Appendix

REGULATIONS
of
Postgraduate Scheme in Engineering

September 2015
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Note: The academic regulations described in this section are based on the information known as of August 2015. They are subject to review and changes from time to time. Students will be informed of the changes as and when appropriate. Important information relating to students’ studies is also published in the Student Handbook (website: [http://www.polyu.edu.hk/as/web/index.php?page=7448](http://www.polyu.edu.hk/as/web/index.php?page=7448)).

For ease of reading only the masculine pronoun has been used throughout this booklet. Women staff members and students should not take the omission of 'she', 'her' or 'hers' as being other than an editorial convenience.
SCHEME REGULATIONS

1. The Nature of the Postgraduate Scheme Education

1.1 The Postgraduate Scheme in Engineering (hereafter called “the Scheme”) has been designed to establish a structure whereby graduates in employment can construct individual programmes of postgraduate study which will meet their own needs particular to their employment and are professionally coherent but still allow freedom to pursue interests by selecting from a wide variety of available subjects. Students progress by accumulating credits for each subject passed. Successful completion of an acceptable programme of subjects will lead to a PolyU postgraduate award.

1.2 Depending on needs, a student’s selected programme of study can be designed for one or more of the following:

1.2.1 an in-depth treatment of an area beyond the student's first degree level in the same area;

1.2.2 updating of the knowledge of those engaged in a field especially where the discipline at undergraduate level is subject to rapid expansion or change;

1.2.3 a re-orientation or conversion to areas new to the student (in that it is in an area not directly related to the student's first degree); and

1.2.4 a synthesis and integration of a number of disciplines or subjects, particularly if the combination cannot be pursued adequately at undergraduate level.

2. A Student's Programme of Study

2.1 On admission, students are normally registered on a Master’s Degree. Students satisfactorily completing a set of subjects in accordance with the given regulations for a specific award will be eligible for the award of a Postgraduate Diploma (PgD) or a Master's degree with that specific award title. Students are required to accumulate 18 and 30 credits in order to be eligible for a Postgraduate Diploma and a Master’s degree with a specific award title respectively. Students may be given credit transfer for appropriate study they have earlier successfully undertaken at postgraduate level (See Section 5).

2.4 Unless stated otherwise, a Master’s degree consists of a dissertation component, which is normally worth 9 credits. A non-dissertation option is available to students who, instead of doing the dissertation, can take taught subjects with total credits equal to that of a dissertation.

2.5 Students in employment will normally take two standard taught subjects (6 credits) per semester, hence should be able to complete the requirements for a Master's degree in 5 semesters. However, the pace of study can be determined by the students themselves subject to certain regulations on registration and assessment.
The subjects are mostly run in the evenings/on weekends, but some elective subjects may be made available during the day. Classes can also be arranged with such alternatives as full-time weekends or full-time weekdays.

3. The Subject

3.1 The syllabus and/or level of treatment for all subjects in the Scheme is postgraduate in standard. Each subject offered is subject to a process of review and approval which looks for the achievement of an appropriate standard in terms of subject matter, teaching approach and professional standing of the lecturers. The aim is the provision of the best possible programme in each field presented by lecturers who are expert in the field rather than offering a multiplicity of programmes by different departments covering similar material. Teaching methods for each subject will vary to suit the nature of the material. However, all subjects require a similar amount of student effort. All subjects are first and foremost designed for students with experience and are of high standard in terms of relevance to modern practice, up-to-date content and intellectual challenge.

3.2 The size of the standard subject which is the building block of the Scheme is defined in terms of the approximate total time which would need to be spent by an average postgraduate student. The effort required of a student on one subject is equivalent to 4 weeks of full-time study, i.e. a total of about 105 hours (which includes class-contact time). On passing (i.e. obtaining a grade "D" or above) a standard subject, the student earns 3 credits. Exceptionally, there can be subjects which are not equivalent to 3 credits.

4. Pre-requisites, Recommended Background Knowledge, Exclusions, Mutual Exclusions and Exemptions without Credits

4.1 Certain subjects can be specified as "pre-requisites" for a particular subject, in which case the subject titles and code numbers of the pre-requisites will be specified in the subject description form. Students would not be allowed to take that subject unless they have completed and passed the pre-requisite subjects, or unless they have obtained express approval from the subject lecturer.

