中文及歷史學系
香港城市大學
City University of Hong Kong

2019/20
Student Handbook

Bachelor of Arts in Chinese and History
中文及歷史文學士

DEPARTMENT OF CHINESE AND HISTORY

STUDENT HANDBOOK 2019/20

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August 2019

I.THE DEPARTMENT OF CHINESE AND HISTORY

As an impact of the globalization process, the connectedness of the world's economies and cultures has been growing rapidly along with numerous rediscoveries of the local. It is amidst such a backdrop that the studies of language and culture, philosophy and history, heritage and aesthetics become all the more critical and essential. The Department of Chinese and History is founded to provide a multi- and inter-disciplinary lens to the changing and increasingly important role that China – in both its center and peripheries – plays in today's global landscape.

While the Department of Chinese and History is a newly established academic unit, we nonetheless inherit the outstanding teaching, research and professional services from City University of Hong Kong. In the 21st century where local, national and global collaborations are becoming more and more dynamic, we aim to promote cultural learning with a humanistic touch, focusing especially on Chinese literature, history, philosophy, art, music, and cultural heritage.

The Department considers education and research as complementary and reinforcing components. As such, our quality curricula equip graduates with language proficiency, leadership skills and a critical mindset that is translatable to Hong Kong, the Greater China region and other Chinese-speaking landscapes. By expanding on its current research projects, the Department also actively seeks out long-term collaborations with Mainland and the international academia, joining hands in organizing conferences, research initiatives and academic publishing.

Vision and Mission

A. Education
1. Establishing excellent tertiary education, outstanding research and international reputation in the field of Chinese culture, especially Chinese literature, Chinese history and Chinese cultural heritage;
2. Offering high standard courses bridging to the BA, MA, and PhD degrees in Chinese, Chinese history, and Cultural heritage;
3. Contributing to the Gateway Education function of the University by offering instruction on Chinese culture, history, literature and philosophy;
4. Training undergraduate and graduate students to apply their knowledge in diverse professions and enterprises, including education, business, government service, and academia.

B. Research
1. Promoting research in diverse academic spheres and adopting interdisciplinary approach to it, as well as integrating with teaching;
2. Achieving research outputs of international standard and gaining reputation in the academia of Chinese culture;
3. Promoting academic exchange on education and research between City University of Hong Kong and other worldwide educational institutions;
4. Collaborating with other academic units (such as Fudan University, Peking University, Harvard University, Heidelberg University, Tokyo University, Academia Sinica and National Taiwan University) in interdisciplinary curricula and research endeavors;
5. Sponsoring lectures, seminars, conferences and exhibitions for the public and University communities to experience the intellectual and cultural trends of Chinese culture.

II. BACHELOR OF ARTS IN CHINESE AND HISTORY (CHIS)

Bachelor of Arts in Chinese and History (CHIS)
中文及歷史文學士

Part I

| **Major** | (in English) : | Chinese and History |
| | (in Chinese) : | 中文及歷史 |

| **Degree** | (in English) : | Bachelor of Arts |
| | (in Chinese) : | 文學士 |

| **Award Title** | (in English) : | Bachelor of Arts in Chinese and History |
| | (in Chinese) : | 文學士 (中文及歷史) |

(According to the approved structure of 4-year undergraduate degrees, the award title to be shown on a student's diploma will be the degree and the major.)

Maximum Period of Study: **8 years (for normative 4-year degree)**
6 years (for Advanced Standing I (Note 1))
5 years (for Advanced Standing II (Note 2))

Mode of Study:	Full time		
		Tel	Email
Major Leader:	Prof. HON Tze-ki	3442 9618	t.k.hon@cityu.edu.hk
Associate Major Leader	Dr. FAN Ka Wai	3442 2472	cikwfan@cityu.edu.hk
Stream Leaders:	Dr. LO Kar Kee *(Chinese Stream – CHIN)*	3442 2476	karkeelo@cityu.edu.hk
	Dr. WONG Marianne P Y *(Cultural Heritage Stream – CUH)*	3442 2817	ciwong@cityu.edu.hk
	Mr. WONG Hoi To *(History Stream – HIST)*	3442 2983	hoitow@cityu.edu.hk

Number of Credit Units Required for the Award

	Normative 4-year degree	**Advanced Standing I** (Note 1)	**Advanced Standing II (Senior-year Entry)** (Note 2)
Minimum units required for graduation	120	90	66
Maximum units permitted	144	114	84

Aims of Major

The Major in Chinese and History aims to equip students with both advanced and professional knowledge as well as a wide range of analytical skills. Students will gain a broad understanding of Chinese literature, cultural heritage and history over time and across regions, while also specializing on a particular area or theme. They will learn to think critically, to conduct research with primary and secondary sources, to use appropriate methodologies, to construct sound and logical arguments as well as to write academically and skillfully.

The **Chinese stream** strives to provide students with a solid and comprehensive training in Chinese language, Chinese literature, history and philosophy. The knowledge is both ancient and modern, and can be widely used in daily life. The training equips students with both in-depth knowledge and research skills for further academic work as well as for career development in the education, public affairs, administration, literature studies, media, editing and creative industries involving the use of Chinese. The Chinese Stream consists of four specialized areas of study, which are (1) Chinese language and literature, (2) Classical and modern Chinese literature, (3) Chinese classics and philosophy, and (4) Language use and writing.

The **Cultural Heritage stream** provides the professional training necessary to nurture high calibre cultural professionals to meet the growing manpower needs resulting from Hong Kong's rapidly expanding management capacity in culture- and heritage-related industries, including cultural tourism, museum management, exhibition industries, commercial galleries, libraries and archives, community heritage programmes, publishing, entertainment and arts-related professions, cultural and creative industries. In addition, it educates students to become cultural professionals who are culturally literate and competent in managing and marketing culture and heritage, with extensive knowledge of Chinese cultural heritage and with particular knowledge of Hong Kong's cultural heritage and its unique position in integrating cultures of the East and the West. Moreover, students under this stream are educated to become cultural professionals highly proficient in their English-language ability in terms of comprehension, communication and writing for the purpose of promoting one's culture and heritage. They would demonstrate a sense of curiosity for discovering the wonders of cultural heritage and critical awareness on issues of heritage preservation and development, as well as experiential ability in handling and managing the operation of culture- and heritage-related affairs. Last but not least, the Cultural Heritage stream promotes professionalism in cultural and heritage management in support of maintaining Hong Kong's leading role in culture- and heritage-related professions and provides expert advice on the promotion of culture and the protection and preservation of heritage in the context of Hong Kong both as part of China and as an international city.

The **History stream** aims to examine the cause-and-effect relationships in human affairs and address the complexity of the past in shaping the contemporary society. Although Chinese history is the primary focus of the stream, courses related to world history and public history are also offered so that students can acquire comprehensive and in-depth historical knowledge.

Intended Learning Outcomes of Major (MILOs)

Upon successful completion of this Major, students should be able to:

Chinese Stream
1. Function as proficient, effective, versatile and creative communicators capable of performing a wide-range of Chinese language-related tasks in competitive and multilingual workplace;
2. Discover and appreciate the aesthetic, moral and ethical dimensions of Chinese literature, having become more culturally aware;
3. Think analytically, critically, and creatively through their exposure to various schools of thoughts in Chinese literature, and through their comparative study of traditional and modern Chinese linguistics;
4. Enrich their lives through life-long learning.

Cultural Heritage Stream
5. Demonstrate cultural literacy and competency with professional understanding of the multifarious relations between cultural history and heritage, particularly of Chinese cultural heritage and Hong Kong's unique role in bridging the cultures of the East and the West;
6. Discourse and comment intelligently and expertly on major culture and heritage issues, heritage sites, artworks and artifacts, be able to identify and assess the aesthetic, cultural and educational values of major works of cultural products and heritage artifacts, with specific emphasis on creativity, originality, and critical awareness;
7. Disseminate and promote knowledge of culture and heritage to a non-specialist audience using creative and innovative approaches and strategies;
8. Design research projects and case studies on cultural history and heritage of an interdisciplinary nature;
9. Plan, organize, promote and manage cultural and heritage programmes and activities to accommodate contemporary sensibility and the interests and expectations of different groups of local and international audiences;
10. Introduce and promote China and Hong Kong's cultural heritage by way of innovative modes of exhibition, online display, and print and interactive media.

History Stream
11. Identify the advanced knowledge, concepts, theories and methods in history;
12. Explain and critically examine primary sources and research papers, generate valid arguments, as well as reflect on the hypotheses;
13. Demonstrate knowledge of academic writings including academic papers, review articles and book reviews;
14. Apply historical research methods such as (i) the use of electronic texts & databases, useful websites and library resources; and (ii) textual criticism & comparison;
15. Enhance students' ability in critical thinking and reflect on issues of historical interpretation and debates.

Part II Degree Requirement

1. Gateway Education (It is recommended to link to the GE website when the GE requirement is posted on CityU's web.)

	Normative 4-year degree	Advanced Standing I (Note 1)	Advanced Standing II (Senior-year Entry) (Note 2)
English	6 credit units	6 credit units	3 credit units
Chinese Civilisation – History and Philosophy	3 credit units	3 credit units	Not compulsory requirement
Distributional Requirements *A minimum of 3 credit units from each of the three distributional areas below:* Area 1: Arts and Humanities Area 2: Study of Societies, Social and Business Organisations Area 3: Science and Technology	12 credit units #	6 credit units *	3 credit units
College-specified requirements	9 credit units	6 credit units	6 credit units
Total	**30 credit units**	**21 credit units**	**12 credit units**

> \# Take at least 1 course from each of the three distributional areas
> * Take 2 courses from two different distributional areas

2. English Attainment Requirement

Students are required to complete the following courses:

English Language Courses	Normative 4-year degree	Advanced Standing I (Note 1)	Advanced Standing II (Senior-year Entry) (Note 2)
GE English (1): GE1401 University English	3 credit units	3 credit units	--
GE English (2): Discipline-specific English	3 credit units	3 credit units	3 credit units
EL0200A English for Academic Purposes 1* and EL0200B English for Academic Purposes 2 (for students whose entry qualification in English scoring Level 3 in HKDSE English Language or Grade E in HKALE AS-level Use of English, or as determined by English Language Centre)	6 credit units #	6 credit units #	--

> * Early Exit Arrangement
> Bachelor's degree students successfully completing EL0200A and EL0200B for a total of 6 credit units will be considered to have achieved the minimum standard required for proceeding to the GE English courses. Students who have achieved a grade B or above in their overall course results for EL0200A will

be permitted to exit the programme at this point. They will achieve 3 credit units and also be considered to have satisfied the pre-requistie for entry to the GE English courses.

The credit units earned from taking EL0200A (3 credit units) and/or EL0200B (3 credit units) will not be counted towards the minimum credit units required for graduation and will not be included in the calculation of cumulative grade point average (CGPA). However, they will be counted towards the maximum credit units permitted.

(For details of English Language Requirement, please refer to the University website: http://www.cityu.edu.hk/ug/current/catalogue/catalogue_UC.htm?page=B/eng_lang_requirement.htm)

3.   Chinese Language Requirement

Students may be required to complete the 3-credit **CHIN1001 University Chinese I**# according to their entry qualification in Chinese:

Entry Qualification in Chinese	Normative 4-year degree	Advanced Standing I (Note 1)	Advanced Standing II (Senior-year Entry) (Note 2)
• Scoring Level 4 or above in HKDSE Chinese Language • Scoring Grade D or above in HKALE AS-level Chinese Language and Culture	No	No	No
• Scoring Level 3 in HKDSE Chinese Language • Scoring Grade E in HKALE AS-level Chinese Language and Culture	**Yes**	**Yes**	No
• Students who do not have the Hong Kong public examinations result of HKDSE Chinese Language or HKALE AS-level Chinese Language and Culture	No	No	No

The 3-credit CHIN1001 University Chinese I will not be counted towards the minimum credit units required for graduation and will not be included in the calculation of cumulative grade point average (CGPA). However, they will be counted towards the maximum credit units permitted.

