

# UNIVERSITY CATALOGUE 2020/21





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## Motto

*Erudition and Perseverance* 博學篤行

## Vision

*Aspire to be a leading private liberal-arts-oriented university in the region, recognised for excellence in teaching, learning and research, serving and advancing our society and the world.*

## Mission

- *To provide students with an all-round transformational and empowering educational experience through its “Liberal + Professional” education model;*
- *To advance knowledge and to be committed to free enquiry and responsible scholarship; and*
- *To nurture responsible global citizens and leaders with critical thinking, innovative minds, caring attitude, moral values and social responsibility.*

## Core Values

- *Mutual Trust*
- *Value-addedness*
- *Innovativeness*
- *Caring Attitude*
- *Responsibility*

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# The University





# History

The Hang Seng University of Hong Kong (HSUHK, the University) aspires to become a leading private university in Hong Kong. It started from the Hang Seng School of Commerce (HSSC) which was established in 1980 with funding from the S H Ho Foundation, several Hang Seng Bank founding directors, and Hang Seng Bank Limited. HSSC was then a pioneering and leading provider of post-secondary programmes in business and related areas.

In response to the Chief Executive's Policy Address in 2009 which highlighted the growing significance of quality private universities in Hong Kong, HSSC was re-structured into Hang Seng Management College (HSMC) in 2010, a non-profit private university-level institution registered under the Post-Secondary Colleges Ordinance (Cap.320) to offer bachelor's and above degree programmes in diversified disciplines.

In October 2018, HSMC was granted the university title and was renamed The Hang Seng University of Hong Kong (香港恒生大學). It now has five Schools, namely School of Business, School of Communication, School of Decision Sciences, School of Humanities and Social Science, and School of Translation and Foreign Languages, with a student population of around 6,200 and 210 full-time academic staff members. The University currently offers 24 undergraduate and 5 taught postgraduate programmes. All these programmes are accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) and recognised by the HKSAR Government.

# The University Mace

The University Mace is about 1.25M in length and 8KG in weight. The head-piece is of gold-plated and is topped by a silver colored reproduction of a blooming flower with a globe in its core. Each of the four sides of the head-piece features the crest of HSUHK. The shaft is made of metal decorated in gold, featuring several corrugated bamboo joints. The base is decorated with clusters of bamboo leaves set in bas relief.



In designing the mace, the bamboo motif, which characterizes the University's new campus and its furniture, is chosen because of the plant's hardiness, greenness and high tensile strength. In Chinese culture, it is the symbol for a "Confucian gentleman" (*junzi* 君子) – it has "jie" 節 (joint), which is the same *jie* character in "*qijie*" 氣節 (integrity or moral courage; "spine"); and it is hollow in the core, a metaphor for an open mind without bias or prejudice.

For the top, a globe is placed on the HSUHK crest to indicate the University's global perspective. The four fan-shaped blades surrounding the globe symbolize the University's four desired graduate attributes (iGPS):

**Intellectual Competence (i):** a solid foundation in relevant academic disciplines, and the ability to think critically, to solve problems proactively, and to engage in life-long learning.

**Generic Skills (G):** the development of skills in:

- Languages, in both English and Chinese (Cantonese and Putonghua);
- use of information technology and data analysis;
- interpersonal communication;
- teamwork and leadership.

**Personal Development (P):** self-awareness, ethical values, emotion management, personal effectiveness and character.

**Social Engagement (S):** the willingness to serve the community and a commitment to acting for the betterment of the society.



Choir

## 香港恒生大學校歌

詞：陳鈞潤

曲：陳永華

編曲：楊欣諾

♩ = 108

9  
惟我恒管傳薪火發揚，共拓圃育雋秧，以專注求真

15  
新知開創，成就理想。憑教研皆強光輝遠揚，

20  
耀世名聲響。師生一致探文明耀四方，

26  
佳績超卓領群倫自強。學貴有恒博學篤行，

V.S.

2

## Choir

32



本立道生，駿足千里澤遍天下雄才自壯。惟

38



我恒管傳薪火發揚，共拓圃育雋秧，以專注求真

43



新知開創，成就理想。憑教研皆強光輝遠揚，

48



耀世名聲響。師生一致探文明耀四

53



方，佳績超卓領群倫雄壯。



## The Hang Seng University of Hong Kong Academic Calendar (2020/21)

Updated on 14 December 2020

Week	S	M	T	W	T	F	S	Public Holidays	Academic Events
							1		
	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		
	30	31	1	2	3	4	5		
1	6	7	8	9	10	11	12		
2	13	14	15	16	17	18	19		
3	20	21	22	23	24	25	26		
4	27	28	29	30	1	2	3	1 2	
5	4	5	6	7	8	9	10		
6	11	12	13	14	15	16	17		
7	18	19	20	21	22	23	24		
8	25	26	27	28	29	30	31	26	
9	1	2	3	4	5	6	7		
10	8	9	10	11	12	13	14		
11	15	16	17	18	19	20	21		
12	22	23	24	25	26	27	28		
13	29	30	1	2	3	4	5		
14	6	7	8	9	10	11	12		
15	13	14	15	16	17	18	19		
	20	21	22	23	24	25	26	25 26	
	27	28	29	30	31	1	2	1	
	3	4	5	6	7	8	9		
	10	11	12	13	14	15	16		
1	17	18	19	20	21	22	23		
2	24	25	26	27	28	29	30		
3	31	1	2	3	4	5	6		
4	7	8	9	10	11	12	13	12-15	
5	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		

