

## Regulations and Procedures

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### ■ Regulations Governing Undergraduate Programmes

The following abridged Academic Regulations are included here for reference only. For the complete official version, please refer to the Chinese booklet *Hong Kong Shue Yan University Academic Regulations* ( [香港樹仁大學學則](#) ). The Chinese version shall always prevail in case of any discrepancies or inconsistencies between Chinese version and its English translation.

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#### I Qualifications for Admission

1. First Year Honours Degree Students:-

For admission to the First Year of all departments, applicants are minimally required to:-

- (A) Have attained Level 3 or above in Chinese Language and English Language, Level 2 or above in Mathematics and Liberal Studies, plus one elective subject with Level 2 or above in the Hong Kong Diploma of Secondary Education Examination; or
- (B) Have attained other equivalent academic qualifications subject to assessment by the University.

For admission to the Second/Third Year of Honours Degree programmes, applicants must have completed a locally accredited Associate Degree or Higher Diploma programmes in related disciplines from recognised institutions or have attained other

equivalent academic qualification.

## **II Procedures for Admission**

2. A new student who has been offered a place must present himself/herself to the University to complete the necessary registration procedures on an appointed date. If the student fails to do so without prior notice and permission, his/her admission status shall automatically be annulled.
3. If any of the documents submitted by a student to support his/her admission are subsequently found to be fraudulent, his/her admission status shall be annulled. No certification documents from the University will be issued.
4. A student, who has changed his/her residential or correspondence address or has to make any amendment to his/her existing record shall immediately notify the Registry accordingly.

## **III Payment of Fees**

5. A student shall at the beginning of each semester pay all the necessary fees according to regulation and with the official receipt of such payment, the student can proceed with registration at the Registry. Without obtaining prior permission from the University for any delay of registration, a student shall be treated as withdrawn from the University of his/her own volition.
6. Students are required to pay the annual tuition fees in two equal instalments, the first of which should be paid on an appointed date before registration. The second instalment shall be paid on an appointed date before January 15th of the following year. There is a HK\$50 penalty per working day for students who have delayed any payment. If the delay exceeds one month, the student may be requested to withdraw from the University.
7. Fees already paid by a student who is permitted to suspend his/her studies or withdraw from the University due to sickness or any other reasons will not be refunded.
8. A student who is absent from any University examination with prior permission may sit for a make-up examination after payment of HK\$150 for each subject.
9. (A) In applying for official transcript(s) from the University, a fee of HK\$50 shall be charged for each copy with the exception of final year students who are entitled to one free copy.  
(B) A fee of HK\$20 shall be charged for each copy of testimonial and/or certification.  
(C) In applying for the appeal against result of individual assessment, a fee of HK\$200 shall be charged for Stage 1 appeals and HK\$500 shall be charged for Stage 2 appeals. Fees will be refunded if the appeal is upheld.  
(D) After suspension of studies, a student needs to complete the re-admission procedure for resumption of studies and pay the tuition fee on the specified date set by the Registry. The tuition fee shall be the same as other students in the same year of study.  
(E) The tuition fee for repeating students shall be the same as the amount he/she normally pays.
10. A student shall, upon entering, pay an indemnity deposit of HK\$500 (for local students)

or HK\$5,000 (for non-local students) to cover any damage to/loss of University equipment or facilities including library books. Upon leaving, the student may apply for a full refund of the deposit, or refund of the remaining balance after application of deposit to cover any loss.

#### **IV Registration and Selection of Courses**

11. A student should register on the specified dates announced by the Registry. Without obtaining prior permission from the University for late registration, any student who has not registered by the specified date shall be treated as having withdrawn from the University of his/her own volition.

12. Upon successful completion of the registration process, the student's enrolment status will be activated.

13. A student should select his/her courses in accordance with the requirements of his/her Major and/or Minor programme and the General Education programme. He/She shall be responsible for ensuring the timely completion of all requirements for graduation. Without prior permission from the Head of Department, a student shall not add or drop any courses to or from the assigned course list or take any of the courses offered to students of higher years. A student shall not repeat any course which he/she has passed or from which he/she has been exempted, except in the case of a final year student who has failed to graduate and is required to retake course(s) in order to improve his/her TGPA to fulfil the graduation requirements.