(For details of Chinese Language Requirement, please refer to the University website: http://www.cityu.edu.hk/ug/current/catalogue/catalogue_UC.htm?page=B/chi_lang_requirement.htm)

4.   College Requirement

(i) Normative 4-year Degree / Advanced Standing I (Note 1) (6 credit units)

Select one course from the group of Liberal Arts Studies and one from the group of Social Sciences Studies

Course Code	Course Title	Credit Units
Liberal Arts Studies		
EN2011	English on the Move	3
LT1101	Amazing Things about Language	3

Social Sciences Studies		
AIS2801	Asia in the World: A Critical Appreciation Through Film	3
COM1101	Media and Communication in the Digital Age	3
POL2109	Understanding Politics and Policy	3
SS1600	Discovering the Mystery of Applied Social Sciences	3

(ii) Advanced Standing II (Note 2) **(0 credit unit)**

Students entering the 4-year degree with Advanced Standing II will be given full exemption from College Requirement.

(iii) Transfer-in students admitted into CLASS from Semester A 2016/17 and thereafter

The College Requirement for students changed from other academic units to CLASS departments will follow the same arrangements for the Advanced Standing I students. Students changed from one department to another department within CLASS should not take the foundation course offered by their new home department for fulfillment of the College Requirement.

(For details of both the College-specified and College Requirement Courses, please refer to the College website: http://www.cityu.edu.hk/class/)

5.   Major Requirement

	Normative 4-year degree	Advanced Standing I (Note 1)	Advanced Standing II (Senior-year Entry) (Note 2)
Foundation-year courses	6 credit units	--	--
Stream core courses	30 credit units	30 credit units	30 credit units
Stream elective courses	24 credit units	24 credit units	24 credit units

6.   Free electives / Minor (if applicable)

Normative 4-year degree	Advanced Standing I (Note 1)	Advanced Standing II (Senior-year Entry) (Note 2)
24 credit units	9 credit units	--

Note 1: For students with recognised Advanced Level Examinations or equivalent qualifications.
Note 2: For Associate Degree/Higher Diploma graduates admitted as senior-year intake students.

Part III Major Requirement

1. **Foundation-year Courses (6 credit units)**
    (For normative 4-year degree students in the first year)

Course Code	Course Title	Level	Credit Units	Remarks
CAH2610	Sources of Chinese Tradition 中國傳統原典選讀	B2	3	
CAH2611	Topics in Chinese Sources of Literature, Cultural Heritage and History 中國傳統原典專題	B2	3	

There are two clusters for the Foundation-year courses: the Chinese cluster is for students who enroll in the Chinese stream and the English cluster is for those who enroll in the History and Cultural Heritage streams.

2. **Core Courses (30 credit units)**

Chinese Stream

Course Code	Course Title	Level	Credit Units	Remarks
CAH2105	Selected Readings in Classical Chinese Essays 文選	B2	3	
CAH2106	Selected Readings in Chinese Poetry 詩選	B2	3	
CAH2107	Selected Readings in Chinese *Ci* Poetry 詞選	B2	3	
CAH2140	Modern Chinese Literature 中國現代文學	B2	3	
CAH2141	History of Chinese Literature 中國文學史	B2	3	
CAH2142	Introduction to Literary Theory and Criticism 文學概論	B2	3	
CAH3110	Readings in Pre-Qin Confucianism and Daoism 先秦儒道經典選讀	B3	3	
CAH3131	Classical Chinese 古代漢語	B3	3	
CAH3132	Chinese Philology 中國語文學	B3	3	
CAH3133	Introduction to Chinese Documentology 中國文獻學導讀	B3	3	

Cultural Heritage Stream

Course Code	Course Title	Level	Credit Units	Remarks
CAH2501	Art and Visual Culture	B2	3	
CAH2507	Historical Buildings and Preservation	B2	3	
CAH2509	History and Heritage of China	B2	3	
CAH2536	Intangible Heritages and Indigenous Cultures	B2	3	
CAH2537	Fundamentals of Art and Cultural Management	B2	3	
CAH3511	Hong Kong's Culture and Heritage	B3	3	
CAH3541	Archaeology and Cultural Heritage	B3	3	
CAH3542	Museum Studies	B3	3	
CAH3548	Critical Approaches to Cultural Heritage	B3	3	
CAH3862	Oral History and Field Study 口述史與田野調查	B3	3	

History Stream

Course Code	Course Title	Level	Credit Units	Remarks
CAH2509	History and Heritage of China	B2	3	
CAH2810	Ancient Chinese History 1	B2	3	
CAH2811	Ancient Chinese History 2	B2	3	
CAH2840	Modern Chinese History	B2	3	
CAH3522	Thinking about Asian Community: Culture and Heritage of East Asia	B3	3	
CAH3851	Chinese Archaeology	B3	3	
CAH3853	Contemporary China from an Anthropological Perspective	B3	3	
CAH4813	History of the Ancient World	B4	3	
CAH4842	History of the Modern World	B4	3	
Either one of the following:				
CAH3539	Writing for Cultural Professionals	B3	3	
CAH3801	Chinese Writing for Academic Purpose 中文學術寫作	B3	3	

Note: Students need to choose either CAH3539 Writing for Cultural Professionals or CAH3801 Chinese Writing for Academic Purpose. If they would like to take both courses, one of them shall be counted as a free elective.

3. Electives (24 credit units)

Chinese Stream

Course Code	Course Title	Level	Credit Units	Remarks
Elective (Group A) *At least 6 credit units from this group*				
CAH2104	Selected Authors of Modern and Contemporary Chinese Literature 中國現當代作家選讀	B2	3	
CAH2145	Introduction to *Guoxue* 國學概論	B2	3	
CAH3102	Modern Chinese Historical Fiction 中國現代歷史小說	B3	3	
CAH3136	Selected Readings in Chinese Feminist Literature 中國女性文學作品選讀	B3	3	
CAH3138	Selected Readings in *Xiqu* 戲曲選讀	B3	3	
CAH3145	Great Works in Classical Chinese Literature 1: From Pre-Qin Period to Six Dynasties 中國文學名著(上)：先秦至六朝	B3	3	
CAH3146	Great Works in Classical Chinese Literature 2: From Tang Dynasty to Qing Dynasty 中國文學名著(下)：唐至清	B3	3	
CAH3148	*Zuo Zhuan* 左傳	B3	3	
CAH3820	*Siku Quanshu* 四庫全書	B3	3	
CAH4147	Readings in Sinology 漢學名著	B4	3	
CAH4148	Readings in Chinese History 史學名著	B4	3	
CAH4181	Great Works in Chinese Literary Criticism 中國文學批評名著	B4	3	
CAH4182	Classical Chinese Fiction 中國古典小說	B4	3	
Elective (Group B) *At least 6 credit units from this group*				
CAH2180	Introduction to Chinese Couplet and Classical Chinese Verse Writing 對聯詩詞寫作入門	B2	3	
CAH2904	Putonghua for Interpersonal Communication 普通話交際傳意應用	B2	3	
CAH2905	Putonghua for Office Administration 普通話辦公室口語傳意	B2	3	

Course Code	Course Title	Level	Credit Units	Remarks
CAH3112	Chinese Oral Communication 中文口語傳意	B3	3	
CAH3151	Chinese Expository Writing 中文說明文寫作	B3	3	
CAH3152	Creative Writing in Chinese 中文創意寫作	B3	3	
CAH3160	Chinese for Government and Public Administration 政府及公共行政中文	B3	3	
CAH3165	Chinese for Advertising 廣告中文	B3	3	
CAH3167	Chinese for Mass Media 傳媒中文	B3	3	
CAH3168	Chinese Editing and Publishing 中文編輯與寫作	B3	3	
CAH3801	Chinese Writing for Academic Purpose 中文學術寫作	B3	3	
CAH4964	Advanced Business Putonghua 高級商業普通話	B4	3	
Elective (Group C) *At least 6 credit units from this group*				
CAH2130	Modern Chinese 現代漢語	B2	3	
CAH3111	History of Chinese Thought 中國思想史	B3	3	
CAH3183	Advanced Chinese Philology 高級中國語文學	B3	3	
CAH3185	Hong Kong Literature 香港文學	B3	3	
CAH3187	Contemporary Chinese Literature 中國當代文學	B3	3	
CAH4143	Topics in Chinese Literature 中國文學專題	B4	3	
CAH4144	Chinese Literary Criticism 中國文學批評	B4	3	
CAH4150	Study of Master Poems 專家詩	B4	3	
CAH4151	Study of Master *Ci* 專家詞	B4	3	
CAH4152	Study of Master Classical Chinese Essays 專家文	B4	3	
CAH4186	Chinese Religious Literature 中國宗教文學	B4	3	
CAH4535	Special Topics in Chinese Culture	B4	3	

Course Code	Course Title	Level	Credit Units	Remarks
Elective (Group D) (Optional)				
CAH2399	Discovering China from a Global Perspective 探索與發現：環球視野下的中國	B2	3	
CAH4191#	Project 專題研習	B4	6	
CAH4599	Internship	B4	3	

Subject to Department's approval

Cultural Heritage Stream

Course Code	Course Title	Level	Credit Units	Remarks
Elective (Group A) *At least 3 credit units from this group*				
CAH2502	Asian Art and Culture	B2	3	
CAH2503	Western Art and Culture	B2	3	
CAH2505	Arts and Aesthetic Criticism	B2	3	
CAH2510	Cultural Exchange in Global Context	B2	3	
CAH2516	Society and Performance	B2	3	
CAH2551	Chinese Art and Political Expression	B2	3	
CAH2865	History of Chinese Art	B2	3	
CAH3522	Thinking about Asian Community: Culture and Heritage of East Asia	B3	3	
CAH3524	Western Cultural Heritage	B3	3	
CAH3525	Urban Culture and Heritage	B3	3	
CAH3534	Lingnan's Cultural Traditions and Heritage	B3	3	
CAH3535	Searching for Cultural Identity	B3	3	
CAH3853	Contemporary China from an Anthropological Perspective	B3	3	
CAH4507	Critical Approaches to Art and History	B4	3	
CAH4508	East Asian Film Cultures	B4	3	
CAH4520	Cultural Production and Consumption	B4	3	
CAH4535	Special Topics in Chinese Culture	B4	3	
CAH4870	History of Hong Kong	B4	3	
Elective (Group B) *At least 3 credit units from this group*				
CAH2515	Cultural and Heritage Policies and Regulations in Hong Kong	B2	3	
CAH2545	Texts in Chinese Art and Culture	B2	3	
CAH2547	Field Trip: Investigating Cultural Sites and Industries	B2	3	
CAH3165	Chinese for Advertising 廣告中文	B3	3	

Course Code	Course Title	Level	Credit Units	Remarks
CAH3167	Chinese for Mass Media 傳媒中文	B3	3	
CAH3168	Chinese Editing and Publishing 中文編輯與出版	B3	3	
CAH3517	Cultural Tourism	B3	3	
CAH3538	Patronage and Art Market	B3	3	
CAH3539	Writing for Cultural Professionals	B3	3	
CAH3546	Festival and Cultural Events Management	B3	3	
CAH4514	Project	B4	3	
CAH4536	Advanced Management for Cultural Professionals	B4	3	
CAH4599	Internship	B4	3	
CLA3100	CLASS Summer Professional Internship I	B3	3	