Week		S	M	T	W	T	F	S	Public Holidays	Academic Events
6		28	1	2	3	4	5	6		
7		7	8	9	10	11	12	13		
8	M	14	15	16	17	18	19	20		16 Founders' Day
9	A	21	22	23	24	25	26	27		
10	R	28	29	30	31	1	2	3	2,3,6 Easter Holidays	
11		4	5	6	7	8	9	10	5 The day following Ching Ming Festival	
12	A	11	12	13	14	15	16	17		
13	P	18	19	20	21	22	23	24		24 Last Teaching Day (Semester 2)
14	R	25	26	27	28	29	30	1	1 Labour Day	30.4-15.5 Final Examination Period (Semester 2)
15		2	3	4	5	6	7	8		
		9	10	11	12	13	14	15		
	M	16	17	18	19	20	21	22	19 Birthday of the Buddha	
	A	23	24	25	26	27	28	29		
	Y	30	31	1	2	3	4	5		3 Release of Module Results (Semester 2) # 4 Release of Module Results (Semester 2) @
1		6	7	8	9	10	11	12		7 First Teaching Day (Summer Term)
2	J	13	14	15	16	17	18	19	14 Tuen Ng Festival	
3	U	20	21	22	23	24	25	26		
4	N	27	28	29	30	1	2	3	1 HKSAR Establishment Day	
5		4	5	6	7	8	9	10		
6	J	11	12	13	14	15	16	17		
7	U	18	19	20	21	22	23	24		24 Last Teaching Day (Summer Term)
		25	26	27	28	29	30	31		26-31 Final Examination Period (Summer Term)
		1	2	3	4	5	6	7		
		8	9	10	11	12	13	14		
	A	15	16	17	18	19	20	21		20 Release of Module Results (Summer Term)
	U	22	23	24	25	26	27	28		
	G	29	30	31						

Public Holiday    Key Academic Event    [UG] For Undergraduate Programmes only    [TPG] For Taught Postgraduate Programmes only

# For students (except inbound exchange students) who have **completed** the Students' Feedback on Modules and Teaching

@ For students (except inbound exchange students) who have **not completed** the Students' Feedback on Modules and Teaching

Notes:

- The publication is subject to updates upon availability of the latest event details. Please refer to the updated Academic Calendar at <https://registry.hsu.edu.hk/home/academic-calendar/>.



