Handbook

on

Academic Regulations for Taught Programmes

(Version for University Calendar)

June 2025

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INTRODUCTION

This set of academic regulations for taught programmes and their underlying quality assurance processes shall apply to professional doctoral degree programmes, Master's degree programmes, Postgraduate Diploma/Certificate programmes, full-time undergraduate degree programmes, articulation degree programmes and sub-degree programmes offered in the University (PolyU) proper.

These regulations governing taught programmes may be updated from time to time by the Senate. Any exemptions or variations from these regulations must be approved by the Senate, or the authorities delegated by the Senate.

The prevailing regulations will be made available to staff and students on the web, as appropriate.

Notes for this Handbook:
(1) The term 'Department(s)' is used to represent academic units generally, which may be designated as either 'Centre', 'Department', 'Institute' or 'School'.
(2) The term 'Head(s) of Department(s)' is used to represent the heads of academic units generally, which may be designated as either 'Dean of Independent School/Head of Department/Institute/School' or 'Director of Centre'.

A.   AWARDS

1   Introduction

The University, by virtue of its ordinance, is empowered to grant academic awards. The conditions for such academic awards are approved by the Senate, in accordance with policies laid down by the Council.

2   Definition of a programme

For the purposes of these regulations, a programme is understood to be a specified curriculum leading by a specified mode of study to a single named award or to a linked award (e.g. MA/PgD), except for Double Degree programmes.

3   Programmes leading to awards of the University

3.1   Modes of study[1]

Full-time (FT)
A programme of study which requires students to devote the whole of their time to study. Classes are normally held in the daytime.

Part-time (PT)
A programme of study which requires students to attend classes in the evening on weekdays or during weekends.

Mixed-mode (MM)
A programme of study which provides an option for students to engage in a full-time or part-time study load, and to attend classes in the daytime, evening or a combination of both. The class attendance pattern for individual programmes will be specified in the admission/programme documents. Students enrolled on these programmes are given mixed-mode status.

Distance learning (DL)
A programme of study which provides self-contained learning materials to students, in place of classroom teaching and supplementary supports, including group tutorials and/or practical sessions. Students on these programmes are given part-time status.

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[1]   As a result of the discontinuation of UGC funding, the University has decided not to offer sandwich option with effect from 2014/15 cohort of intake. For students admitted to sandwich programmes prior to 2014/15, sandwich option may be provided to the students at the discretion of the Departments with the understanding that no funding will be provided.

<u>On-line</u> (OL)

A programme of study, the teaching of which is delivered through the web and complemented by on-line academic guidance and tutorials. Students on these programmes are given part-time status.

3.2 *Award requirement*

3.2.1 A student, having completed and satisfied the prescribed requirements of the programme, including all the assessment components and practical training, shall be considered for an award.

3.2.2 Students may also be required to fulfill other requirements, if any, in order to be eligible for the final award.

3.3 *Attendance*

A student is required to follow his/her programme with due diligence and to complete the requirements of the programme to the satisfaction of the examiners. There may also be specific requirements on student attendance in individual subjects/programmes.

3.4 *Awards by taught programmes*

3.4.1 The University offers taught programmes leading to the following awards. For the research awards of PhD and MPhil, please see Section 3.5 below.

<u>Postgraduate</u>

Professional Doctoral Degree	Doctor of Applied Language Sciences (DALS);
	Doctor of Business Administration (DBA);
	Doctor of Business Artificial Intelligence (DBAI);
	Doctor of Design (DDes);
	Doctor of Engineering (EngD);
	Doctor of FinTech (DFinTech);
	Doctor of Food Science and Management (DFSM);
	Doctor of Health Science (DHSc);
	Doctor of Hotel and Tourism Management (DHTM);
	Doctor of International Real Estate and Construction (DIREC);
	Doctor of International Shipping and Port (DISP) (from 2025/26);
	Doctor of Management (DMgt);
	Doctor of Optometry (DOptom);
	Doctor of Quality Management (DQM) (from 2026/27);
	Doctor of Social Work (DSW).
Master's Degree	Master of Applied Psychology (MAP);
	Master of Arts (MA);
	Master of Business Administration (MBA);
	Master of Corporate Governance (MCG);
	Master of Design (MDes);
	Master of Engineering (MEng);
	Master of Finance (MoF);
	Master of Medical Imaging (MMI);
	Master of Medical Laboratory Science (MMLS);
	Master of Nursing (MN);

	Master in Occupational Therapy (MOT);
	Master of Professional Accounting (MPAcc);
	Master in Physiotherapy (MPT);
	Master of Science (MSc);
	Master of Social Work (MSW);
	Master of Speech Therapy (MST).

Postgraduate Diploma	Postgraduate Diploma (PgD)

Postgraduate Certificate	Postgraduate Certificate (PgC)

Degree
Bachelor's Degree with Honours	Bachelor of Arts with Honours [BA(Hons)];
	Bachelor of Business Administration with Honours [BBA(Hons)];
	Bachelor of Engineering with Honours [BEng(Hons)];
	Bachelor of Science with Honours [BSc(Hons)].

Sub-degree
Higher Diploma	Higher Diploma (HD)

3.4.2 The University may also offer extended Bachelor Degree's programmes in certain identified disciplines.

3.5 *Awards by research*

3.5.1 The degrees of Master of Philosophy (MPhil) and of Doctor of Philosophy (PhD) are awarded to students who have successfully completed an approved programme of research.

3.5.2 The regulations in this Handbook are not applicable to awards by research.

4 Classification of awards

4.1 For Honours degree programmes, the awards will be classified as follows:

> First Class Honours
> Second Class Honours (Division 1)
> Second Class Honours (Division 2)
> Third Class Honours

4.2 Under exceptional circumstances, a student who has completed an Honours degree programme, but has not attained Honours standard, may be awarded a Pass-without-Honours degree.

4.3 For all other programmes, the awards will be classified as follows:

> Distinction
> Credit
> Pass

4.4   Awards by research (MPhil and PhD) are not classified.

5   *Titles of awards and programmes*

5.1   The title of an award of the University consists of two parts: the award level (normally abbreviated to e.g. 'MSc', 'BEng(Hons)', 'BA(Hons)', 'HD') and the discipline area such as:

> MSc in Information Technology
> BEng(Hons) in Mechanical Engineering
> BA(Hons) in Social Work
> HD in Applied Physics

5.2   Where two or more programmes are inter-linked in a common structure, that structure may be described as a 'scheme' of programmes.

5.3   A programme may comprise two or more different specialisms. The title of the specialism will be shown on the award parchment. If the specialisations are not distinct to the extent that designation of 'specialisms' is warranted, the differences in the range of subjects taken by different groups of students can be reflected by different 'streams'. Stream titles will not be reflected on the award parchment.

5.4   A programme may lead to two nested awards where satisfaction of the conditions leading to the lesser award is a subset of the conditions leading to the more advanced award. In this case the programme name will normally refer only to the more advanced programmes.

5.5   The focus of the awards under the Bachelor's Degree Scheme in Interdisciplinary Studies will be shown on the award parchment.

6   *Award parchments*

6.1   The official award parchment of the University records the full name of the recipient, together with the title, classification, if any, obtained by the student, and date of the award. It will also include information on the partner institution, if the award is for a joint programme with another institution and leads to a joint award.

6.2   For Double Major programmes, students who satisfy the graduation requirements will be given two award parchments (one for each Major programme), which will be issued upon completion of both Majors. The honours classification of the two Major awards need not be identical.

6.3   The University reserves the right to withhold the issuance of an award parchment to a student/graduand who has unsettled matters with the University, or is subject to disciplinary action.

7 Examination result announcements, transcripts, testimonials and references

7.1 At the end of each semester, where appropriate, examination results are announced online for individual students' checking. It provides information on subjects taken and grades attained, the Grade Point Average (GPA) for all subjects, and the overall result up to and including the latest semester. The announcement serves as an official notification of the student's academic performance.

7.2 A formal Transcript of Studies will be issued by the University, upon request, to any student registered on a programme offered by the University.

7.3 Students may request a testimonial which is a certification of their studies at the University, but without details on subjects and subject results.

7.4 Students may also request references direct from academic staff members concerned.

7.5 *Recording of disciplinary actions in students' records*

   (i) With effect from Semester One of 2015/16, disciplinary actions against students' misconducts will be entered in students' records.

   (ii) Students who are found guilty of academic dishonesty or non-compliance with examination regulations 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/non-compliance with examination regulations'. 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.

   (iii) 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, until their leaving the University. The disciplinary probation is normally one year unless otherwise decided by the Student Discipline Committee.

7.6 The University reserves the right to withhold the issuance of any certification of study to a student/graduand who has unsettled matters with the University, or is subject to disciplinary action.

8 Medium of instruction

8.1 English is the medium of instruction (the only exceptions are for a small number of programmes/subjects which have obtained special approval to be taught and examined in Chinese, due to the nature and objectives of the programmes/subjects concerned).

8.2 In the presence of non-Cantonese-speaking students, English shall be used all the time.

B1. ADMISSION AND REGISTRATION (for Taught Postgraduate Programmes)

1 Introduction

1.1 This set of regulations shall apply to all taught postgraduate programmes.

1.2 Students will be recruited on a semester basis.

2 General minimum entrance requirements

The University specifies general minimum entrance requirements for each type of programmes. The qualifications which applicants normally put forward to meet these requirements are set out below; other qualifications, where they are deemed equivalent by the University, may also be accepted.

2.1 *Professional Doctoral Degree*

A Master's degree.

2.2 *Master's Degree*

A Bachelor's degree.

2.3 *Postgraduate Diploma / Postgraduate Certificate*

A Bachelor's degree.

3 Programme-specific entrance requirements

The entrance requirements for each particular programme are determined in relation to the programme's aims, curriculum contents, teaching methods and its duration, as well as the level of demand from applicants. Such programme-specific requirements are set at or above the University's general minimum entrance requirements, and may include non-academic criteria (see Section 5.1 of B1 below).

4 Other admission requirements

4.1 *English Language requirements*

(i) If an applicant is not a native speaker of English, and his/her Bachelor's degree or equivalent qualification is awarded by institutions where the medium of instruction is not English, he/she is expected to fulfil the following minimum English language requirement for admission purpose, unless otherwise specified by individual programmes concerned:

a) A Test of English as a Foreign Language (TOEFL) score of 80 for the Internet based test or 550 for the paper-based test; OR

b) An overall Band Score of at least 6 in the International English Language Testing System (IELTS).

(ii) Individual cases will be considered by the Departments concerned on their own merit. Applicants concerned may be required to attend interviews or tests to further ascertain their language proficiency.

4.2 The University will consider other qualifications, on their individual merits, as being equivalent to the specified entrance requirements.

5 Criteria for admission

5.1 In selecting applicants for admission to a programme, the following factors, in addition to the academic qualifications of individual applicants, are considered by the person(s) responsible for admission:

(i) the motivation, non-academic qualities and interests of individual applicants;

(ii) the employment experience, if any, of individual applicants;

(iii) the ability of individual applicants to communicate effectively in English (except for programmes approved to be taught in Chinese); and

(iv) the overall balance of the cohort of students admitted - this allows for a group of students who have a balance of experience to be selected, where this is relevant to the aims of the programme.

5.2 The Departmental Programme Committee is responsible for ensuring, as far as possible, that all students admitted are potentially capable of completing the programme.

6 Admission of mature applicants

6.1 Applicants who have reached the age of 25 before 1 September, in the year in which they seek admission, are categorised as mature applicants.

6.2 Those mature applicants who do not hold approved entrance qualifications may be admitted, on an individual and exceptional basis (see Section 7 of B1 below).

7 Admission of applicants without the approved qualifications

7.1 Applicants, including mature applicants who do not possess the stipulated entrance requirements may only be admitted on an individual and exceptional basis. The main criterion is that they can demonstrate sufficient motivation, knowledge and potential to indicate a high probability of being able to complete the programme successfully. Evidence for this may include documented qualifications, performance at interview, the results of a special assessment process, and/or a record of relevant working experience.

7.2 The authority to approve the admission of such applicants is the appropriate Faculty/School Board, which will decide on the basis of the following criteria:

(i) that all necessary steps have been taken to ascertain the applicant's suitability for admission to the programme concerned (see Section 7.1 of B1 above);

(ii) that the proportion of such applicants admitted to the programme (taking into account also the number of subject-based students planned to be admitted) will not be such as to distort the normal teaching/learning patterns of the programme, nor to affect detrimentally the progress of those students who hold the approved entrance qualifications and for whom the programme is designed; and

(iii) that the overall proportion of such applicants admitted to programmes in the Faculty will remain to be low.

8 Admission of applicants with disabilities / special educational needs

8.1 PolyU adopts an equal opportunities policy in admitting applicants with disabilities / special educational needs, so long as they can fulfil the essential academic requirements for entry; and can satisfy the physical demands of particular programmes, if necessary with reasonable use of assistive technology.

8.2 Applicants with disabilities / special educational needs have the right to choose, at their own discretion, whether to provide information in relation to their disabilities / special educational needs when they submit their application. Such an arrangement, if exercised by the applicant, is intended to enable these applicants to be counselled on the suitability or otherwise of the programme(s) they have applied for, and to enable them to find out as early as possible the special assistance and facilities which the University can provide to them on admission.

8.3 Departments may seek further information or advice from the PolyU's Network on Students with Special Needs via its Secretary before meeting with the applicants concerned if they require any assistance on (a) interpretation of the applicants' disabilities / special educational needs and general information on the possible impact of the disabilities / special educational needs on students' learning; (b) general information on the kind of special assistance which PolyU may offer to students with a particular disability / special educational needs; and/or (c) general information in relation to compliance with the Disability Discrimination Ordinance.

8.4 In all other respects, the regulations set out in this Section make no distinction between applicants with disabilities / special educational needs and other applicants.

8.5 The Head of Department concerned may, at the time of admission, extend the normal duration of students with special educational needs for up to two years, based on the recommendation from SAO. Further extension will follow the prevailing regulations.

9 Admission of non-local students

9.1 Non-local students are defined as those who require one of the following documents issued by the Hong Kong Immigration Department to enter Hong Kong for the purpose of post-secondary education:

(i) a student visa/entry permit.
(ii) a visa/entry permit under the Immigration Arrangements for Non-local Graduates.
(iii) a dependant visa/entry permit that was first issued to the student when they were 18 years old or above.

Recognizance form holders are also classified as non-local students with effect from the 2019/20 intake cohort. If non-local applicants only possess visitor or tourist visas, PolyU can neither register them as students, nor allow them to commence their studies until they have obtained a student visa.

9.2 For the non-local students of self-financed programmes, the tuition fee should be charged at a level not lower than that for the non-local students of UGC-funded programmes and at the same fee level of the local students for the self-financed programme concerned.

9.3 Unless otherwise specified, there is no quota restriction of non-local admittees to self-financed taught postgraduate programmes provided the total number of admittees (including both local and non-local) does not exceed the approved quota ceiling for that particular programme. If necessary, restriction may be put on the additional quota approved (e.g. for part-time students only).

9.4 Any programme offered specifically for non-local students will be so designed and funded as not to deprive local applicants of admission to the University and not to deprive enrolled local students of access to the University's facilities. This generally means that such programmes must be designed and offered on a self-financed basis.

10 Admission of subject-based students

10.1 Students who wish to take individual subjects, but do not wish to register as a candidate for an award, may apply for admission as subject-based students.

10.2 Subject-based students are subject to the following regulations:

(a) Coverage

(i) The provision for admission of subject-based students applies only to subjects which form part of a self-financed programme.

<ol type="i" start="2">
Subject-based students may be admitted to take subjects at any level. However, priority to take subjects shall be given to regular students, i.e. those enrolled on a programme basis.
Subjects which are open for selection by subject-based students will be determined by the subject offering departments.

(b) Suitability for admission and re-enrolment

<ol type="i">
The Department offering the subject to be enrolled by subject-based students will determine their suitability for admission. The Department concerned should ensure that the students have the ability to benefit from the subject, having regard to working experience and other background, if deemed necessary.
Subject-based students need not necessarily possess equivalent entry qualifications as regular students.
Subject-based students may register for a period of not more than one semester. Students need to apply again if they wish to register in the following semester.

(c) Assessment and certification of academic achievement

<ol type="i">
Subject-based students are subject to assessment, which will be conducted at the same time and in the same manner as regular students.
Subject-based students will earn credits if they are successful in the assessment for the subject.
Subject-based students will receive an official assessment result notification for the subjects taken. The assessment result notification will stipulate the same details of the subjects examined, as for regular students. A transcript of studies will be issued to these students on request.

(d) Credit transfer

<ol type="i">
If subject-based students later wish to further their studies on PolyU programmes leading to a formal award, they should follow the normal application procedures to seek admission, and will be subject to the University regulations governing such admission including satisfying the programme entrance requirements.
The prevailing University regulations on credit transfer and validity period of credits earned will apply when subject-based students are admitted to pursue a formal PolyU award.

(e) <u>Administration</u>

Subject-based students will be issued student ID cards, and be eligible to access the same teaching/learning facilities as other students on the subject concerned. They will also have the same benefits as regular part-time students in terms of access to other campus facilities.

(f) <u>Student proportion</u>

(i) The number of subject-based students to be admitted per class should not exceed 25% of the total class enrolment. Approval from Faculty Dean/School Board Chairman is required for admission of subject-based students above the 25% ceiling.

(ii) The proportion of subject-based students admitted to any subject should not be such as to distort the normal teaching/learning patterns of the subject, nor to affect the progress of regular students who hold the approved entrance qualifications of the programme concerned.

(g) <u>Fees</u>

(i) Subject-based students will be charged tuition fees on a credit basis.

11 Re-admission

Students who have been required to withdraw on grounds of academic failure or have been de-registered, and those who have discontinued their studies without completing the proper procedures for official withdrawal, shall not be considered for re-admission to the same programme/stream in the following academic year.

12 Transfer of study within the University

12.1 Students who have not completed their programmes of study may apply to transfer to another programme, and may be admitted, provided that the total period of registration will not exceed the normal duration (or maximum period of registration for students admitted in or before 2019/20) of the original or new study programme, whichever is longer. Unless exceptionally approved by the Chairman of the Academic Planning and Regulations Committee (APRC), year one new students will only be considered for transfer to another programme offered in the same mode of study, starting from their second semester of registration.

12.2 All applications for transfer of study will be considered in competition with other new applications.

13 Concurrent enrolment

13.1 Students are not permitted to enrol concurrently on two full-time programmes, whether or not one of the programmes is offered by another institution.

13.2 Except for programmes which do not lead to any formal award, students are not allowed to enrol concurrently on a full-time programme and a part-time programme, or on more than one part-time programme, including those offered by another institution, without permission from the Head(s) of Department concerned.

14 Normal duration for completion of a programme (applicable to students admitted in or after 2020/21)

14.1 Students should complete the programme within the normal duration of the programme as specified in the Programme Requirement Document. Those who exceed the normal duration of the programme will be de-registered from the programme unless prior approval has been obtained from relevant authorities. The study period of a student shall exclude deferment granted for justifiable reasons, and the semester(s) when the student has been approved to undertake internship. Any semester in which the students are allowed to take zero subject will be counted towards their total period of registration.

14.2 Students who have been registered for the normal duration of the programme may request extension of their studies for up to one year with the approval of the relevant Heads of Department/Deans of Independent School. Applications for extension of study period beyond one year and up to two years will require the approval from Faculty/School Board Chairman[1].

14.3 For part-time Taught Postgraduate Programmes, the Heads of Department/Deans of Independent School may approve the extension of studies up to two years, and Faculty/School Board Chairman may approve the extension of studies beyond two years and up to four years.

14.4 Students who have exceeded the normal duration of the programme for more than two years (four years for part-time Taught Postgraduate Programmes) and have been de-registered can submit an appeal to the Academic Appeals Committee to request further extension. If the appeal fails, the student shall be de-registered.

15 Maximum period of registration for completion of a programme (applicable to students admitted in or before 2019/20)

15.1 The maximum period of registration on, and for completion of, a programme is normally twice the duration of the programme, and must not exceed 8 years. This 8-year maximum period, shall apply to programmes, the specified duration of which is more than 4 years. This period shall exclude deferment granted for justifiable reasons such as illness or posting to work outside Hong Kong, but any semester in which the students are allowed to take zero subject will be counted towards the maximum period of registration.

15.2 A student's registration shall lapse if it is no longer possible for him/her to obtain an award within the maximum period of registration.