History Stream

Course Code	Course Title	Level	Credit Units	Remarks
Elective (Group A) *At least 3 credit units from this group*				
CAH2545	Texts in Chinese Art and Culture	B2	3	
CAH3133	Introduction to Chinese Documentology 中國文獻學導讀	B3	3	
CAH3820	*Siku Quanshu* 四庫全書	B3	3	
CAH3830	Documentology on Sino-foreign Historical Relations	B3	3	
CAH3832	The Study of Dunhuang 敦煌學	B3	3	
CAH4147	Readings in Sinology 漢學名著	B4	3	
CAH4148	Readings in Chinese History 史學名著	B4	3	
Elective (Group B) *At least 3credit units from this group*				
CAH2502	Asian Art and Culture	B2	3	
CAH2503	Western Art and Culture	B2	3	
CAH2536	Intangible Heritages and Indigenous Cultures	B2	3	
CAH2871	American History from a Global Perspective	B2	3	
CAH3542	Museum Studies	B3	3	
CAH3852	World Archaeological History	B3	3	

Course Code	Course Title	Level	Credit Units	Remarks
CAH3862	Oral History and Field Study 口述史與田野調查	B3	3	
CAH4870	History of Hong Kong	B4	3	
SM2274	History of Cinema	A2/B3	3	
Elective (Group C) *At least 3 credit units from this group*				
CAH2854	Urban History of China	B2	3	
CAH2865	History of Chinese Art	B2	3	
CAH3111	History of Chinese Thought 中國思想史	B3	3	
CAH3534	Lingnan's Cultural Traditions and Heritage	B3	3	
CAH4535	Special Topics in Chinese Culture	B4	3	
CAH4802	Chinese Historical Methods 中國歷史研究法	B4	3	
CAH4853	History of Chinese Historiography 中國史學史	B4	3	
Elective (Group D) (Optional)				
CAH4599	Internship	B4	3	
CAH4890#	Project	B4	6	

Subject to Department's approval

III. MINORS OFFERED BY THE DEPARTMENT

The Department offers the following minors to students of the University.

- Minor in Art History and Archaeology
- Minor in Chinese for Professional Purposes
- Minor in Culture and Heritage Management
- Minor in Modern and Contemporary Chinese Literature

Students taking these minors can increase their competitive edge in the job market, as well as to broaden their horizons to cope with the needs of the society.

For application, please observe the guidelines for enrollment to the Minor Studies offered by the Department of Chinese and History (CAH) at http://cah.cityu.edu.hk/programme/.

Minor in Art History and Archaeology

		Tel	Email
Co-ordinator:	Dr. LI Yiwen	3442 5599	yiwenli@cityu.edu.hk

Exclusive Majors *(Students who study the following majors are not allowed to choose this minor):*
Major in Culture and Heritage Management or
Major in Chinese and History (Cultural Heritage Stream and History Stream)

Aims of Minor

With its self-consciously interdisciplinary character, the minor programme is dedicated to the study of the art, material culture and history of China and Asia as well as ancient and contemporary through teaching, research, exhibition, visit and community education.

Generally speaking, the disciplines of art history and archaeology provide a vivid understanding of how the past informs our present through its focus on the archaeological/historical/artistic remains including jade, pottery, bronze, sculpture, painting, calligraphy of the human past. With references to archaeological/historical/artistic productions and materials, our courses focus on the major issues in human history, discuss theories related to archaeology, anthropology, aesthetics etc, and examine the most updated techniques for investigating, reconstructing, interpreting and preserving the archaeological sites and findings as well as artistic productions. In addition, by imparting essential analytical and integrating knowledge to students, the minor courses equip students with the ability to think critically and improves their reading and writing skills, which are essential at the workplace today. Site visit and museum tour are also the most important teaching activities. By exploring closely at objects within their artistic, historical, social, and technological contexts, students will develop skills of visual perception and of relating the objects and theories.

Intended Learning Outcomes of Minor (MINILOs)

Upon successful completion of this Minor, students should be able to:
1. demonstrate what art history and archaeology are and their development into the scholarly discipline;
2. demonstrate the concepts, theories and methods of art and archaeology;
3. analyse the various categories of archaeological discoveries and artistic productions, as well as the scholarly viewpoints;
4. explain and criticize the current academic arguments, as well as reflect the hypothesis related to art and archaeology;
5. apply the artistic and archaeological methods to investigate, analyse and interpret the objects.

Minor Requirement (15 credit units)

1. Core Courses (6 credit units)

Course Code	Course Title	Level	Credit Units	Remarks
CAH2865	History of Chinese Art	B2	3	
CAH3851	Chinese Archaeology	B3	3	

2. Electives (choose 9 credit units)

Course Code	Course Title	Level	Credit Units	Remarks
CAH2502	Asian Art and Culture	B2	3	
CAH2503	Western Art and Culture	B2	3	
CAH2505	Arts and Aesthetic Criticism	B2	3	
CAH2545	Texts in Chinese Art and Culture	B2	3	
CAH2551	Chinese Art and Political Expression	B2	3	
CAH3538	Patronage and Art Market	B3	3	
CAH3541	Archaeology and Cultural Heritage	B3	3	
CAH3852	World Archaeological History	B3	3	
CAH4507	Critical Approaches to Art and History	B4	3	

<u>**Minor in Chinese for Professional Purposes**</u>
For students admitted to the Minor with Catalogue Term Semester A 2019/20 and thereafter

		<u>Tel</u>	<u>Email</u>
<u>**Co-ordinator:**</u>	Dr. LU Chia Hui	3442 7297	chialu@cityu.edu.hk

Exclusive Majors *(Students who study the following majors are not allowed to choose this minor)*:
Major in Chinese or
Major in Chinese and History (Chinese Stream)

<u>**Aims of Minor**</u>

The aim of this minor program is to meet the professional language needs of students in various disciplines. In particular, it aims to enhance the productive language skills of Chinese and develop the understanding of contemporary Chinese society in terms of reading modern and contemporary Chinese literature. The minor program aims to increase the overall professional language ability for graduates who may serve Chinese as their main working language.

With the changing economies of Hong Kong and Greater China, it is expected there will be greater opportunities for CityU students to pursue careers in the region of Greater China. To add to the advantage of a more Westernized curriculum and a more cosmopolitan perspective, Hong Kong students will need more formal training in the use of Chinese for professional purposes in various fields. Meanwhile, a fuller and deeper understanding of contemporary Chinese culture is the base of effective communication. Thus, a more advanced ability in comprehending the context for language through learning modern as well as contemporary Chinese literature is also a significant training for the minor program.

<u>**Intended Learning Outcomes of Minor (MINILOs)**</u>

Upon successful completion of this Minor, students should be able to:

1. enhance their skills in written communication in a range of professional contexts;
2. increase their sensitivity towards the use of simplified Chinese characters in reading and writing;
3. develop a fuller understanding of contemporary Chinese society - the context for language

專業中文副修課程

只適用於2019/20上學期或以後入讀此副修課程之同學

		電話	電郵
統籌:	呂家慧博士	3442 7297	chialu@cityu.edu.hk

主修科限制 *(學生修讀下列主修課程不得選修此副修課程)*:

主修中文 或

主修中文及歷史 (中文專修)

課程宗旨

本專業中文副修課程旨在滿足同學對專業中文的多方面需求，特別是強化學生對於實用中文的運用能力，並透過學習現當代中國文學，深化其對當代中國社會的理解。本課程將以全面提升畢業生專業中文能力為目標，使其能更好地以中文作為他們的主要工作語言。

香港與大中華地區的經濟發展將為城大學生帶來更多的機會。除了兼採西化的課程設計以拓展其國際視野外，香港學生需要更多正規的專業中文訓練以因應各領域的需求。同時，對當代中國文化有全面而深刻的認識將成為有效溝通的基礎。因此，透過學習現當代中國文學作品，將近一步提升同學對於文化語境的掌握，而這也將是本課程的重要研習目標。

課程之預期修習成效

修畢本課程後，學生應能：

1. 強化他們在不同專業範疇中以中文作書面溝通的能力；
2. 提升對漢字閱讀和寫作的敏感度；
3. 對當代中國語言有更深入及完整的認識

Minor Requirement (15 credit units)
副修要求 (15學分)

1) **Core Courses (6 credit units)**
   主修科目 (6學分)

Course Code 課程編號	Course Title 課程名稱	Level 程度	Credit Units 學分單位	Remarks 備註
CAH3151	Chinese Expository Writing 中文說明文寫作	B3	3	
CAH3165	Chinese for Advertising 廣告中文	B3	3	

2) **Electives (9 credit units)**
   選修科目 (9學分)

Course Code 課程編號	Course Title 課程名稱	Level 程度	Credit Units 學分單位	Remarks 備註
CAH2104	Selected Authors of Modern and Contemporary Chinese Literature 中國現當代作家選讀	B2	3	
CAH2130	Modern Chinese 現代漢語	B2	3	
CAH2140	Modern Chinese Literature 中國現代文學	B2	3	
CAH2904	Putonghua for Interpersonal Communication 普通話交際傳意應用	B2	3	
CAH2905	Putonghua for Office Administration 普通話辦公室口語傳意	B2	3	
CAH2961	Chinese Communication Skills for Business 商業中文傳意	B2	3	
CAH3112	Chinese Oral Communication 中文口語傳意	B3	3	
CAH3152	Creative Writing in Chinese 中文創意寫作	B3	3	
CAH3160	Chinese for Government and Public Administration 政府及公共行政中文	B3	3	
CAH3167	Chinese for Mass Media 傳媒中文	B3	3	
CAH3168	Chinese Editing and Publishing 中文編輯與出版	B3	3	

Course Code 課程編號	Course Title 課程名稱	Level 程度	Credit Units 學分單位	Remarks 備註
CAH3187	Contemporary Chinese Literature 中國當代文學	B3	3	
CAH3801	Chinese Writing for Academic Purposes 中文學術寫作	B3	3	
CAH4964	Advanced Business Putonghua 高級商業普通話	B4	3	

Minor in Culture and Heritage Management

		Tel	Email
Co-ordinator:	Dr. LUO Yu	3442 2426	yuluo9@cityu.edu.hk

Exclusive Majors *(Students who study the following majors are not allowed to choose this minor)*:
Major in Culture and Heritage Management or
Major in Chinese and History (Cultural Heritage Stream)

Aims of Minor

This minor aims to provide essential knowledge of culture and heritage management and train students who are culturally literate and competent in managing and marketing culture and heritage. Hong Kong needs graduates to meet the growing manpower demands resulting from its rapidly expanding management capacity in culture- and heritage-related industries, including exhibition industries, commercial galleries, museum management, cultural tourism, community heritage programmes, publishing, entertainment and arts-related professions, libraries and archives, and cultural and creative industries. This minor provide a broad-based learning experience which is generic with relevance across different countries and regions, and with particular knowledge of Hong Kong's cultural heritage and its unique position in integrating cultures of the East and the West.

