriculum.
- 6.2 A student is required to fulfil all the requirements for graduation within five years or otherwise specified by individual programmes, including any periods of leave of absence.
- 6.3 A student who for non-academic reasons intends to extend his/her period of study beyond the prescribed maximum number of years stipulated in Regulation 6.2 above is required to obtain prior permission from the Senate.

7. Course Requirements

- 7.1 For a Doctoral Degree, a student is required to complete all the taught and research components and fulfill the credit requirement as stipulated in the curriculum concerned. The taught component includes courses that prepare students to progress to the research stage while the research component is usually in the form of a thesis or a dissertation or a portfolio of works where students would have an opportunity to propose, formulate and conduct independent research at the doctoral level by solving research problem(s) in the context of their professional practice.
- 7.2 For a Master's Degree before the 2018-19 intake, a student is required to complete before graduation 24 or more credits of courses as stipulated in the curriculum concerned. From the 2018-19 intake, a student is required to complete a minimum of 30 credits of courses as stipulated in the curriculum concerned. For programmes with special approval from the Senate, the minimum credit

requirement can be reduced to 24.

- 7.3 A course is normally of 3 credits and should include approximately 40 hours of class contact or equivalent work. Each credit is defined in terms of student workload, and one credit is roughly 42 hours of student work per term.
- 7.4 A student should take courses in the order specified in the curriculum concerned unless a written application for doing otherwise has been approved by the Programme Director concerned.
- 7.5 If there is a prerequisite for a course, a student must meet it before taking the course concerned.
- 7.6 If there is a co-requisite for a course, a student must take both courses in the same term.
- 7.7 If a course has another course as an exclusion under the situation when the two courses overlap significantly in content, a student is allowed to enrol only in one of the two courses during his/her period of study, unless he/she fails any one. Should the course be a required course in his/her programme, he/she is not allowed to enrol in the other course except otherwise approved as a substitute of the required course as prescribed by Regulation 12.6.
- 7.8 In exceptional circumstances, requirements specified in Regulations 7.5-7.7 above may be waived at the discretion of the Programme Director concerned.

8. Change of Personal Particulars

- 8.1 A student should retain the full name(s) entered on his/her Hong Kong Identity Card or Passport. Under special circumstances, however, a student may obtain from the Programme Office an application form for changing personal particulars, complete and return it to the Programme Office, together with necessary supporting documents.
- 8.2 A student should inform the Programme Office immediately of any change of address or other particulars.

9. Credit Transfer and Course Exemption

- 9.1 A student who has passed public, professional, or other examinations recognised by the University or has successfully completed a similar course at an appropriate level offered by a recognised institution may apply for credit transfer/course exemption.

Credit Transfer

The student will be exempted from taking the corresponding course offered by the University and granted with equivalent credits, if the application is approved.

Course Exemption

The student will be exempted from taking the corresponding course offered by

the University, if the application is approved. However, credits are not granted, and the student has to take another course (may be a specified course or any other course) to make up for the total number of credits required for graduation.

- 9.4 No grade will be given but all exempted courses and the number of credits transferred will be shown in the student's transcript.
- 9.5 Normally, a student may not be granted credit transfer/course exemption for more than 30% of the required number of credits for the academic award, unless the University has approved otherwise for the Programme in which the student is taking.
- 9.6 The student is required to obtain from the Programme Office an application form for credit transfer/course exemption, complete and submit the application to the Programme Director before the beginning of a term. All such applications must be accompanied by original supporting documents and their photocopies. The Programme Office will return the original supporting documents to the applicant after inspection.
- 9.7 The application should be approved by the Programme Director concerned, who should forward it to the Programme Office within two weeks after the beginning of a term.
- 9.8 A student should not enrol in a course for which he/she has been granted exemption (with or without credits). If the student has enrolled in a course and is subsequently granted exemption (with or without credits), he/she is not required to apply to drop the exempted course.