4.2 "Recommended background knowledge" may be stipulated in the subject description form of a subject and students who do not possess the recommended background knowledge should be counselled not to take the subject. However, they should not be barred from taking a subject simply on the ground that they do not have the recommended background knowledge. It is the students' responsibility to judge whether they have adequate background knowledge before registering on any subject.
4.3 A student's previous education experience may preclude his enrolment in certain elective subjects (i.e. he will not be allowed to take those subjects) if it was in a similar field and at a similar level, such that taking that subject will give them an unfair advantage over other students. It will be necessary for the student to take another subject in order to satisfy the credit requirement for the award. Another example that a student may be excluded from a subject is when the subject is specially designed for those with a specific professional qualification.

4.4 If a subject from which a student is excluded is a compulsory subject for the award in question then the student is considered to be exempted from that subject. The credits associated with the exempted subject will not be counted towards the credit requirement for the award. An exemption fee will be charged. This exemption will be without credits.

4.5 Students wishing to be exempted from any compulsory subject must apply in writing to the subject offering Department via their Chairman of Award Committee providing evidence of previous postgraduate study equivalent to the subject(s) from which exemption is claimed.

4.6 If there is a large degree of overlap between two subjects, the two may be mutually exclusive (i.e. a student who has passed one of the subjects will not be allowed to take the other). This must be specified in the subject description forms of both subjects.

5. **Credit Transfer**

5.1 At the discretion of the subject offering Department and on the recommendation of the Chairman of Award Committee, students admitted to the Scheme may be given credit for previous postgraduate study. A fee will be charged for credits successfully transferred.

5.2 Normally, the grades achieved in subjects taken as part of a PolyU postgraduate award for which credit transfer is approved may contribute towards the students' Grade Point Average (GPA). Grades achieved for postgraduate study which was not part of a PolyU programme will not contribute towards the students' GPA (credit transfer without the grade carried). The credits transferred will count towards the credit requirement for the award. All credit transfers approved will take effect only in the semester for which they are approved. A student who applies for transfer of credits during the re-enrolment or add/drop period for a particular semester will only be eligible for graduation at the end of that semester, even if the granting of the credit transfer will immediately enable the student to satisfy the total credit requirement for the award.

5.3 The validity period of subjects earned is eight years from the year of attainment, i.e. the year in which the subject is completed, unless otherwise specified by the department responsible for the content of the subject. Credits earned from previous study should remain valid at the time when the student applies for transfer of credits. For exceptional cases such as those stated in 5.3.1 to 5.3.3 below, subject offering departments shall have the discretion to approve the transfer of credits which have exceeded the validity period of subject credits on a case-by-case basis. All such exceptional cases must be reported to the Faculty Board with full justification.
5.3.1 Mature learners for whom their previous studies were mostly completed a long time before their admission to PolyU, but who have working experience which would have kept them actively involved in the relevant area of study. The flexibility to be granted to these students based on academic comparability of subjects is in line with the policy of the University in promoting life-long learning.

5.3.2 Students for whom the expiry of validity of credits is beyond their control such as medical reasons.

5.3.3 Students have been approved for deferment of study, or approved for going beyond the maximum period of registration.

5.4 If a student is waived from a particular stage of study on the basis of advanced qualifications held at the time of admission, the student concerned will be required to complete fewer credits for award. For these students, the exempted 'deducted' credits at admission stage will be counted towards the maximum limit for credit transfer when students apply for further credit transfer after their admission.

5.5 Normally, not more than 50% of the credit requirement for award may be transferable from approved institutions outside the University. For transfer of credits from programmes offered by PolyU, normally not more than 67% of the credit requirement for award can be transferred. In cases where both types of credits are being transferred (i.e. from programmes offered by PolyU and from approved institutions outside the University), not more than 50% of the credit requirement for award may be transferred.

6. **Registration/Academic Probation/Deregistration**

6.1 The maximum period of registration is five years from the date of first registration. If a student is approved for deferring his study (See Section 7.1), the deferment period will not be counted towards the period of registration. No extension of registration period will be granted on grounds of timetable conflict or non-availability of subjects.

6.2 Students who have a Grade Point Average (GPA) (See Section 16) lower than 2.0 will be put on academic probation in the following semester. Once when these students are able to pull their GPA up to 2.0 or above at the end of the semester, the status of "academic probation" will be lifted. The status of "academic probation" will be reflected in the examination result notification, but not in transcript of studies.
6.3 Students will cease to be registered for the Master's award if:

6.3.1 they exceed the maximum period of registration; or

6.3.2 they fail to register on any subject in a semester without obtaining approval\(^1\); or

6.3.3 their GPA is lower than 2.0 for two consecutive semesters and their Semester GPA in the second semester is also below 2.0; or

6.3.4 their GPA is lower than 2.0 in 3 consecutive semesters; or

6.3.5 they are granted the Master's award.