Intended Learning Outcomes of Minor (MINILOs)

Upon successful completion of this Minor, students should be able to:

1. demonstrate cultural literacy and competency with professional understanding of the multifarious relations between cultural history and heritage, particularly of Chinese cultural heritage and Hong Kong's unique role in bridging the cultures of the East and the West;

2. discourse and comment intelligently and expertly on major culture and heritage issues, heritage sites, artworks and artifacts, be able to identify and assess the aesthetic, cultural and educational values of major works of cultural products and heritage artifacts, with specific emphasis on creativity, originality, and critical awareness;

3. disseminate and promote knowledge of culture and heritage to a non-specialist audience using creative and innovative approaches and strategies;

4. design research projects and case studies on cultural history and heritage of an interdisciplinary nature;

5. plan, organize, promote and manage cultural and heritage programmes and activities to accommodate contemporary sensibility and the interests and expectations of different groups of local and international audiences;

6. introduce and promote China and Hong Kong's cultural heritage by way of innovative modes of exhibition, online display, and print and interactive media.

Minor Requirement (15 credit units)

1. Core Courses (6 credit units)

Course Code	Course Title	Level	Credit Units	Remarks
CAH2503	Western Art and Culture	B2	3	
CAH3511	Hong Kong's Culture and Heritage	B3	3	

2. Electives (choose 9 credit units)

Course Code	Course Title	Level	Credit Units	Remarks
CAH2502	Asian Art and Culture	B2	3	
CAH2505	Arts and Aesthetic Criticism	B2	3	
CAH2509	History and Heritage of China	B2	3	
CAH3535	Searching for Cultural Identity	B3	3	
CAH3538	Patronage and Art Market	B3	3	
CAH3539	Writing for Cultural Professionals	B3	3	
CAH3542	Museum Studies	B3	3	
CB2300	Management	B2	3	
POL3306	Organizational Behaviour for Public Management	B3	3	

Minor in Modern and Contemporary Chinese Literature

		Tel	Email
Co-ordinator:	Dr. JIN Huan	3442 9733	huanjin@cityu.edu.hk

Exclusive Majors *(Students who study the following majors are not allowed to choose this minor):*
Major in Chinese or
Major in Chinese and History (Chinese Stream)

Aims of Minor

This informative minor program aims at broadening the knowledge base and humanistic horizon of students across colleges and departments. It pays special attention to enhancing their awareness of and interest in the development of modern and contemporary Chinese literature, which has contributed significantly to shaping Chinese culture.

To help all registered students lay a solid foundation, the compulsory core, which are existing courses, impart basic knowledge and provide a holistic picture of the development of modern literature from 1917 to 1949 and contemporary literature from 1950 to present in China. In advancing the level of intellectual reflection of the subject, the electives are topic oriented and designed for special interest. They explore important areas that define the richness of modern and contemporary Chinese literature and deal with special issues that increase their complexity. As a whole, the Minor allows its students to have the competiveness needed for addressing and discussing Chinese cultural changes from a professional perspective of modern and contemporary literature.

Intended Learning Outcomes of Minor (MINILOs)

Upon successful completion of this Minor, students should be able to:
1. identify the core contents of and major issues concerning modern and contemporary Chinese literature;
2. illustrate the aesthetic qualities of modern and contemporary Chinese literature;
3. apply essential concepts and terminologies in discussing the various subjects of modern and contemporary Chinese literature;
4. formulate arguments on issues pertaining to modern and contemporary Chinese literature in oral and written presentations;
5. reflect on Chinese culture through critical understanding of modern and contemporary Chinese literature

Additional Information
Students who register for the Minor must complete 15 credits throughout their four-year study in CityU. The Minor will be offered at three levels, with Two compulsory courses (6 credits) helping students to acquire a holistic view of the subject and lay a strong foundation, and Three Electives (9 credits) in order to develop sufficient intellectuality and skills in discussing special topics.

中國現當代文學副修課程

		Tel	Email
統籌:	金環博士	3442 9733	huanjin@cityu.edu.hk

主修科限制 *(學生修讀下列主修課程不得選修此副修課程)*:

主修中文 或

主修中文及歷史(中文專修)

課程宗旨

本課程內容廣泛,尤重於加強對中國現當代文學的認知,使各院系學生有機會了解中國現當代文學對中國文化所做出的重大貢獻,從而擴拓其知識基礎以及在人文學科上的視野。

必修科教授中國現代文學 (自1917年至1949年) 及當代文學 (自1949年至今) 的發展概況,為學生打下堅實的基礎。選修科則配合學生的不同興趣,以專題形式深入探討現當代文學中的重要課題,引導理性的反思。

總括而言,經本課程的訓練,學生將能從現當代文學研究的專業角度來剖析中國當下的文化變遷,增強他們在學理上的競爭力。

課程之預期修習成效

修畢本課程後,學生應能:

1. 識別中國現當代文學中的核心內容和主要議題;
2. 說明中國現當代文學的審美特質;
3. 應用基本概念和術語以探討中國現當代文學中的不同主題;
4. 以口頭及書面報告闡述有關中國現當代文學議題的論據;
5. 透過省視中國現當代文學反思中國文化

附加資料

為了替學生打下良好的學習基礎,並使之具備清晰思維作專題討論,學生須於四年在學期間修畢此 15 學分副修科,當中須修讀 2 門必修科(6 學分)及 3 門選修科 (9 學分)。

Minor Requirement (15 credit units)
副修要求 (15學分)

1. **Core Courses (6 credit units)**
   主修科目 (6 學分)

Course Code 課程編號	Course Title 課程名稱	Level 程度	Credit Units 學分單位	Remarks 備註
CAH2140	Modern Chinese Literature 中國現代文學	B2	3	
CAH3187	Contemporary Chinese Literature 中國當代文學	B3	3	

2. **Any 3 Courses from the following Courses (9 credit units)**
   從下列科目中揀選 3 門選修科 (9 學分)

Course Code 課程編號	Course Title 課程名稱	Level 程度	Credit Units 學分單位	Remarks 備註
CAH2104	Selected Authors of Modern and Contemporary Chinese Literature 中國現當代作家選讀	B2	3	
CAH2142	Introduction to Literary Theory and Criticism 文學概論	B2	3	
CAH3102	Modern Chinese Historical Fiction 中國現代歷史小說	B3	3	
CAH3136	Selected Readings in Chinese Feminist Literature 中國女性文學作品選讀	B3	3	
CAH3146	Great Works in Classical Chinese Literature 2: From Tang Dynasty to Qing Dynasty 中國文學名著(下)：唐至清	B3	3	
CAH3150	Chinese Rhetoric 漢語修辭學	B3	3	
CAH3152	Creative Writing in Chinese 中文創意寫作	B3	3	

IV. FURTHER STUDIES

The Department offers the following programmes which you may be interested in pursuing further studies.

1.   Master of Arts in Chinese

2.   Research Degree: PhD

Please refer to CAH webpage http://cah.cityu.edu.hk/programme/postgrad.php for obtaining the most up-to-date information of these programmes.

V. ACTIVITIES FOR UNDERGRADUATE STUDENTS

Exchange Programme

The Department organizes student exchange programmes with leading universities in Mainland China and Taiwan. Students may apply to go to these universities to study for one semester and earn credit units towards their degrees. Credit transfer is at the discretion of the Major Leaders.

The University has also established exchange links with major universities around the world at college and institutional levels. Please visit the following websites for more information:

http://www.cityu.edu.hk/class/exchange/content/default.aspx and
http://www.cityu.edu.hk/geo/oes_introduction.htm

For any matters relating to exchange programmes, please contact our departmental student exchange coordinator. The contact information is as follows:

Dr. LEE Vivian P Y
Tel. no.: 3442 5601
E-mail address: vivian.lee.py@cityu.edu.hk

Eligibility

Undergraduate students are welcome to apply for exchange programmes at departmental, college as well as institutional levels.

Study Tours

The Department organizes a number of study tours regularly. During their visits to major universities or colleges outside Hong Kong, students will be able to apply what they have learnt in classes and to explore the culture that might be different from that of Hong Kong. Successful student applicants may receive financial subsidies from the Department.

Eligibility

Different study tour programmes may have different requirements for applications. Selection will be made according to the relevance of the study tour to a student's field of studies, their learning enthusiasm and their academic performances.

Professional Internship Programme

- Subject to the duration of the internship, students can register for the Internship Programme - *CAH4599 Internship* (3 credit units) under the specified stream of BA-CHIS.

Internship course can be considered as satisfying partly the programme elective requirements.

Eligibility
The student interns are selected primarily from students who are enrolled in CAH's major programmes.

VI. COMMUNICATION CHANNELS

1. The General Office
    The General Office of the Department of Chinese and History (CAH) is located in 4702, 4/F, Li Dak Sum Yip Yio Chin Academic Building. If you have any queries, please contact the General Office in person or call 3442 2054 during office hours:

Monday - Friday	8:45 a.m. - 12:30 p.m.
	2:00 p.m. - 5:30 p.m.
Saturday, Sunday & Public Holiday	Closed

2. Electronic mail (e-mail)
    Information relevant to your studies will be disseminated to you via electronic mail. You should check your e-mail account frequently for such messages. You are also encouraged to communicate with Major/Stream Leaders, class/year tutors, or course instructors through e-mail.

3. Canvas and other course administration channels
    Students are encouraged to use the Canvas, an e-learning platform, to communicate with the course instructors/leaders, as well as among their fellow classmates. The Canvas also serves as the platform for instructors to disseminate course-related information to students.

4. The Department's website
    The address of the Department's website is http://cah.cityu.edu.hk. You can access the website for up-to-date information of the Department.

5. Academic advising
    Major/Stream Leaders, academic advisors and class/year tutors are glad to offer you academic advice throughout your period of study in the University. You are encouraged to communicate with them whenever you encounter problems related to your studies. You can find the details of your academic advisor in DegreeWorks via AIMS.

6. Student Mentoring Scheme (SMS)
    Mentoring will be conducted through face-to-face meeting and e-mentoring in order to provide academic and personal support for the mentees. Our Student Mentoring Team will organize various activities including mentors-mentees meeting, booster camp, book hunting as well as a Thanksgiving party, with the participation of both academic staff and students. For details, please visit http://cah.cityu.edu.hk/student/mentoring/.

7. Joint staff-student consultative committee and programme committee
    Joint staff-student consultative committee and programme committee are established to provide staff and students with an opportunity to exchange views on the content and organization of the programmes and courses, and to identify areas of special interest or concern. The meetings focus mainly on academic matters and collective welfare of the students. Major/Stream Leaders and student representatives are invited to attend the meetings. The committees normally meet twice a year but special meetings will be scheduled when required.

VII. REGULATIONS AND GUIDELINES

You should observe the regulations and guidelines as stipulated by the University. The regulations and guidelines extracted below are for your reference only. You should refer to the most up-to-date information from the University website.

Academic Regulations for 4-year Undergraduate Degrees *(Effective from Semester B 2017/18)*

Academic Transcript	The official academic record of a student's undergraduate studies at the University, including grades assigned for courses.
Academic Year/Semester/Term	The academic year is a period of twelve month starting normally in September of each year. The academic year is divided into two semesters and a Summer Term.
Advanced standing	Students with a recognized qualification may be admitted to the University with advanced standing. Students will be grouped as Advanced Standing I' or 'Advanced Standing II' depending on their entry qualifications.
Assessment	The tests, coursework, examination and other activities used to assess students' progress through courses and to assign final grades.
Assessment Panel	University bodies responsible for assigning grades to students for their courses.
Course	The basic units of instruction into which student are registered and for which grades may be assigned. Each course is identified by a unique course code which is composed of a letter code and a numeric code. The first digit of the numeric code indicates the course's level of academic difficulty. University courses are approved for inclusion in the course catalogue.
Course Catalogue	The official record of University courses maintained by the University.
Course Exemption	Students may be granted an exemption from specific courses based on prior study. Credit units are not earned for an exempted course.
Course Leader	A Course Leader is appointed by the Head or Dean of an academic unit for each course offered by the academic unit with responsibility for deliver and assessment of the course.
Credit Transfer	The assignment of credit units toward the credit unit requirements of a degree on the basis of prior studies completed at an appropriate level as recognised by the University. Credit units for transfer are normally assigned based on specific courses that are equivalent in content and standard.
Credit Unit	Each course is assigned a number of credit units. A credit unit is earned by approximately forty to fifty hours of student work.

