

General Academic Regulations 學務規則
2019/20

The Registry 教務處

Graduate Attributes	Key ideas echoing the Motto (厚德日新)
<i>P</i> rofessional <i>E</i> xcellence	<ul style="list-style-type: none"> ◆ Knowledge ◆ Enrichment of professionalism
<i>E</i> thical <i>R</i> esponsibility	<ul style="list-style-type: none"> ◆ Virtue / cultivation of virtues
<i>I</i> nnovation	<ul style="list-style-type: none"> ◆ Innovation ◆ Continuous self-improvement, progress, renewal and innovation



Generic Intended Learning Outcomes (GILOs)

1. Problem Solving Skills



2. Critical Thinking Skills



3. Creative Thinking Skills

4a. Oral Communication Skills

4b. Written Communication Skills



5. Social Interaction Skills

6. Ethical Decision Making

7. Global Perspectives



General Academic Regulations

- **Grading System** 科目評分制度
- **Period of Study** 修業期
- **Assessments** 考核制度
- **Graduation Requirements** 畢業要求
- **Leave of Absence** 請假
- **Deferment and Withdrawal** 休學及退學
- **Student Finance** 學生財務
- **Credit Transfer** 學分轉移

Grading System 科目評分制度(I)

- 科目的評核按以下評級制度：

等級	標準	變換積點
A+*	優異	4.33
A		4.00
A-		3.67
B+	良好	3.33
B		3.00
B-		2.67
C+	滿意	2.33
C		2.00
C-	一般	1.67
D**		1.00
F	不及格	0.00

*「A+」級只給予表現超卓之學生。

**「D」級為修畢科目之最低要求。

- 學生的課程總成績以平均積點(GPA)來表示。

Grading System 科目評分制度(II)

- 學期平均積點 (Semester GPA)
- 每年平均積點 (Year GPA)
- 課程平均積點 (Programme GPA)

		<u>CREDIT POINT(S)</u>	<u>GRADE</u>	<u>REMARKS</u>
< 2014 - 2015 SEMESTER 1 >				
CLE1175P	FOUNDATION PUTONGHUA 初階普通話	-	C+	
CLE1207C	CHINESE PROFESSIONAL WRITING 中文專業寫作	-	A	
CLE1210E	ACADEMIC ENGLISH: WRITING & READING	3	B	14
ENG2336E	INTERCULTURAL COMMUNICATION	3	B-	
SES1001E	SCIENCE FOR GLOBAL AND ENVIRONMENTAL STUDIES	3	A	
SSC1148E	INTRODUCTION TO SOCIOLOGY AND SOCIAL RESEARCH	3	A-	
SSC3203E	MEDIA, POLITICS AND POWER IN INTERNATIONAL COMMUNICATION	3	A-	
		SEMESTER GPA = 3.50		
< 2014 - 2015 SEMESTER 2 >				
CLE1195C	CHINESE PROFESSIONAL SPEAKING 中文專業口語	-	B-	
CLE1211E	ACADEMIC ENGLISH: SPEAKING & READING	3	B	14
CLE2176P	INTERMEDIATE PUTONGHUA 進階普通話	-	B-	
GEE1001E	GENERAL EDUCATION FOUNDATION COURSE 通識教育基礎課程	6	B+	
SSC1147E	INTRODUCTION TO POLITICAL SCIENCES	3	B	
SSC1189E	INTRODUCTION TO ECONOMICS	3	B	
		SEMESTER GPA = 3.16		
		YEAR GPA = 3.33		
<hr/>				
		CUMULATIVE CREDIT POINTS ATTEMPTED = 30		
		CUMULATIVE CREDIT POINTS EARNED = 30		
		PROGRAMME GPA = 3.33		
		CUMULATIVE GPA = 3.33		

Period of Study 修業期 (I)

Students are required to

- graduate within the stipulated period of study, inclusive of any change of programmes/majors, periods of leave of absence (獲批准之休假), deferment of study (休學), suspension of study and Field Experience activities (停學及停止學校體驗活動).
- complete a programme within the maximum period of study, or otherwise are required to discontinue their studies (被終止學籍) at the University.
- apply in writing to obtain prior approval from the Programme Leader/ Coordinator (課程總主任/課程統籌主任) if they wish to extend their period of study beyond the maximum programme duration or pursue a fast track to complete programme below its normal period of study.



Period of Study 修業期 (II)

- If students have to extend their studies beyond the normal period of study (一般修業期限) in order to fulfill the requirements of the programme, they are required to pay additional fees on a pro-rata basis (按比例) according to the number of courses/credits (科目/學分) (including Field Experience).
- Maximum period of study (最長修業期限) is as follows:

Length of Programme	Maximum Period of Study
2 years	3 years
3 years	5 years
4 years	6 years
5 years	7 years



Period of Study 修業期 (III)

- A Summer Semester of 6 weeks is offered for non-graduating classes students of full-time undergraduate programmes.
- Students can make use of the Summer Semester to take courses of Second Major/ Minor/ free electives/ General Education/ CSL courses.
- Taking courses in Summer Semester is *optional*.
- Students can also plan ahead their use of summertime for study, exchanges, internship, service learning activities or travelling.