6.4 Those students who fall into any of the categories stated in Sections 6.3.1 - 6.3.4 above will be awarded a PgD before being deregistered if they have satisfied the requirements for a PgD award.

6.5 Students will cease to be registered for the award of PgD if:

6.5.1 they fall into any of the categories stated in Sections 6.3.1 to 6.3.4 above; or

6.5.2 they are granted the award of PgD.

6.6 Those students who do not fall into any of the deregistration categories stated in Sections 6.3 and 6.5 will have "progressing" status.

6.7 The progression of students to the following academic year will not be affected by the GPA obtained in Summer Term, if any.

6.8 A student may be deregistered from the programme enrolled before the time frame specified in Sections 6.3.3 and 6.3.4 if his academic performance is poor to the extent that the Scheme Board of Examiners considers that there is not much a chance for him to attain a GPA of 2.0 at the end of the programme.

7. Deferment and Zero Subject Enrolment

7.1 A student may be allowed to interrupt his studies for a certain amount of time. This can be done by seeking either "deferment of study" or "zero subject enrolment". Both applications will have to be approved by the Chairman of Award Committee. Zero subject enrolment will only be considered for one semester at a time. Prior approval must be obtained. In order to gain approval for a deferment application, the student will have to provide strong justification for deferring his studies for one semester or longer. Deferment will normally be granted for no more than 2 semesters at a time. The total period of deferment cannot exceed 4 semesters. The deferment period will not be counted towards the maximum period of registration.

\(^1\) This does not apply if the student is enrolled on the dissertation.
7.2 Students must apply to the Chairman of Award Committee for not taking any subjects in a semester. Otherwise they will be classified as having unofficially withdrawn from their study. Applications should be submitted before the commencement of the semester concerned or in exceptional circumstances before the end of the add/drop period. All semesters in which the students are allowed to take zero subjects will be counted towards the maximum period of registration. A fee for retention of study place will be charged.

8. Subject Registration/Adding and Dropping of Subjects/Withdrawal of Subjects

8.1 In addition to programme registration, students need to register for the subjects at specified periods prior to the commencement of the semester. An add/drop period will also be scheduled for each semester/term. Students may apply for withdrawal of their registration on a subject after the add/drop period if they have a genuine need to do so. The application should be made to the relevant award hosting department and will require the approval of both the subject lecturer and the Award Chairman concerned. Applications submitted after the commencement of the examination period will not be considered. For approved applications of subject withdrawal, the tuition fee paid for the subject will be forfeited and the withdrawal status of the subject will be shown in the assessment result notification and transcript of studies, but will not be counted in the calculation of the GPA.

8.2 The pre-requisite requirements of a subject must have been fulfilled before a student registers for that subject. However, the subject offering Department has the discretion to waive the pre-requisite requirements of a subject, if deemed appropriate. If the pre-requisite subject concerned forms part of the requirements for award, the subject has to be passed in order to satisfy the graduation requirements for the programme concerned, despite the waiving of the pre-requisite.

8.3 Subject to the maximum study load of 21 credits per semester and the availability of study places, students are allowed to take additional subjects on top of the prescribed credit requirement for award before they become eligible for graduation.

9. Changing Programme of Study Within the Scheme

9.1 If students wish to change the award for which they are registered they should seek the approval of the Chairman of Award Committee of the new award into which they would like to enter. Applications should be submitted to the host department of the new award for consideration and at the same time the Department of the old award be informed of such applications.

9.2 The Chairman of the Award Committee of the new award will ensure that there is availability of places and other resources to allow the proposed changes to be made.
10. **Dissertation and Dissertation Assessment**

10.1 Academic supervisors, and professional supervisors (optional) are appointed by the Award Committee. Students are expected to submit a dissertation proposal to the Award Committee no later than the last teaching day of the semester in which he first registers for dissertation.

10.2 Students can register on dissertations only if they are co-taking and/or have taken a total of 3 taught subjects (including credit transferred subjects) in that semester. Students are required to pay for all of the 9 credits the dissertation carries in the first semester when he enrolls on the dissertation. Fees paid will not be refunded even if the student withdraws from his dissertation or from the Scheme during the course of his registration. Students will be required to complete their dissertations within the normal period of 3 semesters (the minimum period for completion of dissertation is 1 semester). Those who are not able to complete their dissertation may apply on the advice of the supervisor to the Award Committee for approval to extend the dissertation registration beyond the normal period but within the maximum period of 4 semesters. Applications for extension beyond the normal period will be considered by the Scheme Committee and approved only under exceptional circumstances.