Dean	Dean refers to the head of a college/school.
Degree	The University's undergraduate curricula are organised into degrees. The bachelor's degree is normally granted upon completion of a programme of study, which typically includes a major, Gateway Education requirement, college/school requirements, University Language Requirements, free electives and/or minor.
Double Degree	The completion of two degrees in accordance with the specified double degree combinations approved by the University.
Double Major	The completion of two majors offered by colleges/schools. The degree awarded for students taking a double major will be determined by the home major.
Enrolment	The completion of specified procedures to attain student status of the University.
Equivalent Course	Equivalent courses are those courses of the same level where there is sufficient overlap in content that students may register in the course to meet degree requirements, to recover a failure or to improve a course grade.
Examination Board	University bodies responsible for making decisions on students' academic standing, classifying students' awards, recommending to Senate conferment of awards, and terminating the studies of students on academic grounds on behalf of Senate.
Exclusive Course	Exclusive courses are those where there is sufficient overlap in their content to make it inappropriate for students to earn credits for more than one of the courses. Students will be restricted from registration in a course when they have earned credit units for an exclusive course.
Gateway Education	The Gateway Education (GE) programme augments the specialized knowledge students receive in their majors by enabling them to achieve a breadth of knowledge through exposure to multiple disciplines. GE courses lay a solid foundation for personal growth and intellectual development.

Grade Point Average (GPA)	The GPA is obtained by adding all the quality points (i.e., grade points multiplied by the number of credit units) for all courses taken during the student's undergraduate studies at the University, and then dividing the result by the total number of credit units taken. All course grades, unless excluded as approved by Senate, are included in the calculation. The GPA calculation shall not be rounded. Any digits after the second digit to the right of a decimal point shall be truncated.
	When calculating the GPA for all courses taken at the time of calculation, it is known as the Cumulative GPA (CGPA). When calculating the GPA for a given semester/term, it is known as the Semester GPA (SGPA).
Graduation Date	Each academic year has three graduation dates as set by Senate for the graduation of students who have completed requirements for awards as determined by the College/School Examination Board.
Home Academic Unit	An academic unit refers to an academic department, college or school. A student's home academic unit is the department/ college/school offering the degree or home major in which he/she is enrolled.
Major	A major field of study is the core competence area, comprising a structured group of courses which aims to create a broad and deep intellectual experience in an academic discipline. Each major shall be overseen by a Major Leader.
Minor	A minor consists of a structured group of courses that focuses on a particular academic discipline, allowing students to develop some depth of understanding in a subject area or topic of professional interest. Each minor shall be overseen by a Minor Leader.
Mode of Study	Students are enrolled in a full-time or part-time mode of study. Students' modes of study govern their maximum and minimum study loads.
Operational Grade	A course grade assigned for administrative purposes to assist in the management of student records. Operational grades of IP, I, TR, Z, AU, X and WD do not count in the calculation of students' GPAs.
Prerequisite	A requirement that must be fulfilled before a student can register in a particular course. **Precursors** are set for some courses. Precursors are not compulsory requirements, but students are advised to complete precursors before registering in these courses.
Registration	The inclusion of a student in the class list of a course.
Required Course	A course that must be passed to complete degree requirements.

Senate	The University Senate of City University of Hong Kong
Stream	Streams are sub-divisions under a major that designate the specialties of the subject discipline.
Substitute Course	Under exceptional circumstances where a required course cannot be completed, a "substitute" course may be approved by the Dean of the major/minor-offering academic unit for a student replacing the required course with another.
University	City University of Hong Kong
University Award	An award of the University approved by Senate on completion of specified degree requirements.
University Language Requirements	University Language Requirements refer to the English language requirement and Chinese language requirement stipulated by the Senate.
Working Days	Mondays to Fridays, excluding Saturdays, Sundays and public holidays and excluding a day throughout or for part of which a black rainstorm warning or Typhoon Signal Number 8 or above is issued by the Hong Kong Observatory.

Academic Regulations

These Academic Regulations are made by the University Senate to govern student progress leading to undergraduate degree awards approved by the University Senate. Regulations concerning courses and related arrangements also apply to exchange and visiting students.

These regulations do not apply to undergraduate degrees under the previous 3-year degree curriculum structure. Regulations for studies leading to awards of associate degrees, taught postgraduate degrees, MPhil, PhD, and professional doctorates are published separately.

Only the University Senate can amend the Regulations, or permit exceptions, exemptions, or variations from them. Any variation from the Regulations approved by Senate for a particular degree is set out in the requirements for the degree on the University website.

The Regulations are supplemented by information on administrative procedures and about particular degrees to be found on the University website.

1. **Language of Instruction and Assessment**

   Unless otherwise determined by Senate for a specific course, the medium of instruction and assessment at the University is English.

2. **Admission**

2.1 To be eligible for admission to a bachelor's degree, the applicant must satisfy the general entrance requirements as specified by Senate and the academic unit's requirements, if any, or be a "mature applicant" as defined in the general entrance requirements, and be able to demonstrate aptitude and suitability for studying the degree/major.

2.2 Students with a recognized qualification may be admitted to the University with advanced standing.

2.3 Admission is based on academic performance and other relevant criteria. The University does not discriminate on the grounds of age, gender, sexual orientation, nationality, race, social or ethnic origin, family status, or disability.

2.4 Meeting the entrance requirements does not guarantee admission. The University's decisions on the admission of applicants are final.

2.5 Former bachelor's degree students of the University whose studies were discontinued either due to study withdrawal or termination by the University and wish to apply for readmission to the University must follow the normal admission procedures and other conditions specified by the University. If readmission is approved, all credit units and grades of the bachelor's degree level previously earned will be counted in the GPA calculation and if applicable, for fulfilling the degree requirements of the admitted degree. The student's previous period of study will also be counted in the calculation of his/her maximum period of study for the admitted degree.

2.6   A bachelor's degree student whose study has been discontinued due to expiry of the maximum period of study or non-completion of all the degree requirements for graduation within the maximum number of credit units permitted is not allowed readmission to any degree of the bachelor's level.

2.7   Former bachelor's degree graduates of the University pursuing a second bachelor's degree are required to fulfil a minimum of 60 credit units of new courses not taken in the first degree. The detailed degree requirements for such admittees require approval of the Head of the home academic unit.

3.   Enrolment

3.1   On entry to the University, students will be admitted to an academic unit. They will be enrolled in a degree with a specified or an undeclared major.

3.2   Students having an undeclared major shall declare their home major in accordance with the specified time and procedures prescribed by the University.

3.3   Any subsequent change of the home major should be submitted for approval in accordance with the procedures announced by the University. If approved, the change will take effect from the following semester.

3.4   Unless otherwise approved by the University, students who are admitted for full-time studies are expected to study full-time in the degree concerned and are not permitted to enrol in full-time or part-time study for any other award qualification either at the University itself or at any other tertiary institution.

3.5   To maintain their enrolment, students must conform to the University's rules and regulations.

4.   Degree Requirements

4.1   The minimum graduation requirement for a normative 4-year bachelor's degree is 120 credit units, subject to the requirements of individual colleges/schools. Students may take additional courses exceeding the minimum graduation requirement, but the maximum number of credit units completed should not exceed 144. For a bachelor's degree with a normal study duration longer than 4 years, the minimum credit units for graduation and the maximum credit units for the degree shall be approved by the Senate based on individual programme needs.

4.2   Except for those students who are pursuing a double major/double degree or those who have been granted special permission to exceed the maximum number of credit unit limit, students who cannot complete all the degree requirements for graduation within the maximum number of credit units permitted will be required to discontinue their studies.

4.3   Of the required graduation units, all students must complete a major and satisfy the Gateway Education requirement, University Language Requirements, college/school requirements, and any other requirements stipulated by the cognizant academic unit, with the balance to be fulfilled by minor(s) or free electives.

4.4   Double counting of courses is permissible between the home major and college/school requirements, as well as between the minor and college/school requirements. However, the credit units would count only once toward the total credits attained by the student, regardless of the number of requirements the course serves to fulfil.

4.5   <u>College/School Requirement</u>

Individual colleges/schools may specify additional requirements for the degrees offered.

4.6   <u>Major</u>

4.6.1   Students must pursue an area of knowledge in depth through completion of the requirements for a major. The major requirement, plus any college/school requirement, should fall within the range of 54 – 72 credit units; and the major should not be less than 27 credit units. However, the college/school may propose a higher limit to meet the requirements of professional accreditation, or for a degree with a normal study duration longer than 4 years, subject to Senate's approval.

4.6.2   A major may be sub-divided into streams to designate the specialties of the subject discipline. Students may select one or more streams in the major as provided in the curriculum, subject to fulfilment of any stipulated conditions.

4.7   <u>Gateway Education Requirement</u>

4.7.1   To fulfil their degree requirements, students must complete a minimum of 30 credit units of courses as specified by the University in fulfilment of the Gateway Education requirement.

4.7.2   Gateway Education courses cannot be prescribed as prerequisites for enrolling in any major or minor.

4.7.3   Double counting of courses is permissible between the College/School-specified courses under the Gateway Education requirement and the requirement of (i) minor, or (ii) second major, or (iii) double degree. However, the credit units would count only once toward the total credits attained by the student, regardless of the number of requirements the course serves to fulfil.

4.8   <u>Minor</u>

4.8.1   Students with a home major may choose to declare a minor, which is optional, in accordance with the procedures announced by the University. A minor requires 15 to 18 credit units. Credits earned to fulfil the minor requirement

cannot be used toward meeting the requirement for a major and/or other minor(s) taken by the student.

4.8.2   Declaration of minors should be made before the submission of the application for graduation, and all requirements for the minor(s) should be met by the time of graduation.

4.8.3   Students who cannot complete their declared minor(s) but have fulfilled their degree requirements can still graduate. The completed courses from the unfulfilled minor may be counted toward the degree as free electives as appropriate.

4.9   University Language Requirements

Students are required to fulfil the English language requirement and Chinese language requirement, as appropriate, in accordance with the requirements stipulated by the University.

4.10   Free Electives

After fulfilling the credit unit requirements for the major, Gateway Education requirement, college/school requirements, University Language Requirements, and minor (optional), students may choose free electives to fulfil their degree requirements, and must do so if their cumulative credit load is below the minimum graduation requirement for the respective degree.

5.   Double Major and Double Degree

5.1   Double Major

5.1.1   Students with a home major may declare a second major within their second and third years of study in accordance with the procedures announced by the University. Such requests require approval from the Heads of the academic units offering the two majors, and are subject to the fulfilment of stipulated conditions, including the attainment of a minimum CGPA of 3.00 at the end of the semester when the declaration is submitted.

5.1.2   Students are required to fulfil the degree requirements associated with the home major and the major requirement for the second major. Some overlap in the courses required for the two majors is allowed provided that at least 27 credit units in new courses are completed for the second major.

5.1.3   Students who cannot complete their second major but have fulfilled the degree requirements for the home major may still apply for graduation. The completed courses from the unfulfilled second major may be counted toward the degree as free electives or used for fulfilling requirements for a minor as appropriate.