14. Students must have successfully completed all pre-requisite courses in order to register on a given course.

15. For 2017/18 entrants onwards, student shall complete a total of 12 credits of General Education courses consisting of 3 credits in each of the four main areas listed below in order to fulfil graduation requirements:

Area 1: Chinese Culture in the 21st Century

Area 2: Communication and Literacy

Area 3: Global Citizenship

Area 4: Interdisciplinary Perspective

16. No student shall be permitted to take courses totalling more than 21 or less than 12 credits in any one semester without prior permission.

17. Year 3 and 4 students are prohibited from enrolling in Level 1 elective course(s) except in special circumstances approved by the Head of Department (normally if the course is a General Education requirement or forms part of the student's declared Minor or the student is retaking a required course).

#### **V Change of and Withdrawal from Courses**

18. A student may only change his/her course selection during the online registration period or add/drop period which will be announced by the Registry in due course. Late applications will not be accepted.

19. A student shall not be allowed to withdraw from any courses after the add/drop period. Special circumstances will be considered on a case-by-case basis. Applications should be made to the Registrar. Withdrawal is deemed valid only when approved by the Registrar.

20. Any change or addition of courses, without completion of the procedure prescribed

above, will be invalid, and as a result, no credit shall be given. Any course withdrawal, without completion of the procedure prescribed above, will be treated as absence without leave, and consequently a grade 'F' will be given at the end of the semester.

## **VI Credit and Grading System**

21. A student's academic result is assessed on the basis of the approved assessment schedule for each course. If an examination is prescribed as part of the assessment schedule, a student is required to pass the examination component in order to be awarded an overall Pass for the course. In the case of Honours Projects, theses, dissertations, Fieldwork/Internship courses and courses where there is no final examination, the course is assessed entirely by continuous assessment.

22. The passing grade is 'D' in any subject; a student earns no credits for the course(s) in which he/she has failed.

23. The grading system of the University is as follows:

<b>Grade</b>	<b>Academic Performance</b>
A	Excellent
A-	
B+	Good
B	
B-	Fair
C+	
C	Average
C-	Pass
D+	
D	Bare Pass
E	Redeemable Failure
F	Failure
P	Passed in "Passed/Not Passed" only Course
NP	Not Passed in "Passed/Not Passed" only Course
TR	Credits Transferred from Exchange Programmes

A student who receives grade 'E' may have a make-up examination for that course once, and if he/she fails again, he/she must repeat the course.

A student who receives grade 'F' will not have a make-up examination and must repeat the course.

24. Grades are on a 4-point system for which the quality points are given below:

<b>Grade</b>	<b>Quality Point</b>	<b>Grade Point</b>
		(for a 3-credit course)
A	4.0	12.0
A-	3.7	11.1
B+	3.3	9.9
B	3.0	9.0
B-	2.7	8.1

C+	2.3	6.9
C	2.0	6.0
C-	1.7	5.1
D+	1.3	3.9
D	1.0	3.0
E	0	0
F	0	0

Grade Points = Quality Points × Credit

Total Grade Point Average = Total Grade Points ÷ Total Enrolled Credit Units

25. After the announcement of the academic results for each semester, a student has ten days to lodge an appeal against his/her results of assessment. Please see section [Appeals against results of assessment and against category of award, failure of a programme or discontinuation of studies](#).

26. For 2019/20 Year 1 entrant onwards, the honours classification of a Bachelor's degree will be based on the student's Total Grade Point Average (TGPA).

<u>Honours Classification</u>	<u>Minimum TGPA*</u>
First	3.40
Upper Second	3.00
Lower Second	2.50
Third	2.20
Pass	2.00

\* The Academic Board has the authority to adjust these thresholds for any programme/cohort to ensure academic quality.