10.3 When permission is granted to extend the dissertation registration beyond the normal period, the student will be required to pay a 3-credit tuition fee for each additional semester.

10.4 Break of study is normally not permitted once a student registers for dissertation and students are expected to pursue their dissertation in consecutive semesters.

10.5 The assessment panel will consist of two categories of member, namely:

10.5.1 the supervisors (academic supervisor, and professional supervisor if relevant); and

10.5.2 a second assessor who is a subject expert from the department, from another department in the University, or from industry, to be nominated by the Award Committee.

10.6 A copy of the dissertation should be sent to each of the assessors and one copy should be kept by the student.

10.7 After submission of the formal report the academic supervisor should make arrangements with the assistance of the department on a mutually convenient time and place for an oral examination at which the other assessors will be present. The date set for the oral examination should allow sufficient time for the examiners to read the submission and should normally be no later than one month after submission of the dissertation.
10.8  After conducting the oral examination the assessment panel will jointly allocate a grade guided by the following weightings which may vary depending on the nature of the project. Individual awards may modify key items and the recommended weightings according to the needs of each award.

<table>
<thead>
<tr>
<th>Progress 20%</th>
<th>Dissertation 50%</th>
<th>Oral 30%</th>
<th>Total 100%</th>
</tr>
</thead>
</table>

10.9  After the assessment of the dissertation is complete the academic supervisor will write a report on the outcome using standard outline report forms. These reports must be signed by all who participated in the assessment of the dissertation and be forwarded to the Award Committee.

10.10 The report will contain a date by which the student should submit his final dissertation and the number of hard and electronic copy required to the host Department which would arrange to send an electronic copy to the Library. The deadline for submission of the examination report to the Award Committee is **TWO WEEKS** before the meeting of the Subject Assessment Review Panel.

10.11 Departments could at their discretion allow students to complete their dissertations during the summer break. In such cases these results could be processed by the Subject Assessment Review Panel held for the summer semester to allow students to graduate.

10.12 A set of operational guidelines on dissertation is attached at **Annex** for the reference of staff and students.

11.  **Assessment of Taught Subjects**

11.1 The assessment regulations adopted by the Scheme conform to the University’s General Assessment Regulations for credit-based programmes. The ultimate authority in the University for the confirmation of academic decisions is the Senate, but for practical reasons, Senate has delegated to the Faculty Boards the authority to confirm the decisions of Boards of Examiners provided these are made within the framework of the General Assessment Regulations. Recommendations from Board of Examiners which fall outside these Regulations shall be ratified by the Academic Regulations Committee and reported to Senate.

11.2 A variety of assessment methods, such as open book examinations, will be used. All other forms of assessment are included in the term coursework. This may include essays, seminar papers, presentations, projects, case studies, laboratory work, class tests and work done individually or in groups. Continuous Assessment assignments which involve group work should nevertheless include some individual components therein. The contribution made by each student in continuous assessment involving a group effort shall be determined and assessed separately, and this can result in different grades being awarded to students in the same group.
11.3 The assessment for a subject is based on one or two components, namely coursework and/or examination. The weighting of coursework and examination is shown in the individual subject description forms. The subject offering department can decide whether students are required to pass both the continuous assessment and examination components, or either component only, in order to obtain a pass. Such requirements would be specified in the subject description forms.

11.4 Assessment grades shall be awarded on a criterion-referenced basis. A student’s overall performance in a subject shall be graded as follows:

<table>
<thead>
<tr>
<th>Subject grade</th>
<th>Grade Point</th>
<th>Short description</th>
<th>Elaboration on subject grading description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.5</td>
<td>Exceptionally Outstanding</td>
<td>The student's work is exceptionally outstanding. It exceeds the intended subject learning outcomes in all regards.</td>
</tr>
<tr>
<td>A</td>
<td>4</td>
<td>Outstanding</td>
<td>The student's work is outstanding. It exceeds the intended subject learning outcomes in nearly all regards.</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>Very Good</td>
<td>The student's work is very good. It exceeds the intended subject learning outcomes in most regards.</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Good</td>
<td>The student's work is good. It exceeds the intended subject learning outcomes in some regards.</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>Wholly Satisfactory</td>
<td>The student's work is wholly satisfactory. It fully meets the intended subject learning outcomes.</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Satisfactory</td>
<td>The student's work is satisfactory. It largely meets the intended subject learning outcomes.</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
<td>Barely Satisfactory</td>
<td>The student's work is barely satisfactory. It marginally meets the intended subject learning outcomes.</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Barely Adequate</td>
<td>The student's work is barely adequate. It meets the intended subject learning outcomes only in some regards.</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Inadequate</td>
<td>The student's work is inadequate. It fails to meet many of the intended subject learning outcomes.</td>
</tr>
</tbody>
</table>

11.5 "F" is a subject failure grade and all others ("D" to "A+") are subject pass grades. No credit will be earned if a subject is ‘failed’.