5.1.4   Students who cannot complete their second major within the stipulated maximum credit limit may still continue to pursue the double major. Any

further course registration exceeding the maximum credit unit limit must be self-financed.

5.2   Double Degree

    5.2.1   Students may enrol in a double degree programme at entry to the University, or declare a double degree selected from among the specified double degree options in accordance with the procedures announced by the University. For the latter, students should attain a minimum CGPA of 3.30 at the end of the semester when the declaration is submitted and fulfil any other stipulated conditions. The declaration requires approval of the Heads of the academic units offering the two degrees.

    5.2.2   A second degree will normally require one more year of study on a self-financing basis.

    5.2.3   Attainment of a double degree requires a minimum of 150 credit units. Some overlap in the courses required for the two degrees is allowed provided that at least 30 credit units in new courses are completed for the second degree.

    5.2.4   Students who cannot complete a double degree but have fulfilled the requirements for a single degree may still apply for graduation. The completed courses from the unfulfilled degree may be counted toward the completed degree as free electives or used for fulfilling requirements for a second major or a minor as appropriate.

6.   Advanced Standing

6.1   Students admitted with advanced standing may complete the degree with a minimum of 60 or 90 credit units, subject to the requirements of individual degrees/majors.

6.2   Colleges/Schools may stipulate a reduced credit unit requirement for students admitted with advanced standing with regard to the college/school and major requirements, but the degree requirements should comply with the minimum credit requirement for graduation (i.e., 90 credit units for Advanced Standing I and 60 credit units for Advanced Standing II) as stipulated by the University.

6.3   All the regulations related to degree requirements, double major and double degree presented in AR4 and AR5 above also apply to students admitted with advanced standing unless otherwise specified.

6.4   Students Admitted with Advanced Standing I

    6.4.1   Advanced Standing I students have to achieve a minimum requirement of 90 credit units for graduation subject to the requirements of individual colleges/schools, and the maximum number of credit units completed should not exceed 114.

6.4.2　Such students should fulfil the following minimum degree requirements, in addition to any other requirements stipulated by the cognizant academic unit:

    (i)　A major
    (ii)　College/School requirements, if any
    (iii)　Gateway Education requirement of 21 credit units
    (iv)　University Language Requirements

6.5　Students Admitted with Advanced Standing II

6.5.1　Advanced Standing II students have to achieve a minimum requirement of 60 credit units for graduation subject to the requirements of individual colleges/schools, and the maximum number of credit units completed should not exceed 84.

6.5.2　Such students should fulfil the following minimum degree requirements, in addition to any other requirements stipulated by the cognizant academic unit:

    (i)　A major
    (ii)　College/School requirements, if any
    (iii)　Gateway Education requirement of 12 credit units
    (iv)　University Language Requirements

6.6　Students Admitted with Advanced Standing Pursuing a Double Major or Double Degree

6.6.1　Students admitted with Advanced Standing I may declare a double major within their first and second years of study. Students admitted with Advanced Standing II may declare a double major within their first year of study.

6.6.2　Attainment of a double degree requires a minimum of 120 and 90 credit units for Advanced Standing I and Advanced Standing II students respectively.

7.　Course Registration

7.1　Students registering for courses must follow the instructions issued by the University. Students may also need to fulfil certain conditions stipulated by the University before they can proceed to register for courses.

7.2　Registration for some courses is restricted to students holding the necessary prerequisites.

7.3　The University reserves the right to restrict registration in courses, or permit registration only on a priority basis.

7.4　Students can add or drop a course during the add/drop period prescribed by the University. After the add/drop deadline, requests for late drop of courses will only be approved under exceptional circumstances, and such late requests must be submitted

no later than the end of the teaching period for the relevant semester/term for approval by the Head of the course-offering academic unit.

7.5   For approved late drop cases, students will be assigned an X grade representing the late drop of the course and the X grade will be shown on the students' academic transcript.

7.6   Students intending not to register in any courses in a semester but who will subsequently continue their study should apply for a leave of absence no later than the end of the course add/drop period.

7.7   Students will be restricted from registration in a course when they have earned credit units for an exclusive course.

7.8   Under exceptional circumstances where a required course cannot be completed, a "substitute" course may be approved by the Dean of the major/minor-offering academic unit for a student replacing the required course with another. The approved substitute course can be used to recover a failure for the required course.

7.9   Credit units earned for courses at a level below the bachelor's degree level are not normally counted toward requirements for an award.

7.10   Students who have applied for graduation and fulfilled the degree requirements in the specified graduation semester/term; or completed the maximum credit units allowed; or reached their maximum period of study, cannot register for further courses in subsequent semesters/terms.

8.   Credit Transfer

8.1   Transfer of credits may be granted to students in recognition of prior studies completed at an appropriate level as recognised by the University. Transfer credits will be counted toward meeting the credit units required to earn an award from the University.

8.2   Notwithstanding AR8.1 above, students admitted with advanced standing will not be entitled to any credit transfer on the basis of their previous qualifications attained prior to their admission to the University. Instead, students may be granted exemption from specific courses based on prior study.

8.3   Credit units for transfer are normally assigned with respect to specific courses for work equivalent in content and standard.

8.4   Transfer credits must have been earned no earlier than eight years before the date of enrolment at the University. Individual academic units may stipulate a more stringent requirement for transfer credits, as deemed appropriate.

8.5   The maximum number of transfer credits that students can obtain throughout their studies, including transfer credits for study exchange or arrangements under joint programmes with other institutions, is as follows:

-    Normative 4-year Degree: 60 credit units

- Advanced Standing I: 45 credit units
- Advanced Standing II: 30 credit units
- Degree with a normal study duration longer than 4 years: Half of the credit units required for the award of the degree
- Double Degree: Half of the credit units required for the award of the double degree

8.6   Transfer credits do not count in the calculation of a student's GPA, except where special arrangements have been made such as credit transfer arrangements under joint programmes with other institutions.

8.7   Students may apply for credit transfer in accordance with the procedures announced by the University.

9.   Course Exemption

9.1   Students may be granted an exemption from specific courses based on prior study. Credit units are not earned for an exempted course.

9.2   Students who have been granted course exemptions are required to fulfil the minimum credit requirement for their respective degrees in order to graduate.

9.3   Students may apply for course exemptions in accordance with the procedures announced by the University.

10.   Maximum and Minimum Study Load

10.1   In each semester, full-time students must register for courses summing to a total of at least 12 credit units, and for not more than 18 credit units; and part-time students must register for courses summing to a total of no more than 11 credit units.

10.2   In the Summer Term, students may register for courses but the total load must not exceed seven credit units.

10.3   Except where special arrangements are made, students seeking an exception from the credit load limit stated in AR10.1 or AR10.2 should apply in writing for approval by the Head of the home academic unit.

11.   Duration of Study

11.1   Students may take a leave of absence from their studies for an approved period. Periods of approved leave of absence may not be less than one full semester, and may not accumulate to more than four semesters. Applications for leave of absence should be submitted for approval by the Head of the home academic unit. Under exceptional circumstances where a student needs to take a leave of absence accumulating to more than four semesters, such a request should be approved by the Dean.

11.2 Students shall, irrespective of their mode of study, complete all the degree requirements within the stipulated maximum period of study (i.e., eight years for normative 4-year degree, six years for Advanced Standing I, and five years for Advanced Standing II), inclusive of any change of majors, periods of leave of absence and suspension of studies. The maximum period of study for individual double degrees and for degrees with a normal study duration longer than 4 years shall be stipulated by the cognizant academic units.

11.3 Students who cannot complete all the degree requirements for graduation within the maximum study period will be required to discontinue their studies. Requests for extension of study beyond the maximum study period will not be granted.

12.   Withdrawal of Study

Students who wish to withdraw from studies should submit a withdrawal notification to the University. Withdrawal will normally take effect from the date of submission of the notification. However, notification submitted during or after the examination period will take effect only from the following semester/term.

13.   Termination of Study

13.1 The University has the right to terminate a student's study for failure to maintain satisfactory academic progress, as determined by the Examination Board, or to comply with the policies and procedures of the University.

13.2 The Examination Board may terminate the study of a student under the following circumstances:

(i)   The student's SGPA is below 1.00 for two consecutive enrolled semesters; or
(ii)   The student's academic progress is unsatisfactory and is unable to meet the conditions stipulated by the home academic unit after being put on Academic Probation for two consecutive semesters.

13.3 Irrespective of AR13.2, the Examination Board may prescribe any other criteria for terminating a student's study.

13.4 Notwithstanding AR13.2 and AR13.3 above, students' studies will be terminated if they fail to pass a required course, or its equivalent/substitute course, after three attempts.

13.5 For termination of studies due to academic reasons, students may apply for readmission to the University, with admission to any degree study occurring no earlier than one academic year after the termination. Upon readmission after termination of study, students may be given one additional opportunity to pass each required course they have failed in their three previous attempts.

14. Assessment

14.1 The award of any degree qualification shall be based on a student's performance in such examinations or other tests of learning or ability which have been approved by the University for the courses constituting the degree and award concerned.

14.2 Grading of Courses

14.2.1 Courses are graded according to the following schedule:

Grade	Grade Point		Grade Definitions
A+ A A-	4.3 4.0 3.7	Excellent	The qualifiers, such as "Excellent", "Good", "Fair" etc., define student performance with respect to the achievement of course intended learning outcomes (CILOs).
B+ B B-	3.3 3.0 2.7	Good	
C+ C C-	2.3 2.0 1.7	Fair	
D	1.0	Marginal	
F	0.0	Failure	
P (Pass-fail course only)		Pass	

[Note: A grade with an asterisk (e.g., B+*) is excluded from the calculation of GPA. The credits earned will not be counted toward the minimum credit requirement for graduation but will be counted toward the maximum number of credit units permitted.]

14.2.2 Unless otherwise specified, the minimum grade to progress without repeating the course is D. Failure to achieve the minimum grade is regarded as failing the course.

14.2.3 The following grades are used for operational purposes:

Grade	Grade Descriptions	
IP	In Progress	An IP grade is shown where students will register for the same course in the subsequent semester/term to complete the assessment of the course.
I	Incomplete	A grade of incomplete may be granted (i) where there are extenuating circumstances that have prevented a student from completing required work, or attending the examination; (ii) at the discretion of the Assessment Panel.

Grade		Grade Descriptions
		Where an "I" grade is assigned, the Assessment Panel may approve a schedule for the completion of work, or a supplementary examination. An alternative grade should be assigned no later than four weeks after the "I" grade is first reported or as soon as practicable thereafter.
TR	Credit Transfer	Assigned when a student is granted transfer credits for the course.
Z	Exemption	Assigned when a student is exempted from the course.
AU	Audit	An audited grade is assigned when an auditing student has completed the conditions established at registration as an auditor. No assessment is made or grade awarded for auditing.
X	Late Drop	Assigned when a student is permitted to drop the course after the add/drop deadline.
WD	Withdrawn	Assigned when a student has registered for the course in a semester/term and subsequently submitted a notification of withdrawal from the University.

14.2.4 Students assigned a grade of D or better, or a Pass grade in a pass-fail course, earn credit units for the course. Grades of F, IP, I, Z, AU, X and WD do not earn credit units.

14.2.5 Grades of P, IP, I, TR, Z, AU, X and WD are not counted in the calculation of a student's CGPA. Grades of F are counted, unless the fail is recovered under AR14.4.