10. Adding and Dropping Courses and Changing Courses/Sections

- 10.1 A student who wishes to add or drop a course or change a course or section of a course after registration must complete a prescribed form obtainable from the Programme Office. The deadline is two weeks after the beginning of the term concerned, or at an earlier time as decided by the Programme Office for a course operated on an irregular mode, e.g. a 4-week intensive course.
- 10.2 The student is required to obtain the endorsement of the teachers involved and the approval of the Programme Director concerned.
- 10.3 If the application is approved, the student must return the form with the signatures of endorsement and approval to the Programme Office by the specified deadline. Only under very special circumstances may a student apply in writing to the Programme Director for permission to add or drop a course after the stipulated deadline, but no student is allowed to drop a course after a lapse of one-third of the term or the course operated on an irregular mode.
- 10.4 A transaction fee will be charged for each entry to be altered if the application is approved. If the change is initiated by a teacher, no fee will be charged.
- 10.5 A student who adds a course or changes a course or section of a course without going through the prescribed procedure specified in this section will not be given a grade or credits for the course.

- 10.6 A student who drops a course without going through the prescribed procedure specified in this section will be given an “F” grade for the course.

11. Class Attendance and Leave of Absence

- 11.1 A student should attend required lectures, tutorials and other class activities, tests and examinations and complete the work assigned by the teachers of the courses in which the student has enrolled.
- 11.2 Students are expected to attend classes and other class activities punctually and regularly, to the satisfaction of the lecturers of courses. Each course may have specific requirements for student attendance. Appropriate sanctions, where necessary, would be approved by the Board of Examiners⁴ concerned.
- 11.3 A student who wishes to obtain leave of absence of more than three weeks should obtain prior permission from the programme concerned on the basis of a written application, stating the reasons for seeking leave of absence.
- 11.4 Leave of absence may be granted for a maximum period of 12 months. Any periods of leave of absence taken shall be included as part of the period of study.
- 11.5 In case of illness or other serious emergencies, a student who has been granted leave of absence may apply to the Programme Director concerned for permission to carry out make-up work for assignments, tests and examinations. Such applications are subject to approval by the Programme Director in consultation with the teachers concerned.
- 11.6 A student whose accumulated leave of absence exceeds one-third of the term should not be assessed and awarded credits for the courses enrolled in the term.
- 11.7 A student may be required to take leave of absence if the condition of the student’s health will constitute a definite hazard to the University community. Such a student should seek appropriate treatment. After the prescribed period of absence and before the student applies to resume classes, he/she should obtain a certificate signed by a registered medical doctor, stating that the student no longer constitutes a hazard to the University community.

12. Course Assessment

Taught Courses of Master’s Degrees and Doctoral Degrees

- 12.1 A student is assessed for every course in which he/she has enrolled in the form of any one or any combination of the following: class work, written assignment, laboratory work, field work, research papers, projects, tests, written examinations, oral examinations and any other method(s) of academic assessment. They may be required to submit a thesis/project report covering an element of research or creative work as defined by the respective programme requirements.

⁴ For the programmes/courses offered by the Departments the Faculty of Arts, all examination matters will be dealt with by the Department Board concerned except Translation and Visual Studies.

- 12.2 A student is required to complete all the course work and take all the prescribed tests and examinations.
- 12.3 A student who fails to attend a test or an examination without a good reason will not be given marks for that test or examination and no supplementary assessment will be given.
- 12.4 A student who is unable to sit for an examination but has medical or other compelling reasons acceptable to the Academic Unit/Programme Office responsible for the course concerned may apply in writing with documentary evidence to the Academic Unit/Programme Office concerned for a supplementary assessment. The application should be made at the earliest possible moment and no later than one week after the examination concerned is held.
- 12.5 Reassessment of a failed course is not allowed, except under extenuating circumstances.
- 12.6 A student must retake a failed required course or take a substitute course approved in writing by the Academic Unit/Programme Office concerned.
- 12.7 A student may retake a required course passed with grade C+ or below or take a substitute course approved in writing by the Academic Unit/Programme Office concerned.
- 12.8 A student who has failed an elective course or passed the elective course with grade C+ or below may retake it or substitute it with another elective in a subsequent term. Students are required to register all substitution with the relevant Academic Unit/Programme Office prior to commencement of the term.
- 12.9 A student may retake a course only twice, be it retaking a failed course or a course with grade C+ or below. Course grades for all attempts, inclusive of any course substitute as stipulated in Regulations 12.6 to 12.8 above, will appear on the student's transcript, but only the final grade and weighted points obtained will be taken in the calculation of the student's G.P.As, and only the credits for the final attempt will be counted towards fulfillment of graduation requirements.
- 12.10 A student may choose only two courses passed with grade C+ or below for course retaking or course substitution while each course can have at most two attempts of retaking and/or substitution.
- 12.11 For retaking a course, a student shall attend classes, complete assignments, take tests and attend the final examination, if any, as other students. In case a student shall retake a course in a different mode, such shall be considered and approved by the Committee on an exceptional basis.
- 12.12 A student shall be charged additional tuition fees for retaking a course, in an amount to be determined by the Academic Unit/Programme Office concerned.
- 12.13 A student is not allowed to retake any credit bearing or non-credit bearing courses which he/she has previously taken and passed with B- or above.

