

Academic Regulations Governing Enrolment in PolyU Subjects by Students of other UGC-Funded Institutions

A. Assessment Regulations and Related Information

1. Credit One credit is approximately equal to 40 hours of study, including attending classes, private study and examination.

2. Grade	Grade	Corresponding Grade Point	Interpretation	<u>Before 2009-10</u>	<u>From 2009-10</u>
	A+	4.5	} Excellent		Exceptionally outstanding
	A	4			Outstanding
	B+	3.5	} Good		Very Good
	B	3			Good
	C+	2.5	} Satisfactory		Wholly satisfactory
	C	2			Satisfactory
	D+	1.5	} Marginal		Barely satisfactory
	D	1			Barely adequate
	F	0		Failure	Inadequate

3. Assessment The grades obtained by research students on taught subjects will be considered and endorsed by the Subject Assessment Review Panel (SARP) of the department offering the subject. The grades obtained by research students on Guided-study subjects will be considered and endorsed by the relevant Departmental Research Committee (DRC) based on the assessment reports.

4. Late-assessment If a student has been absent from an examination because of illness, injury or other unforeseeable reasons, he/she may apply for a late assessment. Permission is subject to the approval of the SARP. Application in writing should be made to the Head of Department offering the subject within five working days of the date of the examination, to be accompanied by any supporting documents such as a medical certificate.

In case the student is permitted to take a late assessment, that examination or other forms of assessment as decided by the SARP will be regarded as a first assessment and the actual grade attained will be awarded.

The student is required to settle a late assessment fee (chargeable at HK\$245 per subject) before taking/completing the late assessment. If he/she fails to settle the fee, the result of the late assessment will be invalidated.

5. Code

In cases where the above grades are not applicable, the following codes are used:

Code	Interpretation
I	Assessment to be completed (from 2005-06) Incomplete not due to the fault of student (before 2005-06)
L	Subject to be continued in the following semester
N	Assessment is not required
P	Pass on an ungraded subject
S	Absent from assessment
T	Credit transfer
U	Fail on an ungraded subject
W	Withdrawn from subject
Z	Exempted

6. Medium of Teaching

Unless given special approval due to the nature of the subject, English is used for classes, written assignments and examinations.

B. Conduct of Examinations

You are required to note the following rules governing the conduct of examinations. Failure to observe any of these rules may result in disqualification from examination, suspension of study, expulsion from programme of study, or legal action.

1. Before Commencement of Examination

Before the commencement of the examination, you shall not enter the examination room/hall until instructed by the invigilator.

No books, scrap papers and other written materials etc. shall be brought into the examination room/hall. Articles brought into the examination room/hall with the permission of the invigilator shall be deposited in a place designated by the invigilator. The possession of unauthorised materials by a candidate in an examination room/hall shall constitute a breach of regulations and shall be reported to the relevant SARP and the Student Discipline Committee (SDC).

You must turn off your pager and cellular/mobile phone, if any, before entering the examination venues.

If necessary, you should only use the mathematical or other tables provided. Special tables may only be used after inspection by and with the approval of the invigilator.

You should be seated at least five minutes before the commencement of the examination in accordance with the seating plan posted outside the examination room/hall, if there is any.

You will not be allowed to enter the examination room/hall 30 minutes after the commencement of the examination.

You must bring your HKID card and student identity card to the examination. These documents should be placed on the top right hand corner of the desk for inspection by invigilators during the examination. A candidate shall be liable to expulsion from the University if the documents do not correspond to the person sitting the examination. Legal proceedings will be taken against both the candidate and the substitute in such cases.

You shall not start the examination until instructed to do so by the invigilator.

You must provide yourself with the necessary writing and drawing instruments and shall write only on answer books and supplementary answer sheets provided for examination purpose. No pages may be torn out from the answer books.

Electronic devices are disallowed in an examination except those which are expressly allowed by the subject offering department. If in doubt, please consult your subject lecturer/examiner before the examination.

2. During Examination

After the examination has been in progress for more than 30 minutes, you may be allowed to leave the examination room/hall with the approval of the invigilator. However, you may not be permitted to leave the examination room/hall during the last 15 minutes of the examination.

During the examination, you shall not leave the examination room/hall temporarily and return subsequently, unless accompanied by an invigilator.

There shall neither be communication between candidates nor any dishonest conduct. You shall not do anything which causes unnecessary distraction to other candidates. Irregularities of any kind will be reported to the SDC for action as appropriate.

No food or drink is allowed in the examination room/hall. However, if you need to drink water (to accompany medication for example) or has any other urgent requirements, you can make a request to the invigilator.

A reminder of the time remaining will be announced 30 minutes and again 5 minutes before the end of the examination.

3. At the End of Examination

At the end of the examination, you shall remain seated quietly until you are told to leave the examination room/hall. You shall not take out from the examination room/hall any items issued by the invigilator, except the examination papers. Some examination papers, as specified, may not be taken away.