Assessments 考核制度 (I)

■ Academic Probation (試讀)

- Students will be put on academic probation in the next semester when their Semester GPA (學期平均積點) is below 2.00.
- The academic probation status will be lifted (解除), when a student obtains a Semester GPA of 2.00 or above at the end of the probation semester.
- Otherwise, probation shall continue to apply in the next semester.
- A student will normally be required to discontinue his/her studies if he/she fails to have probation lifted after he/she has been put on academic probation for two consecutive semesters (連續兩個試讀學期).



Assessments 考核制度 (II)



Important Notes:

- Students must apply in advance for late submission of assignment (不能在指定限期內呈交作業); otherwise, this will be treated as failure to submit the assignments and students will be given a “fail” grade” (被評為「不及格」).
- Field Experience: students should respect and observe the regulations of the schools where they take their block practice, and display appropriate professional knowledge and attitude.
- Any misconduct (不適當行為) will be subject to disciplinary action (紀律處分), up to and including immediate dismissal (最嚴重包括即時取消學籍) from the University. **Students are strongly advised to refer to “Academic Honesty and Copyright” and “Student Conduct” under the Student Handbook” for details.**

Assessments 考核制度 (III)

Important Notes:

- Course grades will be announced via Grade Enquiry after the approval of the Head of Department, according to the online grade release date to be announced by the Registry at Registry's website <https://www.eduhk.hk/re/> (under "Current Students" → "General Examination Information" → "Grade Release Schedule").
- Students can view their course grades and download their grade results from the University's Intranet (The Portal), under the "Grade Enquiry" function, free of charge or apply and pay for the official transcript of studies.
- Students should refer to the GAR (Section 9.2) "Review of Course Grades" if they wish to request for a review of the assessment results.

Graduation Requirements 畢業要求

To graduate, students must :

1. meet programme requirements, including:
 - *minimum programme credit points (學分) requirements*
 - *Field Experience (學校體驗) (if applicable)*
 - *Information Technology Competence in Education (ITCE)(教育資訊科技能力)*
 - *Language Exit Requirements (LERs) (本校之語文水平測試) (eg., IELTS, PSC etc)(if applicable)*
2. obtain a Programme GPA of 2.00 or above;
 - *Please refer to GAR Section 10 for details.*



Leave of Absence 請假

- Students must apply for a leave of absence exceeding 7 days but less than one semester. Students must seek approval by submitting a leave application form.
- Students are only permitted to drop a course after the add-drop period for strong personal reasons such as serious illness; the operational grade W (Withdrawn) will be recorded on the students' transcript.
- Absence for a prolonged period in a course without prior permission will be given a grade F (Fail). The grade F will be recorded on the students' transcript.
- Individual courses, programmes or departments may have specific attendance requirements.



Deferment and Withdrawal 休學及退學 (I)

Deferment (休學)


- Students can apply for deferment of study if there is a genuine need.
- Deferment period:
 - ⇒ one semester (min) to two academic years (max).
- Deferment period is included in the maximum period of study.
- A continuation fee per semester is required upon approval of the application. Students who have not settled the continuation fee will be considered to have withdrawn from the programme.
- **Those who fail to resume studies shall be considered as having withdrawn from the programme.**
- *Students withdrawn from the programme due to failure to settle the continuation or failure to resume studies will be required to re-apply for admission to their programmes.*

Deferment and Withdrawal 休學及退學 (II)

Withdrawal (退學)

- Students are required to pay the full tuition fees for the whole semester regardless of their date of withdrawal in the semester. Otherwise, the University will not issue any academic document. And the University will not consider the students' applications if they want to admit to any programme in the future.
- Before leaving, students may download their grade results from University's Intranet (The Portal), under the "Grade Enquiry" function, free-of-charge. Otherwise, students must pay for the application for academic documents.

Student Finance 學生財務

- Students must settle the tuition fee and/ or other fees/ charges in the Consolidated e-Billing on or before the due dates as follows:
 - ❖ *Semester 1: 15 October 2019*
 - ❖ *Semester 2: 13 February 2020*
- Failure to pay the required fees by the due dates without prior approval from the University will be treated as having **'UNOFFICIALLY WITHDRAWN'** (自動退學) from the programme
- Please refer to the “Student Finance” under the “Student Handbook” for details.
 https://www.eduhk.hk/re/student_handbook/
- For enquiries regarding financial assistance, please contact the Student Affairs Office (SAO).

Reference information

- On-line update information of the “Student Handbook” in the EdUHK Intranet website :
https://www.eduhk.hk/re/student_handbook/
- “Operational Guidelines supporting GAR” is also available under “Student Handbook”.

Academic Regulations and Records Section Registry

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~Thank you~