Doctoral Theses and their Assessment/Examination

- 12.14 The taught doctoral theses (note: “theses” here shall include thesis, dissertation and student’s portfolio of work) are subject to the requirements stipulated in the *Regulations Governing Research Postgraduate Studies* and *Regulations Governing the Format of Theses* unless otherwise stipulated in this section.
- 12.15 The language of a thesis should normally be the same as the MOI of the programme unless otherwise specified by individual programmes. Justifications for using any other language(s) for the thesis should be submitted to the Programme and Curriculum Committee (PCC) concerned on the recommendation of the Supervisor concerned. The PCC will consider each case on its own merits.
- 12.16 The length of the thesis can vary from programme to programme but it should not be less than 40,000 words.
- 12.17 The thesis must represent a substantial original contribution to the knowledge or understanding of the field of learning within which the subject of the thesis falls.
- 12.18 The main content of the thesis should not be the original work of the student previously accepted for an award of a degree at this University or any other institutions, unless approval has been obtained from the Committee.
- 12.19 A student who wishes to be examined for the doctoral degree shall, by agreement with the Supervisor, give notice to the PCC of his/her intention to present a thesis at least three months in advance of the intended date of presentation. The student shall at the same time indicate the title of the thesis and submit an abstract of not more than 500 English words or 800 Chinese characters. The notice shall be accompanied by a prescribed fee.
- 12.20 Having given proper notice, the student shall subsequently present to the Programme Director through his/her Supervisor four copies of the thesis embodying the results of the research undertaken and an electronic copy of the Turnitin originality report of that thesis.
- 12.21 A Panel of Examiners (hereinafter “the Panel”) shall be appointed to examine the thesis and oral examination.
- 12.22 The Panel shall comprise:
- (a) A Panel Chairperson who should be a staff member of the University outside of the students’ academic unit preferably of an academic rank not lower than the Associate Professor level. The Chairperson shall be responsible for managing the examination process and shall have no vote in the decision on the assessment of the thesis.
 - (b) Three other examiners: two internal and one external. The Supervisor of the student shall be *ipso facto* one of the internal examiners. The other two members should preferably be at the Associate Professor level or above. Each of them shall have a vote in the decision on the assessment of the thesis.
- 12.23 In exceptional circumstances, an *emeritus* professor or a visiting/honorary/adjunct

staff member who meets other appointment criteria can be appointed an internal examiner.