14.2.6 Grades of P, IP, I, TR, Z, AU, X and WD are not counted in the calculation of a student's SGPA.

14.3   Students' Academic Standing

14.3.1 Academic standing provides an indicator of students in academic difficulty needing academic advising and extra help. The three levels of academic standing are defined as follows:

Standing	Definitions
Academic Warning	Students' academic performance has been unsatisfactory, or their overall academic average is below minimum requirements. Students on warning should seek advice from their academic advisor.

Academic Probation	Students' academic performance has been extremely unsatisfactory, or their overall academic average has continued to be below the minimum requirements for graduation. Students on Academic Probation may be required to take a reduced study load and/or to fulfil specific conditions such as GPA attainments in the following semester.
Academic Suspension	Students who cannot benefit from course registration in the next semester/term may be suspended for an approved period of not less than one semester. Academic Suspension is designed to provide students with an opportunity to resolve the problems that are preventing them from making academic progress.

14.3.2   The following standing is used for operational purposes:

Review	A temporary status indicating that a student's performance is unsatisfactory and has been referred to the student's home academic unit for determining if a decision on academic standing needs to be made.

14.3.3   The decision of an academic standing will be determined at the end of a semester for students who are in academic difficulty and have taken courses to a total of more than three credit units on the basis of their last academic standing (if any) and the GPAs attained at the time when the decision is made. Detailed rules are as follows:

Last Academic Standing	SGPA		CGPA	Academic/Operational Standing
Nil	1.00 to 1.69	and	1.00 to 4.30	Academic Warning
	0 to 0.99	or	0 to 0.99	Review
Academic Warning	1.70 to 4.30	and	0 to 1.69	Academic Warning
	0 to 1.69	and	Any	Review
Academic Probation/ Academic Suspension	0 to 1.69	or	0 to 1.69	Review

14.3.4   In making decisions on students' academic standing, the Examination Board has the right, upon the recommendation of the students' home academic unit, to make exceptions from the above rules.

14.3.5   If so required by the Examination Board, an academic standing decision may also be specially determined for a particular student at the end of the Summer Term.

14.4   Repeating Courses to Improve Grades

Unless otherwise specified, students may repeat a course, or an equivalent course, to recover a failure or to improve a course grade of D, subject to the concerned academic unit's course offering schedule and availability. Only two repeat attempts may be permitted. Course grades for all attempts will appear on the student's academic transcript, but only the final grade earned will be included in the calculation of the student's CGPA.

14.5   Illness or Other Circumstances Related to Assessment

14.5.1   A student who reasonably believes that his/her ability to attend an examination, or in-course assessment with a weighting of 20% or above, has been adversely affected by circumstances beyond his/her control must submit the case, with documentary evidence, to his/her home academic unit following the procedures stated on the University website, as soon as possible but no later than 5 working days of the scheduled date for completing the affected examination or assessment.

14.5.2   The home academic unit of the student will investigate the case, in consultation with the course-offering academic unit. Only compelling reasons such as illness, hospitalization, accident, family bereavement or other unforeseeable serious personal or emotional circumstances will be considered. The decision of the home academic unit is final and will be conveyed to the student in writing as soon as possible but no later than 10 working days following receipt of the case.

14.5.3   If the case is justified and substantiated, the decision will be conveyed to the Assessment Panel which will determine whether to offer the student a make-up examination or coursework or other alternative assessment. Where assessments for more than one course are affected, it is the responsibility of the home academic unit to inform all relevant Assessment Panels. The Assessment Panel may also adjust the grade of the student if deemed appropriate. The course-offering academic unit will convey the Assessment Panel's decision on the make-up arrangements to the student in writing as soon as possible.

14.6   Dean's List

At the end of Semester A and Semester B, or for part-time students on the completion of the second of these two semesters, students' GPAs are calculated. Where a student over that period has (i) earned 12 credit units or more from courses taken at the University, (ii) achieved a GPA of 3.70 or above, (iii) not failed any course, and (iv) subject to the Dean's endorsement, the student is placed on the Dean's List.

**15.	Review of Assessment Decisions**

15.1	<u>Review of Course Grades</u>

15.1.1	Requests for review of course grades are governed by AR15.1.

<u>Informal Resolution</u>

15.1.2	For review of course grades via informal resolution, the Course Leader will consider requests on grounds of administrative error in recording or calculating the mark or result, or other circumstances that impact the course grade awarded.

15.1.3	A student should contact the Course Leader within 5 working days of the announcement of grades by the University with a view to resolving the matter informally.

15.1.4	If a revision to the student's course grade is considered necessary, the Course Leader should make a recommendation to amend the grade and seek the endorsement of the Chair of the Assessment Panel. Any grades thus amended will be reported to the Assessment Panel at its next meeting.

15.1.5	The decision on the informal review will be communicated to the student by the Course Leader no later than 13 working days following the announcement of grades by the University.

15.1.6	Other than disagreement with the academic judgement of Course Leaders which does not constitute valid grounds for formal review by virtue of AR 15.1.7, if the student's concerns regarding course grades as stipulated in AR15.1.2 cannot be resolved by informal means, the student may seek resolution via the formal procedures outlined below. However, informal review is not a pre-requisite for the formal procedure.

<u>Formal Procedures for Review</u>

15.1.7	Disagreement with the academic judgement of Course Leaders does not constitute valid grounds for formal review. For formal review of course grades, only requests with the following grounds will be considered:

(i)	there has been a procedural irregularity in the assessment process; for example, the assessment was not conducted in accordance with the Academic Regulations or with the arrangement prescribed for the course;

(ii)	there exist circumstances that impact the course grade awarded that the student was unable to bring them to the attention of the Course Leader prior to the assessment for valid reasons.

15.1.8	Any request for review of course grades must be made in writing to the Dean of the college/school offering the course within 22 working days of the announcement of grades by the University. The written application must:

(i)   state the grounds on which the request for review is made;

(ii)   include a description of the relevant facts; and

(iii)   provide supporting evidence.

15.1.9   Upon receipt of the formal request for review, the Dean of the college/school will determine whether or not a *prima facie* case for review has been established. If, in the view of the Dean of the college/school, there is no *prima facie* case, then the request will be dismissed and the decision conveyed to the student no later than 32 working days following the announcement of grades by the University. The decision of the Dean of the college/school to dismiss the request is final.

15.1.10 If, in the view of the Dean of the college/school, there is a *prima facie* case, then he/she will refer the matter to the College/School Grade Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of course grade on the basis of the information and documents provided by the student and other information available to the Committee. The Committee will record its proceedings and resolutions.

15.1.11 If the Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide the action to be taken. The Assessment Panel will report back to the College/School Grade Review Committee any decisions taken on cases referred via this procedure.

15.1.12 The decision on the formal review will be communicated in writing to the student by the Dean of the college/school with a brief statement of the reasons for the decision. The decision should be conveyed to the student no later than 54 working days following the announcement of grades by the University.

Appeal Procedures

15.1.13 Formal requests for review of course grades should normally be resolved at the college/school level. A student may only appeal against the decision of the College/School Grade Review Committee on the basis of procedural irregularity in the review process within 10 working days following receipt of the decision on the formal review. Students may submit an appeal in writing to the Associate Provost (Academic Planning and Undergraduate Education). Appellants should clearly indicate the grounds for appeal, and provide evidence in support of the appeal. The Associate Provost (Academic Planning and Undergraduate Education) will determine whether or not a *prima facie* case for appeal has been established. If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is no *prima facie* case, then the appeal will be dismissed and the decision conveyed to the student normally no later than 10 working days following receipt of the appeal. The decision of the Associate Provost (Academic Planning and Undergraduate Education) to dismiss an appeal is final.

15.1.14 If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is a *prima facie* case, he/she will refer the matter to the Academic Review Committee for consideration.

15.1.15 If the Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide the actions to be taken. The Assessment Panel will report back to the Academic Review Committee any decisions taken on cases referred via this procedure.

15.1.16 The Academic Review Committee should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing normally no later than 27 working days following receipt of the appeal case by the Associate Provost (Academic Planning and Undergraduate Education) and is final.

15.1.17 The College/School Grade Review Committees will submit a report of formal requests for review of course grades considered to Senate via the Quality Assurance Committee annually. The Academic Review Committee will submit an annual report to Senate via the Quality Assurance Committee on all appeal cases received by the Academic Review Committee.

15.2 Review of Examination Board Decisions

15.2.1 Requests for review of an Examination Board's decision on academic standing or final award are governed by AR15.2. The academic judgement of the Board shall not be subject to review.

Informal Resolution

15.2.2 For review of an Examination Board's decision via informal means, the University will only consider requests on grounds of administrative error in recording, transcribing, or reporting of the result.

15.2.3 A student should attempt to resolve the matter informally by contacting the Major Leader within 5 working days of the publication of the academic standing or final award by the University through the University administrative information system. However, informal review is not a pre-requisite for the formal procedure.

15.2.4 If an amendment to the decision on academic standing or award classification is considered necessary, the Major Leader should make a recommendation via the Head of the academic unit to this effect and seek the endorsement of the Chair of the Examination Board. Any Examination Board decision thus amended will be reported to the Examination Board at its next meeting.

15.2.5 The decision on the informal review will be communicated to the student by the Major Leader no later than 8 working days following receipt of the formal request for review.

15.2.6   For formal review of an Examination Board's decision, only requests with the following grounds will be considered:

(i)   there has been a procedural irregularity affecting the Board's decision;

(ii)   there exist circumstances that impact the Board's decision that the student was unable to bring them to the attention of the Board prior to its deliberations for valid reasons.

15.2.7   Students may submit a formal request in writing to the Associate Provost (Academic Planning and Undergraduate Education) within 22 working days of the publication of the Examination Board's decision by the University. The application must:

(i)   state the grounds on which the request for review is made;
(ii)   include a description of the relevant facts; and
(iii)   provide supporting evidence.

15.2.8   The Associate Provost (Academic Planning and Undergraduate Education) will determine whether or not a *prima facie* case for review has been established. If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is no *prima facie* case, then the request will be dismissed and the decision conveyed to the student no later than 10 working days following receipt of the request. The decision of the Associate Provost (Academic Planning and Undergraduate Education) to dismiss the request for review is final.

15.2.9   If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is a *prima facie* case, he/she will refer the matter to the Academic Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of Examination Board's decision on the basis of the information and documents provided by the student and other information available to the Committee. The Committee will record its proceedings and resolutions.

15.2.10   Where the case involves the request for an appeal against the decision of the College/School Grade Review Committee lodged by the same student within the same semester/term, a nominee of the Associate Provost (Academic Planning and Undergraduate Education) will be appointed to handle the case to avoid allegation of bias.

15.2.11   If the Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the case and decide whether changes to the student's academic standing or award classification are required. The Examination

Board will report back to the Academic Review Committee any decisions taken on cases referred via this procedure.

15.2.12 The decision on the formal review will be conveyed to the student in writing no later than 22 working days following receipt of the formal request for review.

Appeal Procedures

15.2.13 Formal requests for review of the Examination Board's decisions should normally be resolved by the Academic Review Committee. A student may only appeal against the decision of the Committee on the basis of procedural irregularity in the review process. Students may submit an appeal in writing to the Provost within 10 working days following receipt of the decision regarding the formal review. Appellants should clearly indicate the grounds for appeal and provide evidence in support of the appeal.

15.2.14 If the Provost determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the case and decide whether changes to the student's academic standing or award classification are required. The Examination Board will report back to the Provost any decisions taken on cases referred via this procedure.

15.2.15 The Office of the Provost should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing within 22 working days following receipt of the appeal and is final.

15.2.16 The Academic Review Committee will submit a report of formal requests for review of Examination Board decisions and of appeal cases received to Senate via the Quality Assurance Committee annually. The Provost will submit an annual report to Senate via the Quality Assurance Committee on all appeal cases received by him/her.