11.6 As assessment should be a matter of judgement, not merely a result of computation, the subject lecturer will have the discretion to assign a grade which is considered to reflect more appropriately the overall performance of the student in a subject to override the grade derived by the computer. For example, at the discretion of the subject lecturer/Subject Assessment Review Panel, a student failing badly in one component of the subject might be given an “F” grade.
12. **Retaking of subjects**

12.1 Students may retake any subject for the purpose of improving their grade without having to seek approval, but they must retake a compulsory subject which they have failed, i.e. obtained an F grade. Retaking of subjects is with the condition that the maximum study load of 21 credits per semester is not exceeded. Students wishing to retake passed subjects will be accorded a lower priority than those who are required to retake (due to failure in a compulsory subject) and can only do so if places are available.

12.2 The number of retakes of a subject is not restricted. Only the grade obtained in the final attempt of retaking (even if the retake grade is lower than the original grade for originally passed subject) will be included in the calculation of the Grade Point Average (GPA). If students have passed a subject but failed after retake, credits accumulated for passing the subject in a previous attempt will remain valid for satisfying the credit requirement for award. (The grades obtained in previous attempts will only be reflected in transcript of studies.)

12.3 In cases where a student takes another subject to replace a failed elective subject, the fail grade will be taken into account in the calculation of the GPA, despite the passing of the replacement subject.

13. **Exceptional circumstances**

13.1 Absence from an assessment component

13.1.1 If a student is unable to complete all the assessment components of a subject, due to illness or other circumstances which are beyond his control and considered by the subject offering Department as legitimate, the Department will determine whether the student will have to complete a late assessment and, if so, by what means. This late assessment shall take place at the earliest opportunity, and before the commencement of the following academic year (except that for Summer Term, which may take place within 3 weeks after the finalisation of Summer Term results). If the late assessment cannot be completed before the commencement of the following academic year, the Faculty Board Chairman shall decide on an appropriate time for completion of the late assessment.

13.1.2 The student concerned is required to submit his application for late assessment in writing to the Head of Department offering the subject, within five working days from the date of the examination, together with any supporting documents. Approval of applications for late assessment and the means for such late assessments shall be given by the Head of Department offering the subject or the Subject Lecturer concerned, in consultation with the Award Chairman.
13.2 Other particular circumstances

A student’s particular circumstances may influence the procedures for assessment but not the standard of performance expected in assessment.

14. Eligibility for Award

14.1 A student would be eligible for award if he satisfies all the conditions listed below:

14.1.1 Accumulation of the requisite number of credits – 30 for MSc; 18 for PgD; and

14.1.2 Satisfying the residential requirement for at least 1/3 of the credits to be completed for the award he is currently enrolled, unless the professional bodies stipulate otherwise; and

14.1.3 Satisfying all requirements as defined for the respective awards and as specified by the University; and

14.1.4 Having a Grade Point Average (GPA) of 2.0 or above at the end of the programme\(^2\); and

14.1.5 Having successfully completed the Online Tutorial on Academic Integrity accessed via LEARN@PolyU (理學網).

14.2 The awards of PgD and Master's are classified as: Distinction, Credit, and Pass.

14.3 A student is required to graduate as soon as he satisfies all the conditions for award (see Section 14.1 above). Subject to the maximum study load of 21 credits per semester, a student may take more credits than he needs to graduate on top of the prescribed credit requirements for his award in or before the semester within which he becomes eligible for award.

15. Grade Point Average (GPA)

15.1 At the end of each semester/term, a Grade Point Average (GPA) will be computed as follows, and based on the grade point of all the subjects:

\[
GPA = \frac{\sum \text{Subject Grade Point} \times \text{Subject Credit Value}}{\sum \text{Subject Credit Value}}
\]

\(^2\) For programmes leading to nested awards where satisfaction of the conditions leading to the lesser award is a subset of the conditions leading to the more advanced award, and where students opt to graduate with the lesser award when failing to complete the requirements for the more advanced award, subjects taken solely for fulfilling the requirements for the more advanced award may be excluded in the GPA calculation for the purpose of satisfying this condition.
where \( n \) = number of all subjects (inclusive of failed subjects) taken by the student up to and including the latest semester/term, but for subjects which have been retaken, only the grade point obtained in the final attempt will be included in the GPA calculation.