## **VII Absence from Examinations, Make-Up Examinations and Unsatisfactory Academic Results**

27. (A) A student who, because of illness (e.g. hospitalization, scheduled surgery/medical procedures, etc), or in the event of family bereavement, or on urgent business, is unable to present himself/herself for a final examination, may apply for leave of absence or sick leave via the Registry with written attestation from a registered medical practitioner recognized by the University before the date of examination (except under special circumstances). Only when prior approval is granted by the Registry may the student apply for a make-up examination.
- (B) A student who is unable to present himself/herself for a final examination because of sickness on the day of examination, may apply for leave of absence or sick leave via the Registry with written attestation from a registered medical practitioner recognized by the University as soon as the situation permits. Only when approval is granted by the Registry may the student apply for a make-up examination.
28. A student who absents himself/herself without leave from any final examination paper shall receive a zero mark for that paper.
29. A student who finds conflict(s) on his/her examination schedule and reports his/her problem to the Registrar within a prescribed period may, with the Registrar's approval, take the

examination concerned at another assigned time.

30. A student who, due to examination schedule conflict, and without obtaining prior approval of the Registrar, absents himself/herself from any examination paper shall be regarded as a defaulter and be given a zero mark for that paper.

31. Make-up examinations shall be held after the end of the semester, or at the beginning of the following semester at a date to be announced by the Registry.

32. With the exception of circumstances specified in clause 27(A), the highest mark of a make-up examination for any course shall be grade 'C', and the overall course grade will be determined after taking into consideration the weighted marks obtained in the continuous assessment component of the course. Students under circumstances specified in clause 27(A) will not be subject to grade capping in the make-up examination, and the overall course grade will be determined by the weighted marks received respectively in the continuous assessment and examination components of the course.

33. A student who receives a grade 'E' in any course may sit for a make-up examination once only. A student who is absent from or fails in the make-up examination, will be awarded a grade 'F' for the course.

34. A student who fails in a make-up examination for a compulsory course must repeat that course in the following academic year.

35. If a student fails in more than one third of the courses taken in any one semester of an academic year, his/her right to sit for make-up examinations will be forfeited, even though he/she may have achieved a grade 'E' in the failed courses and he/she shall be advised to reduce the number of courses to be taken accordingly in the following semester.

36. A student whose Semester Grade Point Average on average is 1.0 or below for two consecutive semesters in an academic year will be required to discontinue his/her studies at the University.

## **VIII Requirements for Promotion and Graduation**

37. The requirements for promotion to a higher year and for graduation are specified as follows:

- (A) For promotion from First Year to Second Year, a student must have obtained a Total Grade Point Average of 1.8 or above.
- (B) For promotion from Second Year to Third Year, a student must have attained a grade point average of 2.0 or above.
- (C) For promotion from Third Year to Fourth Year, a student must have attained a grade point average of 2.0 or above.
- (D) To graduate a student must have
  - i attained a Total Grade Point Average of 2.0 or above;
  - ii obtained the required credits as stipulated in the student's programme curriculum before graduation; and
  - iii successfully completed all the compulsory, elective, major, General Education and minor courses (if applicable) required by the Department concerned.

38. A fourth-year student who fails to fulfil the requirements for graduation may be permitted

by the Board of Examiners to repeat a maximum of one year, and should register on the respective specified date announced by the Registry.

39. The total period of time for which any student may study at the University shall not exceed six years.

## **IX Leave, Absence and Penalty**

40. A student who for any reason is unable to attend classes must write to the instructor(s) concerned in advance for permission of leave of absence. Application for sick leave must be supported by written attestation from a registered medical doctor.

41. A student who misses his/her class without leave shall be recorded as being absent.

42. Repeated late attendance at or early withdrawal from a class by a student will be counted as absence without leave.

43. A student whose total leave of absence has reached one third or above of the total class periods in an individual course shall be barred from taking the examination of that course, if any, and will receive an F grade for the course.

44. A student whose accumulated leave of absence is one third or above of all the classes of the whole semester, will be requested to discontinue his/her studies or to withdraw from the University.

## **X Suspension, Withdrawal or Expulsion**

45. A student who has completed at least one semester and who has earned a satisfactory assessment result for the semester may, in the case of serious illness with written attestation from a registered medical doctor, or due to any other exigent matter, apply to the Registrar for suspension of study for up to one academic year.