# Governance & Establishment

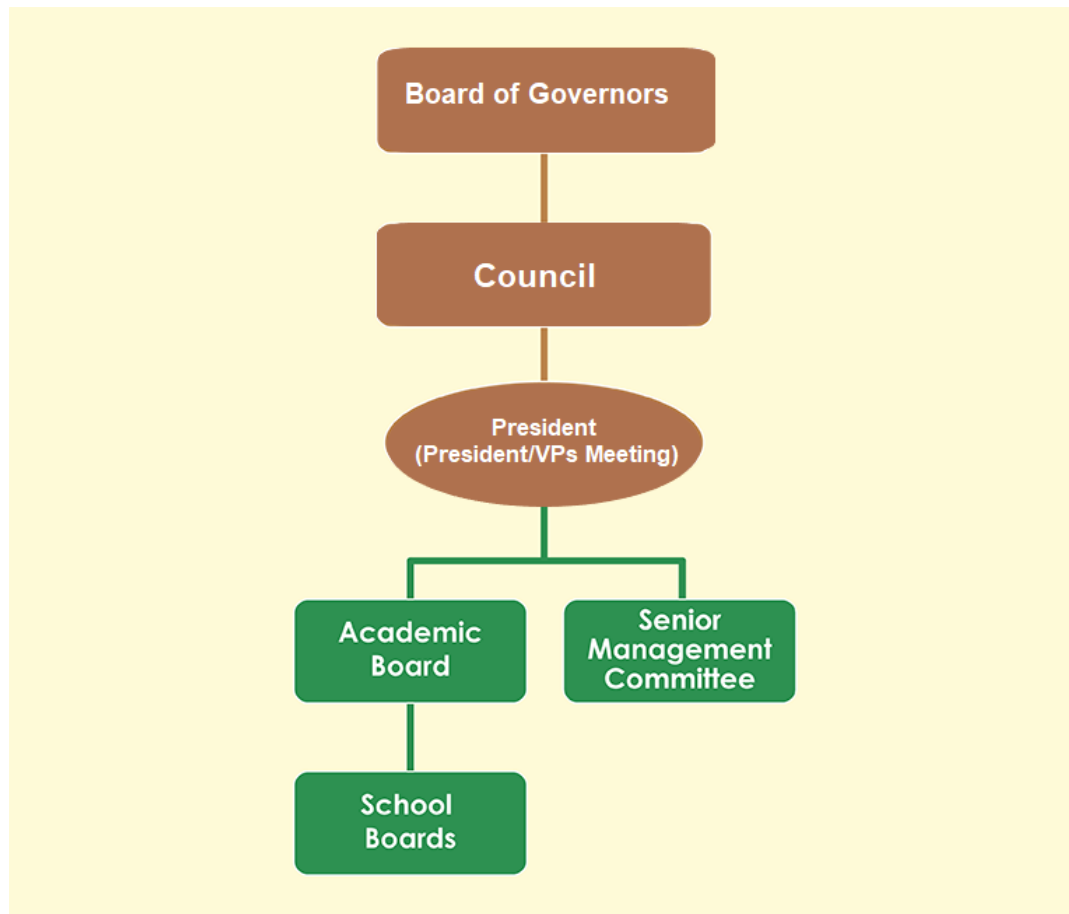


利國偉教學大樓

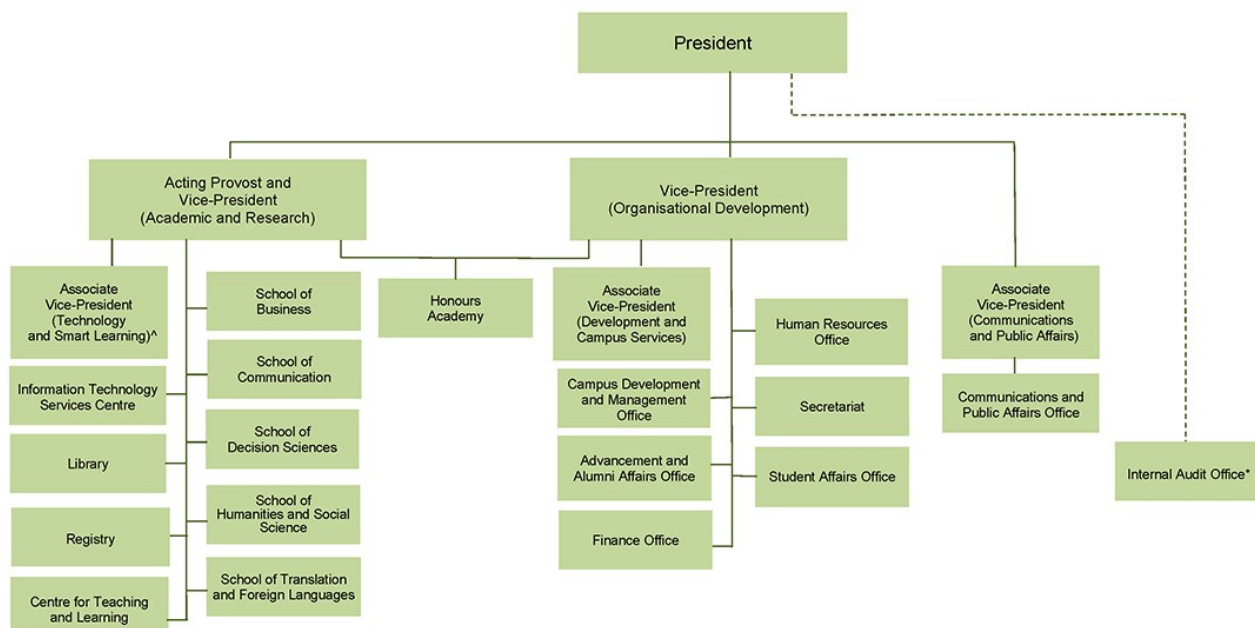


# Structure and Organisation

## Governance Structure



## Management Structure



\* Internal Audit Office (IAO) functionally reports to Audit Committee. The President oversees the administration matters of IAO.

^ The Associate Vice-President (Technology and Smart Learning) oversees initiatives about e-learning and smart campus.



# Board of Governors

## Chairman

Ms. CHEANG Wai Wan, Louisa 鄭慧敏女士

## Vice-Chairman

Dr. CHENG Mo Chi, Moses 鄭慕智博士

## Members from the senior management of Hang Seng Bank

Ms. CHEANG Wai Wan, Louisa 鄭慧敏女士

Mr. LEUNG Wing Lok, Andrew 梁永樂先生

Ms. WONG May Kay 王美琪女士

Mr. YEO Chee Leong 楊志良先生

## Members from the local higher education community

Professor HUI King Man, Michael 許敬文教授

Mr. LUK Koon Hoo, Roger 陸觀豪先生

Dr. POON Sun Cheong, Patrick 潘榮昌博士

## Members from the business community

Dr. CHENG Mo Chi, Moses 鄭慕智博士

Dr. FUNG Yuk Bun, Patrick 馮鈺斌博士

Dr. HO Tzu Leung 何子樑醫生

Dr. LI Ka Cheung, Eric 李家祥博士

Mr. LIANG Cheung Biu, Thomas 梁祥彪先生

Mr. TAM Tin Fong, Martin 譚天放先生

Mrs. WONG LAM Sze Wan, Patricia 黃林詩韻女士

## Secretary

Dr. FONG Wing Ho, Tom 方永豪博士

# Council

## Chairman

Dr. CHENG Mo Chi, Moses 鄭慕智博士

## Vice-Chairman

Mr. James S. TSIEN 錢乃駿先生

## Members nominated by the Board of Governors

Ms. CHAN Shet Hung, Suzanne 陳雪紅女士

Dr. CHENG Mo Chi, Moses 鄭慕智博士

## Members from the business community, as nominated by the Board of Governors

Mr. CHENG Kam Por 鄭錦波先生

Mr. CHEUNG Kong Ting, Dannie 張江亭先生

Dr. CHEUNG Wah Keung, Jacky 張華強博士

Mr. DOO William Junior Guilherme 杜家駒先生

Mr. LI Wing Kuen, Philip 李永權先生

Ms. TONG Hing Min 唐慶綿女士

Mr. James S. TSIEN 錢乃駿先生

## Members from the education community, as nominated by the Board of Governors

Professor NYAW Mee Kau 饒美蛟教授

## President of The Hang Seng University of Hong Kong

Professor HO Shun Man, Simon 何順文教授

## Provost of The Hang Seng University of Hong Kong

Professor HUI Yer Van 許溢宏教授 (Acting Provost)

## Vice-Presidents of The Hang Seng University of Hong Kong

Professor HUI Yer Van 許溢宏教授

Dr. FONG Wing Ho, Tom 方永豪博士

## Staff Representative of The Hang Seng University of Hong Kong

Dr. TANG Tzu Lung, Felix 鄧子龍博士 (Academic)

Mr. SHUM Tse Ming, Samuel 岑子明先生 (Administrative)