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[1] The Head of Department concerned may extend the normal duration of students with special educational needs for up to two years, based on the recommendations from SAO. Further extension will follow the prevailing regulations.

16 Validity period of subject credits

The validity period of subject credits 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 contents of the subject. Credits earned from previous study should remain valid at the time when the student applies for credit transfer. For exceptional cases such as those stated in (i) to (iii) below, subject offering Departments shall have the discretion to approve the transfer of credits which have exceeded the validity period on a case-by-case basis. All such exceptional cases must be reported to the Faculty/School Board with full justifications.

Exceptional cases

(i)   Mature learners whose previous studies were mostly completed a long time before their admission to this University, 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.

(ii)   Students for whom the expiry of validity of credits is beyond their control, e.g. due to medical reasons.

(iii)   Students have been approved for deferment of study, or approved for going beyond the maximum period of registration (applicable to students admitted in or before 2019/20).

17 Residential requirement

In order to be considered for a PolyU award, a student must complete at least 1/3 of the normal credit requirement for the award he/she is currently enrolled, unless the professional bodies concerned stipulate otherwise. (For programmes with professional requirements, the Departments concerned should consult the relevant professional bodies and tighten up this residential requirement accordingly.)

18 Student status

18.1   Students will register on a specific programme. Each programme will have a designated mode of study, i.e. either full-time (FT), part-time (PT), distance learning (DL), on-line (OL) or mixed-mode (MM). (For details on the definitions of the different modes of study, please refer to Section 3.1 in Chapter A.)

18.2   Students' eligibility for the range of services provided by the University will be governed by the students' status, which is determined with reference to the mode of attendance of the programmes enrolled and/or the study load as described in Sections 18.4 to 18.6 of B1 below.

18.3 *Self-paced students*

    (i)   Departments are advised to specify a progression pattern for each programme, and students are normally expected to follow this study pattern. Students who wish to study at their own pace instead of following the specified progression pattern will have to seek prior approval from their Departments. These students are referred to as self-paced students.

    (ii)   Students who register on programmes without any specified progression pattern are also known as self-paced students.

18.4 *Full-time students*

    (i)   Students enrolled on full-time programmes or on mixed-mode programmes with a study load of 9 credits or more in a semester are classified as full-time students. If they wish to change their study load to less than 9 credits in a semester, they will have to seek prior approval from their Department. Self-financed students who enroll on full-time programmes but have been given permission to take less than 9 credits in a semester will be given the option to pay credit fees. If students wish to exercise such an option, they have to inform Departments before the end of the add/drop period of that semester.

    (ii)   Full-time local students enrolled on UGC-funded programmes are eligible to apply for financial assistance from the Government in the form of grant and loan. Government grant and loan may not be granted beyond the normal period of registration for the programme.

18.5 *Part-time students*

Students enrolled on part-time, distance learning, online, or mixed-mode programmes with a study load of less than 9 credits in a semester (unless otherwise approved by Departments), are classified as part-time students.

18.6 *Mixed-mode Students*

Students enrolled on mixed-mode programmes are classified as mixed-mode students. They may engage in a full-time or part-time study load and attend classes either in the daytime, in the evening, or a combination of both. If the mixed-mode students take subjects with a study load reaching the minimum requirement of a full-time student, they will be given full-time status in that semester. If their study load does not reach this minimum of 9 credits, they will be given part-time status (unless otherwise approved by the Department).

18.7 *Subject-based students*

Students who wish to take individual subjects, but do not wish to register as a candidate for an award, are classified as subject-based students.

19   Subject registration and withdrawal

19.1   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 and before the commencement of the examination period if they have a genuine need to do so. The application should be made to the relevant programme offering Department and will require the approval of both the subject teacher and the host Department Programme Leader concerned (or an alternate academic staff authorised by the programme offering Department). 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.

19.2   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 during the subject registration process.

19.3   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.

20   Study Load

20.1   For students following the progression pattern specified for their programme, they have to take the number of credits, as specified in the Programme Requirement Document, for each semester.

20.2   The normal study load is 15 credits in a semester for full-time study. The maximum study load to be taken by a student in a semester is 21 credits, unless exceptional approval is given by the Head of the programme offering Department. For such cases, students should be reminded that the study load approved should not be taken as grounds for academic appeal.

20.3 To help improve the academic performance of students on academic probation, these students will be required to take a reduced study load in the following semester (Summer Term excluded). The maximum number of credits to be taken by the students varies according to the policies of individual Departments and will be subject to the approval of the authorities concerned.[2]

20.4 Students are not allowed to take zero subject in any semester, including the mandatory summer term as required by some programmes, unless they have obtained prior approval from the programme offering Department; otherwise they will be classified as having unofficially withdrawn from their programme. Students who have been approved for zero subject enrolment (i.e. taking zero subject in a semester) are allowed to retain their student status and continue using campus facilities and library facilities. Any semester in which the students are allowed to take zero subject will nevertheless be counted towards the total period of registration (or maximum period of registration for students admitted in or before 2019/20) (Ref. Sections 14.1 and 15.1 of B1 above).

20.5 Students who have obtained approval to pace their studies and students on programmes without any specified progression pattern who wish to take more than the normal load of 15 credits in a semester should seek advice from the Department concerned before the selection of subjects.

20.6 Students enrolled on mixed-mode programmes are required to take 9 credits or more in a semester in order to retain full-time status. Otherwise, they will be given a part-time status. (Please refer to Section 18 of B1 above.)

21 Subject exemption

Students may be exempted from taking any specified subjects if they have successfully completed similar subjects previously in another programme or have demonstrated the level of proficiency/ability to the satisfaction of the subject offering Department. Subject exemption is normally decided by the subject offering Department. However, for applications which are submitted by students who have completed an approved student exchange programme, the subject exemption is to be decided by the programme offering Department in consultation with the subject offering Departments. In case of disagreement between the programme offering Department and the subject offering Department, the two Faculty Deans/School Board Chairmen concerned will make a final decision jointly on the application. If students are exempted from taking a specified subject, the credits associated with the exempted subject will not be counted towards meeting the award requirements (except for exemptions granted at admission stage). It will therefore be necessary for the students to consult the programme offering Department and take another subject in order to satisfy the credit requirement for the award.

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[2] The maximum number of credits to be taken in a semester by students on academic probation will be decided by the students' Programme Offering Departments. The maximum number could be set on a departmental basis or programme basis, or even student-specific, as deemed appropriate. If the maximum number proposed is from 16 to 18 credits in a semester, approval by Faculty/School Deans is required. For students to be allowed to take more than 18 credits in a semester, approval by the Academic Quality Assurance Committee will be required.

22 Credit transfer

22.1 Students may be given credits for recognised previous studies; and the credits will be counted towards meeting the requirements for award/degree[3]. Transferred credits may not normally be counted towards more than one degree[4]. The granting of credit transfer is a matter of academic judgment. In assessing the transferability of subjects previously taken, the syllabus of that subject should be carefully scrutinized to ascertain that it is comparable to the PolyU's curriculum. Whether the previous studies are from institutions on credit-based or non-credit-based system should not be a matter of concern, and the subject size needs not be a perfect match. To ascertain the academic standing of the institution offering the previous studies, the Department might need to request the institutions concerned to provide more relevant information.

22.2 Credit transfer may be done with or without the grade being carried over; the former should normally be used when the credits were gained from PolyU. Credit transfer with the grade being carried over may be granted for subjects taken from outside the University, if deemed appropriate, and with due consideration to the academic equivalence of the subjects concerned and the comparability of the grading systems adopted by the University and the other approved institutions. Subject credit transfer is normally decided by the subject offering Department. However, for applications which are submitted by students who have completed an approved student exchange programme, the decision will be made by the programme offering Department in consultation with the subject offering Departments. As the application for credit transfer may involve subjects offered by more than one Department, the programme offering Department should coordinate and check whether the maximum limit for credit transfer for a student has been exceeded, and whether the student has fulfilled the residential requirement as stipulated in Section 17 of B1 above.

22.3 In case of disagreement between the programme offering Department and the subject offering Department, the Faculty Dean(s)/School Board Chair(s) concerned will make a final decision jointly on the application. The validity period of credits previously earned is up to 8 years after the year of attainment.

22.4 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.

22.5 If the credits to be transferred are part of a PolyU programme which is accredited by a professional body, the Department concerned should ensure that the transferred credits will also meet the requirement of the relevant professional body.

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[3] Credit transfer from undergraduate studies to postgraduate studies will be allowed on the condition that these credits were on top of the baccalaureate requirements.

[4] The word "degree" allows for credit transfer from PgD to master degree as PgD is an (exit) "award" and not a "degree" *per se*.

22.6 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 '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.

22.7 Notwithstanding the upper limits stipulated in Section 22.4 of B1 above, (and unless professional bodies stipulate otherwise) students may be given more credit transfer than these upper limits (e.g. upon completion of exchange programme as mentioned in Section 22.8 of B1 below), subject to their satisfying the residential requirement as stated in Section 17 of B1 above.

22.8 With applications for transfer of credits earned through study under an approved exchange programme, as with all other credit transfer applications, the Departments concerned should scrutinize the syllabuses of the subjects which the students are going to take at the partner institution, and determine their credit transferability based on academic equivalence with the corresponding subjects on offer at PolyU, and the comparability of the grading systems adopted by PolyU and the partner institution. In order to overcome possible problems associated with subject-to-subject mappings, block credit transfer rather than subject-by-subject credit transfer can be given. Before they start the exchange programme, students should seek approval on their study plan and credit transferability from the programme offering Department (who will consult the subject offering Departments as appropriate). At the same time, the credit transferability, and the suitability for allowing grades to be carried over, must be communicated to the students.

22.9 All credit transfers approved will take effect in the semester for which they are approved. A student who applies for transfer of credits for a particular semester will only be eligible for graduation at the end of that semester (even if the granting of credit transfer will immediately enable the student to satisfy the credit requirement for the award).

22.10 For credit transfer of retaken subjects, the grade attained in the last attempt should be taken in the case of credit transfer with grade being carried over. Students applying for credit transfer for a subject taken in other institutions are required to declare that the subject grade used for claiming credit transfer was attained in the last attempt of the subject in their previous studies. If a student fails in the last attempt of a retaken subject, no credit transfer should be granted, despite the fact that the student may have attained a pass grade for the subject in the earlier attempts.

22.11 Students should not be granted credit transfer for a subject which they have attempted and failed in their current study unless the subject was taken by the student as an exchange-out student in his/her current programme.

23 Deferment of study

23.1 Students may apply for deferment of study if they have a genuine need to do so such as illness or posting to work outside Hong Kong. Approval from the Department offering the programme is required. The deferment period will not be counted towards the total period of registration (or maximum period of registration for students admitted in or before 2019/20).

23.2 Application for deferment of study from students who have not yet completed the first year of a full-time programme will only be considered in exceptional circumstances.

23.3 Where the period of deferment of study begins during a stage for which fees have been paid, no refund of such fees will be made.

23.4 Students who have been approved for deferment are not entitled to enjoy any campus facilities during the deferment period.

B2. ADMISSION AND REGISTRATION (for Undergraduate Degree Programmes)

1 Introduction

1.1 This set of regulations shall apply to all 4-year full-time undergraduate degree programmes, including programmes of 5-years' duration due to the requirements of the discipline area, e.g. Nursing, or standalone/Joint Degree programmes which have a separate admissions quota, and articulation degree programmes.

1.2 Under the framework of the 4-year undergraduate degree programmes, students can work for either a single discipline Major, a Major plus a Minor, a Major plus a Secondary Major (i.e. X + Scheme) or Double Major. These regulations shall apply to the above circumstances, unless otherwise specified. Regulations governing Minor, Secondary Major, Double Major, and Joint Degree study are also set out separately for the sake of clarity.

1.3 Students on UGC-funded degree programmes will be recruited on a yearly basis.

2 Admission

Faculty-based admission
(Applicable to the 2025/26 intake cohort and thereafter)

2.1 The admission of all students will go through the Faculty-based admission system, and all students admitted into a Faculty will follow the same common year-one curriculum of that Faculty.

2.2 Within the Faculty-based admission system, students will be admitted via one of the following two routes: (a) those applicants who already have a clear career/field preference and a strong high-school record can be offered pre-guaranteed entry into their preferred departmental scheme/stand-alone programme (referred to as "**pre-guaranteed entry**", or **PGE**); and (b) all other qualified applicants will be admitted into a Faculty common pool, who will not have a pre-guaranteed choice but will fix their departmental scheme/stand-alone programme (referred to as "departmental scheme/programme" hereafter) choices towards the end of year one (referred to as "**common pool entry**", or **CPE**).

2.3 Each departmental scheme/programme must contribute at least 10% of its admission quota for use by the CPE route.

2.4 All CPE students will have the opportunity to compete for a place in their preferred departmental scheme/programme in the same Faculty towards the end of their year-one studies.

2.5 For a student admitted via the PGE route wishing to maintain the original pre-guaranteed choice, the student will automatically move to the chosen departmental scheme/programme after year one. For a PGE student wishing to change his/her departmental scheme/programme choice, the student needs to join the CPE students to compete for a place in other departmental schemes/programmes in the same Faculty.

Applicants must achieve a good entrance qualification score to be pre-guaranteed into a departmental scheme/programme.

Departmental Scheme-based admission
(Applicable from the 2022/23 to 2024/25 intake cohorts)

2.6   Between the 2022/23 and 2024/25 academic years, the University adopts a departmental scheme-based admission instead of programme-based admission in order to provide a broader educational base and a more flexible progression pathway for students, as well as a more agile mechanism to meet changing societal manpower needs. These changes will provide greater flexibility for students in their choice of degree programmes and specialisations.

2.7   Students are free to select their major/specialisations at the end of Year 1 study unless otherwise specified by the schemes concerned. Some of the schemes have set screening criteria for students to select their major/specialism towards the end of the first year of study. However, applicants with outstanding academic performance will be considered, at the time of admission, for advance placement (with no restrictions to select a desired major/specialism within a Scheme).

2.8   The 4-year undergraduate degree framework allows students to work for a single discipline Major, a Major plus a Minor (unless the Major is so designed as to preclude the possibility of a further Minor study), a Major plus a Secondary Major (for programmes joining the 'X+Schemes') or Double Major.

Minor Study

2.8.1 Minor study will be a free choice by students and not mandatory. Normally, this option to study for a Minor will not be applicable to students who are admitted to the advanced stage of a programme, nor to students who are admitted to an articulation degree programme. On the other hand, students admitted on the basis of advanced standing may be allowed to study for a Minor, if so decided by the programme-host Department. This decision will be made at the time of admission, based on the merits of each individual case. (In this respect, students who are approved for transfer of study, deferment of study, or zero credit enrolment will be given the same allowance as for students admitted on the basis of advanced standing.) Each student is allowed to take not more than one Minor. Students who opt for Minor study will be subject to the following regulations:-

(i)   A Minor programme is a collection of subjects totalling 18 credits with at least 50% (9 credits) of the subjects at Level 3 or above. The subjects under a Minor should have a coherent theme introducing students to a focused area of study;

(ii)   Students interested in a Minor must submit their applications to and obtain approval from the Minor-offering Department, no later than the commencement of second year of study. Students should submit their applications to their Major Department, which will indicate its support or otherwise (since the taking of a Minor will increase the student's study load), before the Minor-offering Department makes a final decision on the application;

(iii) Students are expected to complete their approved Minor as part of their graduation requirements. Students who wish to withdraw from a Minor need to

apply for approval officially from the Minor offering department, normally before the end of the add/drop period of the last Semester of study;

(iv)   Students with approved Minor will be given a higher priority in taking the Minor subjects over the students who take the subjects as free-electives. 'Free electives' under the 4-year Ug degree programmes refers to any subjects offered by the University, unless otherwise specified;

(v)   Subject to approval by the Minor-offering Department, students may count up to 6 credits from their Major/GUR [including Language Communication Requirement (LCR) subjects at proficiency level] towards their chosen Minor; Nevertheless, students must take at least 6 credits from their chosen Minor programme in order to satisfy the residential requirement of their chosen Minor. In addition, to be eligible for the Major and Minor awards, the total number of credits taken by the students for their Major-Minor studies must not be lower than the credit requirement of the single discipline Major programme;

(vi)   Credit transfer can be given for not more than 9 credits of a Minor programme if the previous credits were earned from approved institutions outside of the university; and not more than 12 credits of a Minor programme if the previous credits were earned from programmes offered by PolyU;

(vii)   Only students with a GPA of 2.5 or above can be considered for Minor study enrolment; and

(viii)   Students are required to obtain a GPA of at least 1.70 in order to satisfy the requirement for graduation with a Major plus a Minor.

A Minor-offering Department can admit students enrolled on Major programmes offered by other Departments and on its own Major programme(s). Enrolment of students from Major programmes outside the Department will be subject to the quota approved for the Minor.

Notwithstanding 2.8.1 (iv) of B2 above, there is no guarantee that a clash-free timetable can be provided for all students who pursue Minor study. Minor-offering Departments will be responsible for ensuring that students enrolled on their Minors can take the requisite subjects and graduate within the normative study period.

Secondary Major

2.8.2   Students enrolling on programmes which have been approved with the 'X + Scheme' option can choose to take a Secondary Major.

2.8.3   Studying on a Secondary Major is a free choice by students and not mandatory. Normally, this option to study for a Secondary Major will not be applicable to students admitted to the advanced stage of a programme, nor to students admitted to an articulation degree programme. On the other hand, students admitted on the basis of advanced standing may be allowed to study for a Secondary Major, if so decided by the programme offering Department. This decision will be made at the time of admission, based on the merits of each individual case (in this respect, students who are approved for transfer of study, deferment of study, or zero subject enrolment will be given the same allowance as students admitted on the basis of advanced standing). Each student

may take not more than one Secondary Major. Students who opt for a Secondary Major will be subject to the following regulations:-

(i)   Students are expected to complete the "X + Secondary Major" within the normal duration of the major programme.

(ii)   Students may count up to 12 credits of their Major/GUR subjects towards the Secondary Major. Nevertheless, students must take at least 12 credits from their chosen Secondary Major in order to satisfy the residential requirement of the chosen Secondary Major. Students who have completed more than 12 credits of subjects that are eligible for double counting will need to apply for graduation and indicate the subjects intended for double counting. Notwithstanding the above, students must meet the minimum credit requirements of the "X + Secondary Major" concerned, i.e. 132 credits.

(iii)   Students must apply to and obtain approval from the programme offering Department, normally no later than the commencement of the second year of study, to be admitted to the Secondary Major.

(iv)   Only students with a Cumulative GPA of 2.70 or above may be considered for Secondary Major enrolment. Each Secondary Major may stipulate additional selection criteria for admission.

(v)   Students must complete the Secondary Major as part of their graduation requirements. Students who wish to withdraw from the Secondary Major must obtain approval from the programme offering Department normally before the end of the add/drop period of the last semester of study.

(vi)   If deemed appropriate by the programme offering Department, students are allowed to take a Major with a Secondary Major and a Minor. Subjects already double-counted for the Major and Secondary Major cannot be used to fulfil the Minor requirement.

Double Major

2.8.4   Double Major will provide an opportunity for the more capable students, who are interested in expanding their study beyond a single degree, to take a Second Major study. Students who opt for a Double Major study will be subject to the following regulations:

(i)   Completion of Double Major requires more than the normative study period of 4/5 years and extra credits on self-financed basis (i.e. higher tuition fee). The total credit requirements of a Double Major will depend on the degree of commonality between the 2 Majors. Apart from the 30 credits of GUR subjects (27 credits for 2025/26 intake cohort and after), up to 1/3 of the Discipline-Specific Requirements (DSR) of the First Major which are common to the Second Major can be double-counted towards the Second Major.

(ii)   Students who wish to take a Second Major must obtain approval from the host Department of the first Major. They can then submit their applications to the second Major-offering department starting from their second year of study. Only students with a GPA of 3.0 or above can be considered for admission to a

Second Major, while Departments offering the Second Major can stipulate a higher GPA requirement if appropriate.

(iii)   Students enrolled in a second Major will be given priority in taking second Major subjects over the students who take the subjects as free electives.

(iv)   Students will be put on academic probation if they fail to obtain a GPA of 1.70 or above.

(v)   Students are required to obtain an overall GPA of at least 1.70, in order to satisfy the requirement for graduation with Double Major. They will not be allowed to graduate with one of the 2 Majors.

(vi)   Students who wish to withdraw from a Second Major must obtain approval from the Department offering the Second Major, normally before the end of the add/drop period of the last Semester of study.