- 12.24 The Dean concerned in consultation with the Programme Director of the student's Programme, with input from the Supervisor of the student, shall make a recommendation to the Committee for the appointment of the Panel.
- 12.25 The Panel Chairperson does not need to have expertise relevant to the research work but shall be able to understand the discussion of examiners on the thesis. Other examiners should have expertise relevant to the research work. The external examiner should normally be expected to have expertise in the actual field in which the thesis is written.
- 12.26 A student shall undergo an oral examination of his/her thesis by the Panel. All examinations shall normally take place in Hong Kong.
- 12.27 The Panel will decide on the time and location of the examination, which will normally occur within three months of the receipt of the thesis from the Supervisor. Respective Programme Offices will arrange the oral examination of their students.
- 12.28 The focus of the oral examination will be on:
- (a) the student's knowledge and understanding of the thesis thereby assuring the examiners that the thesis is the student's own work;
 - (b) the clarity and competence of the research investigations, results and conclusions; and
 - (c) the contribution of the research to the field of knowledge.
- 12.29 Additional form(s) of examination/assessment to the oral examination may be employed if the Panel believes that special circumstances can justify this arrangement. In this case the student must be given adequate notice to be able to prepare for the new form(s) of examination/assessment.
- 12.30 Students who have not fulfilled the taught course requirement will not be allowed to undertake the oral examination.
- 12.31 Then Panel shall recommend after the examination, upon an agreement being reached by all examiners of the Panel excluding the Chairperson, one of the following decisions to the Committee via the Board of Examiners (BoE) of the programme concerned:
- (a) that the doctoral degree be awarded; or
 - (b) that the doctoral degree be awarded subject to the student making minor amendments to the thesis to the satisfaction of the Chairperson on behalf of the Panel by a specified date, normally within 2 months for a full-time student or 3 months for a part-time student; or
 - (c) that the conferment of the degree shall be subject to the student making significant amendments to the thesis to the satisfaction of the Panel by a

specified date, normally within 4 months for a full-time student or 6 months for a part-time student, and that the student may be requested by the Panel to defend the revised thesis at a second examination, if such is deemed appropriate by any of the examiners; or

- (d) that the conferment of the degree shall be subject to the student making major amendments to the thesis to the satisfaction of the Panel by a specified date, normally within 6 months for a full-time student or 9 months for a part-time student, and that the student is required to defend the revised thesis at a second examination; or
- (e) that the doctoral degree not be awarded but that the student be permitted to present a revised thesis and to present himself/herself for re-examination within 12 months; or
- (f) that the doctoral degree not be awarded but the student may be awarded an intermediate award for satisfactory completion of the coursework components of the programme, subject to availability of such provision in the programme.

12.32 For a student whose thesis is subject to major amendments, or significant amendments and the student is required to defend the revised thesis in an examination again, upon receiving the revised thesis endorsed by the Supervisor of the student, a second examination shall be arranged the same as for the first examination by the Programme Office concerned with major differences specified below.

12.33 Where a student whose thesis is subject to significant amendments and is requested to defend the revised thesis in a second examination, or is subject to major amendments, or is required to conduct a re-examination, he/she has to register and pay a fee as a student on extension from the beginning of the next academic term if his/her student status on the programme would span to the next academic term for completion of such thesis revisions or re-examination.

Second Examination

12.34 During the second examination, the Panel shall focus on the amendments made in the revised thesis, and the extent to which the student has responded to the Panel's previous comments/requirements.

12.35 The examiners other than the Panel Chairperson shall agree on and make one of the following recommendations for consideration by the Committee via the BoE of the programme concerned:

- (a) The Panel is satisfied with the amendments made in the revised thesis. The Panel recommends that the doctoral degree be awarded to the student.
- (b) The Panel is not satisfied with the amendments made in the revised thesis. The Panel recommends:
 - (i) that the doctoral degree be awarded subject to the student making minor amendments to the thesis to the satisfaction of the Chairperson on behalf

of the Panel by a specified date, normally within 2 months for a full-time student or 3 months for a part-time student; or

- (ii) that the doctoral degree not be awarded but the student may be awarded an intermediate award for satisfactory completion of the coursework components of the programme, subject to availability of such provision in the programme.

Re-examination

- 12.36 Where the BoE accepts a recommendation made under the terms of Regulation 12.31 (e), the candidate shall be permitted to present one resubmission only to the same Panel and shall not be permitted to present himself/herself for re-examination on a further occasion if the candidate failed to satisfy the Panel in the re-examination.
- 12.37 The arrangements and rules for the re-examination shall be as if the candidate were being examined for the first time, unless the BoE, on the original recommendation of the Panel, has excused the candidate from a further oral examination.

Appeal

- 12.38 Appeals against a recommendation of the Panel shall be made in writing to the BoE within two weeks of the announcement of the examination or second examination or re-examination results.

13. Grading System

- 13.1 Letter grades are used to indicate a student's academic performance in a course.