## Student Representative of The Hang Seng University of Hong Kong

Miss TAM Kwok Yan, Rosetta 譚國欣小姐

## Secretary

Dr. FONG Wing Ho, Tom 方永豪博士



# Committees under the Board of Governors

## Audit Committee

### Chairman

Mr. LEUNG Wing Lok, Andrew 梁永樂先生

### Members

Mr. LAI Hin Wing, Henry 賴顯榮先生

Mr. LUK Koon Hoo, Roger 陸觀豪先生

### Secretary

Mr. LEUNG Sat Tak, Ted 梁實德先生

## Finance Committee

### Chairman

Dr. FUNG Yuk Bun, Patrick 馮鈺斌博士

### Vice-Chairman

Ms. CHAN Shet Hung, Suzanne 陳雪紅女士

### Members

Mr. HO Kam Wing, Richard 何錦榮先生

Mr. LI Wing Kuen, Philip 李永權先生

Professor HO Shun Man, Simon 何順文教授

Dr. FONG Wing Ho, Tom 方永豪博士

Dr. CHENG Wui Wing, Andy 鄭會榮博士

### Secretary

Mr. LAM Man Ho, Patrick 林文河先生

## Foundation Management Committee

### Chairman

Dr. POON Sun Cheong, Patrick 潘燦昌博士

### Vice-Chairman and Treasurer

Mr. CHENG Kam Por 鄭錦波先生

### Members

Professor CHUNG Chi Ping, Roy 鍾志平教授

Professor FUNG Yuk Bun, Patrick 馮鈺斌博士

Mr. LIANG Cheung Biu, Thomas 梁祥彪先生

Mr. SIN Nga Yan, Benedict 冼雅恩先生

Professor HO Shun Man, Simon 何順文教授

Dr. FONG Wing Ho, Tom 方永豪博士

Mr. LAM Man Ho, Patrick 林文河先生

### Secretary

Ms. CHAN Man Wai, Elisa 陳雯慧女士

## **Fundraising and Donation Committee**

### **Chairman**

Dr. POON Sun Cheong, Patrick 潘燊昌博士

### **Vice-Chairmen**

Dr. CHENG Mo Chi, Moses 鄭慕智博士

Mrs. WONG LAM Sze Wan, Patricia 黃林詩韻女士

### **Members**

Mr. CHENG Kam Por 鄭錦波先生

Mr. CHING Wing Hong, Thomas 程永康先生

Dr. CHUI Chuen Shun, Alex 徐傳順博士

Mr. HUNG King Man, Samuel 洪敬文先生

Mr. LEUNG Ka Keung, Kenneth 梁家強先生

Mr. LIU Eugene 廖於勤先生

Dr. NG Wang Pun, Dennis 吳宏斌博士

Mr. TONG Tai Wai, Raphael 唐大威先生

Dr. YIP Kit Chuen 葉傑全博士

Ms. ZEE Helen 徐閔女士

Professor HO Shun Man, Simon 何順文教授

Dr. FONG Wing Ho, Tom 方永豪博士

### **Honorary Members**

Dr. LAM Lee George 林家禮博士

Dr. LAM Tai Fai 林大輝博士

Dr. LUK Tei, Lewis 陸地博士

### **Secretary**

Ms. CHAN Man Wai, Elisa 陳雯慧女士

## **Nomination Committee for Appointment of Council Chairman/Members**

### **Chairman**

Ms. CHEANG Wai Wan, Louisa 鄭慧敏女士

### **Members**

Dr. CHENG Mo Chi, Moses 鄭慕智博士

Mr. LUK Koon Hoo, Roger 陸觀豪先生

Dr. POON Sun Cheong, Patrick 潘燊昌博士

Professor HO Shun Man, Simon 何順文教授

### **Secretary**

Dr. FONG Wing Ho, Tom 方永豪博士



## **Nomination Committee for Appointment of Governors and Chairmen/ Members to Board Committees**

### **Chairman**

Ms. CHEANG Wai Wan, Louisa 鄭慧敏女士

### **Members**

Dr. CHENG Mo Chi, Moses 鄭慕智博士

Dr. HO Tzu Leung 何子樑醫生

Mr. LIANG Cheung Biu, Thomas 梁祥彪先生

Professor HO Shun Man, Simon 何順文教授

### **Secretary**

Dr. FONG Wing Ho, Tom 方永豪博士

# Committees under the Council

## Honorary Degrees Committee

### Chairman

Dr. CHENG Mo Chi, Moses 鄭慕智博士

### Members

Professor NYAW Mee Kau 饒美蛟教授

Dr. POON Sun Cheong, Patrick 潘榮昌博士

Mr. James S. TSIEN 錢乃駿先生

Professor HO Shun Man, Simon 何順文教授

Professor LEUNG Chi Kin, Lawrence 梁志堅教授

### Secretary

Dr. FONG Wing Ho, Tom 方永豪博士

## Honorary Fellowship Committee

### Chairman

Dr. CHENG Mo Chi, Moses 鄭慕智博士

### Members

Ms. CHAN Shet Hung, Suzanne 陳雪紅女士

Mr. CHENG Kam Por 鄭錦波先生

Professor HO Shun Man, Simon 何順文教授

Professor FONG Chee Fun, Gilbert 方梓勳教授

Professor LEE Siu Nam, Paul 李少南教授

### Secretary

Dr. FONG Wing Ho, Tom 方永豪博士

## Human Resources Committee

### Chairman

Ms. TONG Hing Min 唐慶綿女士

### Members

Mr. LAI Kam Tong 黎鑑棠先生

Ms. LEUNG Lai Wa, Helen 梁麗華女士

Dr. YIP Wai Kwong, Felix 葉偉光博士

Professor HO Shun Man, Simon 何順文教授

Professor HUI Yee Van 許溢宏教授

Dr. FONG Wing Ho, Tom 方永豪博士

### Secretary

Ms. Yeung Mi Lan, Mary 楊美蘭女士

## **Nomination Committee for Appointment of Council Committee Chairmen/Members**

### **Chairman**

Dr. CHENG Mo Chi, Moses 鄭慕智博士

### **Members**

Ms. CHAN Shet Hung, Suzanne 陳雪紅女士

Professor HO Shun Man, Simon 何順文教授

### **Member & Secretary**

Dr. FONG Wing Ho, Tom 方永豪博士



# ***Honorary Fellows***

## **2017**

Mr. HO Lai, David 何乃康先生

Mr. LAM Shau Tong, Samuel 林秀棠先生

Dr. LEE YICK Hoi Lun, Helen 利易海倫博士

Mr. LEUNG Ka Keung, Kenneth 梁家強先生

Dr. OR Ching Fai, Raymond 柯清輝博士

Dr. SUEN Ming Yeung, Michael 孫明揚博士

## **2019**

Dr. CHENG Hoi Chuen, Vincent 鄭海泉博士

Mr. CHIU Ying Chun, Ronald 趙應春先生

Mrs. LEUNG KO May Yee, Margaret 梁高美懿女士

Dr. SIN Wai Kin, David 冼為堅博士

# Succession Lists

## Chairman of HSMC Board of Governors

2010/11- 2012/13 (31 January 2013)

Mrs. LEUNG KO May Yee, Margaret 梁高美懿女士

2012/13 (1 February 2013) - 2017/18 (30 June 2018)

Ms. LEE Wai Mun, Rose 李慧敏女士

## Chairman of HSUHK Board of Governors

2017/18 (1 July 2018) -

Ms. CHEANG Wai Wan, Louisa 鄭慧敏女士

## Chairman of HSMC College Council

2010/11- 2012/13 (31 January 2013)

Mrs. LEUNG KO May Yee, Margaret 梁高美懿女士

2012/13 (1 February 2013) - 2015/16 (15 November 2015)

Ms. LEE Wai Mun, Rose 李慧敏女士

## Chairman of HSUHK Council

2015/16 (16 November 2015) -

Dr. CHENG Mo Chi, Moses 鄭慕智博士

## President of HSMC

2010/11- 2012/13 (31 December 2012)

Dr. CHUI Hong Sheung 崔康常博士

2012/13 (1 January 2013) - 2013/14 (16 March 2014)