(vii)   Students will not be allowed to withdraw from a First Major and continue with the Second Major only.

Joint Degree (implemented with effect from 2013/14)

2.8.5   Joint Degree will be developed via an integrated and pre-defined curriculum which combines the studies of two disciplines and will lead to a single award. Students admitted to joint degree programmes will be subject to the following regulations:

(i)   Students will register for a Joint Degree programme at entry.

(ii)   The minimum credit requirement for a Joint Degree programme is 150 credits. Completing a Joint Degree therefore requires at least one more year of study offered on self-financed basis (i.e. higher tuition fee) than that of a single discipline degree. The actual number of credits required for graduation may vary from programme to programme. All university and programme requirements must be met in order to graduate.

3   *General minimum entrance requirements*

For admission to undergraduate degree programmes, the University requires applicants to have taken the Hong Kong Diploma of Secondary Education Examination (HKDSE) or obtained a relevant local qualification, or a local/non-local qualification deemed to be acceptable equivalents for admission purpose. Details of these are specified below:

3.1 For those applying on the basis of HKDSE results[1a, 1b and 1c]:

- ❑ Level 3 in English Language and Chinese Language[2]; AND
- ❑ Level 2 in Mathematics; AND
- ❑ Attained in Citizenship and Social Development[3]; AND

[1a] JUPAS applicants who fall short slightly on the general entrance requirements for degree programmes but meeting the following conditions may still be considered for admission with effect from the 2025/26 admissions exercise:-

   i) Applicants with one HKDSE subject result that falls one level below the entrance requirements but whose overall admission score meets or exceeds the flexible admission threshold score. This threshold score is calculated based on the programme/scheme's minimum score of the best 5 HKDSE subjects from the past admission cycles, to be determined by the Student Recruitment Committee annually. Requests for higher threshold scores can be made by departments, but must be justified through the Student Recruitment Committee and approved by the DP.
The scoring system is as follows: 5** = 8.5, 5* = 7, 5 = 5.5, 4 = 4, 3 = 3, 2 = 2, 1 = 1 and Unclassified = 0. Please refer to https://www.polyu.edu.hk/ar/Intranet/Admissions for details; and

   ii) have selected PolyU's degree programmes as their Band A choices, i.e. first 3 priorities, in JUPAS; and

   iii) passed an admission interview, if so required by the Department concerned.

Such an arrangement is not meant to provide "guaranteed" admission to the particular group of students. Departments should conduct an admission interview for these students, and make a holistic assessment of their academic attainments by looking at additional information, such as scores in IELTS, before deciding whether an offer should be given to the candidates. The final decision to admit these students, or otherwise, rests with the academic departments concerned. Additional quotas would be given to departments to admit these applicants. Since students admitted under special consideration will have one HKDSE subject result falling a level below the required level, the host department should arrange for the students concerned to take relevant remedial subject, if deemed necessary, to ensure that they can study as effectively as those who meet the general entrance requirements.

[1b] JUPAS applicants under the Outstanding Sportsmen Recommendation Scheme (OSRS) who fall short slightly on the general entrance requirements for degree programmes but meeting the following conditions will be given special consideration for admission:-

   i) be nominated by the Counselling and Wellness Section of SAO or renowned Sports Institutes, e.g. Hong Kong Sports Institute, for giving special consideration before release of HKDSE results;

   ii) attain a total score of 15 in the best five subjects;

   iii) continue to select PolyU's degree programmes as their Band A choices, i.e. first 3 priorities, in JUPAS; and

   iv) attend an interview, if required by the programme.

AR will provide the list of nominated sports talents who have met the above criteria, together with departments' views after programme interview, if any, to VP(EDU) for approval before giving them an offer.

[1c] The flexible admission arrangement for OSRS applicants is extended to applicants being nominated under Multi-faceted Excellence Scholarship (MES)/School Principal's Nominations (SPN), as well as applicants with outstanding achievements in Other Experiences and Achievements in Competitions/Activities (OEA) (i.e. applicants with one HKDSE subject result falling one level below the required level of the general entrance requirement but attain a total score of 15 in the best 5 subjects can be admitted to PolyU schemes/programmes.)

[2] Alternative Chinese qualifications will continue to be accepted for students who meet the conditions specified by EDB: (a) students who have learned Chinese Language for less than 6 years while receiving primary and secondary education; (b) students who have learned Chinese Language for 6 years or more in schools, but have been taught an adapted and simpler Chinese Language curriculum not normally applicable to the majority of students in local schools. Students achieving the required grade in the relevant subject [i.e. Grade E or above in GCE(A-Level)/GCE(AS-Level) OR Grade C / 4 or above in IGCSE/GCSE/GCE(O-Level) Chinese Language subject or Applied Learning Chinese [ApL(C)] with Attained level or above] will be regarded as obtaining a Level 3 in HKDSE Chinese for meeting our entrance requirements and for calculation of the related admission scores. If these applicants also sit for the examination of HKDSE Chinese, the "best" result of either the Alternative Chinese qualifications or HKDSE Chinese would be taken into account in the admission and selection process.

[3] For HKDSE repeaters who took "Liberal Studies" in 2023/24 or before and have not taken "Citizenship and Social Development" in 2024/25 and thereafter, "Level 2" or above in "Liberal Studies" would be regarded as "Attained" in "Citizenship and Social Development" for fulfilling the general entrance requirement. However, "Liberal Studies" would not be recognized for meeting the elective requirement of the general entrance requirement in 2024/25 and thereafter. The level attainment of the subject would not be included in the admission score calculation.

❑ Level 3 in 2 Other Elective subjects [can include Extended Modules of Mathematics (M1/M2)]

3.2 For those applying on the basis of other local qualifications:

❑ An appropriate Diploma passed with credit or a Higher Certificate from a recognised institution; OR

❑ An appropriate Associate Degree / Higher Diploma from a recognised institution (suitable candidates will be considered for advanced standing entry to the senior year curriculum).

3.3 Other local/non-local qualifications deemed to be acceptable for admission purpose

3.3.1 The University accepts attainments in HKALE / HKASLE, GCEALE / GCEASLE / IAL[4] and IB[5] for admission to its 4-year degree programmes. Applicants holding A-Level and IB qualifications will be granted credit transfer upon admission.

3.3.2 A set of guidelines on non-local qualifications acceptable for admission to full-time UGC-funded Bachelor's degree programmes is given in Appendix I to B2.

Language requirements

3.3.3 (i) Applicants seeking admission to full-time Bachelor's degree programmes on the strength of non-HKDSE qualifications are required to hold one of the following qualifications for English language:-

a) A Test of English as a Foreign Language (TOEFL) score of 550 or above for the paper-based tests, OR a score of 80 or above for the internet-based tests; OR

b) An overall Band Score of 6 in the International English Language Testing System (IELTS).

c) For applicants applying on the strength of GCE results, Grade C or above in GCSE / IGCSE / GCEOL English or Grade 4 or above in GCSE / IGCSE English or equivalent.

d) For applicants possessing IB qualifications, Level 4 in English.

(ii) With the last offer of HKALE in 2013, HKALE applicants might need to use a combination of HKALE / HKALE(AS Level), GCEALE / GCEASLE and IAL(A & AS Levels) results to apply for admission. To give proper recognition to these applicants' previous / future attempt in the English subject, Grade E or above in HKASLE Use of English and Level 3 or above in HKDSE English will also be accepted as alternative qualifications to meet the English language requirement.

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[4] For applicants seeking admission on the strength of A-Level qualifications (i.e either HKALE or GCEALE or IAL) with effect from the 2015/16 entry, Grade E in 3 A-Level subjects or 2 A-Level and 2 AS-Level subjects will be required.

[5] For applicants seeking admission on the strength of International Baccalaureate (IB) qualifications, an IB Diploma with at least Level 4 in 2 Higher Level subjects is required.

(iii) For applicants holding other non-local qualifications, please refer to Appendix II to B2 for acceptable English qualifications.

(iv) Individual cases will be considered by the Departments concerned on their own merit. Applicants concerned may be required to attend interviews or tests to further ascertain their language proficiency.

3.3.4 The University will consider other qualifications, on their individual merits, as being equivalent to the specified entrance requirements.

3.4 The public examination results required for admission purpose may be accumulated through multiple sittings.

4 *Programme-specific entrance requirements*

The entrance requirements for each particular programme are determined in relation to the aims, curriculum contents (particularly of the first year), teaching methods and its duration, as well as the level of demand from applicants. Such programme-specific requirements are set at or above the University's general minimum entrance requirements, and may include non-academic criteria (see Section 5.1 of B2 below).

5 *Criteria for admission*

5.1 In selecting applicants for admission to a programme, the following factors, in addition to the academic qualifications of individual applicants[6], are considered by the person(s) responsible for admission:

(i) motivation, non-academic qualities and interests of individual applicants;

(ii) other experiences and achievements, if any, of individual applicants;

(iii) the ability of individual applicants to communicate effectively in English (except for programmes approved to be taught in Chinese); and

(iv) the overall balance of the cohort of students admitted - this allows for a group of students who have a balance of experience to be selected, where this is relevant to the aims of the programme.

5.2 The Departmental Programme Committee is responsible for ensuring, as far as possible, that all students admitted are potentially capable of completing the programme.

6 *Admission of mature applicants*

6.1 Applicants who have reached the age of 25 before 1 September, in the year in which they seek admission, are categorised as mature applicants.

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[6] The public examination grades of those applicants meeting the specific entrance requirements for a particular programme may be weighted to reflect the relevance or otherwise of each subject to that programme.

6.2 Those mature applicants who do not hold approved entrance qualifications may be admitted, on an individual and exceptional basis (see Section 7 of B2 below).

7   *Admission of applicants without the approved qualifications*

7.1 Applicants, including mature applicants who do not possess the stipulated entrance requirements or do not satisfy the threshold score (T-Score) requirement for public examinations, if any, may only be admitted on an individual and exceptional basis. The main criterion is that they can demonstrate sufficient motivation, knowledge and potential to indicate a high probability of being able to complete the programme successfully. Evidence for this may include documented qualifications, performance at interview, the results of a special assessment process, and/or a record of relevant working experience.

7.2 The authority to approve the admission of such applicants is the appropriate Faculty/School Board, which will decide on the basis of the following criteria:

(i)   that all necessary steps have been taken to ascertain the applicant's suitability for admission to the programme concerned (see Section 7.1 of B2 above);

(ii)   that the proportion of such applicants being admitted to the programme (taking into account also the number of subject-based students planned to be admitted) will not be such as to distort the normal teaching/learning patterns of the programme, nor to affect detrimentally the progress of those students who hold the approved entrance qualifications and for whom the programme is designed;

(iii)   that the overall proportion of such applicants admitted to programmes in the Faculty will remain to be low.

8   *Admission of applicants with disabilities / special educational needs*

8.1 PolyU adopts an equal opportunities policy in admitting applicants with disabilities / special educational needs, so long as they can fulfil the essential academic requirements for entry; and can satisfy the physical demands of particular programmes, if necessary with reasonable use of assistive technology.

8.2 Applicants with disabilities / special educational needs have the right to choose, at their own discretion, whether to provide information in relation to their disabilities / special educational needs when they submit their application. Such an arrangement, if exercised by the applicant, is intended to enable these applicants to be counselled on the suitability or otherwise of the programme(s) they have applied for, and to enable them to find out as early as possible the special assistance and facilities which the University can provide to them on admission.

8.3 Departments may seek further information or advice from the PolyU's Network on Students with Special Needs via its Secretary before meeting with the applicants concerned if they require any assistance on (a) interpretation of the applicants' disabilities / special educational needs and general information on the possible impact of the disabilities / special educational needs on students' learning; (b) general information on the kind of special assistance which PolyU may offer to students with a

particular disability / special educational needs; and / or (c) general information in relation to compliance with the Disability Discrimination Ordinance.

8.4 In all other respects, the regulations set out in this Section make no distinction between applicants with disabilities / special educational needs and other applicants.

8.5 A separate arrangement for students with disabilities is made within the Joint University Programmes Admissions System (JUPAS). Students with disabilities can, if they so wish, opt for consideration under this separate arrangement after they have submitted their JUPAS application. If considered suitably qualified, they will receive offers earlier than the JUPAS Main Round Exercise. They are however not required to make a decision on whether to accept the earlier offers. Their application will continue to be considered by institutions in the JUPAS Main Round Exercise to see if an even "better" offer could be given. The final offer will either be the earlier offer or the Main Round offer, whichever is of a higher priority. It is expected that this separate arrangement will facilitate applicants with a disability, since institutions may provide suitable counselling and assistance to them.

8.6 The Head of Department concerned may, at the time of admission, extend the normal duration of students with special educational needs for up to two years, based on the recommendation from SAO. Further extension will follow the prevailing regulations.

9 Admission of students with outstanding non-academic achievements

9.1 The University will give appropriate special consideration to applicants who have shown outstanding non-academic achievements or all-round development in non-academic aspects, such as music, sports, arts and culture, leadership and community services and STEM, for admission to full-time undergraduate programmes. Applicants with outstanding non-academic achievements (e.g. with awards / prizes attained in prominent competitions) will be favourably considered for admission.

9.2 The above provision also applies to applicants recommended under the JUPAS Sub-system for School Principal's Nominations (SPNS), and the PolyU's Outstanding Sportsmen Recommendation Scheme (OSRS) to be considered under the Special Talents Admission and Recognition Scheme (STARS) which serves as an alternative route for students whose exceptional achievements cannot be fully reflected in HKDSE results. The STARS embraces talents to be considered under the Outstanding Sportsmen Recommendation Scheme (OSRS), Student-Athlete Learning Support and Admission Scheme (SALSA)[7], School Principal's Nominations (SPN), Multi-faceted Excellence Scholarship (MES), and applicants with outstanding achievements in Other Experiences and Achievements in Competitions/ Activities (OEA).

9.3 Special consideration for admission will also be given to applicants who demonstrate talents and competencies, and be recommended under the School Nominations Direct Admission Scheme (SNDAS) starting from 2022/23.

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[7] Special consideration will be given to students admitted via SALSA on student administration arrangements.

10 Admission of advanced standing students based on advanced academic qualifications

10.1 A Departmental Programme Committee may propose and the Faculty/School Board may approve provisions for students to be admitted to the programme beyond the initial stage(s). The entrance requirements specified for such admission shall be such as to ensure that the students entering the later stage will have the knowledge and experience comparable to those who have progressed from the initial stage(s). Such admission routes should be included in the Programme Requirement Document. These students will still be labelled as first year students even though they are following the curriculum of a later stage.

10.2 Individual students may be admitted to a later stage of a programme provided that they have demonstrably reached the general level of educational development which would have been reached had they taken the earlier stage(s) of the programme, and provided that there is a high probability that they will be able to complete the programme successfully. This is normally shown by evidence of success in other programmes of an appropriate level, although it is possible in exceptional cases for an equivalent level to be attained through experience in employment and/or through learning outside formal educational settings. Where other studies are used as the basis for admission, it is not necessary for each component in the omitted stage(s) of the programme to have been covered. The authority for such admissions, and the procedures and criteria to be followed, are the same as those set out in Section 7.2 of B2 above.

10.3 The number of credits which a student is required to complete for the award concerned will be determined at the time of admission, and no later than the end of the add/drop period.

10.4 If students who are admitted with entry credit transfer wish to gain higher grades by studying the subject(s) again, they may approach their programme offering Department for declining the provision of taking fewer credits, no later than the end of the add/drop period.

10.5 Students admitted on the strength of IB/A-Level qualifications will be given credit transfer, up to a maximum of 25% of the credit requirement for a 4-year degree programme, in which 6 credits are for the Cluster Area Requirements (CAR) (not applicable to [CAR(M)] because it is mandatory for all Ug students admitted in or after 2022/23), 3 credits for Freshmen Seminar (for Ug students admitted in or before 2021/22), and 3 credits for University English. For IB/GCE candidates who are able to attain the specified grade and total score requirements, a maximum of 6 credits could be further given from the English and Chinese Language and Communication Requirements (LCR) subjects. Any further credit transfer on the remaining CAR or discipline-specific subjects will be decided by the programme host department.

11 Admission of non-local students

11.1 Non-local students are defined as those who require one of the following documents issued by the Hong Kong Immigration Department to enter Hong Kong for the purpose of post-secondary education:

(i) a student visa/ entry permit.

(ii)   a visa/entry permit under the Immigration Arrangements for Non-local Graduates.

(iii)   a dependant visa/ entry permit that was first issued to the student when they were 18 years old or above.

Recognizance form holders are also classified as non-local students with effect from the 2019/20 intake cohort. If non-local applicants only possess visitor or tourist visas, PolyU can neither register them as students, nor allow them to commence their studies until they have obtained a student visa.

11.2   All new non-local students in sub-degree, undergraduate and taught postgraduate programmes (regardless of their qualifications with which they use to apply to the University) should be admitted through over-enrolment outside the approved UGC-funded student number targets.

11.3   With effect from the 2024/25 academic year, the non-local student enrolment for UGC-funded programmes is subject to a ceiling up to a level equivalent to 40% of the approved local student number targets at the corresponding study level.

11.4   For full-time self-financed undergraduate and sub-degree programmes[8], there is a quota limit of 10% of the previous year's actual total student enrolment number of all such programmes in an institution for recruitment from Mainland China, Macao and Taiwan as laid down by the Education Bureau (EDB) of the HKSAR Government.

11.5   Non-local students will have to pay a higher rate of tuition fees, to be determined by the University. Non-local students are not eligible to apply for any Government-funded student financial assistance.

12   Admission of subject-based students

12.1   Students who wish to take individual subjects, but do not wish to register as a candidate for an award, may apply for admission as subject-based students.

12.2   Subject-based students are subject to the following regulations:

(a)   <u>Coverage</u>

(i)   The provision for admission of subject-based students applies only to subjects which form part of a self-financed programme.[9]

(ii)   Subject-based students may be admitted to take subjects at any level. However, priority to take subjects shall be given to regular students, i.e. those enrolled on a programme basis.

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[8]   The Hong Kong Immigration Department will only grant student visa to those attending full-time programmes.
[9]   Graduates from UGC-funded programmes will not be restricted to taking only subjects from a self-financed programme (ref. section 22.3 of B2). For specific summer school programmes, students will not be restricted to taking only subjects from a self-financed programme.

(iii)   Subjects which are open for selection by subject-based students will be determined by the subject offering departments.

(b)   Suitability for admission and re-enrolment

(i)   The Department offering the subject to be enrolled by the subject-based students will determine their suitability for admission. The Department concerned should ensure that the students have the ability to benefit from the subject, having regard to working experience and other background, if deemed necessary.

(ii)   Subject-based students need not necessarily possess equivalent entry qualifications as regular students.

(iii)   Subject-based students may register for a period of not more than one semester. Students need to apply again if they wish to register in the following semester.

(c)   Assessment and certification of academic achievement

(i)   Subject-based students are subject to assessment, which will be conducted at the same time and in the same manner as regular students.

(ii)   Subject-based students will earn credits if they are successful in the assessment for the subject.

(iii)   Subject-based students will receive an official assessment result notification for the subjects taken. The assessment result notification will stipulate the same details of the subjects examined, as for the regular students. A transcript of studies will be issued to these students on request.

(d)   Credit transfer

(i)   If subject-based students later wish to further their studies on PolyU programmes leading to a formal award, they should follow the normal application procedures to seek admission, and will be subject to the University regulations governing such admission including satisfying the programme entrance requirements.

(ii)   The prevailing University regulations on credit transfer and validity period of credits earned will apply when subject-based students are admitted to pursue a formal PolyU award.

(e)   Administration

Subject-based students will be issued student ID cards, and be eligible to access the same teaching/learning facilities as other students on the subject concerned. They will also have the same benefits as regular part-time students in terms of access to other campus facilities.

(f)   Student proportion

(i)   The number of subject-based students to be admitted per class should not exceed 25% of the total class enrolment. Approval from Faculty Dean/School Board Chairman is required for admission of subject-based students above the 25% ceiling.

(ii)   The proportion of subject-based students admitted to any subject should not be such as to distort the normal teaching/learning patterns of the subject, nor to affect the progress of regular students who hold the approved entrance qualifications of the programme concerned.

(g)   Fees

(i)   Subject-based students will be charged tuition fees on a credit basis.

13   Re-admission

Students who have been required to withdraw on grounds of academic failure or have been de-registered, and those who have discontinued their studies without completing the proper procedures for official withdrawal, shall not be considered for re-admission to the same scheme/programme/stream in the following academic year.