46. A student may be requested to suspend his/her studies or withdraw from the University for any one of the following reasons:

- (A) Without prior notification to the University, he/she fails to present himself/herself for registration on the date announced, or during the assigned period for late registration.
- (B) Because of serious illness or poor health, he/she is unfit to continue his/her studies.
- (C) He/She has not paid the tuition fees required by University Rules or as specified in Section 6 of these Regulations.
- (D) Excessive absence without leave as set out under Section 44 of these Regulations.
- (E) Failure to achieve a pass for promotion or repeat of studies exceeding one year.

47. Suspension of study can be permitted only once and the maximum length of suspension granted should be no more than one academic year. The student concerned should apply for resumption of studies at the Registry upon expiry of the suspension period and must obtain approval from the Registrar before returning to his/her studies. Otherwise, he/she shall be treated as having withdrawn from the University of his/her own accord. A student who resumes shall continue his/her study on the same programme.

48. A student who has suspended his/her studies before the final examination, shall not be allowed to sit for a make-up examination at the time of re-admission.

49. A student who wishes of his/her own accord to withdraw from the University in the middle

or at the end of a semester must apply to the Registry; otherwise he/she may be ineligible for any certification/documentation from the University.

50. A student may be expelled from the University by the Student Discipline Committee for any one of the following reasons:

- (A) If any of his/her submitted documents including Hong Kong Identity Card or School Certificates are forged.
- (B) Wilful breach of the Rules of Examination.
- (C) Grave misconduct.
- (D) Serious violation or infringement of University Regulations.

## **XI Commendation and Disciplinary Action**

51. A student of the University who has shown exemplary conduct and academic excellence shall be commended.

52. A student of the University who has by his/her improper action or speech/words tarnished the reputation of the University, or caused grave offense to any staff or student of the University shall be disciplined in accordance with regulations.

53. The rules governing commendation and disciplinary action are listed under separate cover.

## **XII Academic Grade Report**

54. Students can check their individual academic results via WebSIMS after the announcement of the academic result for each semester. Student may also apply for their academic grade reports, which are not valid as transcripts, within a specified period announced by the Registry in each semester.

## **XIII Transcripts**

55. An official transcript may be issued to current students and graduates upon request. If students apply for an official transcript within their study period, course(s) not completed at the moment of application will not be shown.

56. A student who applies to withdraw from the University voluntarily or is required to do so after the completion of one semester may be issued with a leaving certificate or a transcript of the record of his/her academic performance to date.

## **XIV Remarks**

57. Under existing policies and procedures, these regulations are deemed to be in force subject to further instructions from the Academic Board.

# **■ Plagiarism and Academic Misconduct Policy**

### Object

The object of the Plagiarism and Academic Misconduct Policy is to promote an educational environment where academic honesty and fairness are valued as promoting personal integrity and maintaining the academic standards of the University.

### Definitions

(A) 'Academic misconduct' in relation to academic work means any form of cheating or dishonest conduct, including but not limited to plagiarism and assisting another person to engage in academic misconduct.

(B) 'Plagiarism' means, in relation to work submitted for assessment, the unacknowledged use by a person of the ideas and materials of others in such a manner as to objectively convey the impression that those ideas and materials are his or her own.

### Training Programmes

(A) Workshops will be conducted or prescribed by the University in order to promote a consistent understanding of this Policy and issues involving plagiarism and academic misconduct.

(B) It is the responsibility of all staff members to provide appropriate instruction and guidance to students in relation to plagiarism issues, including the methods of referencing appropriate to the discipline in question.

### Cover Sheets

For all assessable work other than examinations, students are required to attach a cover sheet to the front of the work. The cover sheet will be in a format determined by the University and, in addition to details as to student name(s) and number(s) and course name and number, will include a signed certification by the student(s) to the following effect:

I/we certify that the material now submitted is entirely my/our own work and I/we have cited all sources used and have faithfully indicated their origin.

### Disciplinary Procedures

1. Where there is an allegation of academic misconduct, the matter may be considered and determined by the course examiner responsible for the work in question, the Board of Examiners, the Head of Department responsible for the course in question acting as Chair of the Board of Examiners, or the Student Discipline Committee; subject to the qualification that the penalties that can be imposed by those individuals or those bodies are as set out in paragraph 4. Where the Head of Department considers that the matter is sufficiently serious, he may refer the allegation to the Assistant Vice President (Registry)/the Associate Vice President (Student Affairs); for consideration by the Student Discipline Committee.