Professor FONG Chee Fun, Gilbert 方梓勳教授 #

## President of HSUHK

2013/14 (17 March 2014) -

Professor HO Shun Man, Simon 何順文教授

# Acting President of Hang Seng Management College

# Principal Officers

## **President**

Professor HO Shun Man, Simon 何順文教授

## **Acting Provost**

## **Vice-President (Academic and Research)**

Professor HUI Yee Van 許溢宏教授

## **Vice-President (Organisational Development)**

Dr. FONG Wing Ho, Tom 方永豪博士

## **Associate Vice-President (Communications and Public Affairs)**

## **Dean of School of Communication**

Professor TSO Hung, Scarlet 曹虹教授

## **Associate Vice-President (Technology and Smart Learning)**

## **Director of Information Technology**

Professor WONG Po Choi 黃寶財教授

## **Associate Vice-President (Development and Campus Services)**

Ms. YEUNG Yu Hung, Antonia 楊如虹女士

## **Dean of School of Business**

Professor BARNES Bradley Richard 李海東教授

## **Dean of School of Decision Sciences**

Professor LEUNG Chi Kin, Lawrence 梁志堅教授

## **Dean of School of Humanities and Social Science**

Professor TAM Kwok Kan 譚國根教授

## **Dean of School of Translation and Foreign Languages**

Professor FONG Chee Fun, Gilbert 方梓勳教授

## **University Librarian**

Ms. LAW Yuk Lin, Sarena 羅玉蓮女士

## **Registrar**

Dr. WONG Yeuk Ha, Brossa 黃若霞博士

## **Acting Director of Student Affairs**

Ms. LEE Tak Fan, Esther 李德芬女士

## **Director of Finance**

Mr. LAM Man Ho, Patrick 林文河先生



# ***Academic and Administrative Committees***

## **Academic Board 教務委員會**

### **Standing Committees under Academic Board**

Academic Planning and Development Committee  
Admissions Committee  
Advisory Committee on Graduate Employment  
Committee on Sports and Physical Education  
Common Core Curriculum Committee  
Continuing Education Committee  
Global Exchange Committee  
Graduate Studies Committee  
Honours Academy Board  
Library and Learning Resources Committee  
Scholarship and Financial Assistance Committee  
Student Affairs Committee  
University Examinations and Assessment Committee  
University Research Committee  
University Staff-Student Consultative Committee  
University Student Disciplinary Committee  
University Teaching and Learning Quality Committee

## **Senior Management Committee 管理委員會**

### **Standing Committees under Senior Management Committee**

Advisory Committee on Campus Development and Habitat  
Alumni Affairs Committee  
Campus Facilities Management Committee  
Catering Services Committee  
Corporate Communication Advisory Committee  
IT Advisory Committee  
Residential Colleges System Committee  
Resources Allocation Committee  
Risk Management Group

# Teaching & Learning





# The HSUHK “Liberal + Professional” Education Model

HSUHK identifies quality teaching and students’ all-round development as its highest priorities. It adopts the “Liberal + Professional” education model incorporating the iGPS “desired graduate attributes” framework (wherein i=Intellectual Competence, G=Generic Skills, P=Personal Development, and S=Social Engagement). HSUHK is committed to the transformative power of this educational model that facilitates the realisation of the individuals’ full potentials.

“Liberal” means a broad-based and cross-disciplinary approach to connect knowledge domains, facilitate thinking and solve problems. The University believes that the purpose of undergraduate education is not solely for acquiring more knowledge and a better job prospect after graduation, but also for cultivating students’ personal values, interests and transferrable core competencies, preparing the students to become well-rounded responsible individuals who can handle future work and life challenges confidently.

“Professional” means that although the University’s educational approach is broad-based and cross-disciplinary, in view of the fact that most university graduates in Hong Kong tend to seek a full-time job right after their first degree, many HSUHK’s degree programmes also have a professional orientation which aims at equipping students with the competencies to enter into particular professions in the future.

As a self-financing institution, the University finds strength in its autonomy, flexibility and responsiveness to meet community and market needs by developing new innovative programmes, many of which are the first of its kind in Hong Kong.

In programme design, there is a good balance of major studies, common core curriculum and free electives; whereas ample



development opportunities/activities form an integral part of students' holistic educational experience. These opportunities/activities include valuable residential, internship, service-learning, leadership, global exchange and independent research experiences, etc. Students actively engage themselves in different learning opportunities so that they would know themselves better, broaden their global horizons, engage in continuous learning, boost their self-confidence, and realise their potential. The aim is to nurture young talents with critical thinking, innovative minds, human caring, moral values and social responsibilities.

HSUHK adopts many liberal arts education elements in its education process. Some distinctive features include:

- A primary focus on undergraduate education;
- Innovative degree programmes;
- Platinum award-winning campus facilities with extensive bamboo features;
- A cross-disciplinary Common Core Curriculum;
- Residential College System combining living with learning;
- Interactive small-class teaching;
- Close student-teacher relationships;
- Teachers' guidance and mentorship for individual students in and outside classrooms;
- Extensive outreaching and experiential learning opportunities including service-learning, internships, international exchanges and independent research;
- Scholarships and bursaries amounting to around HK\$20 million per year; and
- A full-time employment rate of close to 80% within four months of graduation.

# Desired Graduate Attributes

The University has developed a framework of “**iGPS**” to embrace the four dimensions of desired graduate attributes of HSUHK students — **I**ntelligent Competence, **G**eneric Skills, **P**ersonal Development and **S**ocial Engagement.

**Intellectual Competence (i):** a solid foundation in relevant academic disciplines, and the acquisition of the ability to think critically, to solve problems analytically and proactively, and to engage in life-long learning.

**Generic Skills (G):** the development of skills in:

- Languages in both English and Chinese (Cantonese and Putonghua);
- use of information technology and data analysis tools;
- interpersonal communication; and
- teamwork and leadership.

**Personal Development (P):** the development of self-awareness, ethical values, emotion management, personal effectiveness, work attitude and character.

**Social Engagement (S):** the willingness to serve the community and a commitment to acting for the betterment of society.

# Honours Academy

The University established the Honours Academy in 2019/20, the first of its kind initiated in Hong Kong, to nurture high-performing and promising HSUHK students to become future responsible leaders with academic excellence, caring for local and global communities, civic engagement and international perspectives.

Under this initiative, a cohort of up to 20 high-achieving Year-2 students will be selected each year to engage in a 3-year focused leadership development programme covering a broad range of professional development opportunities.

## Vision

As the pioneering initiative in local higher education institutions, the Honours Academy, capitalising on our University's "Liberal + Professional" education model, aspires to enhance the undergraduate experience for motivated, high-ability students at HSUHK, by building a community of intellectually curious young scholars with academic excellence, global competencies and civic leadership to create leading impacts on society in support of the social and economic developments locally and globally.