14   Transfer of study within the University

14.1   Students who have not completed their programmes of study may apply to transfer to another programme, and may be admitted, provided that the total period of registration will not exceed the normal duration (or maximum period of registration for students admitted in or before 2019/20) of the original or new study programme, whichever is longer. Unless exceptionally approved by the Chairman of the Academic Planning and Regulations Committee (APRC), year one new students will only be considered for transfer to another programme offered in the same mode of study starting from their second semester of registration. For UGC-funded undergraduate programmes, the maximum number of approved transfer for both local and non-local students should normally not exceed the unfilled UGC-funded places within the planned student number for the programme concerned.

14.2   Students who are currently on a UGC-funded programme and wish to transfer to another PolyU full-time UGC-funded programme of the same level should submit an application for transfer of study, instead of a new application in the non-JUPAS application period. In addition, current Higher Diploma students who have chosen to submit an application via JUPAS would not be allowed to submit a further application for transfer of study to full-time programmes within PolyU.

14.3   All applications for transfer of study will be considered in competition with other new applications.

15   Transfer of study between institutions

15.1   The University is prepared to admit students who have completed all or part of a programme offered by another institution, to the advanced stages of a cognate programme. The number of students admitted on this basis will be small, and admission will be subject to the provisions set out in Section 10 of B2 above.

15.2   In accordance with the policy on inter-institutional transfer of students stipulated by the UGC, repeating of UGC-funded study across institutions, irrespective of whether there is a change of programme or discipline, is generally discouraged, and only cases with justified reasons will be exceptionally considered, and on a case-by-case basis.

16   Concurrent enrolment

16.1   Students are not permitted to enrol concurrently on two full-time programmes, whether or not one of the programmes is offered by another institution.

16.2   Except for programmes which do not lead to any formal award, students are not allowed to enrol concurrently on a full-time programme and a part-time programme, or on more than one part-time programme, including those offered by another institution, without permission from the Head(s) of Department concerned.

17   Normal duration for completion of a programme (applicable to students admitted in or after 2020/21)

17.1   Students should complete the programme within the normal duration of the programme as specified in the Programme Requirement Document. Those who exceed the normal duration of the programme will be de-registered from the programme unless prior approval has been obtained from relevant authorities. The study period of a student shall exclude deferment granted for justifiable reasons, and the semester(s) when the student has been approved to undertake internship. Any semester in which the students are allowed to take zero subject will be counted towards their total period of registration.

17.2   Students who have been registered for the normal duration of the programme may request extension of their studies for up to one year with the approval of the relevant Heads of Department/Deans of Independent School. Applications for extension of study period beyond one year and up to two years will require the approval from Faculty/School Board Chairman.[10]

17.3   Students who have exceeded the normal duration of the programme for more than two years and have been de-registered can submit an appeal to the Academic Appeals Committee to request further extension. If the appeal fails, the student shall be de-registered.

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[10]   The Head of Department concerned may extend the normal duration of students with special educational needs for up to two years, based on the recommendations from SAO. Further extension will follow the prevailing regulations.

17.4 To enable student sportsmen to manage their participation in trainings/competitions and academic studies, the normal duration for completion of programmes for students admitted via the OSRS will automatically be extended for two years. Further extension will follow the prevailing regulations.

18 Maximum period of registration for completion of a programme (applicable to students admitted in or before 2019/20)

18.1 The maximum period of registration on, and for completion of, a programme is normally twice the duration of the programme, and must not exceed 8 years. This 8-year maximum period shall apply to programmes, the specified duration of which is more than 4 years. This period shall exclude deferment granted for justifiable reasons such as illness or posting to work outside Hong Kong, but any semester in which the students are allowed to take zero subject will be counted towards the maximum period of registration. For Senior Year intakes to 4-year Ug programmes, with effect from 2014/15, students are normally expected to complete their study in 2 years, with a maximum period of registration of 4 years. For Ug programmes which are of 5 years' duration, these students' normal study duration will be 3 years and the maximum period of registration will be 6 years.

18.2 A student's registration shall lapse if it is no longer possible for him/her to obtain an award within the maximum period of registration.

19 Validity period of subject credits

The validity period of subject credits 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 contents of the subject. Credits earned from previous study should remain valid at the time when the student applies for credit transfer. For exceptional cases such as those stated in (i) to (iii) below, subject offering Departments shall have the discretion to approve the transfer of credits which have exceeded the validity period on a case-by-case basis. All such exceptional cases must be reported to the Faculty/School Board with full justifications.

Exceptional cases

(i) Mature learners whose previous studies were mostly completed a long time before their admission to this University, 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.

(ii) Students for whom the expiry of validity of credits is beyond their control, e.g. due to medical reasons.

(iii) Students have been approved for deferment of study, or approved for going beyond the maximum period of registration (applicable to students admitted in or before 2019/20).

20 Residential requirement

20.1 In order to be considered for a PolyU award, a student must complete at least 1/3 of the normal credit requirement for the award he/she is currently enrolled, unless the professional bodies concerned stipulate otherwise. (For programmes with professional requirements, the Departments concerned should consult the relevant professional bodies and tighten up this residential requirement accordingly.)

20.2 This 1/3 requirement is also applicable to Minor programme and Secondary Major. Students must take at least 6 credits from their chosen Minor programme or at least 12 credits from their chosen Secondary Major in order to satisfy the residential requirement of their chosen Minor or Secondary Major.

21 Student status

21.1 Students will register on a specific programme. Each programme will have a designated mode of study, i.e. either full-time (FT), part-time (PT), distance learning (DL), on-line (OL) or mixed-mode (MM).

21.2 Students' eligibility for the range of services provided by the University will be governed by the students' status, which is determined with reference to the mode of attendance of the programmes enrolled and/or the study load as described in Sections 21.4 to 21.6 of B2 below.

21.3 *Self-paced students*

    (i)   Departments are advised to specify a progression pattern for each programme, and students are normally expected to follow this study pattern. Students who wish to study at their own pace instead of following the specified progression pattern will have to seek prior approval from their Departments. These students are referred to as self-paced students.

    (ii)   Students who register on programmes without any specified progression pattern are also known as self-paced students.

21.4 *Full-time students*

    (i)   Students enrolled on full-time programmes or on mixed-mode programmes with a study load of 9 credits or more in a semester are classified as full-time students. If they wish to change their study load to less than 9 credits in a semester, they will have to seek prior approval from their Department. Students who enroll on full-time programmes but have been given permission to take less than 9 credits in a semester will be given the option to pay credit fees. If students wish to exercise such an option, they have to inform Departments before the end of the add/drop period of that semester.

    (ii)   Full-time local students enrolled on UGC-funded programmes are eligible to apply for financial assistance from the Government in the form of grant and loan. Government grant and loan may not be granted beyond the normal period of registration for the programme.

21.5 *Part-time students*

Students enrolled on part-time, distance learning, online, or mixed-mode programmes with a study load of less than 9 credits in a semester (unless otherwise approved by Departments), are classified as part-time students.

21.6 *Mixed-mode Students*

Students enrolled on mixed-mode programmes are classified as mixed-mode students. They may engage in a full-time or part-time study load and attend classes either in the daytime, in the evening, or a combination of both. If the mixed-mode students take subjects with a study load reaching the minimum requirement of a full-time student, they will be given full-time status in that semester. If their study load does not reach this minimum of 9 credits, they will be given part-time status (unless otherwise approved by the Department).

21.7 *Subject-based students*

Students who wish to take individual subjects, but do not wish to register as a candidate for an award, are classified as subject-based students.

22   Subject registration and withdrawal

22.1   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 and before the commencement of the examination period if they have a genuine need to do so. The application should be made to the relevant programme offering Department and will require the approval of both the subject teacher and the host Department Programme Leader concerned (or an alternate academic staff authorised by the programme offering Department). 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.

22.2   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.

22.3   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. Students will be allowed to take additional subjects for broadening purpose, after they fulfil the graduation requirements and for the following semester. However, they will still be subject to the maximum study load of 21 credits per semester and the availability of places in the subjects concerned, and their enrolment will be arranged as subject-based students only and be subject to the rules on 'Admission of Subject-based Students',

except that graduates from UGC-funded programmes will not be restricted to taking only subjects from a self-financed programme [see Section 12.2a(i) of B2 above].

23   Study Load

23.1   For students following the progression pattern specified for their programme, they have to take the number of credits and subjects, as specified in the Programme Requirement Document, for each semester. Students cannot drop those subjects assigned by the department unless prior approval has been given by the department.

23.2   The normal study load is 15 credits in a semester for full-time study. The maximum study load to be taken by a student in a semester is 21 credits, unless exceptional approval is given by the Head of the programme offering Department. For such cases, students should be reminded that the study load approved should not be taken as grounds for academic appeal.

23.3   To help improve the academic performance of students on academic probation, these students will be required to take a reduced study load in the following semester (Summer Term excluded). The maximum number of credits to be taken by the students varies according to the policies of individual Departments and will be subject to the approval of the authorities concerned.[11]

23.4   Students are not allowed to take zero subject in any semester, including the mandatory summer term as required by some programmes, unless they have obtained prior approval from the programme offering Department; otherwise they will be classified as having unofficially withdrawn from their programme. Students who have been approved for zero subject enrolment (i.e. taking zero subject in a semester) are allowed to retain their student status and continue using campus facilities and library facilities. Any semester in which the students are allowed to take zero subject will nevertheless be counted towards the total period of registration (or maximum period of registration for students admitted in or before 2019/20) (see Sections 17.1 and 18.1 of B2 above).

23.5   Students who have obtained approval to pace their studies and students on programmes without any specified progression pattern who wish to take more than the normal load of 15 credits in a semester should seek advice from the Department concerned before the selection of subjects.

24   Subject exemption

Students may be exempted from taking any specified subjects, including mandatory GUR subjects, if they have successfully completed similar subjects previously in another programme or have demonstrated the level of proficiency/ability to the satisfaction of the subject offering Department. Subject exemption is normally decided by the subject offering Department. However, for applications which are submitted by

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[11]   The maximum number of credits to be taken in a semester by students on academic probation will be decided by the students' Programme Offering Departments. The maximum number could be set on a departmental basis or programme basis, or even student-specific, as deemed appropriate. If the maximum number proposed is from 16 to 18 credits in a semester, approval by Faculty/School Deans is required. For students to be allowed to take more than 18 credits in a semester, approval by the Academic Quality Assurance Committee will be required.

students who have completed an approved student exchange programme, the subject exemption is to be decided by the programme offering Department in consultation with the subject offering Departments. In case of disagreement between the programme offering Department and the subject offering Department, the Faculty Dean(s)/School Board Chair(s) concerned will make a final decision jointly on the application. If students are exempted from taking a specified subject, the credits associated with the exempted subject will not be counted towards meeting the award requirements. It will therefore be necessary for the students to consult the programme offering Department and take another subject in order to satisfy the credit requirement for the award.

25 Credit transfer

25.1 Students may be given credits for recognised previous studies including mandatory General University Requirements (GUR) subjects; and the credits will be counted towards meeting the requirements for award/degree[12]. Transferred credits may not normally be counted towards more than one degree[13]. The granting of credit transfer is a matter of academic judgment. In assessing the transferability of subjects previously taken, the syllabus of that subject should be carefully scrutinized to ascertain that it is comparable[14] to the PolyU's curriculum. Whether the previous studies are from institutions on credit-based or non-credit-based system should not be a matter of concern, and the subject size need not be a perfect match. To ascertain the academic standing of the institution offering the previous studies, the Department might need to request the institutions concerned to provide more relevant information.

25.2 Credit transfer may be done with or without the grade being carried over; the former should normally be used when the credits were gained from PolyU. Credit transfer with the grade being carried over may be granted for subjects taken from outside the University, if deemed appropriate, and with due consideration to the academic equivalence[15] of the subjects concerned and the comparability of the grading systems adopted by the University and the other approved institutions. Subject credit transfer is normally decided by the subject offering Department. However, for applications which are submitted by students who have completed an approved student exchange programme, the decision will be made by the programme offering Department in consultation with the subject offering Departments. As the application for credit transfer may involve subjects offered by more than one Department, the programme offering Department should coordinate and check whether the maximum limit for credit transfer for a student has been exceeded, and whether the student has fulfilled the residential requirement as stipulated in Section 20 of B2 above.

25.3 In case of disagreement between the programme offering Department and the subject offering Department, the Faculty Dean(s)/School Board Chair(s) concerned will make a final decision jointly on the application.

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[12] Credit transfer from undergraduate studies to postgraduate studies will be allowed on the condition that these credits were on top of the Bachelor's degree requirements.

[13] The word "degree" allows for credit transfer from PgD to master degree as PgD is an (exit) "award" and not a "degree" *per se*.

[14] Departments may assess the academic equivalence of the subjects for credit transfer in terms of the number of notional learning hours (and that of contact hours), alignment of intended learning outcomes, study level, etc. A test may be conducted, if necessary, to assess the level of knowledge that the student/applicant has attained.

[15] Please refer to footnote 14 above about academic equivalence.

25.4 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. However, for students admitted to an Articulation Degree or Senior Year curriculum which is already a reduced curriculum, they should not be given credit transfer for any required GUR subjects, and are required to complete at least 60 credits in order to be eligible for a Bachelor's award.

25.5 If a student is waived from a particular stage of study on the basis of advanced qualifications held at the time of admission (see Section 10 of B2 above), the student concerned will be required to complete fewer credits for award. For these students, the '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. This also applies to students admitted to an Articulation Degree or Senior Year curriculum when they claim further credit transfer after admission.

25.6 If the credits to be transferred are part of a PolyU programme which is accredited by a professional body, the Department concerned should ensure that the transferred credits will also meet the requirement of the relevant professional body.

25.7 Notwithstanding the upper limits stipulated in Section 25.4 of B2 above, (and unless professional bodies stipulate otherwise) students may be given more credit transfer than these upper limits (e.g. upon completion of an exchange programme as mentioned in Section 25.8 of B2 below), subject to their satisfying the residential requirement as stated in Section 20 of B2 above.

25.8 With applications for transfer of credits earned through study under an approved exchange programme, as with all other credit transfer applications, the Departments concerned should scrutinize the syllabuses of the subjects which the students are going to take at the partner institution, and determine their credit transferability based on academic equivalence[16] with the corresponding subjects on offer at PolyU, and the comparability of the grading systems adopted by PolyU and the partner institution. In order to overcome possible problems associated with subject-to-subject mappings, block credit transfer rather than subject-by-subject credit transfer can be given. Before they start the exchange programme, students should seek approval on their study plan and credit transferability from the programme offering Department (who will consult the subject offering Departments as appropriate). At the same time, the credit transferability, and the suitability for allowing grades to be carried over, must be communicated to the students.

25.9 All credit transfers approved will take effect in the semester for which they are approved. A student who applies for transfer of credits for a particular semester will only be eligible for graduation at the end of that semester (even if the granting of credit transfer will immediately enable the student to satisfy the credit requirement for the award).

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[16] Please refer to footnote 14 above about academic equivalence.

25.10 Regarding credit transfer for GUR subjects, the Programme Host Department is the approval authority at the time of admission to determine the number of GUR credits which an Advanced Standing student will be required to complete for the award concerned. Programme Host Departments should make reference to the mapping lists of GUR subjects, compiled by the Committee on General University Requirements (CoGUR), on the eligibility of the subjects which can qualify as GUR subjects. Applications for credit transfer of GUR subjects after admission will be considered, on a case-by-case basis, by the Subject Offering Department or Office of Undergraduate Studies (OUS)/Service-Learning and Leadership Office (SLLO), in consultation with the relevant Sub-committee(s) under CoGUR, as appropriate.

25.11 For credit transfer of retaken subjects, the grade attained in the last attempt should be taken in the case of credit transfer with grade being carried over. Students applying for credit transfer for a subject taken in other institutions are required to declare that the subject grade used for claiming credit transfer was attained in the last attempt of the subject in their previous studies. If a student fails in the last attempt of a retaken subject, no credit transfer should be granted, despite the fact that the student may have attained a pass grade for the subject in the earlier attempts.

25.12 Students should not be granted credit transfer for a subject which they have attempted and failed in their current study unless the subject was taken by the student as an exchange-out student in his/her current programme.

26   Deferment of study

26.1 Students may apply for deferment of study if they have a genuine need to do so such as illness or posting to work outside Hong Kong. Approval from the Department offering the programme is required. The deferment period will not be counted towards the total period of registration (or maximum period of registration for students admitted in or before 2019/20).

26.2 Application for deferment of study from students who have not yet completed the first year of a full-time programme will only be considered in exceptional circumstances.

26.3 Where the period of deferment of study begins during a stage for which fees have been paid, no refund of such fees will be made.

26.4 Students who have been approved for deferment are not entitled to enjoy any campus facilities during the deferment period.

General Admissions Requirements (GAR) for Non-JEE Admission
*(effective from **2024/25 Intake**)*

Qualification	Requirement
International Baccalaureate (IB)	• IB Diploma with a total of 32 points or above out of 45
GCE A-level / IAL	• Grade B or above in 3 GCE A-Level / International A-Level subjects
SAT / ACT	• Successful completion of High School Diploma with an overall average of 75% or above; AND • SAT with a Total Score of 1190 or above out of 1600; or ACT with a Composite score of 24 or above out of 36 (in one sitting); AND • Grade 3 or above in 2 Advanced Placement (AP) subjects
Argentina	• Bachillerato
Australian	• Australian Tertiary Admission Rank (ATAR) of 80 or above; AND • an overall average of 75% or above in the Year 12 Certificate of Education
Austria	• Reifeprüfung/ Matura
Bangladesh	• Higher Secondary Certificate (HSC)
Belgium	• Certificat d'Enseignement Secondaire Supérieur (CESS); OR • Diploma van Secundair Onderwijs; OR • Abschlusszeugnis der Oberstufe des Sekundarunterrichts
Brunei	• Brunei-Cambridge GCE A-Level with passes in 3 AL subjects
Bulgaria	• Diploma za Zavrsheno Sredno Obrazovanie (Diploma of Completed Secondary Education)
Cameroon	• Cameroon Baccalauréat; OR • Cameroon GCE A-Level with passes in 3 AL subjects
Canada	• Ontario Secondary School Diploma (OSSD) with an overall average of 75% or above in six Grade 12 (U/M) courses; OR • Provincial High School Diploma with an overall average of 75% or above in five Grade 12 courses; OR • Quebec Diplôme d'Études Collégiales (DEC) with an overall average of 75% or above
Caribbean-Patterned	• Caribbean Advanced Proficiency Examination (CAPE) Diploma
Chile	• Licencia de Enseñanza Media (Certificate of Secondary Education)
China (Mainland)	• Current year Chinese Mainland Joint Entrance Examination (JEE) (應屆內地普通高等学校招生全國統一考試); OR • Chinese Mainland Joint Entrance Examination (JEE) for Hong Kong, Macau and Taiwan Students (港澳台僑高考) with an average of 80% in all subjects
Croatia	• Svjedodžba o Državnoj Maturi (Certificate of State Maturity)
Czech Republic	• Vysvědčení o Maturitní Zkoušce/ Maturita (Secondary School Leaving Certificate) with an overall average of 1.5 or better on a 5-point scale