You should leave the examination room/hall quietly to avoid disturbance to other students still taking examination in the same venue.

Any complaint about the conduct of the examination shall be made in writing to the Head of Department concerned or the Academic Secretary as soon as possible after the examination.

C. Appeals Against Examination Results of Individual Taught Subjects Including Guided-study Subjects

The procedures for research students to appeal against a decision of the SARP/DRC are detailed as follows:

1. First Appeal

- 1.1 Students on research degrees shall be informed at the time of their registration of the grounds for appeal and of the procedures whereby appeals are considered. In particular, they shall be made aware of their responsibility to make known to the Research Committee (RC) or its delegate of such factors as they believe have detrimentally and materially affected their results prior to the meeting of the RC or its delegate.
- 1.2. A student appealing against a decision shall pay a fee, applicable in the academic year. The fee shall be refunded if the appeal is upheld.
- 1.3. A research student can make an appeal against the examination result of a taught subject/Guided-study subject. The student should make his/her appeal in writing first to the Head of the Department offering the subject within five working days upon the public announcement of the examination result. The appeal should be accompanied by a copy of the receipt for the appeal fee. He/She should provide the following information, together with other relevant documents, in support of the appeal:
 - (i) name in English and Chinese
 - (ii) student number
 - (iii) affiliated department
 - (iv) grounds for appeal
- 1.4. If the student's grounds for appeal are that he/she suspects, on prima facie grounds, that his/her examination result has been affected by a material error or a procedural irregularity, the relevant Department shall arrange for the checking of the examination process concerned. The Head of Department shall attempt to resolve the case at the departmental level in consultation with the SARP/DRC and advise the student of the result of his/her appeal in writing within seven working days of receipt of the student's letter of appeal.

2. Second Appeal

- 2.1. If the appellant is dissatisfied with the decision of the Department, he/she may appeal further in writing to the Academic Secretary not later than seven working days after receipt of the Department's reply.
- 2.2. The Academic Secretary shall refer the case to the Chairman of the Academic Appeals Committee (AAC), who shall determine whether there are prima facie grounds for a re-consideration of the decision of the SARP if the subject in question is a taught subject, or the DRC if the subject in question is a Guided-study subject. If so, the Academic Secretary shall refer it to the AAC. If the AAC Chairman considers that there are no grounds, the appeal shall fail.

- 2.3 The Chairman of the relevant SARP/DRC may be invited by the AAC to submit, prior to the meeting, comments relevant to the case under discussion, and to attend the meeting of the AAC at which the case is being considered.
- 2.4 In all cases where any appeal is considered by the AAC, the following will apply:
- (i) The appellant may be required to appear before the AAC.
 - (ii) The appellant shall have the right to appear before the AAC. He/She shall also have the right to be accompanied and/or to be represented by one other person if he/she so chooses.
 - (iii) The AAC may, acting under the powers delegated to it by the Senate, and in the following circumstances, review a decision reached by the SARP/DRC/RC:
 - a. If a student requests such a review and establishes to the satisfaction of the AAC that his/her performance was adversely affected by illness or other factors which he/she was unable, or for valid reasons, unwilling to divulge before the SARP/DRC/RC reached its decision, and of which the SARP/DRC/RC was unaware. The request from the student must be supported by medical certificates or other documentary evidence;
 - b. If the AAC is satisfied with the evidence produced by the student or any other person that there has been a material administrative error, or that the assessment has not been conducted in accordance with the prevalent regulations of the University, or that other procedural irregularity has occurred.
 - (iv) The AAC may determine:
 - a. To annul the relevant decision of the SARP/DRC/RC and refer the case for decision back to the SARP/DRC/RC. The subsequent decision of the SARP/DRC/RC will be referred to the Chairman of the AAC, who will decide the appropriate course of action;
 - b. Exceptionally to annul the relevant decision of the SARP/DRC/RC and assign a revised result to the student concerned;
 - c. To confirm the decision of the SARP/DRC/RC on any of the following grounds:
 - c.1 the evidence presented does not support the case;
 - c.2 the evidence presented under paragraph 2.4(iii)a above would not have materially affected the decision of the SARP/DRC/RC;
 - c.3 any irregularity identified under paragraph 2.4(iii)b above would not have materially affected the decision of the SARP/DRC/RC;

- d. To ask the RC to re-consider the operation and wording of the University's academic regulations pertaining to research degree programmes;
- e. By the authority delegated to it by the Senate, to make decisions on the student's progression or award outside the regulations of the University. The AAC shall report all these cases to the Senate for information; or
- f. To make such other decisions that fall within its terms of reference.

(v) The decisions of the AAC shall be final within the University.

A flowchart depicting the above procedures is shown on the following page.

Procedures for Appeals from Research Students Against Examination Results of Individual Taught Subjects including Guided-study Subjects