2. The student shall be given a reasonable opportunity to respond to an allegation of academic misconduct before any determination is made or penalty imposed.

3. Penalties for academic misconduct:

(i) A reprimand and warning.

(ii) A requirement to resubmit the work in question [no more than a minimum pass can be given for any resubmitted work].

(iii) Marks deducted or no marks given for the work in question.

- (iv) A fail grade entered for the course involving the work in question.
  - (v) Suspension of the student from the University for a specified period.
  - (vi) Expulsion of the student from the University.
  - (vii) Non-award of the degree for which the student has been studying.
4. Where the responsible individual or body is satisfied that academic misconduct has been established, the following penalties can be imposed:
- (A) By the course examiner, the penalties at paragraphs 3 (i) to (iii).
  - (B) By a Board of Examiners or the Head of Department acting as Chair of the Board of Examiners, the penalties at paragraphs 3 (i) to (iv).
  - (C) By the Student Discipline Committee, the penalties at paragraphs 3 (i) to (vii).
5. The student will be advised of any determination made and has a right of appeal against a finding of academic misconduct or any penalty imposed, as follows:
- (A) Where the determination is made by the course examiner, to the Board of Examiners or the Head of Department acting as Chair of the Board of Examiners, save that where the Head of Department is the course examiner then to either the Academic Vice President or the Board of Examiners. The Academic Vice President may impose the same penalties as the Board of Examiners.
  - (B) Where the determination is made by the Board of Examiners, or the Head of Department acting as Chair of the Board of Examiners, to an [Appeal Panel in accordance with the provisions of Appeals against results of assessment and against category of award, failure of a programme or discontinuation of studies.](#)
  - (C) Where the determination is made by the Student Discipline Committee, to the Deputy President.
6. Subject to the limitations referred to in paragraph 4, where a finding of academic misconduct is upheld on appeal, the penalty can be varied at the discretion of the individual or body conducting the appeal.
7. Any finding of academic misconduct, and all relevant details, will be reported to the Head of Department and copied to the responsible administrative officer for recording on the file of the student in question. All penalties imposed by or on behalf of the Board of Examiners will be recorded in the minutes.

# ■ Appeals against results of assessment and against category of award, failure of a programme or discontinuation of studies

## 1 Appeals process

A student may appeal against an individual assessment result, the recommended category of award, failure of the programme or discontinuation of studies. In the case of an Appeal against an individual assessment result the appeals process is a two-stage procedure. All students wishing to make such an appeal must complete Stage 1 before proceeding to Stage 2. Stage 1 provides an opportunity to check that the result awarded has not been affected by any error or oversight on the part of the Board of Examiners.

## 2 Appeal against an assessment result

### 2.1 Stage 1: Request for Review of Decisions of Board of Examiners

2.1.1 A student may submit a request through the Assistant Vice President (Registry) for reassessment of his course grade on the following grounds:

- (A) the assessment was not conducted in accordance with the Academic Regulations or the arrangements prescribed for the course;
- (B) an administrative, or other material irregularity has occurred;
- (C) there are extenuating circumstances that, for valid reasons, the applicant was unable to bring to the attention of the Board of Examiners before its meeting. Such circumstances must be supported by contemporaneous, independent medical or other evidence. It should be noted that additional medical evidence will normally only be accepted if the original condition was drawn to the attention of the Board of Examiners before the consideration of results.

2.1.2 Any application for a review of the decisions of the Board of Examiners must first be made in writing to the Assistant Vice President (Registry) within ten (10) days of receipt by the student of the printed Grade Report. A fee of HK\$200 is required. The fee is refundable in full if an error is found or if the Appeal is upheld.

2.1.3 Upon receipt of the request, the Assistant Vice President (Registry) will instigate the rechecking procedure:

- (A) Refer the request to the Chair of the Board of Examiners concerned requesting a clerical check on the grades submitted to the Board of Examiners.
- (B) Report evidence of extenuating circumstances for consideration by the Chair of the Board of Examiners.