Qualification	Requirement
Denmark	• Studentereksamen (Upper Secondary School Leaving Examination)
Egypt	• Certificate of General Secondary Education (Thanaweya A'ama)
El Salvador	• Bachiller (School Leaving Certificate); AND • Prueba de Aprendizajes y Aptitudes para Egresados de Educacion Media (PAES)
Estonia	• Gümnaasiumi Iõputunnistus (Secondary School Leaving Certificate); AND • Riigieksamitunnistus (State Examination Certificate)
European Baccalaureate	• European Baccalaureate
Finland	• Lukionpasstotodistus (General Upper Secondary School Certificate); AND • Ylioppilastutkintotodistus/ Studentexamensbetyg (Certificate of Matriculation)
French Baccalaureate	• Baccalauréat Général or Option Internationale du Baccalauréat
Germany	• Zeugnis der Allgemeinen Hochschulreife (German Abitur Certificate)
Greece	• Apolytírio Genikoú Lykeíou (Upper Secondary School Leaving Certificate)
Hong Kong (for non-local applicants taken HKDSE only)	• Hong Kong Diploma of Secondary Education (HKDSE) with a total score of 25 or above for the best 5 subjects; AND • attaining a minimum of Level 3 for Chinese Language and English Language, Level 2 for Mathematics and Level 3 for two elective subjects and "Attained" in Citizenship and Social Development
Hungary	• Erettsegi/ Matura (Secondary Education Graduation Certificate)
Iceland	• Stúdentspróf (Matriculation Examination)
India	• Pass Certificates obtained on completion of Class 12 (State and National boards)
Indonesia	• SMA Ijazah (Senior High School Graduation Certificate)
Iran	• High School Diploma; AND • Konkur (National Entrance Exam)
Ireland	• Irish Leaving Certificate
Israel	• Bagrut (Matriculation Certificate)
Italy	• Diploma di Esame di Stato (Certificate of National Examination)
Japan	• Kotogakko Sotsugyo Shomeisho (Upper Secondary School Leaving Certificate)
Kazakhstan	• Attestat o srednem obrazovanii (Certificate of Completed Secondary Education); AND • Unified National Testing (UNT)
Kyrgyzstan	• Attestat o srednem (polnom) obrazovanii (Certificate of Completed Secondary Education); AND • National Scholarship Test (ORT)
Latvia	• Certificate of General Secondary Education (Atestāts Par Vispārējo Vidējo Izglītību)
Liechtenstein	• Matura (Upper Secondary School Leaving Examination)

Qualification	Requirement
Lithuania	• Brandos Atestatas (Secondary School Leaving Certificate) / Matura
Luxemburg	• Diplôme de Fin d'Etudes Secondaires (Secondary Education Completion Diploma)
Malaysia	• Sijil Tinggi Persekolahan Malaysia (STPM); OR • Unified Examination Certificate (UEC Senior)
Mauritius	• Cambridge Higher School Certificate / GCE A-Level with passes in three AL subjects
Mexico	• Mexican Bachillerato
Moldova	• Diplomã de Bacalaureat (Secondary School Diploma)
Mongolia	• Upper Secondary School Certificate; and • SAT with a total score of 1190 / American College Test (ACT) with a composite score of 24 or above
Myanmar	• Basic Education High School Examination / Matriculation Examination
Netherlands	• Voorbereidend Wetenschappelijk Onderwijs (VWO) Diploma
New Zealand	• National Certificate of Educational Achievement (NCEA) Level 3
Norway	• Vitnemål - Videregaende Opplaering (Generell Studiekompetanse)
Pakistan	• Higher Secondary School Certificate (HSSC)
Philippines	• High School Diploma (Grade 12 academic track)
Poland	• Świadectwo Dojrzałości (Certificate of Maturity)
Portugal	• Diploma Nível Secundário de Educação / Certificado Nível Secundário de Educação
Romania	• Diplomã de Bacalaureat
Russia	• Attestat o Srednem (Polnom) Obshchem Obrazovanii (Certificate of Secondary Complete General Education); AND • Unified State Examination (EGE)
Scotland	• Passes in four SQA Highers or Advanced Highers subjects
Singapore	• Singapore-Cambridge GCE A-Level with passes in at least three H2 subjects; OR • A recognized Diploma obtained from one of the following five polytechnics: • Nanyang Polytechnic, Ngee Ann Polytechnic, Republic Polytechnic, Singapore Polytechnic, and Temasek Polytechnic
Slovakia	• Vysvedčenie o Maturitnej Skúške (Secondary School Leaving Certificate)
Slovenia	• Spricevalo o splosni maturi (Secondary School Leaving Certificate) / Matura
South Africa	• National Senior Certificate
South Korea	• Ilbankye Kodung Hakkyo (General High School Diploma)
Spain	• Titulo de Bachiller with pass in the reválida de Bachillerato

Qualification	Requirement
Sri Lanka	• Sri Lanka GCE A-Level with passes in three 3 AL subjects
Sweden	• Fullständigt Slutbetyg från Gymnasieskolan (Diploma Certificate of the Upper Secondary School)
Switzerland	• Maturitätszeugnis/ Certificat De Maturité/Attestato Di Maturità (Federal Maturity Certificate); OR • Eidgenössisch Anerkanntes Kantonales Maturitätszeugnis/ Certificat De Maturité Cantonal Reconnu Par La Confédération/ Attestato Di Maturità Cantonale Riconosciuto Dalla Confederazione (Cantonal Maturity Certificate); OR • Baccalauréat
Taiwan	• General Scholastic Ability Test (GSAT) 學科能力測驗
Tajikistan	• Шаходатнома дар бораи маълумоти миёна умуми (Certificate of Completed Secondary Education); AND • the Centralized Entrance Examination (CEE)
Thailand	• Certificate of Secondary Education (Maw 6)
Tunisia	• Diplôme de Baccalauréat
Turkey	• Anadolu Lisesi Diplomasi (Anatolian High School Diploma); OR • Devlet Lise Diplomasi (State High School Diploma); OR • Lise Bitirme Diplomasi (Private High School Diploma); OR • Fen Lisesi Diplomasi (Science High School Diploma)
Uganda	• Uganda Advanced Certificate of Education with passes in three principal academic subjects
United Arab Emirate	• Tawjihiyya (Secondary Education Certificate)
United Kingdom	• GCE A-Level / International AL with Grade B or above in 3 subjects; OR • BTEC National Diploma (ND) / BTEC Level 3 Extended Diploma with grades of DDD or above; OR • Cambridge Pre-U Diploma with grade M2 or above in three Principal Subjects
United States of America	• Successful completion of High School Diploma with an overall average of 75% or above; AND • Grade 3 or above in 5 Advanced Placement (AP) subjects; OR • SAT with a Total Score of 1190 or above out of 1600; or ACT with a Composite score of 24 or above out of 36 (in one sitting), plus Grade 3 or above in 2 Advanced Placement (AP) subjects (Calculus AB and Calculus BC are only counted as one Advanced Placement (AP) subject. Calculus BC is the more advanced level)
Vietnam	• Bàng Tót Nghiêp Phó Thông Trung Hoc (Upper Secondary School Graduation Certificate)
Zimbabwe	• Zimbabwe GCE A-Level subjects with passes in three subjects

Note: Unless otherwise specified, the threshold admission score is normally 75% or above (out of 100).

English Language Requirements (ELR) for Non-JEE Admission
*(effective from **2024/25** Intake)*

Qualification	Requirement
TOEFL	A score of 80 or above in the Test of English as a Foreign Language Internet-based test (TOEFL iBT), in one sitting TOEFL iBT Home Edition test results will not be considered for meeting the English language requirements for taught programmes.
IELTS	An overall band score of 6.0 in the International English Language Testing System (IELTS) Academic Module The IELTS Online and IELTS Indicator test results will not be considered for meeting the English language requirements for taught programmes.
GCE / International AS or A-Level	Grade E or above in English/ English Language/ English Literature
GCE O-Level/ GCSE/ IGCSE	Grade C / Grade 4 or above in English / English Language / English Literature
Cambridge English Language Assessment	Grade C /Level C1 / 180 or above in Certificate in Advanced English (CAE)
SAT	A score of 590 or above in Evidence-based Reading and Writing
ACT	A score of 23 or above in both English and Reading (in one sitting)
Advanced Placement (AP)	A score of 4 or above in English Language and Composition; OR A score of 4 or above in English Literature and Composition
Australia	80% or above in Grade 12 English in Australian State or Territory High School Certificate
Canada	70% or above obtained in Grade 12 English course in High School Diploma
Denmark	A score of 7 or above in English A or English B in Studentereksamen (STX) / Hojere Forberedelseseksamen (HF)
France	12 or above in English in the French Baccalaureate
Germany	11 points or above in English in the German Abitur
IB	Grade 4 or above in IB English or English Literature (HL/SL)
India	80% or above in Class 12 English in the All India Senior School Certificate Examination/ Indian School Certificate Examination / Higher School Certificate
Ireland	Grade 04 or H4 in English in the Irish Leaving Certificate

Qualification	Requirement
Malaysia	Grade C or above in SPM English; OR B4 or above in Senior UEC English; OR Band 4 or above in the Malaysian University English Test
Netherlands	Grade 7 or above in English in the VWO Diploma
New Zealand	10 credits at Level 2 or above in subjects on English, with 5 credits in Reading and 5 credits in Writing. Literacy credits of subjects in English are available on the New Zealand Qualifications Authority (NZQA) website
Norway	Grade 4 or above in English in the Vitnemål
Scotland	Grade C or above in Scottish Highers English or Advanced Highers English
Singapore	Grade C or above in H1 General Paper in Singapore-Cambridge GCE A-Level / Singapore-Cambridge GCE O-Level English / Singapore Integrated Programme Secondary 4 English Language or Language Arts
Sweden	Grade C (VG) or above in English in the Slutbetyg från Gymnasieskola
Taiwan	Top percentile (頂標) in English in General Scholastic Ability Test (GSAT)

B3. ADMISSION AND REGISTRATION (for Sub-degree Programmes)

1   Introduction

1.1   This set of regulations shall apply to all 2-year full-time Sub-degree programmes with effect from the 2012/13 cohort of intakes, including the Higher Diploma in Nursing, which is of 3-year duration due to the requirements of the discipline area. Higher Diploma programmes were discontinued with the last intake in 2021/22.

1.2   Students will be recruited on a yearly basis.

2   General minimum entrance requirements

For admission to Sub-degree programmes, the University requires applicants to have taken the Hong Kong Diploma of Secondary Education Examination (HKDSE), or obtained a relevant local qualification, or a local/non-local qualification deemed to be acceptable equivalents for admission purpose. Details of these are specified below:

2.1   For those applying on the basis of HKDSE results:

❑   Level 2 in five HKDSE subjects including English Language and Chinese Language[1]

2.2   For those applying on the basis of A-Level results with effect from the 2015/16 entry:

❑   E in one A-Level subject or in two AS-Level subjects plus satisfying the English Language requirement

2.3   For those applying on the basis of a relevant local qualification:

❑   An appropriate Diploma or Higher Certificate from The Hong Kong Polytechnic University or the Hong Kong Institute of Vocational Education (IVE) – or the former Technical Institutes (TI) or Hong Kong Polytechnic/Technical College

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[1]   Alternative Chinese qualifications will continue to be accepted for students who meet the conditions specified by EDB: (a) students who have learned Chinese Language for less than 6 years while receiving primary and secondary education; (b) students who have learned Chinese Language for 6 years or more in schools, but have been taught an adapted and simpler Chinese Language curriculum not normally applicable to the majority of students in local schools. Students achieving the required grade in the relevant subject [i.e. Grade E or above in GCE(A-Level)/GCE(AS-Level) OR Grade C/4 or above in IGCSE/GCSE/GCE(O-Level) Chinese Language subject or Applied Learning Chinese [ApL(C)] with Attained level or above] will be regarded as obtaining a Level 3 in HKDSE Chinese for meeting our entrance requirements and for calculation of the related admission scores. If these applicants also sit for the examination of HKDSE Chinese, the "best" result of either the Alternative Chinese qualifications or HKDSE Chinese would be taken into account in the admission and selection process.

2.4   Other local/non-local qualifications deemed to be acceptable equivalents for admission purpose

2.4.1   The University accepts attainments in HKALE / HKASLE, GCEALE / GCEASLE and IB for admission to its 2-year Sub-degree programmes. Applicants holding A-Level and IB qualifications might be granted credit transfer upon admission.

2.4.2   The University will consider other qualifications, on their individual merits, as being equivalent to the specified entrance requirements. Applicants concerned may be required to attend interviews or tests to further ascertain their language proficiency.

2.5   The public examination results required for admission purpose may be accumulated through multiple sittings.

3   Programme-specific entrance requirements

The entrance requirements for each particular programme are determined in relation to the aims, curriculum contents (particularly of the first year), teaching methods and its duration, as well as the level of demand from applicants. Such programme-specific requirements are set at or above the University's general minimum entrance requirements, and may include non-academic criteria (see Section 4.1 of B3 below).

4   Criteria for admission

4.1   In selecting applicants for admission to a programme, the following factors, in addition to the academic qualifications of individual applicants[2], are considered by the person(s) responsible for admission:

(i)   the motivation, non-academic qualities and interests of individual applicants;

(ii)   the other experiences and achievements, if any, of individual applicants;

(iii)   the ability of individual applicants to communicate effectively in English (except for programmes approved to be taught in Chinese); and

(iv)   the overall balance of the cohort of students admitted – this allows for a group of students who have a balance of experience to be selected, where this is relevant to the aims of the programme.

4.2   The Departmental Programme Committee is responsible for ensuring, as far as possible, that all students admitted are potentially capable of completing the programme.

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[2]   The public examination grades of those applicants meeting the specific entrance requirements for a particular programme may be weighted to reflect the relevance or otherwise of each subject to that programme.

5 Admission of mature applicants

5.1 Applicants who have reached the age of 25 before 1 September, in the year in which they seek admission, are categorised as mature applicants.

5.2 Those mature applicants who do not hold approved entrance qualifications may be admitted, on an individual and exceptional basis (see Section 6 of B3 below).

6 Admission of applicants without the approved qualifications

6.1 Applicants, including mature applicants who do not possess the stipulated entrance requirements, may only be admitted on an individual and exceptional basis. The main criterion is that they can demonstrate sufficient motivation, knowledge and potential to indicate a high probability of being able to complete the programme successfully. Evidence for this may include documented qualifications, performance at interview, the results of a special assessment process, and/or a record of relevant working experience.

6.2 The authority to approve the admission of such applicants is the appropriate Faculty/School Board, which will decide on the basis of the following criteria:

(i) that all necessary steps have been taken to ascertain the applicant's suitability for admission to the programme concerned (see Section 6.1 of B3 above);

(ii) that the proportion of such applicants being admitted to the programme (taking into account also the number of subject-based students planned to be admitted) will not be such as to distort the normal teaching/learning patterns of the programme, nor to affect detrimentally the progress of those students who hold the approved entrance qualifications and for whom the programme is designed;

(iii) that the overall proportion of such applicants admitted to programmes in the Faculty will remain to be low.

7 Admission of applicants with disabilities / special educational needs

7.1 PolyU adopts an equal opportunities policy in admitting applicants with disabilities / special educational needs, so long as they can fulfil the essential academic requirements for entry; and can satisfy the physical demands of particular programmes, if necessary with reasonable use of assistive technology.

7.2 Applicants with disabilities / special educational needs have the right to choose, at their own discretion, whether to provide information in relation to their disabilities / special educational needs when they submit their application. Such an arrangement, if exercised by the applicant, is intended to enable these applicants to be counselled on the suitability or otherwise of the programme(s) they have applied for, and to enable them to find out as early as possible the special assistance and facilities which the University can provide to them on admission.

7.3 Departments may seek further information or advice from the PolyU's Network on Students with Special Needs via its Secretary before meeting with the applicants concerned if they require any assistance on (a) interpretation of the applicants' disabilities

/ special educational needs and general information on the possible impact of the disabilities / special educational needs on students' learning; (b) general information on the kind of special assistance which PolyU may offer to students with a particular disability / special educational needs; and / or (c) general information in relation to compliance with the Disability Discrimination Ordinance.

7.4   In all other respects, the regulations set out in this Section make no distinction between applicants with disabilities / special educational needs and other applicants.

7.5   A separate arrangement for students with disabilities is made within the Joint University Programmes Admissions System (JUPAS). Students with disabilities can, if they so wish, opt for consideration under this separate arrangement after they have submitted their JUPAS application. If considered suitably qualified, they will receive offers earlier than the JUPAS Main Round Exercise. They are however not required to make a decision on whether to accept the earlier offers. Their application will continue to be considered by institutions in the JUPAS Main Round Exercise to see if an even "better" offer could be given. The final offer will either be the earlier offer or the Main Round offer, whichever is of a higher priority. It is expected that this separate arrangement will facilitate applicants with a disability, since institutions may provide suitable counselling and assistance to them.

7.6   The Head of Department concerned may, at the time of admission, extend the normal duration of students with special educational needs for up to two years, based on the recommendation from SAO. Further extension will follow the prevailing regulations.

8   Admission of students with outstanding non-academic achievements

8.1   The University will give appropriate special consideration to applicants who have shown outstanding non-academic achievements or all-round development in non-academic aspects, such as music, sports, leadership and community services and STEM, for admission to full-time undergraduate programmes. Applicants with outstanding non-academic achievements (e.g. with awards / prizes attained in prominent competitions) will be favourably considered for admission, so long as they have satisfied the general minimum entrance requirements of the University.

8.2   The above provision also applies to applicants recommended under the JUPAS Sub-system for School Principal's Nominations (SPN), and the PolyU's Outstanding Sportsmen Recommendation Scheme (OSRS).

9   Admission of non-local students

9.1   Non-local students are defined as those who require one of the following documents issued by the Hong Kong Immigration Department to enter Hong Kong for the purpose of post-secondary education:

(i)   a student visa/entry permit.
(ii)   a visa/entry permit under the Immigration Arrangements for Non-local Graduates.
(iii)   a dependant visa/entry permit that was first issued to the student when they were 18 years old or above.

Recognizance form holders are also classified as non-local students with effect from the 2019/20 intake cohort. If non-local applicants only possess visitor or tourist visas, PolyU

can neither register them as students, nor allow them to commence their studies until they have obtained a student visa.

9.2 With effect from the 2016/17 academic year, all new non-local students in sub-degree, undergraduate and taught postgraduate programmes (regardless of their qualifications with which they use to apply to the University) should be admitted through over-enrolment outside the approved UGC-funded student number targets, up to a level equivalent to 20%[3] of the approved UGC-funded student number targets for these programmes, by study level.

9.3 Non-local students will have to pay a higher rate of tuition fees, to be determined by the PolyU. Non-local students are not eligible to apply for any Government-funded student financial assistance.

10 Admission of subject-based students

10.1 Students who wish to take individual subjects, but do not wish to register as a candidate for an award, may apply for admission as subject-based students.

10.2 Subject-based students are subject to the following regulations:

(a) <u>Coverage</u>

    (i) The provision for admission of subject-based students applies only to subjects which form part of a self-financed programme.[4]

    (ii) Subject-based students may be admitted to take subjects at any level. However, priority to take subjects shall be given to regular students, i.e. those enrolled on a programme basis.

    (iii) Subjects which are open for selection by subject-based students will be determined by the subject offering departments.

(b) <u>Suitability for admission and re-enrolment</u>

    (i) The Department offering the subject to be enrolled by the subject-based students will determine their suitability for admission. The Department concerned should ensure that the students have the ability to benefit from the subject, having regard to working experience and other background, if deemed necessary.

    (ii) Subject-based students need not necessarily possess equivalent entry qualifications as regular students.

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[3] In the 2022/23 to 2024/25 triennium, the UGC will continue to allow UGC-funded universities' over-enrolment of non-local students to their UGC-funded sub-degree, undergraduate and taught postgraduate programmes (including both manpower and non-manpower planned programmes) up to a level equivalent to 25% of the approved UGC-funded student numbers by study level, whilst the overall sector-wide non-local student quota should remain within the 20% ceiling.

[4] Graduates from UGC-funded programmes will not be restricted to taking only subjects from a self-financed programme. (ref. section 20.3 of B3). For specific summer school programmes, students will not be restricted to taking only subjects from a self-financed programme.

(iii) Subject-based students may register for a period of not more than one semester. Students need to apply again if they wish to register in the following semester.

(c) <u>Assessment and certification of academic achievement</u>

    (i) Subject-based students are subject to assessment, which will be conducted at the same time and in the same manner as regular students.

    (ii) Subject-based students will earn credits if they are successful in the assessment for the subject.

    (iii) Subject-based students will receive an official assessment result notification for the subjects taken. The assessment result notification will stipulate the same details of the subjects examined, as for the regular students. A transcript of studies will be issued to these students on request.

(d) <u>Credit transfer</u>

    (i) If subject-based students later wish to further their studies on PolyU programmes leading to a formal award, they should follow the normal application procedures to seek admission, and will be subject to the University regulations governing such admission including satisfying the programme entrance requirements.

    (ii) The prevailing University regulations on credit transfer and validity period of credits earned will apply when subject-based students are admitted to pursue a formal PolyU award.

(e) <u>Administration</u>

    Subject-based students will be issued student ID cards, and be eligible to access the same teaching/learning facilities as other students on the subject concerned. They will also have the same benefits as regular part-time students in terms of access to other campus facilities.

(f) <u>Student proportion</u>

    (i) The number of subject-based students to be admitted per class should not exceed 25% of the total class enrolment. Approval from Faculty Dean/School Board Chairman is required for admission of subject-based students above the 25% ceiling.