16. Application for Graduation and Requirements for Awards

16.1 Each academic year has three graduation dates as set by Senate. Students should file an application for graduation during their intended graduation semester/term in accordance with the procedures announced by the University.

16.2 Students who have applied for graduation but do not successfully complete all their academic requirements by the end of the intended graduation semester/term must reapply for graduation.

16.3 In order to be awarded a degree, a student shall:

(i)   complete the minimum credit unit requirements for the degree;
(ii) achieve a CGPA of 1.70 or above; and
(iii) fulfil other requirements stipulated in the University's regulations and procedures.

16.4[1]   Students who have declared a second major shall fulfil the second major requirements, and achieve a minimum CGPA of 1.70 in the second major in order for them to be granted the award.

17.   Conferment and Classification of Awards

17.1   The University offers the following undergraduate degrees with honours: Bachelor of Arts, Bachelor of Arts and Science, Bachelor of Business Administration, Bachelor of Engineering, Bachelor of Laws, Bachelor of Science, Bachelor of Social Sciences, and Bachelor of Veterinary Medicine.

17.2   The degree awarded to students will be determined by the student's home major. The award title to be shown on the student's award certificate will be the degree and the home major. If a student has completed a double major, one award certificate will be issued and the second major will also be shown on the award certificate. For students who have completed a double degree, the two degree designations will appear on one award certificate.

17.3   University awards are classified by the relevant College/School Examination Board, which makes a recommendation to Senate for the conferment of awards.

17.4   The University grants bachelor's degree awards with the following classifications:

(i)   First Class Honours
(ii)   Upper Second Class Honours
(iii)   Lower Second Class Honours
(iv)   Third Class Honours
(v)   Pass

17.5   The various classifications are based on the CGPAs. The general guidelines are as follows:

Classification of Award	CGPA
First Class Honours	3.50 or above
Upper Second Class Honours	3.00 – 3.49
Lower Second Class Honours	2.50 – 2.99
Third Class Honours	2.00 – 2.49
Pass	1.70 – 1.99

17.6   In all cases of classification of awards, the CGPAs cited above are indicative. The Examination Board has the right, upon the recommendation of the respective academic unit, to make exceptions in the application of the indicative GPAs.

17.7   College/School Examination Boards classify awards with regard to, but not necessarily in strict conformity with, a student's CGPA.

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[1] The minimum CGPA requirement mentioned in AR16.4 only applies to students who declare a second major from the 1st round 2015/16 exercise onwards.

17.8   The above guidelines also apply in determining the classification of awards for a double degree, and the classifications to be awarded should be endorsed by both the College/School Examination Boards concerned.

Revised by the Senate on 20 March 2018

Other Regulations and Guidelines

Besides the academic regulations for undergraduate degrees, students should also be familiar with the following regulations and guidelines which can be accessed from the website of Academic Regulations & Records Office (ARRO) at http://www6.cityu.edu.hk/arro/ :

- Code of Student Conduct and Disciplinary Procedure
- Regulations on Tuition Fees
- Rules Governing Enrolment of Local and Non-local Students
- Rules on Academic Honesty
- Rules on Student Identity Card
- Critical Incident Management Team (CIMAT) for Students
- Committee Against Sexual Harassment (CASH)
- Student Complaints Procedure
- Illness or other Circumstances Affecting Assessment

VIII. USEFUL INFORMATION

Academic Calendar 2019/20

Semester A 2019/20

WK	S	M	T	W	T	F	S	Events	Public Holidays
	September 2019							**Semester A 2019/20**	
WK 1	1	2	3	4	5	6	7	**2 Sep – 30 Nov** Semester A 2019/20	
WK 2	8	9	10	11	12	13	14		**14** Day following Mid-Autumn Festival
WK 3	15	16	17	18	19	20	21		
WK 4	22	23	24	25	26	27	28		
WK 5	29	30							
	October 2019								
			1	2	3	4	5	**2** Graduation Date	**1** National Day
WK 6	6	7	8	9	10	11	12		**7** Chung Yeung Festival
WK 7	13	14	15	16	17	18	19		
WK 8	20	21	22	23	24	25	26		
WK 9	27	28	29	30	31				
	November 2019								
						1	2	**30** Last Day of Teaching	
WK 10	3	4	5	6	7	8	9		
WK 11	10	11	12	13	14	15	16		
WK 12	17	18	19	20	21	22	23		
WK 13	24	25	26	27	28	29	30		
	December 2019								
	1	2	3	4	5	6	7	**2 – 7** Student Revision Period	
	8	9	10	11	12	13	14	**9 – 21** Examination Period	
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28	**23 Dec 2019 - 11 Jan 2020** Semester Break	**25** Christmas Day
	29	30	31						**26** Day following Christmas Day

Note: ▓ represents public holidays including all Sundays.

Semester B 2019/20

WK	S	M	T	W	T	F	S	Events	Public Holidays
	January 2020							**Semester B 2019/20** **23 Dec 2019 - 11 Jan 2020** Semester Break	**1** First day of January
				1	2	3	4		
	5	6	7	8	9	10	11		
WK 1	12	13	14	15	16	17	18	**13 Jan - 25 Apr** Semester B 2019/20	
WK 2	19	20	21	22	23	**24**	25	**24 - 30** Lunar New Year Break	**25 – 28** Lunar New Year Holidays
	26	27	28	29	30	31			
	February 2020								
							1		
WK 3	2	3	4	5	6	7	8		
WK 4	9	10	11	12	13	**14**	15	**14** Graduation Date	
WK 5	16	17	18	19	20	21	22		
WK 6	23	24	25	26	27	28	29		
	March 2020								
WK 7	1	2	3	4	5	6	7		
WK 8	8	9	10	11	12	13	14		
WK 9	15	16	17	18	19	20	21		
WK 10	22	23	24	25	26	27	28		
WK 11	29	30	31						
	April 2020								
				1	2	3	**4**		**4** Ching Ming Festival
WK 12	5	6	7	8	9	**10**	**11**	**10 - 16** Easter Break	**10** Good Friday
	12	**13**	14	15	**16**	17	18		**11** Day following Good Friday
WK 13	19	20	21	22	23	24	**25**	**25** Last Day of Teaching	**13** Easter Monday
	26	27	28	29	**30**			**27 Apr - 2 May** Student Revision Period	**30** Buddha's Birthday
	May 2020								
						1	2		**1** Labour Day
	3	4	5	6	7	8	9	**4 - 16** Examination Period	
	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23	**18 May - 6 Jun** Semester Break	
	24	25	26	27	28	29	30		
	31								

Note: ■ represents public holidays including all Sundays.

Summer Term 2020

WK	S	M	T	W	T	F	S	Events	Public Holidays
	June 2020							**Summer Term 2020**	
		1	**2**	**3**	**4**	**5**	**6**	**18 May – 6 Jun** Semester Break	
WK 1	7	8	9	10	11	12	13	**8 Jun - 25 Jul** Summer Term 2020	
WK 2	14	15	16	17	18	19	20		
WK 3	21	22	23	24	25	26	27		**25** Tuen Ng Festival
WK 4	28	29	30						
	July 2020								
				1	2	3	4		**1** HK SAR Establishment Day
WK 5	5	6	7	8	9	10	11		
WK 6	12	13	14	**15**	16	17	18	**15** Graduation Date	
WK 7	19	20	21	22	23	24	**25**	**25** Last Day of Teaching	
	26	**27**	**28**	**29**	**30**	**31**		**27 Jul – 1 Aug** Student Revision Period	
	August 2020								
							1		
	2	**3**	**4**	**5**	**6**	**7**	**8**	**3 - 8** Examination Period	
	9	**10**	**11**	**12**	**13**	**14**	**15**	**10 - 29** Term Break	
	16	**17**	**18**	**19**	**20**	**21**	**22**		
	23	**24**	**25**	**26**	**27**	**28**	**29**		
	30	31							

Note: ▓ represents public holidays including all Sundays.

Adverse Weather Arrangements

(Please refer to ARRO's website for the most up-to-date information.)

The following arrangements apply when the tropical cyclone warning signal pre-No.8 / No.8 or above, or black rainstorm warning signal is <u>issued</u>:

Signal Issued/In Force	Cancellation of Classes and Exams
7 am – 11:59 am	Morning classes and exams **starting** before 2 pm will be cancelled.
12 noon – 3:59 pm	Afternoon classes and exams **starting** between 2 pm and before 6:30 pm will be cancelled.
4 pm or after	Evening classes and exams **starting** at or after 6:30 pm will be cancelled.

The following arrangements apply when the tropical cyclone warning signal pre-No.8 / No.8 or above, or black rainstorm warning signal is <u>cancelled</u>:

Signal Cancelled	Arrangements for Classes and Exams
7 am or before	All classes and exams will resume as scheduled.
7:01 am - 12 noon	• Morning classes and exams starting before 2 pm will be cancelled; • Afternoon classes and exams starting between 2 pm and before 6:30 pm will resume as scheduled.
12:01 pm - 4 pm	• Afternoon classes and exams starting between 2 pm and before 6:30 pm will be cancelled; • Evening classes and exams starting at or after 6:30 pm will resume as scheduled.
4:01 pm or after	All afternoon and evening classes and exams starting at or after 2 pm will be cancelled.

Additional information

- If typhoon warning signal pre-No. 8 or above is issued when activities are already in progress, classes, interviews, admission tests, student enrolment and all other activities being held on campus should be terminated as soon as practicable. However, examinations already in progress should continue unless the Chief Invigilators are otherwise advised by the Academic Regulations and Records Office (ARRO) or the SCOPE or Chow Yei Ching School of Graduate Studies (SGS) as appropriate.
- If black rainstorm warning is issued during a class or examination period, all classes and examinations already in progress will continue unless otherwise advised by the ARRO or SCOPE or SGS, as appropriate.
- Announcements made by the Government's Education Bureau relating to suspension of classes for schools, post-secondary colleges and technical institutes etc. do not apply to the University.

Useful Contact Information

Academic Regulations and Records Office (ARRO)
Enquiries: (852) 3442 2300
Fax no.: (852) 3442 0270
Email: as@cityu.edu.hk

Admissions Office (ADMO)
Enquiries: (852) 3442 9094
Via Internet: Online Enquiry Form (https://www.admo.cityu.edu.hk/enquiry)

Alumni Relations Office (ARO)
Enquiries: (852) 3442 6075
Fax no: (852) 3442 0115
Email: aro@cityu.edu.hk

Career and Leadership Centre
Enquiries: (852) 3442 5591
Fax no: (852) 3442 0219
Email: clc.careercentre@cityu.edu.hk

Computing Services Centre (CSC)
Enquiries: (852) 3442 6284
Fax no: (852) 3442 0366
Email: csc@cityu.edu.hk

Finance Office (FO)
General Office Enquiries: (852) 3442 6493
Student Accounts Enquiries: (852) 3442 6337
Fax no: (852) 3442 0355

Global Engagement Office (GEO)
Enquiries: (852) 3442 8089
Fax no.: (852) 3442 0223
Email: geoins@cityu.edu.hk

Student Development Services (SDS)
Enquiries: (852) 3442 8090
Fax no: (852) 3442 0230
Email: sds@cityu.edu.hk

Student Residence Office (SRO)
Enquiries: (852) 3442 1111
Fax no: (852) 2794 7716
Email: sro@cityu.edu.hk

Young Chung Yee Health Centre
Enquiries: (852) 3442 6066 (Medical Clinic)
             (852) 3442 6052 (Dental Clinic)