

THE HONG KONG POLYTECHNIC UNIVERSITY

Faculty of Humanities (FH)

Recognition System for Dean's Certificate of Academic Achievement and Dean's Certificate of Appreciation for Contribution to Promoting the All-round Development of PolyU Students

Preamble

Dean's Certificates of FH are annual awards presented to students (i.e. students studying on programmes offered by FH Departments; and students actively participating in mounting the University-wide extra-curricular activities offered by FH Centres to all PolyU students) for having achieved outstanding performance in their academic study or in promoting the all-round development of PolyU students. The objectives are to recognize the good work of students and to motivate them to pursue even higher performance.

Selection Criteria for Dean's Certificate of Academic Achievement

Students of FH Departments (namely Department of Chinese & Bilingual Studies, Department of English and Department of Chinese Culture) satisfying **all of the following requirements**, will be awarded the *Dean's Certificate of Academic Achievement* at end of each academic year:

- Studying on UGC-funded Full-time Bachelor's degree and Higher Diploma programmes offered by FH Departments;
- Having attained a “Yearly GPA” of at least 3.5 for the academic year concerned;
- Having completed at least 85% of the normal load of credits (excluding credit transfer) required by their respective programmes for the academic year concerned;
- Not having obtained a “Semester GPA” of less than 2.0 during the study on the programmes concerned;
- Not having a fail grade (F/U) in ANY subject for the academic year concerned; and
- Not having been the subject of any disciplinary action during the study at the University.

From 2007/08 onwards, students who have enrolled on recognized exchange programmes for the academic year concerned can be considered for the *Dean's Certificate of Academic Achievement*, subject to fulfilment of the following criteria:

- Studying on UGC-funded Full-time Bachelor's degree and Higher Diploma programmes offered by FH Departments;
- Having been “on PolyU campus” for at least one semester for the academic year concerned;
- Having attained a “Semester GPA” of at least 3.5 for the semester(s) “on PolyU campus” for the academic year concerned;
- Having obtained very good results, as considered by the Dean, during the study on the exchange programmes concerned;
- Having completed at least 85% of the normal load of credits/subjects, including credits/subjects taken during the study on recognized exchange programmes, required by their respective programmes for the academic year concerned. At least half of the number of credits/subjects should be completed “on PolyU campus” ;
- Not having obtained a “Semester GPA” of less than 2.0 during the study on the programmes concerned;
- Not having a fail grade (F/U) in ANY subject for the academic year concerned; and
- Not having been the subject of any disciplinary action during the study at the University.

Selection Criteria for *Dean's Certificate of Appreciation for Contribution to Promoting the All-round Development of PolyU Students*

One student selected by Dean(FH) from among the nominees – one each proposed by Heads of FH Centres (namely Chinese Language Centre¹, English Language Centre and General Education Centre) – satisfying **all of the following requirements**, will be awarded the *Dean's Certificate of Appreciation for Contribution to Promoting the All-round Development of PolyU Students* at end of each academic year:

- Studying on any full-time Bachelor's degree and Higher Diploma programmes offered by Faculties/Schools/Departments of the University;
- Having made significant contribution to planning/organizing/promoting/implementing the extra-curricular activities offered by FH Centres for promoting the all-round development of PolyU students;
- Having completed at least 85% of the normal load of credits (excluding credit transfer) required by their host programmes for the academic year concerned;
- Having attained a “Cumulative GPA” of at least 3.0 at the end of Semester 2 for the academic year concerned;
- Not having obtained a “Semester GPA” of less than 2.0 during the study on their host programmes;
- Not having a fail grade (F/U) in ANY subject for the academic year concerned; and
- Not having been the subject of any disciplinary action during the study at the University.

Note: As for students satisfying all the above criteria except for the 4th one regarding “Cumulative GPA”, FH Centre Heads may exercise discretion to issue *Head's Certificate of Appreciation* to recognize their contribution as appropriate.

Nomination and Approval Process

For *Dean's Certificate of Academic Achievement*, Heads of FH Departments should provide their lists of eligible awardees, after the Exam Results Finalization Date for Semester 2 and 3 (if any) of the academic year concerned to Dean(FH) for consideration and approval. The list for eligible students who have exchanged out for the academic year concerned should be provided by the end of September in the following academic year. Only those students who have genuinely satisfied all the stipulated criteria will be selected for this category of *Dean's Certificate*, and the final decision shall rest with Dean(FH).

For *Dean's Certificate of Appreciation for Contribution to Promoting the All-round Development of PolyU Students*, Heads of FH Centres should provide (based on the criteria stipulated in above and verification with the host departments of nominees concerned) their nominations, after the Exam Results Finalization Date for Semester 2 of the academic year concerned, to Dean(FH) for consideration and approval. Only the nominees who have genuinely satisfied all the stipulated criteria can be considered and selected for this category of *Dean's Certificate*, and the final decision shall rest with Dean(FH).

Presentation Ceremony and Prizes for Awardees

A *Dean's Certificate* and book coupon shall be presented by Dean(FH) to each selected awardee at the Congregation (Faculty Session) normally to be held in October/November each year.

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¹ Chinese Language Centre is a unit incorporated under the Department of Chinese & Bilingual Studies.