- 13.2 Grades are awarded according to the following system:

Grade	Standard	Sub-divisions	Grade Points
A	Excellent	A	4.00
		A-	3.67
B	Good	B+	3.33
		B	3.00
		B-	2.67
C	Pass	C+	2.33
		C	2.00
		C-	1.67
F	Failure	F	0
I	Incomplete		0*
M	Merit		no grade point given*
VS	Very Satisfactory		no grade point given*
S	Satisfactory		no grade point given*
U	Unsatisfactory		no grade point given*
PASS/FAIL			no grade point given*

*Not included in the calculation of grade point average.

- 13.3 Grade F indicates failure. A student who receives the grade in the first term of

a year course is not normally allowed to continue with that course in the second term.

- 13.4 Grade I is a temporary grade which indicates that the course work or examination has not been completed for reasons acceptable to both the teacher and the Board of Examiners concerned. The assessment should be completed within four weeks after official release of the preliminary assessment results, and the grade I will be converted to a final grade which includes all assessment marks; otherwise, the grade I will be converted to grade F. The final grade will be used in the calculation of grade point averages.
- 13.5 Pass or Fail grade may only be given as specified in the approved syllabus of the course concerned.

14. Grade Point Average (G.P.A.)

14.1 *Term G.P.A.*

This is a figure ranging from 0 to 4.00 (A = 4.00) used to indicate the performance of a student in the term concerned.

Term G.P.A.

$$\text{Term G.P.A.} = \frac{\text{Total weighted points for all courses enrolled in during the term concerned}}{\text{Total number of credits}^5 \text{ enrolled in during the term concerned}}$$

where weighted points = grade points x the number of credits of the course concerned.

14.2 *Cumulative G.P.A.*

This is a figure ranging from 0 to 4.00 (A = 4.00) used to indicate the overall performance of a student in all the terms up to date.

Cumulative G.P.A.

$$\text{Cumulative G.P.A.} = \frac{\text{Total weighted points for all}^6 \text{ courses enrolled in}}{\text{Total number of credits}^5 \text{ enrolled in for all terms}}$$

- 14.3 Courses enrolled, whether passed or failed, will be taken in the calculation of Term or Cumulative G.P.A., but for courses which have been retaken, only the grade and weighted points obtained in the final attempt will be included in the G.P.A. calculation.
- 14.4 Courses which are exempted⁵ are not included in the calculation of Term or Cumulative G.P.A.

⁵ credits of relevant courses only

⁶ with exception as stipulated in Regulation 14.3

15. Withdrawal

- 15.1 A student who wishes to leave the University before graduation must seek official withdrawal from the University. The student should complete and submit an application form obtainable from the Programme Office.
- 15.2 Approval will be granted by the Programme Director only after proper clearance by relevant units.
- 15.3 A student who leaves the University without prior approval by the Programme Director or is absent for over three weeks continuously without prior permission of his/her programme as stipulated in Regulation 11.3 above will be considered as having unofficially withdrawn from studies at the University with effect from the date of confirmation by the programme concerned.
- 15.4 An unofficially withdrawn student will not be issued any official documents of the University and will not be re-admitted.

16. Student Progression [applicable to students admitted in 2012-13 or after]

- 16.1 A student should be subject to an academic review at the end of each term generally. In the case where a student enrolled in less than 6 credits in a term, the academic review shall be done when he/she has cumulatively enrolled in 6 credits or more.
- 16.2 A student whose Cumulative G.P.A. is below 2.33 at the academic review will be put on academic probation in the following term (unless his/her studies shall be discontinued as prescribed by Regulation 17.2).
- 16.3 At the end of the term in which the student on academic probation has cumulatively enrolled in 6 or more credits, if he/she obtains a Cumulative G.P.A. of 2.33 or above, probation will be lifted. Otherwise, his/her studies will be discontinued.
- 16.4 A student may be put on academic probation for only one time during his/her whole period of study on the programme. After the academic probation is lifted and the student continued on the programme, the student will be discontinued from his/her studies if his/her Cumulative G.P.A. is below 2.33 at an academic review.
- 16.5 Individual programmes may set higher and additional requirements governing students' progression, and the higher Cumulative G.P.A. requirement set by the programme would be adopted as the programme's minimum Cumulative G.P.A. requirement for progression when reviewing the academic performance of students at the academic review.
- 16.6 A warning concerning the need to improve his/her academic performance should be issued to a student whose Cumulative G.P.A. is at or above the level required for progression but below the level for graduation. For a programme which does not set higher G.P.A. requirements, the warning should be sent to a student whose Cumulative G.P.A. is at or above 2.33 but below 2.67 (which is the minimum required for graduation as stipulated in Regulation 18.3).