    (ii) The proportion of subject-based students admitted to any subject should not be such as to distort the normal teaching/learning patterns of the subject, nor to affect the progress of regular students who hold the approved entrance qualifications of the programme concerned.

(g) <u>Fees</u>

    (i) Subject-based students will be charged tuition fees on a credit basis.

11 Re-admission

Students who have been required to withdraw on grounds of academic failure or have been de-registered, and those who have discontinued their studies without completing the proper procedures for official withdrawal, shall not be considered for re-admission to the same programme / stream in the following academic year.

12 Transfer of study within the University

12.1 Students who have not completed their programmes of study may apply to transfer to another programme, and may be admitted, provided that the total period of registration will not exceed the normal duration (or maximum period of registration for students admitted in or before 2019/20) of the original or new study programme, whichever is longer. Unless exceptionally approved by the Chairman of the Academic Planning and Regulations Committee (APRC), year one new students will only be considered for transfer to another programme offered in the same mode of study starting from their second semester of registration.

12.2 Students who are currently on a UGC-funded programme and wish to transfer to another PolyU full-time UGC-funded programme of the same level should submit an application for transfer of study, instead of a new application in the non-JUPAS application period. In addition, current Higher Diploma students who have chosen to submit an application via JUPAS would not be allowed to submit a further application for transfer of study to full-time programmes within PolyU.

12.3 All applications for transfer of study will be considered in competition with other new applications.

13 Transfer of study between institutions

13.1 The University is prepared to admit students who have completed all or part of a programme offered by another institution, to the advanced stages of a cognate programme. The number of students admitted on this basis will be small.

13.2 In accordance with the policy on inter-institutional transfer of students stipulated by the UGC, repeating of UGC-funded study across institutions, irrespective of whether there is a change of programme or discipline, is generally discouraged, and only cases with justified reasons will be exceptionally considered, and on a case-by-case basis.

14 Concurrent enrolment

14.1 Students are not permitted to enrol concurrently on two full-time programmes, whether or not one of the programmes is offered by another institution.

14.2 Except for programmes which do not lead to any formal award, students are not allowed to enrol concurrently on a full-time programme and a part-time programme, or on more than one part-time programme, including those offered by another institution, without permission from the Head(s) of Department concerned.

15 Normal duration for completion of a programme (applicable to students admitted in or after 2020/21)

15.1 Students should complete the programme within the normal duration of the programme as specified in the Programme Requirement Document. Those who exceed the normal duration of the programme will be de-registered from the programme unless prior approval has been obtained from relevant authorities. The study period of a student shall exclude deferment granted for justifiable reasons, and the semester(s) when the student has been approved to undertake internship. Any semester in which the students are allowed to take zero subject will be counted towards their total period of registration.

15.2 Students who have been registered for the normal duration of the programme may request extension of their studies for up to one year with the approval of the relevant Heads of Department/Deans of Independent School. Applications for extension of study period beyond one year and up to two years will require the approval from Faculty/School Board Chairman[5].

15.3 Students who have exceeded the normal duration of the programme for more than two years and have been de-registered can submit an appeal to the Academic Appeals Committee to request further extension. If the appeal fails, the student shall be de-registered.

15.4 To enable student sportsmen to manage their participation in trainings/competitions and academic studies, the normal duration for completion of programmes for students admitted via the OSRS will automatically be extended for two years. Further extension will follow the prevailing regulations.

16 Maximum period of registration for completion of a programme (applicable to students admitted in or before 2019/20)

16.1 The maximum period of registration on, and for completion of, a programme is normally twice the duration of the programme, and must not exceed 8 years. This 8-year maximum period shall apply to programmes whose specified duration is more than 4 years. This period shall exclude deferment granted for justifiable reasons such as illness or posting to work outside Hong Kong, but any semester in which the students are allowed to take zero subject will be counted towards the maximum period of registration.

16.2 A student's registration shall lapse if it is no longer possible for him/her to obtain an award within the maximum period of registration.

17 Validity period of subject credits

The validity period of subject credits 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 contents of the subject. Credits earned from previous study should remain valid at the time when the student applies for credit transfer. For exceptional cases such as those stated in (i) to (iii) below, subject offering Departments shall have the

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[5] The Head of Department concerned may extend the normal duration of students with special educational needs for up to two years, based on the recommendations from SAO. Further extension will follow the prevailing regulations.

discretion to approve the transfer of credits which have exceeded the validity period on a case-by-case basis. All such exceptional cases must be reported to the Faculty/School Board with full justifications.

Exceptional cases

(i)   Mature learners whose previous studies were mostly completed a long time before their admission to this University, 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.

(ii)   Students for whom the expiry of validity of credits is beyond their control, e.g. due to medical reasons.

(iii)   Students have been approved for deferment of study, or approved for going beyond the maximum period of registration (applicable to students admitted in or before 2019/20).

18   *Residential requirement*

In order to be considered for a PolyU award, a student must complete at least 1/3 of the normal credit requirement for the award he/she is currently enrolled, unless the professional bodies concerned stipulate otherwise. (For programmes with professional requirements, the Departments concerned should consult the relevant professional bodies and tighten up this residential requirement accordingly.)

19   *Student status*

19.1   Students will register on a specific programme. Each programme will have a designated mode of study, i.e. either full-time (FT), part-time (PT), distance learning (DL), on-line (OL) or mixed-mode (MM).

19.2   Students' eligibility for the range of services provided by the University will be governed by the students' status, which is determined with reference to the mode of attendance of the programmes enrolled and/or the study load as described in Sections 19.4 to 19.6 below.

19.3   *Self-paced students*

(i)   Departments are advised to specify a progression pattern for each programme, and students are normally expected to follow this study pattern. Students who wish to study at their own pace instead of following the specified progression pattern will have to seek prior approval from their Departments. These students are referred to as self-paced students.

(ii)   Students who register on programmes without any specified progression pattern are also known as self-paced students.

19.4 *Full-time students*

(i)   Students enrolled on full-time programmes or on mixed-mode programmes with a study load of 9 credits or more in a semester are classified as full-time students. If they wish to change their study load to less than 9 credits in a semester, they will have to seek prior approval from their Department. Students who enroll on full-time programmes but have been given permission to take less than 9 credits in a semester will be given the option to pay credit fees. If students wish to exercise such an option, they have to inform Departments before the end of the add/drop period of that semester.

(ii)   Full-time local students enrolled on UGC-funded programmes are eligible to apply for financial assistance from the Government in the form of grant and loan. Government grant and loan may not be granted beyond the normal period of registration for the programme.

19.5 *Part-time students*

Students enrolled on part-time, distance learning, online, or mixed-mode programmes with a study load of less than 9 credits in a semester (unless otherwise approved by Departments), are classified as part-time students.

19.6 *Mixed-mode Students*

Students enrolled on mixed-mode programmes are classified as mixed-mode students. They may engage in a full-time or part-time study load and attend classes either in the daytime, in the evening, or a combination of both. If the mixed-mode students take subjects with a study load reaching the minimum requirement of a full-time student, they will be given full-time status in that semester. If their study load does not reach this minimum of 9 credits, they will be given part-time status (unless otherwise approved by the Department).

19.7 *Subject-based students*

Students who wish to take individual subjects, but do not wish to register as a candidate for an award, are classified as subject-based students.

20   *Subject registration and withdrawal*

20.1   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 and before the commencement of the examination period if they have a genuine need to do so. The application should be made to the relevant programme offering Department and will require the approval of both the subject teacher and the host Department Programme Leader concerned (or an alternate academic staff authorised by the programme offering Department). 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.

20.2   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 during the subject registration process.

20.3   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. Students will be allowed to take additional subjects for broadening purpose, after they fulfil the graduation requirements and for the following semester. However, they will still be subject to the maximum study load of 21 credits per semester and the availability of places in the subjects concerned, and their enrolment will be arranged as subject-based students only and be subject to the rules on 'Admission of Subject-based Students', except that graduates from UGC-funded programmes will not be restricted to taking only subjects from a self-financed programme [see Section 10.2a(i) of B3 above].

21   Study Load

21.1   For students following the progression pattern specified for their programme, they have to take the number of credits and subjects, as specified in the Programme Requirement Document, for each semester. Students cannot drop those subjects assigned by the department unless prior approval has been given by the department.

21.2   The normal study load is 15 credits in a semester. The maximum study load to be taken by a student in a semester is 21 credits, unless exceptional approval is given by the Head of the programme offering Department. For such cases, students should be reminded that the study load approved should not be taken as grounds for academic appeal.

21.3   To help improve the academic performance of students on academic probation, these students will be required to take a reduced study load in the following semester (Summer Term excluded). The maximum number of credits to be taken by the students varies according to the policies of individual Departments and will be subject to the approval of the authorities concerned.[6]

21.4   Students are not allowed to take zero subject in any semester, including the mandatory summer term as required by some programmes, unless they have obtained prior approval from the programme offering Department; otherwise they will be classified as having unofficially withdrawn from their programme. Students who have been approved for zero subject enrolment (i.e. taking zero subject in a semester) are allowed to retain their student status and continue using campus facilities and library facilities. Any semester in which the students are allowed to take zero subject will nevertheless be counted towards the total

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[6]   The maximum number of credits to be taken in a semester by students on academic probation will be decided by the students' Programme Offering Departments. The maximum number could be set on a departmental basis or programme basis, or even student-specific, as deemed appropriate. If the maximum number proposed is from 16 to 18 credits in a semester, approval by Faculty/School Deans is required. For students to be allowed to take more than 18 credits in a semester, approval by the Academic Quality Assurance Committee will be required.

period of registration (or maximum period of registration for students admitted in or before 2019/20) (see Sections 15.1 and 16.1 of B3).

21.5 Students who have obtained approval to pace their studies and students on programmes without any specified progression pattern who wish to take more than the normal load of 15 credits in a semester should seek advice from the Department concerned before the selection of subjects.

22   Subject exemption

Students may be exempted from taking any specified subjects, including mandatory General University Requirements (GUR) subjects, if they have successfully completed similar subjects previously in another programme or have demonstrated the level of proficiency/ability to the satisfaction of the subject offering Department. Subject exemption is normally decided by the subject offering Department. However, for applications which are submitted by students who have completed an approved student exchange programme, the subject exemption is to be decided by the programme offering Department in consultation with the subject offering Departments. In case of disagreement between the programme offering Department and the subject offering Department, the two Faculty Deans/School Board Chairmen concerned will make a final decision jointly on the application. If students are exempted from taking a specified subject, the credits associated with the exempted subject will not be counted towards meeting the award requirements (except for exemptions granted at admission stage). It will therefore be necessary for the students to consult the programme offering Department and take another subject in order to satisfy the credit requirement for the award.

23   Credit transfer

23.1 Students may be given credits for recognised previous studies including mandatory General University Requirements (GUR) subjects; and the credits will be counted towards meeting the requirements for award/degree[7]. Transferred credits may not normally be counted towards more than one degree[8]. The granting of credit transfer is a matter of academic judgment. In assessing the transferability of subjects previously taken, the syllabus of that subject should be carefully scrutinized to ascertain that it is comparable[9] to the PolyU's curriculum. Whether the previous studies are from institutions on credit-based or non-credit-based system should not be a matter of concern, and the subject size need not be a perfect match. To ascertain the academic standing of the institution offering the previous studies, the Department might need to request the institutions concerned to provide more relevant information.

23.2 Credit transfer may be done with or without the grade being carried over; the former should normally be used when the credits were gained from PolyU. Credit transfer with the grade being carried over may be granted for subjects taken from outside the University, if deemed appropriate, and with due consideration to the academic equivalence[10] of the

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[7] Credit transfer from undergraduate studies to postgraduate studies will be allowed on the condition that these credits were on top of the Bachelor's degree requirements.

[8] The word "degree" allows for credit transfer from PgD to master degree as PgD is an (exit) "award" and not a "degree" *per se*.

[9] Departments may assess the academic equivalence of the subjects for credit transfer in terms of the number of notional learning hours (and that of contact hours), alignment of intended learning outcomes, study level, etc. A test may be conducted, if necessary, to assess the level of knowledge that the student/applicant has attained.

[10] Please refer to footnote 9 above about academic equivalence.

subjects concerned and the comparability of the grading systems adopted by the University and the other approved institutions. Subject credit transfer is normally decided by the subject offering Department. However, for applications which are submitted by students who have completed an approved student exchange programme, the decision will be made by the programme offering Department in consultation with the subject offering Departments. As the application for credit transfer may involve subjects offered by more than one Department, the programme offering Department should coordinate and check whether the maximum limit for credit transfer for a student has been exceeded, and whether the student has fulfilled the residential requirement as stipulated in Section 18 above.

23.3   In case of disagreement between the programme offering Department and the subject offering Department, the Faculty Dean(s)/School Board Chair(s) concerned will make a final decision jointly on the application.

23.4   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.

23.5   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 '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.

23.6   If the credits to be transferred are part of a PolyU programme which is accredited by a professional body, the Department concerned should ensure that the transferred credits will also meet the requirement of the relevant professional body.

23.7   Notwithstanding the upper limits stipulated in Section 23.4 of B3 above, (and unless professional bodies stipulate otherwise) students may be given more credit transfer than these upper limits (e.g. upon completion of an exchange programme as mentioned in Section 23.8 of B3 below), subject to their satisfying the residential requirement as stated in Section 18 of B3 above.

23.8   With applications for transfer of credits earned through study under an approved exchange programme, as with all other credit transfer applications, the Departments concerned should scrutinize the syllabuses of the subjects which the students are going to take at the partner institution, and determine their credit transferability based on academic equivalence[11] with the corresponding subjects on offer at PolyU, and the comparability of the grading systems adopted by PolyU and the partner institution. In order to overcome possible problems associated with subject-to-subject mappings, block credit transfer rather than subject-by-subject credit transfer can be given. Before they start the exchange programme, students should seek approval on their study plan and credit transferability from the programme offering Department (who will consult the subject offering Departments as appropriate). At the same time, the credit transferability, and the suitability for allowing grades to be carried over, must be communicated to the students.

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[11]   Please refer to footnote 9 above about academic equivalence.

23.9 All credit transfers approved will take effect in the semester for which they are approved. A student who applies for transfer of credits for a particular semester will only be eligible for graduation at the end of that semester (even if the granting of credit transfer will immediately enable the student to satisfy the credit requirement for the award).

23.10 For credit transfer of retaken subjects, the grade attained in the last attempt should be taken in the case of credit transfer with grade being carried over. Students applying for credit transfer for a subject taken in other institutions are required to declare that the subject grade used for claiming credit transfer was attained in the last attempt of the subject in their previous studies. If a student fails in the last attempt of a retaken subject, no credit transfer should be granted, despite the fact that the student may have attained a pass grade for the subject in the earlier attempts.

23.11 Students should not be granted credit transfer for a subject which they have attempted and failed in their current study unless the subject was taken by the student as an exchange-out student in his/her current programme.

24   Deferment of study

24.1 Students may apply for deferment of study if they have a genuine need to do so such as illness or posting to work outside Hong Kong. Approval from the Department offering the programme is required. The deferment period will not be counted towards the total period of registration (or maximum period of registration for students admitted in or before 2019/20).

24.2 Application for deferment of study from students who have not yet completed the first year of a full-time programme will only be considered in exceptional circumstances.

24.3 Where the period of deferment of study begins during a stage for which fees have been paid, no refund of such fees will be made.

24.4 Students who have been approved for deferment are not entitled to enjoy any campus facilities during the deferment period.

C1. GENERAL ASSESSMENT REGULATIONS

1   *Introduction*

1.1   These General Assessment Regulations shall govern all programmes which lead to an award of the University, except where the Senate decides otherwise.

1.2   Each programme shall, in addition, have programme-specific regulations, and be governed by the relevant scheme regulations if it is a constituent programme of a study scheme. The programme-specific regulations shall be confirmed at the stage of validation and published in the Programme Requirement Document and scheme regulations shall be confirmed at the formulation of the scheme. Students shall be advised of these regulations at the commencement of an academic year. Unless otherwise specified, students of Bachelor's degree programmes who have opted for the Major (including the Major/Secondary Major option)/Minor route should abide by the academic regulations, including assessment regulations, as stipulated in the Programme Requirement Document applicable to students of the single-discipline Major programme.

1.3   For all programmes, students progress by credit accumulation, i.e. credits earned by passing individual subjects can be accumulated and counted towards the final award.

1.4   *Subject Level*

A 'level' in a programme indicates the intellectual demand placed upon students and may characterise each subject with respect to its recommended sequencing within that programme. Upper level subjects should normally build on lower level subjects. Pre-requisite requirements, if any, must therefore be spelt out on a subject basis.

A 'subject' is defined as a discrete section of the programme which is assigned a separate assessment. A list of subjects, together with their level and weightings, shall be published in the Programme Requirement Document.

The following is the subject level code adopted by this University:

From 2012/13 to 2020/21

Level Code		Explanation
0	=	Pre-university level standard (and remedial subjects taken by new admittees to a 4-year degree programme, or some subjects offered to Higher Diploma students only)
1	=	Standard comparable to year 1 of a 4-year degree programme
2	=	Standard comparable to year 2 of a 4-year degree programme
3	=	Standard comparable to year 3 of a 4-year degree programme
4	=	Standard comparable to the final year of a 4-year degree programme
5	=	Master's degree level
6	=	Doctoral degree level

From 2021/22 onwards

Level Code		Explanation
0	=	Pre-university level standard (and remedial subjects taken by new admittees to a 4-year degree programme, or some subjects offered to Higher Diploma students only).
1	=	Some subject intended learning outcomes are at the exit level for Associate Degree/Higher Diploma; intended to be taken during year 1 of a 4-year degree programme or year 1 of an Associate Degree/Higher Diploma programme; usually have no pre-requisite.
2	=	The majority of the subject intended learning outcomes are at the exit level for Associate Degree/Higher Diploma; intended to be taken during year 2 of a 4-year degree programme or the final year of an Associate Degree/Higher Diploma programme; some subjects at this level may have pre-requisites.
3	=	Some subject intended learning outcomes are at the exit level for Bachelor's degree while the rest at the exit level for Associate Degree/Higher Diploma; intended to be taken during year 3 of a 4-year degree programme; usually require the completion of subjects at the preceding levels as a pre-requisite.[1]
4	=	The majority of the subject intended learning outcomes are at the exit level for Bachelor's degree while the rest at the exit level for Associate Degree/Higher Diploma; intended to be taken during the final year of a 4-year degree programme; usually require the completion of subjects at the preceding levels as a pre-requisite.
5	=	The majority of the subject intended learning outcomes are at the Master's level while the rest at the Bachelor's level.
6	=	The majority of the subject intended learning outcomes are at the Doctoral level while the rest at the Master's level.

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[1] The clauses under Level Code 3 "intended to be taken during year 3 of a 4-year degree programme" and "usually require the completion of subjects at the preceding levels as a pre-requisite" may not be applicable to subjects under the General University Requirements, such as Service-Learning.

The following is a summary description of the characteristics of learning outcomes at each exit level:

	Characteristics of exit level outcomes[2]
Higher Diploma/ Associate Degree	Learning outcomes at this level are characterised by the ability to integrate and apply broad discipline knowledge and some specialised skills on a wide range of routine technical and professional activities faced by entry-level paraprofessionals. They typically involve evaluating information, arguments and different viewpoints, performing skilled tasks that require some discretion and judgement, producing workable solutions to routine problems, organising and presenting information coherently to convey complex ideas, contributing to group work, undertaking self-directed and some supervisory activity.
Bachelor's Degree	Learning outcomes at this level are characterised by the ability to integrate and apply in-depth discipline knowledge and specialised skills on a wide range of routine and non-routine technical, professional and management tasks faced by entry-level professionals. They typically involve critical engagement with information, arguments and different viewpoints, making judgement based on evidence and logical reasoning, identifying and defining problems and generating innovative solutions to the problems, communicating to a range of audiences on main topics in their subject areas, dealing with ethical issues, accepting responsibility and accountability for determining and achieving personal and group outcomes.

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[2] Colleagues may also consult other internal/external references on the appropriate learning outcomes for each level of study, such as PolyU's institutional learning outcomes, Hong Kong Qualifications Framework (HKQF) Generic Level Descriptors (GLD), and the standards set out by relevant professional bodies.