## Missions

- To provide an innovatively and flexibly designed interdisciplinary curriculum for promising students to become future global leaders;
- To develop a vibrant and supportive community of Honours Academy Students with academic excellence, empathy for communities, an international perspective, leadership and civic engagement;
- To provide a creative and encompassing education dedicated to life-long learning and positive social impact; and
- To encourage undergraduate research, interdisciplinary studies, and creative education.



# Undergraduate Curriculum Structure

The University adopts a 4-year curriculum for all bachelor's degree programmes. Since the Minor Programme was introduced in 2017/18, the Undergraduate Curriculum Structure has been refined to allow higher flexibility and to accommodate the curriculum structure of all existing undergraduate programmes for all existing and new students.

The Refined Undergraduate Curriculum Structure comprises 3 components, namely Major Studies, Common Core Curriculum and Free Electives. The total number of modules required for graduation varies across individual programmes. Apart from the Major studies, students are required to take at least 15 modules under the Common Core Curriculum, on General Education, Languages, Quantitative Methods and Information Technology skills.

Undergraduate students also need to fulfill the following University graduation requirements for graduation:

- Language Competency Exit Requirements for English and Putonghua
- Information Technology Proficiency Test
- Community Services, Extra-curricular Activities and Physical Activities (or iGPS Framework and College Assembly for Year-1 entrants in AY2019/20).

# Common Core Curriculum

## Aims and Objectives

- To provide rigorous general education for students in preparation for their major studies;
- To promote integrative learning through competing critical viewpoints and a variety of pedagogical models;
- To foster speaking, reading, writing, critical thinking, communication skills, and IT and numerical skills necessary for students' academic studies and future successes in an ever-changing world;
- To cultivate students to be literate and responsible participants in the workplace, society and the world; and
- To develop students' understanding of the ethical values and dimensions of their actions.

Under the Common Core Curriculum, students are required to take

- GEN1000 Perspectives on General Education
- at least 1 module from each of the following four academic clusters to make up a total of 6 modules:
  - ♦ Cluster 1: Humanities
  - ♦ Cluster 2: Social Sciences
  - ♦ Cluster 3: Science and Technology
  - ♦ Cluster 4: Moral Reasoning
- 3 modules in each of the following areas:
  - ♦ Chinese
  - ♦ English
- and 1 to 2 modules in each of the following areas:
  - ♦ Information Technology Skills
  - ♦ Quantitative Methods

# Taught Postgraduate Curriculum Structure

The Taught Postgraduate (TPG) programmes of the University are credit and modular based. Depending on the curricular and requirements of respective programmes, students have to take a combination of core subjects, elective modules and projects to attain specific requirements of the named award for which they are registered, general University requirements and the minimum cumulative GPA requirements, for graduation.

The TPG programmes of the University also adopt a trimester system whereby students can, subject to availability of modules, register at least one (for part-time students) to three (for full-time students) core or elective modules in any one of the three semesters of the academic year.



# List of Study Programmes

## Undergraduate Programmes

### School of Business

Bachelor of Business Administration (Honours) (BBA)

工商管理（榮譽）學士

Bachelor of Business Administration (Honours) in

Corporate Governance (BBA-CG)

企業管治工商管理（榮譽）學士

Bachelor of Business Administration (Honours) in

Corporate Governance and Compliance (BBA-CGC)

企業管治與合規工商管理（榮譽）學士

Bachelor of Business Administration (Honours) in

Economics (BBA-ECON)

經濟學工商管理（榮譽）學士

Bachelor of Business Administration (Honours) in

Finance and Banking (BBA-FB)

金融及銀行學工商管理（榮譽）學士

Bachelor of Business Administration (Honours) in

Financial Analysis (BBA-FA)

金融分析工商管理（榮譽）學士

Bachelor of Business Administration (Honours) in

General Business (BBA-GB)

綜合工商管理（榮譽）學士

Bachelor of Business Administration (Honours) in

Global Business Management (BBA-GBM)

環球商業管理工商管理（榮譽）學士

Bachelor of Business Administration (Honours) in

Human Resource Management (BBA-HRM)

人力資源管理工商管理（榮譽）學士

Bachelor of Business Administration (Honours) in  
Management (BBA-MGT)

管理學工商管理（榮譽）學士

Bachelor of Business Administration (Honours) in  
Marketing (BBA-MKT)

市場學工商管理（榮譽）學士

Bachelor of Business Administration (Honours) in  
Professional Accountancy (BBA-PA)

專業會計學工商管理（榮譽）學士

### **School of Communication**

Bachelor of Arts (Honours) in

Convergent Media and Communication Technology (BA-CMCT)

融合媒體及傳播科技（榮譽）文學士

Bachelor of Journalism and Communication (Honours) (BJC)

新聞及傳播（榮譽）學士

### **School of Decision Sciences**

Bachelor of Arts (Honours) in

Applied and Human-Centred Computing (BA-AHCC)

應用及人本計算學（榮譽）文學士

Bachelor of Business Administration (Honours) in

Supply Chain Management (BBA-SCM)

供應鏈管理工商管理（榮譽）學士

Bachelor of Management Science and Information Management  
(Honours) (BMSIM)

管理科學與資訊管理（榮譽）學士

Bachelor of Science (Honours) in Actuarial Studies and Insurance (BSC-AIN)

精算及保險（榮譽）理學士

Bachelor of Science (Honours) in

Data Science and Business Intelligence (BSC-DSBI)

數據科學及商業智能學（榮譽）理學士

**School of Humanities and Social Science**

Bachelor of Arts (Honours) in Art and Design (BA-AD)

藝術設計（榮譽）文學士

Bachelor of Arts (Honours) in Chinese (BA-CHI)

中文（榮譽）文學士

Bachelor of Arts (Honours) in Cultural and Creative Industries (BA-CCI)

文化及創意產業（榮譽）文學士

Bachelor of Arts (Honours) in English (BA-ENG)

英國語文（榮譽）學士

Bachelor of Social Sciences (Honours) in Asian Studies (BSS-AS)

亞洲研究（榮譽）社會科學學士

**School of Translation and Foreign Languages**

Bachelor of Translation with Business (Honours) (BTB)

商務翻譯（榮譽）學士

## Taught Postgraduate Programmes

### School of Business

Master of Science in Entrepreneurial Management (MSC-EM)

創業管理理學碩士

### School of Communication

Master of Arts in Strategic Communication (MA-SC)