17. Discontinuation of Studies [applicable to students admitted in 2012-13 or after]

17.1 The Senate may, on the recommendation of the Committee, discontinue the studies of a student at any time on the grounds of the candidate's unsatisfactory performance or failure to comply with these Regulations.

17.2 The studies of a student will normally be discontinued if,

a) he/she fails to have his/her academic probation lifted at the end of the term when he/she has taken cumulatively 6 or more credits since he/she has been put on probation, or

b) his/her Cumulative G.P.A. is below 2.33 (or the Cumulative G.P.A. requirement of the programme for progression) at an academic review after the academic probation is lifted and the student continued on the programme;

c) he/she fails to fulfill progression requirements specified in Regulation 16 or those specified for his/her programme; or

d) he/she fails to fulfill all requirements for graduation within the maximum study period.

17.3 A student with studies discontinued on academic grounds is normally not allowed to be admitted to the same programme of the University in the following academic year. If a student is admitted to the same programme or another taught postgraduate programme of the University, recognition of the credits obtained in his/her previous studies at the University will be determined by the course offering unit and the decision shall be based on content relevance and the grade obtained. Only courses passed with grade B- or above will be recognised and recognised grades will be counted in Cumulative G.P.A. calculation. Normally, no more than 30% of the required number of credits for the academic award shall be recognised.

17.4 Students' academic standing referred to in Regulation 17.2 is subject to the approval of the Senate upon the recommendation of the Committee.

17.5 Notwithstanding Regulation 17.4, a student whose studies have been discontinued may appeal through the Registrar against the decision. Details are stipulated in Section 9 of the Regulations Governing University Examinations.

18. Graduation Requirements

18.1 A student will be evaluated for graduation at the conclusion of the term in which he/she may satisfy all the conditions for an award. If a student is not allowed to graduate, he/she will be re-evaluated for graduation at the end of subsequent terms.

18.2 The student should have fulfilled all graduation requirements stipulated in the curriculum of his/her programme. The University reserves the right to make amendments to academic programmes from time to time as approved by the Senate.

18.3 The Cumulative G.P.A. that a student should have obtained for graduation

will be specified by individual programmes and this shall not be below 2.67.

- 18.4 From the 2018-19 intake, if a student was admitted to the programme with an English test score just below the minimum as specified in Regulation 3.2 or otherwise specified by individual programme as approved by the University, the student is required to fulfil an exit requirement on English language competency before graduation. The requirement is considered fulfilled if:
- a) the student has completed an English enhancement course and attained a minimum grade as specified by the University⁷, or
 - b) the student has obtained a band score of 6.5 or above in IELTS, or a minimum score of 550 (paper-based test) or 79 (internet-based test) in TOEFL, or
 - c) the student has met the programme's specific exit requirement on English language competency as approved by the University.
- 18.5 A student is required to graduate as soon as he/she satisfies all the conditions for an award.
- 18.6 A student may graduate upon completion of all requirements at the end of any term in an academic year, although the conferment of awards is held annually.
- 18.7 A student's eligibility for graduation is subject to Senate approval.

19. Intermediate Awards

- 19.1 Some programmes are designed to enable students to gain intermediate awards, if they fail or do not wish to complete the requirements of the final award of the programme. The requirements for the intermediate awards will be specified by individual programmes.
- 19.2 If a student was admitted to the programme with an English test score just below the minimum as specified in Regulation 3.2, the student is required to fulfil the same exit requirement on English language competency detailed in Regulation 18.4 before graduating with an intermediate award. (This requirement applies from the 2018-19 intake.)
- 19.3 Acceptance of an intermediate award implies an intention not to complete the final award. Where students seek re-admission to complete the award, re-admission cannot be guaranteed. Where students are readmitted and go on to complete the award, their transcripts will indicate that the intermediate award has been superseded.