	Characteristics of exit level outcomes[3]
Master's Degree	Learning outcomes at this level are characterised by the ability to work with and apply a coherent and advanced body of knowledge on a broad range of highly specialised research, professional and management tasks faced by specialists/leaders of a discipline/profession. They typically involve critical review and consolidation of existing knowledge and practices, dealing with complex issues and making informed judgements in the absence of complete information, developing creative solutions to abstract professional problems, communicating appropriately to peers and senior colleagues, dealing with complex ethical and professional issues, accepting accountability in decision making and demonstrating leadership and qualities of reflective practitioners.
Doctoral Degree	Learning outcomes at this level are characterised by the ability to demonstrate and apply state-of-the-art expertise and superior research competence to make significant and original contributions to a specialised field of inquiry or broader interdisciplinary relationships. They typically involve developing new insights into complex and abstract issues, dealing with very complex and emergent issues and making informed judgements in the absence of complete and consistent information, producing creative and original solutions to problems in the context of new circumstances, communicating appropriately to academic and non-academic audiences, dealing with very complex ethical and professional issues, assuming full accountability for their work and demonstrating leadership and originality in responding to new and unforeseen circumstances.

1.5   *Language of assessment*

The language of assessment for all programmes/subjects shall be English, unless approval is given for it to be otherwise. Such approval shall normally be granted at the stage of validation.

2   *Principles of assessment*

2.1   Assessment *of* learning and assessment *for* learning are both important for assuring the quality of student learning. Assessment *of* learning is to evaluate whether students have achieved the intended learning outcomes of the subjects that they have taken and have attained the overall learning outcomes of the academic programme at the end of their study at a standard appropriate to the award. Appropriate methods of assessment that align with the intended learning outcomes should be designed for this purpose. The assessment methods will also enable the teacher to differentiate students' different levels of performance within the subject. Assessment *for* learning is to engage students in productive learning activities through purposefully designed assessment tasks.

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[3]   Colleagues may also consult other internal/external references on the appropriate learning outcomes for each level of study, such as PolyU's institutional learning outcomes, Hong Kong Qualifications Framework (HKQF) Generic Level Descriptors (GLD), and the standards set out by relevant professional bodies.

2.2   Assessment will also serve as feedback to students. The assessment criteria and standards should be made explicit to students before the start of the assessment to facilitate student learning, and feedback provided should link to the criteria and standards. Timely feedback should be provided to students so that they are aware of their progress and attainment for the purpose of improvement.

3   Assessment methods

3.1   Students' performance in a subject can be assessed by continuous assessment and/or examinations, at the discretion of the individual subject offering Department. Where both continuous assessment and examinations are used, the weighting of each in the overall subject grade shall be clearly stated in the Programme Requirement Document. 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 subject pass, but this requirement (to pass both, or either, components) shall be specified in the Programme Requirement Document. Learning outcome should be assessed by continuous assessment and/or examination appropriately, in line with the outcome-based approach.

3.2   Continuous assessment may include tests, assignments, projects, laboratory work, field exercises, presentations and other forms of classroom participation. 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.

3.3   Assessment methods and parameters of subjects shall be determined by the subject offering Department.

3.4   At the beginning of each semester, the subject teacher should inform students of the details of the methods of assessments to be used, within the assessment framework as specified in the Programme Requirement Document.

4   Progression/Academic Probation/Deregistration

4.1   The Board of Examiners shall, at the end of each semester (except for Summer Term unless there are students who are eligible to graduate after completion of Summer Term subjects or the Summer Term study is mandatory for the programme), determine whether each student is

   (i)   eligible for progression towards an award; or

   (ii)   eligible for an award; or

   (iii)   required to be de-registered from the programme.

4.2   When a student has a Grade Point Average (GPA) (see Section 7.3 of Chapter C1) lower than 1.70, he/she will be put on academic probation in the following semester. If a student is able to pull his/her GPA up to 1.70 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 assessment result notification but not in the transcript of studies.

4.3 A student will have 'progressing' status unless he/she falls within any one of the following categories which shall be regarded as grounds for deregistration from the programme:

    (i)   the student has exceeded the maximum period of registration for that programme, as specified in the Programme Requirement Document (applicable to students admitted in or before 2019/20); or

    (ii)   the student has reached the final year of the normal period of registration for that programme, as specified in the Programme Requirement Document, unless approval has been given for extension (applicable to students admitted in or after 2020/21); or

    (iii)   the student has reached the maximum number of retakes allowed for a failed compulsory subject; or

    (iv)   the student's GPA is lower than 1.70 for two consecutive semesters <u>and</u> his/her Semester GPA in the second semester is also lower than 1.70; or

    (v)   the student's GPA is lower than 1.70 for three consecutive semesters.

4.4 When a student falls within any of the categories as stipulated above, except for category (ii) with approval for extension, the Board of Examiners shall de-register the student from the programme without exception.

4.5 A student may be de-registered from the programme enrolled before the time frame specified in Sections 4.3(iv) or 4.3(v) above if his/her academic performance is poor to the extent that the Board of Examiners deems that his/her chance of attaining a GPA of 1.70 at the end of the programme is slim or impossible.

4.6 The progression of students to the following academic year will not be affected by the GPA obtained in the Summer Term, unless Summer Term study is mandatory for all students of the programme and constitutes a requirement for graduation, and is so specified in the Programme Requirement Document.

4.7 If the student is not satisfied with the de-registration decision of the Board of Examiners, he/she can lodge an appeal. All such appeal cases will be referred directly to the Academic Appeals Committee (AAC) for final decision. Views of Faculties/Schools/Departments will be sought and made available to AAC for reference.

5   *Retaking of subjects*

5.1 Students may only retake a subject which they have failed (i.e. Grade F or S or U). Retaking of subjects is with the condition that the maximum study load of 21 credits per semester is not exceeded.

5.2 The number of retakes of a subject should be restricted to two, i.e. a maximum of three attempts for each subject is allowed.[4]

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[4]   The retake count for students admitted in or before 2019/20 will be reset to "0" in 2020/21 when the revised regulations come into effect.

5.3   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. Likewise, undergraduate or sub-degree students who fail a Cluster Area Requirement (CAR) subject may need to take another subject from the same Cluster Area in order to fulfill this part of the GUR, since the original CAR subject may not be offered; in such cases, the fail grade for the first CAR subject will be taken into account in the calculation of the GPA, despite the passing of the second CAR subject.[5]

5.4   Students need to submit a request to the Faculty/School Board for the second retake of a failed subject.

5.5   Students who have failed a compulsory subject after two retakes and have been de-registered can submit an appeal to the Academic Appeals Committee (AAC) for a third chance of retaking the subject.

5.6   In relation to 5.5 above, in case AAC does not approve further retakes of a failed compulsory subject or the taking of an equivalent subject with special approval from the Faculty, the student concerned would be de-registered and the decision of the AAC shall be final within the University.

6   Exceptional circumstances

6.1   Absence from an assessment component

6.1.1   If a student is unable to complete all the assessment components of a subject, due to illness or other circumstances which are beyond his/her 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 normally 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/School Board Chairman shall decide on an appropriate time for completion of the late assessment.

6.1.2   The student concerned is required to submit his/her 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 original 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 teacher concerned, in consultation with the Programme Leader. Verification of the supporting documents with the issuing authority may be conducted by the subject offering Department as part of the approval process.

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[5]   In these circumstances when students do not have a choice to retake a failed subject, such as when the failed subject has been phased out, a 'tie-subject' arrangement can be made with the approval of the Faculty/School Board. Under the arrangement, another appropriate subject can be taken as equivalent to the subject which is not offered. Upon passing the equivalent subject, the fail grade of the original subject will be replaced by the latest grade of the retake subject and the failure grade of the original subject will not be taken into account in the calculation of the GPA.

6.2   *Aegrotat award*

6.2.1   If a student is unable to complete the requirements of the programme in question for the award due to very serious illness, or other very special circumstances which are beyond his/her control, and considered by the Board of Examiners as legitimate, the Faculty/School Board will determine whether the student will be granted an aegrotat award. Aegrotat award will be granted under very exceptional circumstances.

6.2.2   A student who has been offered an aegrotat award shall have the right to opt either to accept such an award, or request to be assessed on another occasion to be stipulated by the Board of Examiners; the student's exercise of this option shall be irrevocable.

6.2.3   The acceptance of an aegrotat award by a student shall disqualify him from any subsequent assessment for the same award.

6.2.4   An aegrotat award shall normally not be classified, and the award parchment shall not state that it is an aegrotat award. However, the Board of Examiners may determine whether the award should be classified, provided that they have adequate information on the students' academic performance.

6.3   *Other particular circumstances*

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

7   Grading

7.1   Assessment grades shall be awarded on a criterion-referenced basis. A student's overall performance in a subject shall be graded as follows from 2020/21 onwards. For the short description of subject grades and elaboration on subject grading descriptions for 2019/20 and before, please refer to Appendix I to C1.

Subject grade	Short description	Elaboration on subject grading description
A+ A A-	Excellent	Demonstrates excellent achievement of intended subject learning outcomes by being able to skillfully use concepts and solve complex problems. Shows evidence of innovative and critical thinking in unfamiliar situations, and is able to express the synthesis or application of ideas in a logical and comprehensive manner.
B+ B B-	Good	Demonstrates good achievement of intended subject learning outcomes by being able to use appropriate concepts and solve problems. Shows the ability to analyse issues critically and make well-grounded judgements in familiar or standard situations, and is able to express the synthesis or application of ideas in a logical and comprehensive manner.
C+ C C-	Satisfactory	Demonstrates satisfactory achievement of intended subject learning outcomes by being able to solve relatively simple problems. Shows some capacity for analysis and making judgements in a variety of familiar and standard situations, and is able to express the synthesis or application of ideas in a manner that is generally logical but fragmented.
D+ D	Pass	Demonstrates marginal achievement of intended subject learning outcomes by being able to solve relatively simple problems. Can make basic comparisons, connections and judgments and express the ideas learnt in the subject, though there are frequent breakdowns in logic and clarity.
F	Fail	Demonstrates inadequate achievement of intended subject learning outcomes through a lack of knowledge and/or understanding of the subject matter. Evidence of analysis is often irrelevant or incomplete.

'F' is a subject failure grade, whilst all others ('D' to 'A+') are subject passing grades. No credit will be earned if a subject is failed.

Notes:
- Marking rubrics aligned with these Grade Descriptors need not include all aspects of the grade descriptor.
- Marking rubrics aligned with these Grade Descriptors may include other aspects aligned with particular subject matter or field of study requirements but are not included in the grade descriptor.

Indicative descriptors for modifier grades

Main Grade (solid)	The student generally performed at this level, indicating mastery of the subject intended learning outcomes at this level.
+ (exemplary)	The student consistently performed at this level and exceeded the expectations of this level in some regards, but not enough to claim mastery at the next level.
- (marginal)	The student basically performed at this level, but the performance was inconsistent or fell slightly short in some regards.

Note: The above indicative descriptors for modifier grades are not applicable to the pass grades D and D+

7.2 A numeral grade point is assigned to each subject grade.

7.2.1 The grade points assigned to subject grades attained by students from 2020/21 are as follows:

Grade	Grade Point for grades attained from 2020/21
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

7.2.2 The grade points assigned to subject grades attained by students before 2020/21 are as follows:

Grade	Grade Point for grades attained before 2020/21
A+	4.5
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0.0

7.3 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:

$$GPA = \frac{\sum_{n=1}^{N} \text{Subject Grade Point}_n \times \text{Subject Credit Value}_n}{\sum_{n=1}^{N} \text{Subject Credit Value}_n}$$

where N = number of all subjects (inclusive of failed subjects) taken by the student up to and including the latest semester/term. 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, but without any grade assigned[6]
(v) Subjects from which a student has been allowed to withdraw (i.e. those with the code 'W')

Subject which has been given an "S" code, i.e. absent from all assessment components, 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 ranges from 0.00 to 4.30 from 2020/21.

7.4 For programmes with training components, whether these training credits[7] will be counted in the GPA calculation will be decided by the programme offering Department.

7.5 The codes to denote overall subject assessments is included in Appendix II to C1.

8 University Graduation Requirements

8.1 *Taught Postgraduate Programmes*

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

(i) Accumulation of the requisite number of credits for the particular award, as defined in the Programme Requirement Document; and

(ii) Satisfying the residential requirement for at least 1/3 of the credits to be completed for the award he/she is currently enrolled, unless the professional bodies stipulate otherwise (Ref. Section 17 of Chapter B1 above); and

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[6] Subjects taken in PolyU or elsewhere and with grades assigned, and for which credit transfer has been approved, will be included in the GPA calculation.

[7] "Training credits" is used as a generic term only, and also includes clinical/field credits for programmes in different study disciplines. Laboratory experiments done as a subject/an integral part of a subject to satisfy the academic requirements is not considered to be practical training.

(iii) Satisfying the National Education (NE) requirement[8] (applicable to students admitted in or after 2022/23) as specified at: https://www.polyu.edu.hk/ous/nationaleducation/understanding-china-and-hongkong/; and

(iv) Satisfying the Academic Integrity and Ethics (AIE) requirement (applicable to students admitted in or after 2024/25); and

(v) Satisfying all requirements as defined and/or stipulated in the Programme Requirement Document and as specified by the University; and

(vi) Having a Grade Point Average (GPA) of 1.70 or above at the end of the programme.[9]

8.1.2 A student is required to graduate as soon as he/she satisfies all the conditions for award (see Section 8.1.1 of C1 above). Subject to the maximum study load of 21 credits per semester, a student may take more credits than he/she needs to graduate on top of the prescribed credit requirements for his/her award in or before the semester within which he/she becomes eligible for award.

8.2 *Bachelor's Degree Programmes*

8.2.1 To be eligible for a Bachelor's Degree award/Articulation Degree award under the 4-year full-time undergraduate curriculum, a student must:

(i) Successfully complete a minimum of 120 credits for Bachelor's Degree programmes/60 credits for Articulation Degree programmes;

(ii) Earn a cumulative GPA of 1.70 or above at graduation;

(iii) Complete successfully the mandatory Work-Integrated Education (WIE) component as specified by their programme/Major;

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[8] All students enrolling on offshore programmes (regardless of their nationality) will be waived from the NE requirement. NE requirement can also be waived for students who are non-HK residents enrolling on online programmes on a case-by-case basis, i.e. if they submit a request to ask for a waiver. Waiver should not be granted to students enrolling on online programme who are residing in HK or have the right of abode in HK.

[9] 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 (i.e. the student can graduate with the lesser award if the Award GPA of the lesser award can meet the minimum GPA requirement for graduation).

(iv)   Satisfy the following GUR requirements:

Bachelor's Degree

GUR	Applicable to students admitted in or before 2021/22	Applicable to students admitted in or after 2022/23	Applicable to students admitted in or after 2025/26
(a) Language and Communication Requirements[10]	9 credits	9 credits	9 credits
(b) Freshman Seminar	3 credits		
(c) AIDA Requirement		2 credits	2 credits
(d) IE Requirement		1 credit	1 credit
(e) Leadership and Intra-Personal Development	3 credits		
(f) Leadership Education and Development		3 credits	3 credits
(g) Service-Learning	3 credits	3 credits	3 credits
(h) Cluster Areas Requirement (CAR)	12 credits	12 credits [3 credits from each of the 4 cluster areas]	9 credits [3 credits each from 3 of the 4 cluster areas]
(i) China Studies Requirement	(3 of the 12 CAR credits)		
(j) Healthy Lifestyle[11]	Non-credit bearing	Non-credit bearing	Non-credit bearing
Total	***30 credits***	***30 credits***	***27 credits***

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[10]   Non-Chinese speakers and those students whose Chinese standards are at junior secondary level or below will by default be exempted from the DSR - Chinese and CAR - Chinese Reading and Writing requirements. However, students whose Chinese standards are at junior secondary level or below will still be required to take one Chinese LCR subject to fulfil their Chinese LCR. From 2024/25 intake cohort onwards, students who fulfil the following criteria are exempted from the CLCR requirements:
   (i)   those with their first/native language as non-Chinese stated on the grade report of recognized tests (e.g. IELTS, TOEFL, etc.); OR
   (ii)   those admitted with international qualifications without taking any Chinese subject(s) in their secondary/ high school; OR
   (iii)   those taken Chinese B or Chinese AB(SL) in IB Diploma; OR
   (iv)   NCS status shown on the official proof provided by their secondary school.

[11]   Students admitted to the programmes under Senior Year intakes are not required to take the Healthy Lifestyle Programme. Advanced Standing students are required to take HLS (except for those who are HD/AD holders who follow the Senior Year/Articulation Degree programme GUR curriculum).

Articulation Degree

GUR	Applicable to students admitted in or before 2021/22	Applicable to students admitted in or after 2022/23
(a) Language and Communication Requirements[11]	This is normally not required.[12]	This is normally not required.[13]
(b) Service-Learning	3 credits	3 credits
(c) Cluster Areas Requirement (CAR)	6 credits	6 credits [3 credits from CAR(A)[13] and 3 credits from CAR(M)]
(d) China Studies Requirement	(3 of the 12 CAR credits)	
(e) Essential Components of General Education[14]		Non-credit bearing
Total	*9 credits*	*9 credits*

(v)   Satisfy the residential requirement as stated in Section 20 of Chapter B2; and

(vi)   Satisfy any other requirements as specified in the Programme Requirement Document.

8.2.2   There are subjects which are designed to fulfil the credit requirement of different types of subjects. Students passing these subjects will be regarded as having fulfilled the credit requirements of the particular types of subjects concerned. Nevertheless, the subject passed will only be counted once in fulfilling the credit requirements of the award, and the students will be required to take another subject in order to meet the total credit requirement of the programme concerned.

8.2.3   Remedial subjects are designed for new students who are in need of additional preparations in a particular subject area, and only identified students of a programme are required to take these subjects. These subjects should therefore be counted outside the regular credit requirement for award.

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12   Only those students not meeting the equivalent standard of the Undergraduate Degree LCR (based on their previous studies in AD/HD programmes and their academic performance) will be required to take degree LCR subjects on top of the normal curriculum requirement. The Programme offering department will refer to the guidelines provided by the Language Centres (ELC and CLC) to determine whether a new student has met the equivalent standard.

13   Students are required to take a specially designed CAR(A) – English Language Subject with embedded English Reading and Writing Requirements starting from 2022/23.

14   The Essential Components of General Education includes four modules namely Academic Integrity; AI and Data Analytics; Innovation and Entrepreneurship; and National Education.

8.2.4 In addition, students may be required to take subjects that are designed to enhance their skills in particular subject areas to underpin their further advanced study in the discipline. These underpinning subjects could be of different subject areas (e.g. Mathematics, science subjects), and the number of credits each student is required to take in a particular underpinning subject area may vary according to the different academic backgrounds of the students. With effect from the 2015/16 intake cohort, the regular credit requirement for award will count the lowest number of credits taken by the students in the same subject area. For example, some students in an engineering programme are required to take 10 credits of underpinning subjects in Mathematics, whilst others in the programme are required to take 6 credits of underpinning subjects in Mathematics. Only 6 credits will be recognized for counting towards the regular credit requirement of the programme. The extra 4 credits taken by some students will be counted outside the regular credit requirement.

8.2.5 Level-0 subjects and training subjects (including clinical/field training) will not be counted to fulfill free elective requirement for graduation purpose.

8.2.6 Senior Year intakes admitted to the 4-year Undergraduate Degree programmes on the strength of the Associate Degree/Higher Diploma qualifications are required to complete <u>at least 60 credits</u> in order to be eligible for a Bachelor's degree. Exemption may be given for subjects already taken in the previous Associate Degree/Higher Diploma studies. In that case, students should take other electives (including free electives) instead to make up the total of 60 credits required. For students who were exceptionally admitted before 2017/18 on the basis of academic qualification(s) <u>more advanced</u> than Associate Degree/Higher Diploma[15], such as the advanced stage of a 4-year degree curriculum programme, Departments can continue to grant credit transfer as appropriate, so as to give recognition to the advanced study taken, and these students can take fewer than 60 credits for attaining the award. The proportion of these students should remain low. As from the 2017/18 intake cohort, all students admitted to an Articulation Degree or Senior Year curriculum, irrespective of the entry qualifications they held when applying for admission to the programmes, are required to complete at least 60 credits to be eligible for award.

8.2.7 A student is required to graduate as soon as he/she satisfies the graduation requirements as stipulated in Section 8.2.1 of C1 above. The student concerned is required to apply for graduation, in the semester in which he/she is able to fulfil all his/her graduation requirements, and after the add/drop period for that semester has ended.