策略傳播文學碩士

### School of Decision Sciences

Executive Master of Science in Insurance (EMSC-INS)

行政人員保險理學碩士

Master of Science in Global Supply Chain Management (MSC-GSCM)

環球供應鏈管理理學碩士

### School of Translation and Foreign Languages

Master of Arts in Translation (Business and Legal) (MA-TBL)

翻譯文學碩士（商務與法律）

Master of Arts in Translation (Computer-Aided Translation) (MA-TCAT)

翻譯文學碩士（電腦輔助翻譯）



# Schools, Departments and Honours Academy

## School of Business

**Dean: Professor BARNES Bradley Richard 李海東教授**

**Associate Dean:**

**Dr. LEUNG Kim Ping, Thomas 梁劍平博士**

**Associate Dean (Enterprise and Business Engagement):**

**Dr. MAN Wing Yan, Thomas 萬穎恩博士**

### Department of Accountancy

**Head: Professor LAM Chee Keung, Kevin 林自強教授**

### Department of Economics and Finance

**Head: Dr. CHUI Kam Hung, David 崔錦雄博士**

### Department of Management

**Head: Professor FU Ho Ying, Jeanne 符可瑩教授**

### Department of Marketing

**Head: Dr. CHAN Hak Sin, Haksin 陳克先博士**

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Professor WAN William 溫彪教授 (*for BBA-GBM*)

Professor WHITLA Paul (*for BBA*)

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Professor YIU Wing Yee, Daphne 姚詠儀教授 (*for BBA-MGT*)

Professor YUEN Lai Mei, Susana 袁麗薇教授 (*for BBA-CGC*)

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**Associate Dean: Dr. CHANG Chih-yu, James 張志宇博士**

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Professor TSUNG Fuguee 宗福季教授 (*for BBA-SCM*)

Professor YEUNG Cheong Leung, Andy 楊昌良教授 (*for MSC-GSCM*)

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**Head: Professor CHEUNG Kwong Yue, Alex 張光裕教授**

## **Department of English**

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## **Department of Social Science**

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**Associate Dean: Dr. CHAN Kar Yan, Shelby** 陳嘉恩博士

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Professor HU Zhengmao 胡正茂教授 (*for BTB*)

Professor LI Defeng 李德鳳教授 (*for MA-TCAT*)

Professor TAN Zaixi 譚載喜教授 (*for MA-TBL*)

Professor WANG Enmian 王恩冕教授 (*for MA-TBL*)



# Honours Academy

**Head: Professor FU Ho Ying, Jeanne 符可瑩教授**

**Associate Heads:**

**Dr. CHUNG Ho Ying, Holly 鍾可盈博士**

**Ms. LEE Tak Fan, Esther 李德芬女士**

FIREMAN'S LIFT  
消防升降機



# General Admission Requirements

## Undergraduate Programmes

### General Entrance Requirements for Admission to Year 1 of the Programme

#### 1. Local Entrants

- (a) Hong Kong Diploma of Secondary Education (HKDSE) Examination

*For all undergraduate programmes except BSC-AIN:*

Level 3 or above in Chinese Language and English Language and Level 2 or above in Mathematics (Compulsory), Liberal Studies and one other subject in the HKDSE Examination

*For BSC-AIN:*

Level 3 or above in Chinese Language, English Language and Mathematics (Compulsory), Level 2 or above in Liberal Studies and one other subject in the HKDSE Examination

- (b) General Certificate of Education (GCE) A-Level Examination  
Passes in 2 A-Level subjects, excluding Chinese

- (c) International Baccalaureate Diploma Programme  
24 points (including 3 subjects at Higher Level and 3 at Standard Level, 12 points or above to be obtained from subjects at Higher Level), i.e. completion of IB Diploma

- (d) SAT Qualification  
A minimum of 1650 on SAT Reasoning Test (Prior to March 2016) or 1190 on Redesigned SAT (From March 2016), and secondary school examination results may be considered apart from the SAT score.

## 2. Non-local Entrants

2.1 Students from various countries may apply for admission to Year 1 of the undergraduate programmes if they fulfill the minimum entrance requirements listed in the following table:

Country of Qualifications	Level Completed	Examination Undertaken / Other Requirements	English Academic Requirement
North America	Grade 12	A minimum of 1650 on SAT Reasoning Test (Prior to March 2016) or 1190 on Redesigned SAT (From March 2016), and Secondary school examination results are suggested to be considered apart from the SAT score; OR equivalent to minimum entrance requirements on the strength of HKDSE examination	Nil*
Australia / New Zealand	Grade 12	Equivalent to minimum entrance requirements on the strength of HKDSE examination	Nil*
United Kingdom	GCE A-level	Passes in 2 A-Level subjects, Chinese excluded; <u>or</u> equivalent to minimum entrance requirements on the strength of HKDSE examination	Nil*

Country of Qualifications	Level Completed	Examination Undertaken / Other Requirements	English Academic Requirement
Mainland China	Joint Entrance Examination (JEE)	1st admission line of the affiliated province/city; OR 2 <sup>nd</sup> admission line of the affiliated province/city with school recommendation letter	100 or above in JEE
Taiwan	General Scholastic Ability Test or Advanced Subjects Test	Average standard (均標) in each of the Chinese, Mathematics, Society and Science	English result within the good standard (前標) or above
Malaysia	Unified Examination Certificate	Either passes (Grade C or above) in at least 7 subjects of which 6 subjects shall be obtained in the same sitting	B4 or better
	Sijil Pelajaran Malaysia (SPM) and Sijil Tinggi Pelajaran Malaysia (STPM)	Passes (Grade C or above) in at least 7 subjects at SPM level of which 6 subjects shall be obtained in the same sitting; OR 3 subjects in STPM in the same sitting, other than language subjects	SPM: Minimum Grade C; OR STPM: Minimum Grade C
	Grade 12	Equivalent to minimum entrance requirements on the strength of HKDSE examination	IELTS 5.5 or equivalent
Other parts of the world	Joint University Admission Examination	Equivalent to minimum entrance requirements on the strength of HKDSE examination	IELTS 5.5 or equivalent

\* For cases without an English standard specified, applicants are assumed to have fulfilled the requirement in English in their prior education.

2.2 Applicants with equivalent qualifications will be considered on a case-by-case basis with reference to education backgrounds and academic qualifications. If they are invited to an interview, their performance at the interview will also be taken into consideration.