2.1.4 Outcomes:

(A) Where a clerical error is confirmed or extenuating circumstances are accepted, the Chair of the Board of Examiners may adjust the grade approved by the Board of Examiners.

(B) The Chair of the Board of Examiners will return the result of the reassessment to the Assistant Vice President (Registry), who will inform the student of the outcome as soon as possible.

2.2 Stage 2: Appeal against decisions of the Board of Examiners

2.2.1 If, having completed Stage 1 above, the student is not satisfied with the decision of the reassessment, he may appeal in writing to the Assistant Vice President (Registry) within 10 days of receipt of the notification of the outcome of the Stage 1 process, giving full reasons in support of the appeal.

2.2.2 The valid grounds for appeal are listed in 2.1.1 (A), (B), (C), above. No appeal will be allowed on the grounds that, although the decision of the Board of Examiners was properly made, the student believes that the Board of Examiners has erred in its academic judgement of the standard the student has achieved.

2.2.3 Students considering making an Appeal under Section 2.2.1 are strongly advised to consult the Assistant Vice President (Registry) in advance of making a formal submission. The Assistant Vice President (Registry) will review the case and advise whether there are grounds for re-consideration. A student's right to appeal is not affected by the Assistant Vice President (Registry)'s advice.

2.2.4 Formal submission of an appeal must be made, in writing, to the Assistant Vice President (Registry), and be accompanied by a fee of HK\$500. The Assistant Vice President (Registry) will reconsider the case in consultation with the course instructor concerned and the Chair of the Board of Examiners in the first instance. If deemed appropriate, the Assistant Vice President (Registry) may convene an Appeals Panel to review the case and to make a final decision.

2.2.5 An Appeals Panel convened by the Assistant Vice President (Registry) is composed of four members as follows:

- The Academic Vice President (AVP) or his nominee in the Chair;
- A senior academic nominated by the AVP from outside the Department associated with the appeal;
- Administrative Vice President;
- The Assistant Vice President (Registry);

2.2.6 The student seeking the review and the Chair of the Board of Examiners must be invited to the meeting of the Appeals Panel to present their evidence. Students have the right to be accompanied at the meeting by a member of the University of their own choosing.

(Subject to the individual's agreement this may be a fellow student, a representative of the Students Union, a member of staff of the OSA, or a member of academic staff who did not participate in the Board of Examiners that made the decision that is the subject of the appeal). After submitting their evidence and answering questions from the Panel, the student and the representative will be asked to withdraw while the Panel deliberates on the case.

2.2.7 If the Appeals Panel accepts that there are grounds for a review, it may require the Board of Examiners to review its decision. The review must take place promptly and may include blind double marking of the original script by another member of the Board of Examiners as appropriate. The decision of a reconvened Board of Examiners is not subject to further appeal.

2.2.8 If the Appeal is successful, the HK\$500 fee and the Stage 1 fee of HK\$200 will be returned to the student.

### 2.3 Appeals against Category of Award, Failure of a Programme and Discontinuation of Study

2.3.1 A student may, upon payment of a fee of HK\$500, appeal against the award of a particular class of degree, failure in a programme or a decision to discontinue study on the following grounds:

- an administrative, or other material irregularity has occurred;
- there are extenuating circumstances that, for valid reasons, the applicant was unable to bring to the attention of the University before the decision was made.

2.3.2 Appeals against a decision on the above grounds shall be made in writing to the Assistant Vice President (Registry), within 10 days of the decision having been sent, in writing, to the student's last known address, giving full reasons and providing evidence in support of the appeal. The Assistant Vice President (Registry) will refer the appeal to the Chair of the Board of Examiners concerned for advice.

2.3.3 The Assistant Vice President (Registry) will determine if there are grounds for re-consideration:

- If it is considered that there are no grounds for the appeal, the original decision will be upheld and the decision is final;
- If the appeal is accepted, an Appeals Panel (see 2.2.5- 2.2.8 above) will be convened to consider the case. A decision of the Appeal Panel is final.

2.3.4 If the appeal against category of award, failure of a programme or discontinuation of studies is successful, the HK\$500 fee will be refunded in full.

2.3.5 The Assistant Vice President (Registry) will inform the appellant of the outcome of the appeal as quickly as possible.