

Academic Regulations

■ 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，二〇一七年修訂本). 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 Year Honours Degree, 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 himself¹ 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, his¹ admission status shall automatically be annulled.
3. If any of the documents submitted by a student to support his admission are subsequently found to be fraudulent, his admission status shall be annulled. No certification documents from the University will be issued.
4. A student, who has changed his residential or correspondence address or has to make any amendment to his 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 Without obtaining prior permission from the University for any delay of registration, a student shall be treated as withdrawn from the University of his own volition.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 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 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

¹ *himself / his* may mean either sex in these regulations

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 own volition.

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

13. A student should select his courses in accordance with the requirements of his Major and/or Minor programme and the General Education programme. He 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 has passed or from which he 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 GPA/FGPA 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, students admitted into Year 1 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). The grades of any approved Level 1 courses taken in Year 3 and 4 will not be counted towards the FGPA.

V Change of and Withdrawal from Courses

18. A student may only change his 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 Projectstheses, dissertations, Field-work/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 has failed.

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

Grade	Academic Performance
A } A- }	Excellent
B+ } B }	Good
B- } C+ }	Fair
C } C- }	Average
D+ }	Pass
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 fails again, he 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:

Grade	Quality Point	Grade Point
		(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 results of assessment. Please see section *XIV Appeals against results of assessment and against category of award, failure of a programme or discontinuation of studies*.

26. The honours classification of a Bachelor's degree will be based on the student's Final Grade Point Average (FGPA) which is calculated from courses completed in years 2 to 4 of the programme.

<u>Honours Classification</u>	<u>Minimum FGPA*</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 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 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 without leave from any final examination paper shall receive a zero mark for that paper.

29. A student who finds conflict(s) on his examination schedule and reports his 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 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 right to sit for make-up examinations will be forfeited, even though he may have achieved a grade 'E' in the failed courses and he 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 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 and a Final 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 Educa-

tion and minor courses (if applicable) required by the Department concerned.

38. A fourth-year student who has fulfilled all the requirements for graduation but has failed in a single course in the final year and has obtained a Total Grade Point Average and Final Grade Point Average of 1.98 or above may be permitted by the Board of Examiners to take a make-up examination in that course at an appointed time.

39. 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.

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

IX Leave, Absence and Penalty

41. A student who for any reason is unable to attend classes must write to the lecturer(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.

42. A student who misses his class without leave shall be recorded as being absent.

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

44. 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.

45. 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 studies or to withdraw from the University.

X Suspension, Withdrawal or Expulsion

46. 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.

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

(A) Without prior notification to the University, he fails to present himself for registration on the date announced, or during the assigned period for late registration.

(B) Because of serious illness or poor health, he is unfit to continue his studies.

(C) He 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 45 of these Regulations.

(E) Failure to achieve a pass for promotion or repeat of studies exceeding one year.

48. 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 studies. Otherwise, he shall be treated as having withdrawn from the University of his own accord. A student who resumes shall continue his study on the same programme.

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

50. A student who wishes of his own accord to withdraw from the University in the middle or at the end of a semester must apply to the Registry; otherwise he may be ineligible for any certification/documentation from the University.

51. 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 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

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

53. A student of the University who has by his improper action or speech 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.

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

XII Academic Grade Report

55. 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

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

57. 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 academic performance to date.

XIV Remarks

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