8.2.8 *Students taking the Major/Minor option*

8.2.8.1 Students taking the Major/Minor option will be considered for an award when they have satisfied the requirements for both the Major and Minor studies (i.e. having a GPA of 1.70 or above) and have also submitted an application for graduation. If the 18 credits taken for the approved Minor study can meet the requirements for that Minor, the Major students may apply to graduate with a specific Minor, in addition to their Major. Otherwise, students will graduate with a Major only.

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[15] The admission of students to UGC-funded Articulation Degree programmes and Senior Year intakes on the basis of qualification(s) more advanced than Associate Degree/Higher Diploma is subject to the conditions stipulated by UGC governing the UGC-funded Senior Year places.

8.2.8.2 Subject to the approval by the Minor-offering Department, students may count up to 6 credits from their Major/GUR [including Language Communication Requirements (LCR) subjects at proficiency level] towards their chosen Minor. Nevertheless, students must take at least 6 credits from their chosen Minor programme in order to satisfy the residential requirement of their chosen Minor. In addition, to be eligible for the Major and Minor awards, the total number of credits taken by the students for their Major-Minor studies must not be lower than the credit requirement of the single discipline Major programme.

8.2.9 *Students taking the Major/Secondary Major option*

Students may count up to 12 credits of their Major/GUR subjects towards the Secondary Major. Nevertheless, students must take at least 12 credits from their chosen Secondary Major in order to satisfy the residential requirement of the chosen Secondary Major. Students who have completed more than 12 credits of subjects that are eligible for double counting will need to apply for graduation and indicate the subjects intended for double counting. Notwithstanding the above, students must meet the minimum credit requirements of the "X + Secondary Major" concerned, i.e. 132 credits.

8.2.10 *Students taking the Double Major option*

Students are required to obtain an overall GPA of at least 1.70, in order to satisfy the requirement for graduation with Double Major. They will not be allowed to graduate with one of the 2 Majors. The total credit requirement of Double Major will depend on the degree of commonality between the two Majors. Apart from the 30 credits of GUR subjects, up to 1/3 of the DSR of the first Major which are common to the second Major can be double-counted towards the second Major.

8.2.11 *Students taking a Joint Degree programme (applicable to students admitted to joint degree programmes with effect from 2013/14)*

Students taking the joint degree programmes will be considered for an award when they have satisfied all university and programme requirements.

8.3 *Sub-degree Programmes*

8.3.1 To be eligible for a Higher Diploma award, a student must:

(i)   Complete successfully a minimum of 60 credits;

(ii)   Earn a cumulative GPA of 1.70 or above at graduation;

(iii)   Satisfy the following GUR requirements:

GUR	Applicable to students admitted in or before 2021/22	Applicable to students admitted in or after 2022/23
(a) Language and Communication Requirements (LCR)	9 credits [6 credits in English and 3 credits in Chinese]	9 credits [6 credits in English and 3 credits in Chinese]
(b) Cluster Areas Requirement (CAR)	6 credits [3 credits should be in subjects designated as "China-related"]	6 credits {3 credits should be in subjects from Chinese History and Culture [CAR(M)]"}
(c) Freshman Seminar	3 credits	
(d) Essential Components of General Education[16]		Non-credit bearing
Total =	*18 credits*	*15 credits*

(iv)   Satisfy the residential requirement as stated in Section 18 of B3; and

(v)   Satisfy any other requirements as specified in the Programme Requirement Document.

8.3.2   Please refer to paragraphs 8.2.2 to 8.2.6 of C1 above on the details about the application of subjects for fulfillment of requirements.

8.3.3   A student is required to graduate as soon as he/she satisfies the graduation requirements as stipulated in Section 8.3.1 of C1 above. The student concerned is required to apply for graduation, in the semester in which he/she is able to fulfil all his/her graduation requirements, and after the add/drop period for that semester has ended.

9   Guidelines for award classification

9.1   The guidelines for award classification should be stated in the Programme Requirement Document. 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.

9.2   A programme may allow the Grade Point Average (GPA) or the Weighted GPA as a guide to help determine award classifications. In the latter case, the level weighting to different subjects of all disciplines and programmes will need to be specified in the Programme Requirement Document.

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[16]   The Essential Components of General Education includes two modules namely Academic Integrity; and National Education.

Weighted GPA will be computed as follows:

$$\text{Weighted GPA} = \frac{\sum_{n=1}^{N} \text{Subject Grade Point}_n \times \text{Subject Credit Value}_n \times W_n}{\sum_{n=1}^{N} \text{Subject Credit Value}_n \times W_n}$$

where W_n = weighting to be assigned according to the level of the subject

N = number of all subjects counted in GPA calculation as set out in Section 7.3 of C1 above, except those exclusions specified in Section 9.3 of C1 below.

For calculating the weighted GPA (and award GPA) to determine the Honours classification of students who satisfy the graduation requirements of Bachelor's degree awards, a University-wide standard weighting[17] will be applied to all subjects of the same level, with a weighting of <u>2</u> for Level 1 and 2 subjects, a weighting of <u>3</u> for Level 3 and 4 subjects. Same as for GPA, Weighted GPA ranges from 0.00 to 4.30 from 2020/21.

The level weightings assigned will be applied across all subjects of the same level within a programme. The weighting of each level is a measure of the relevance of the level to the classification of the award. The weighting of all levels should be made known in the Programme Requirement Document. Elective subjects of the same level should be given the same weighting. If a particular subject will not contribute to the award classification, it should be specified in the Programme Requirement Document that the subject will not be included in the calculation of the Weighted GPA. Same as for GPA, Weighted GPA ranges from 0.00 to 4.30 from 2020/21.

9.3 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 (see Sections 7.3 and 9.2 of C1 above). However, if a student attempts more elective subjects (or optional subjects) than those required for graduation in or before the semester in which he/she becomes eligible for award, the elective subjects (or optional subjects), except for subjects which are selected by students to fulfill the free electives requirement for graduation, 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).

9.4 *Students taking the Major (including the Major/Secondary Major option)/Minor studies*

9.4.1 For students who have completed a Major (including the Major/Secondary Major option)/Minor programme, a single classification will be awarded and their award classification will mainly be based on the "Major GPA", but it can be moderated by the Board of Examiners with reference to the "Minor GPA". For students who have completed a Major programme combined with free electives, their award classification will be determined by their "Major GPA" which includes grades obtained for the free electives, if appropriate.

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[17] Requests for deviation from this University-wide standard require specific approval by the APRC.

9.4.2 "Major GPA" is derived based on all subjects of the Major programme, as well as the Secondary Major programme, if any, including those meeting the mandatory General University Requirements (GUR) and programme-specific language requirement, but not necessarily including the training credits.

9.4.3 "Minor GPA" is derived based on the 18 credits of specific Minor programme. "Minor GPA" is unweighted.

9.4.4 The "Major GPA" and the "Minor GPA" will be presented separately to the Board of Examiners for consideration. The guidelines for determining award classification as stipulated in Section 9.7 of C1 below are applicable to programmes with Major (including the Major/Secondary Major option)/Minor studies.

9.4.5 Where a student has a high GPA for his/her Major (including the Major/Secondary Major option) but a lower GPA for his/her Minor, he/she will not be 'penalised' in respect of his/her award classification, which is attached to the Major. On the other hand, if a student has a lower GPA for his/her Major (including the Major/Secondary Major option) than his/her GPA for the Minor, the Board of Examiners may consider recommending a higher award classification for the student for ratification by the APRC via the Faculty/School Board.

9.5 *Students taking the Double Major option*

The derivation of GPA for award classification for the First Major and Second Major (particularly on the counting of subjects common to both Majors) will be decided by the Department offering the Major programme. Students will be given two award parchments, one for each Major programme, which will be issued upon completion of both Majors. The honours classification of the two Major awards need not be identical.

9.6 *Students taking a Joint Degree programme (applicable to students admitted to joint degree programmes with effect from 2013/14)*

A Joint Degree programme will only lead to one award and one award classification, which will be based on the studies of two disciplines covered in the programme curriculum.

9.7 *Classification of awards*

9.7.1 For Honours degree programmes, the awards will be classified as follows:

> First Class Honours
> Second Class Honours (Division 1)
> Second Class Honours (Division 2)
> Third Class Honours

9.7.2 The following are guidelines for Boards of Examiners' reference in determining award classifications:

Honours degrees	All other programmes	Guidelines
1st	Distinction	The student's performance/attainment is outstanding, and identifies him/her as exceptionally able in the field covered by the programme in question.
2:i	Credit	The student has reached a standard of performance/attainment which is more than satisfactory but less than outstanding.
2:ii	Pass	The student has reached a standard of performance/attainment judged to be satisfactory, and clearly higher than the 'essential minimum' required for graduation.[18]
3rd		The student has attained the 'essential minimum' required for graduation at a standard ranging from just adequate to just satisfactory.[29]

9.7.3 Students who have committed academic dishonesty or non-compliance with examination regulations will be subject to the penalty of the lowering of award classification by one level. For undergraduate students who should be awarded a Third class Honours degree, they will be downgraded to a Pass-without-Honours. The minimum of downgraded overall result will be kept at a Pass.

9.7.4 The following are the award GPA ranges for determining award classifications:

Honours degrees	All other programmes	Award GPA[19]
1st	Distinction	3.60 – 4.30
2:i	Credit	3.00 – 3.59
2:ii	Pass	2.40 – 2.99
3rd		1.70 – 2.39

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[18] For awards other than Honours degree, these guidelines for the Pass award are combined to read as 'The student has reached a standard of performance/attainment ranging from just adequate to satisfactory'.

[19] Starting from 2022/23 academic year, flexibility is provided for Faculty/School Boards to determine the award classification of graduates who fall short of the stipulated Award GPA range by 0.1.

The short description of subject grades and elaboration on subject grading descriptions for 2019/20 and before

Subject grade	Short description	Elaboration on subject grading description
A+	Exceptionally Outstanding	The student's work is exceptionally outstanding. It exceeds the intended subject learning outcomes in all regards.
A	Outstanding	The student's work is outstanding. It exceeds the intended subject learning outcomes in nearly all regards.
B+	Very Good	The student's work is very good. It exceeds the intended subject learning outcomes in most regards.
B	Good	The student's work is good. It exceeds the intended subject learning outcomes in some regards.
C+	Wholly Satisfactory	The student's work is wholly satisfactory. It fully meets the intended subject learning outcomes.
C	Satisfactory	The student's work is satisfactory. It largely meets the intended subject learning outcomes.
D+	Barely Satisfactory	The student's work is barely satisfactory. It marginally meets the intended subject learning outcomes.
D	Barely Adequate	The student's work is barely adequate. It meets the intended subject learning outcomes only in some regards.
F	Inadequate	The student's work is inadequate. It fails to meet many of the intended subject learning outcomes.

Codes to Denote Overall Subject Assessments

Codes	*Interpretation*	*Remarks*
I^	Assessment to be completed	An incomplete grade must be converted to a regular grade normally in the following academic year at the latest.
N	Assessment is not required	—
P	Pass an ungraded subject	This code applies to an ungraded subject, such as industrial training.
U	Fail an ungraded subject	This code applies to an ungraded subject, such as industrial training.
M	Pass with Merit	The adoption or otherwise of this code to other subjects adopting a "Pass/Fail" grading system would be subject to the decision of individual Departments. The grade "Pass with Merit" can be awarded when the student's work exceeds the subject learning outcomes in the majority of regards.
L	Subject to be continued in the following semester	This code applies to subjects like "Project" which may consist of more than 1 part (denoted by the same subject code) and for which continuous assessment is deemed appropriate.
S	Absent from all assessment components	—
W	Withdrawn from subject	Dropping of subjects after the add/drop period is normally not allowed. Requests for withdrawal from subjects after the add/drop period and prior to examination will only be considered under exceptional circumstances. This code is given when a student has obtained exceptional approval from Department to withdraw from a subject after the "add/drop" period and prior to examination; otherwise, a failure grade (grade F) should be awarded.
Z	Exempted	—
T	Transfer of credit	—
#^Δ	Disqualification of result due to academic dishonesty/non-compliance with examination regulations	This code applies to failure (i.e. F and U grades) arising from disqualification of subject result due to academic dishonesty/non-compliance with examination regulations. The code will be removed subsequently when the student leaves the University.
%^+	Disqualification of result due to academic dishonesty	This code applies to failure (i.e. F and U grades) arising from disqualification of subject result due to academic dishonesty. The code will be removed subsequently when the student leaves the University.
@^+	Disqualification of result due to non-compliance with examination regulations	This code applies to failure (i.e. F and U grades) arising from disqualification of subject result due to non-compliance with examination regulations. The code will be removed subsequently when the student leaves the University.

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^   For cases where students fail marginally in one of the components within a subject, the BoE can defer making a final decision until the students concerned have completed the necessary remedial work to the satisfaction of the subject examiner(s). The students can be assigned an 'I' code in this circumstance. The remedial work must not take the form of re-examination.

Δ   For cases before 2019/20

+   For cases from 2019/20.

Note: Subjects with the assigned codes I, N, P, U, M, L, W, Z and T (if the subject is without grade transferred) will be omitted in the calculation of the GPA. A subject assigned code S will be taken as zero in the calculation.

C2. ACADEMIC APPEALS

1   *Procedures for Appeal*

1.1   The following sets out the procedures for dealing with academic appeals against decisions of Subject Teachers or Subject Assessment Review Panels (for subject results)/Boards of Examiners/other authorized parties of the University (for overall results) from students:

1.1.1   Students shall be informed at the start of each academic year of the grounds for appeal and of the procedures whereby appeals will be considered. In particular, they shall be made aware of their responsibility to make known to the Subject Teacher/Subject Assessment Review Panel/Board of Examiners/other authorized parties of the University, in advance and through the Department concerned, the factors which they believe have detrimentally and materially affected their examination results.

1.1.2   Students making an academic appeal shall pay a fee. This fee shall be refunded if the appeal is upheld.

1.2   *Appeals against Decisions on Subject Results*

1.2.1   A student should make his/her appeal in writing to his/her Head of Department within one calendar week upon the public announcement of the overall results. (This refers to the date when results are announced to students via the web.) The Head of Department then deals with the appeal if the student is studying in a Department-based programme/scheme. If the student is studying in other types of programmes/schemes, then the Head of Department shall refer the appeal to the following authorized person:

    (i)   the Programme Leader, for Faculty/School-hosted Undergraduate Programmes; or

    (ii)   the Scheme Committee Chairman, for Postgraduate Schemes or Faculty/School-hosted Undergraduate Schemes.

1.2.2   The appeal should be accompanied by a copy of the fee receipt, for inspection by the Department concerned. The student should give a complete account of the grounds for the appeal in the letter, and provide any supporting evidence.

1.2.3   The person authorized to deal with the appeal will attempt to resolve the case and inform the student of its result within one calendar week after either the announcement of the student's overall result or receipt of the letter of appeal, whichever is later. In the event the appeal involves the authorized person as an interested party, then the Head of Department shall refer the appeal to the next higher authority.

1.2.4   If the student's ground for appeal is that he/she suspects, with *prima facie* grounds, his/her examination results have been affected by a material error in marking, the relevant Department shall arrange for the checking and re-marking of the examination scripts concerned. If more than one examination paper is involved, an extra fee will be charged for each additional paper. This fee shall also be refunded if the appeal(s) is/are upheld.

1.2.5 If the appellant is dissatisfied with the decision at departmental level, he/she may, upon receipt of the written reply from the Department, appeal in writing to the Registrar within one calendar week from the date of the Department's reply. He/She should provide the following information together with copies of the assessment result notification and other documentation in support of the appeal:

(i)   name in English and Chinese;
(ii)   student number;
(iii) programme title, year and class of study;
(iv)   subject results appealing against; and
(v)   grounds for appeal.

1.2.6 The Registrar shall then refer the case to the Chairman of the Academic Appeals Committee, who shall determine whether there are *prima facie* grounds for a reconsideration of the Subject Teacher's/Subject Assessment Review Panel's decision and, if so, shall arrange for the case to be adjudicated by the Committee at a formal meeting. If the Chairman considers that there are no *prima facie* grounds to warrant a formal meeting of the Committee, he/she will arrange for the case to be dealt with through circulation to Committee members.

1.2.7 The Subject Teacher/Chairman of the relevant Subject Assessment Review Panel may be invited by the Academic Appeals Committee to submit, prior to the meeting, comments relevant to the case under discussion and to attend the meeting of the Committee at which the case is being considered.

1.2.8 If the Chairman considers that there are grounds for appeal, the appellant may be invited to attend the meeting of the Academic Appeals Committee, and if so, the appellant may be accompanied and/or represented by one other person if he/she so chooses. He/She will not be legally represented at the meeting nor be assisted by someone who is a practising lawyer. The person accompanying the student will be an observer at the meeting and will not take part in the discussion.

1.3   Appeals against Decisions on De-registration

1.3.1 A student should make his/her appeal in writing to his/her Head of Department within one calendar week upon the public announcement of the overall results (This refers to the date when results are announced to students via the web.)

1.3.2 A designated form (Form AR149) should be used when students submit their appeals against the decisions on de-registration. In the form, the student should give a full account of the grounds for appeal against the decision of the Board of Examiners for de-registration, and provides supporting evidence with relevant documentary proof (such as medical certificates or other supporting documentations from relevant organizations). It is the appellant's responsibility to make known to the University full details and evidence that will support his/her appeal.

1.3.3 Departments should review the appeals and submit their recommendations with justifications to the Faculty Dean/School Board Chairmen within 3 working days from the end of the appeal period. The Faculty Deans/School Board Chairmen should submit their recommendations, within 3 working days upon receiving the case from Departments, to the Academic Appeals Committee for final decision.

1.3.4 If the Chairman considers that there are grounds for appeal, the appellant may be invited to attend the meeting of the Academic Appeals Committee, and if so, the appellant may be accompanied and/or represented by one other person if he/she so chooses. He/She will not be legally represented at the meeting nor be assisted by someone who is a practising lawyer. The person accompanying the student will be an observer at the meeting and will not take part in the discussion.

1.3.5 Under normal circumstances, the Academic Appeals Committee will attempt to complete its consideration of the appeal cases within one calendar week upon receiving the cases, making reference to the recommendations from the Departments and Faculty Deans/School Board Chairmen.

1.4   Appeals against Decisions on Award Classification

1.4.1 A student should make his/her appeal in writing to his/her Head of Department within one calendar week upon the public announcement of the overall results. (This refers to the date when results are announced to students via the web.) He/She should provide the following information together with copies of the assessment result notification and other documentation in support of the appeal:

  (i)   name in English and Chinese;
  (ii)   student number;
  (iii)   programme title, year and class of study; and
  (iv)   grounds for appeal.

1.4.2 The Head of Department shall then refer the case to the Chairman of the Academic Appeals Committee, who shall determine whether there are *prima facie* grounds for a reconsideration of the decision of the Board of Examiners and/or other authorized parties of the University.

1.4.3 If the Chairman considers that there are grounds for appeal, the appellant may be invited to attend the meeting of the Academic Appeals Committee, and if so, the appellant may be accompanied and/or represented by one other person if he/she so chooses. He/She will not be legally represented at the meeting nor be assisted by someone who is a practising lawyer. The person accompanying the student will be an observer at the meeting and will not take part in the discussion.

2   Grounds for Appeals

2.1 The Academic Appeals Committee may, acting under powers delegated to it by the Senate, and in the following circumstances, review a decision made by a Subject Teacher/Subject Assessment Review Panel/Board of Examiners/other authorized parties of the University:

2.1.1 A candidate requests such a review and can prove to the satisfaction of the Committee that his/her examination performance was adversely affected by illness or other factors beyond his/her control which he/she was unable or, for valid reason, unwilling to divulge before the Subject Teacher/Subject Assessment Review Panel/Board of Examiners/other authorized parties of the University made their decision and of which they were unaware. The request from the candidate must be supported by medical certificates or other documentary evidence.

2.1.2 The Committee is satisfied with the evidence produced by a candidate or any other person that there has been a material administrative error, or that the examinations were not conducted in accordance with the current regulations for the programme or with the academic regulations of the University, or that there was manifest inconsistency in marking between different classes of a given programme or that some other material irregularities had occurred.

2.2 A student's disagreement with the marking done by the Subject Teacher, or with the decision of a Subject Assessment Review Panel/Board of Examiners/other authorized parties of the University, is ***not*** in itself an adequate ground for an appeal.

3 *Decisions for Appeal*

The decisions of the Academic Appeals Committee shall be final within the University.