20. Award Classification

- 20.1 Unless a higher Cumulative G.P.A. requirement has been stipulated by an individual programme for its final award, distinction will be awarded when a student achieves a Cumulative G.P.A. of 3.50 or above for a master's degree programme or a doctoral degree programme, and has fulfilled the requirements for graduation as specified for individual programmes.

⁷ *English Language Enhancement Course: Preparation for IELTS* is an approved course for English enhancement, and the minimum grade to attain is B-.

20.2 There is no classification for an intermediate award.

21. Special Cases

Where a student is unable, through illness or other extenuating circumstances, to complete some or all of the course requirements and/or examinations in the final term, or does not have the likelihood of completing the degree requirements, the Board of Examiners may make an overall judgement based on his/her performance in the courses completed and recommend the student for a degree with no classification. The acceptance of such an award by a student will render him/her ineligible to present himself/herself for any subsequent consideration for the same degree.

22. Academic Dress for Graduates

22.1 *Gown*

22.1.1 Doctoral degree graduates - A maroon robe with a 7.5 cm width of black velvet facing outlined on both sides edged with bright gold cord braid. Bell-shaped sleeves with three stripes of black velvet edged with bright gold cord braid.

22.1.2 Master's degree graduates - A black robe with a 7.5 cm width of black velvet facing outlined on both sides edged with bright silver cord braid. Bell-shaped sleeves with two stripes of black velvet edged with bright silver cord braid.

22.2 *Hood*

22.2.1 Doctoral degree graduates - A maroon hood of 110 cm long with red and grey silk lining throughout, edged with a 7.5 cm width of velvet in black and trimmed with red silk.

22.2.2 Master's degree graduates - A black hood of 110 cm long with red and grey silk lining throughout, edged with a 7.5 cm width of velvet in relevant discipline colour and trimmed with red silk for master's degree graduates. No hood for graduates of intermediate awards.

Discipline	Colour
Arts	Yellow
Business	Blue
Social Sciences	Green
Inter-discipline	Purple

22.3 *Cap*

22.3.1 Doctoral degree graduates - A round black velvet bonnet with a gold tassel.

22.3.2 Master's degree graduates - A black cap of mortar-board pattern with a silver tassel.

23. Testimonials

23.1 A student who wishes to have a letter certifying his/her student status or attendance records may apply to the Registry for such a testimonial.

23.2 A student who wishes to have a personal recommendation or reference letter should approach a teacher who knows him/her well.

24. Transcripts

24.1 A student who wishes to apply for transfer or admission to another educational institution or for employment may apply to the Registry for an official transcript.

24.2 An official transcript shows the relevant particulars of a student, title of his/her programme, all courses taken and retaken regardless of passed or failed, grades obtained, grade point averages, academic scholarships, academic awards and disciplinary actions taken, if any.

24.3 An official transcript will be sent direct by the Registry to the institution or prospective employer upon the student's request and payment of the prescribed fees and postage.

24.4 An official transcript is not issued to a student as a personal copy or to any private individual.

24.5 Official transcripts shall not be issued to students who have not completed a term of study.

24.6 A student who has unofficially withdrawn from the University or has unpaid accounts or obligations due to the University will not be issued any transcript or testimonial.

25. Academic Awards

25.1 By virtue of the Lingnan University Ordinance, Lingnan University is empowered to confer Diplomas/Degrees upon the approval of the Senate on students who have fulfilled the requirements of an approved programme of studies.

25.2 Diplomas/Degrees are conferred at the annual Congregation.

25.3 The certification of an academic award is in both Chinese and English and shows the full name of the recipient, the title of the award and the title of the study programme concerned.

25.4 The certificate of award bears the signatures of the Chairman of the Council, the President and the Registrar of the University, and the University seal.

25.5 The University may withhold the conferment of an academic award to a student who has unpaid accounts or unreturned materials on loan due to the University, or who has not met any other obligations due to the University.

Revised in September 2021 (with immediate effect)