In addition, the following subjects will be excluded from the GPA calculation:

(i) Exempted subjects
(ii) Ungraded subjects
(iii) Incomplete subjects
(iv) Subjects for which credit transfer has been approved without any grade assigned
(v) Subjects from which a student has been allowed to withdraw (i.e. those with the grade 'W')

Subject which has been given an "S" code, i.e. absent from examination, will be included in the GPA calculation and will be counted as "zero" grade point. GPA is thus the unweighted cumulative average calculated for a student, for all relevant subjects taken from the start of the programme to a particular point of time. GPA is an indicator of overall performance and is capped at 4.0.

15.2 For the purpose of determining the award classification, any subjects passed after the graduation requirement has been met or subjects taken on top of the prescribed credit requirements for award shall not be taken into account in the grade point calculation for award classification. However, if a student attempts more elective subjects (or optional subjects) than those required for graduation in or before the semester in which he becomes eligible for award, the elective subjects (or optional subjects) with a higher grade/contribution shall be included in the grade point calculation (i.e. the excessive subjects attempted with a lower grade/contribution, including failed subjects, will be excluded). For programmes where CyberU subjects form part of the curriculum, not more than two CyberU subjects shall be taken into account in the calculation of GPA for award classification.

15.3 Subjects offered within the Scheme contribute equally to the calculation of the GPA.

16. Guidelines for Award Classification

16.1 In using these guidelines, the Board of Examiners shall exercise its judgement in coming to its conclusions as to the award for each student, and where appropriate, may use other relevant information.

The following GUIDELINES will be used by the Scheme Board of Examiners to recommend the classification of the award:

**Guidelines**

**Distinction** The student’s performance/attainment is outstanding, and identifies him as exceptionally able in the field covered by the programme in question.

**Credit** The student has reached a standard of performance/attainment which is more than satisfactory but less than outstanding.
Pass  The student has reached a standard of performance/attainment ranging from just adequate to satisfactory.

16.2 In awarding a distinction, the Scheme Board of Examiners would also take into consideration the amount of credit transfers earned by the student. To be considered for a distinction, the student should normally have no more than 40% of the credits earned by credit transfer [i.e. 4 taught subjects (12 credits) for MSc; 2 (6 credits) for PgD].

16.3 Students who have committed academic dishonesty will be subject to the penalty of the lowering of award classification by one level. The minimum of downgraded overall result will be kept at a Pass.

17. Recording of Disciplinary Actions in Students' Records

17.1 With effect from Semester One of 2015/16, disciplinary actions against students' misconducts will be recorded in students' records.

17.2 Students who are found guilty of academic dishonesty will be subject to the penalty of having the subject result concerned disqualified and be given a failure grade with a remark denoting 'Disqualification of result due to academic dishonesty'. The remark will be shown in the students' record as well as the assessment result notification and transcript of studies, until their leaving the University.

17.3 Students who have committed disciplinary offences (covering both academic and non-academic related matters) will be put on 'disciplinary probation'. The status of 'disciplinary probation' will be shown in the students' record as well as the assessment result notification, transcript of studies and testimonial during the probation period, which is normally one year unless otherwise decided by the Student Discipline Committee.

18. Graduation

18.1 A student should be awarded a Postgraduate Diploma award without having to submit an application for graduation under the following conditions:

18.1.1 the Scheme Board of Examiners agrees that he is eligible for a Postgraduate Diploma award and he cannot be eligible for the Master's award (even though the Master's was the student's intended award); or

18.1.2 he is registered for the PgD programme and he has fulfilled all the requirements for a PgD award.

18.2 A student, however, will not be granted the same PgD award (in the same area) for the second time despite his satisfying the above conditions, if he has been granted the award before.

18.3 A student should be granted a Master's award without having to submit an application for graduation if he has fulfilled all the requirements for a Master's award.
18.4 Conditions 18.1.1, 18.1.2, and 18.3 apply only when the student has a valid registration status. If a student's registration status has been set to "Study ended" due to non-compliance with PolyU regulations, for example, failure to pay fees, he will not be eligible for the award unless his registration status has been reinstated.

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