### 3. Non-standard Entrants

- 3.1 Applicants who have completed an equivalent level of education at a local or overseas college or university recognized by the University or have obtained an academic qualification other than those mentioned may apply for admission on advanced standing, which will be considered on a case-by-case basis.
- 3.2 Normally, the qualifications used for claiming advanced standing should have been completed not more than six years before the time of application for admission to an undergraduate programme.
- 3.3 Mature applicants aged 23 or above on 1 September in the year when admission is sought, who has a minimum of two years' working experience in their chosen field of study or has demonstrated the ability to pursue their chosen field of study may apply for exemption from the normal admission requirements. Admission will be considered on a case-by-case basis.

### 4. Enhancement of Proficiency in Chinese, English and Mathematics

Students admitted through non-standard entry to Year 1 are required to complete and pass the corresponding non-credit bearing enhancement modules:

- *English enhancement module (for students attained Level 2 or below in English Language in HKDSE)*
- *Chinese enhancement module (for students attained Level 2 or below in Chinese Language in HKDSE)*
- *Mathematics and Statistics enhancement module (for students attained Level 1 or below in Core Mathematics in HKDSE)*

### 5. Entrance Requirements for Admission to Year-2 Entry

- 5.1 Applicants should have completed an Associate Degree or Higher Diploma in a related discipline from a recognized institution in Hong Kong or overseas, with a minimum cumulative Grade Point Average (cGPA) normally of 2.3 or equivalent.

- 5.2 Individual programmes shall follow respective academic requirements for admitting students to Year 2, if any, as stated in the accreditation documents.

## **6. Entrance Requirements for Admission to Year-3 Entry**

- 6.1 Applicants should have completed an Associate Degree or Higher Diploma in a related discipline from a recognized institution in Hong Kong or overseas, with a minimum cumulative GPA of 2.5 or equivalent.
- 6.2 Individual programmes shall follow respective academic requirements for admitting students to Year 3, if any, as stated in the accreditation documents.

## **7. Non-Chinese Speaking Applicants**

- 7.1 The University accepts the GCSE/IGCSE/GCE A-Level Chinese and HKDSE Applied Learning Chinese as alternative Chinese language qualifications. Non-Chinese speaking students should obtain Grade C or above in Chinese in GCSE/IGCSE, or Grade E in Chinese in GCE A-Level or obtain “Attained” in HKDSE Applied Learning Chinese (for non-Chinese speaking students) as the minimum entrance requirement for non-Chinese speaking applicants in the following specific conditions:
- (a) The student has learned Chinese Language for less than six years while receiving primary and secondary education. (This caters specifically to students who have a late start in the learning of Chinese language, e.g. due to their settlement in Hong Kong well past the entry level, or who have been educated in Hong Kong sporadically; OR
  - (b) The student has learned Chinese Language for six years or more in schools, but has been taught an adapted and simpler Chinese Language curriculum not normally applicable to the majority of students in local schools.

8. Students who are enrolled in a recognized degree programme or equivalent can apply for admission.

## 9. Credit Transfer / Module Exemption for Senior-year Entrants

- 9.1 Credit transfer/Module exemption may be granted for modules of Associate Degree or Higher Diploma completed successfully in other accredited tertiary institutions before admission to the University.
  - 9.1.1 Year-3 entrants are required to complete at least 50% of the curriculum requirements of the admitted programme at HSUHK, i.e. the maximum limit for credit transfer for Year-3 entrants is 50% of the curriculum requirement (including major and other University-wide requirements), which shall be granted on a block credit transfer basis.
  - 9.1.2 Year-2 entrants are required to complete at least 75% of the curriculum requirement of the admitted programme at HSUHK, i.e. the maximum limit for credit transfer for Year-2 entrants is 25% of the curriculum requirement (including major and other University-wide requirements), which shall be granted on a case-by-case basis.
  - 9.1.3 No credit transfer should be granted to Year-1 entrants but as deemed appropriate, module exemption up to 15 credits may be granted on a case-by-case basis.
- 9.2 No credit transfer will be granted for Year-1 entrants based on HKDSE results or equivalent, even if they have completed part of an Associate Degree/Higher Diploma programme.
- 9.3 The credits to be transferred or modules to be exempted should normally be earned not more than three years before admission to the University.

- 9.4 The credits transferred will be counted towards the graduation requirements but will be excluded from the calculation of the student's cumulative GPA (cGPA).
- 9.5 Credit transfer/module exemption will normally be processed once before the commencement of the first semester following admission to the programme .
- 9.6 Credit transfer/module exemption application after admission to HSUHK will only be considered for completed outbound exchange / summer programmes recognised by the University, or with special approval of the Vice-President (Academic and Research).
- 9.7 Credit transfer/module exemption will be reviewed and approved by the Programme Director or his/her designate.
- 9.8 As deemed appropriate, Programme Director or his/her designate may approve module exemption, instead of credit transfer, for an eligible student. Each exempted module should be replaced by a module of the same credit value. The exempted module will be excluded from the calculation of the student's cGPA.

## **10. Application Fees**

- 10.1 Fees are chargeable for application for admission.

# General Admission Requirements

## Taught Postgraduate Programmes

### General Entrance Requirements for Admission to Taught Postgraduate Programme

1. A Bachelor's degree from a recognized university or equivalent; and
2. Documentary evidence demonstrating the applicant's English proficiency, which may include:
  - 2.1 Graduated from an institution where the medium of instruction is English; or
  - 2.2 A minimum of 550 (paper-based), 213 (computer-based) and 79 (internet-based) in TOEFL; or
  - 2.3 A minimum of 6.0 in IELTS; or
  - 2.4 A minimum of 430 in College English Test-Band 6 (CET-6) or "Pass" if the test was taken before June 2005; or
  - 2.5 Equivalent of the above.

Applicants may consult respective Departments for the specific requirements for English proficiency of a particular study programme.

### 3. Credit Transfer / Module Exemption

- 3.1 Credit transfer/Module exemptions may be granted for modules at the same level completed successfully at the University or in another accredited tertiary institution.
- 3.2 The credits to be transferred or modules to be exempted should normally be earned not more than eight years before admission to the University.
- 3.3 The maximum number of credits to be transferred or modules to be exempted at the point of joining the University is specified by the programme and shall not exceed 50% of the curriculum requirement of the admitted programme at HSUHK, i.e. taught



post-graduate students are required to complete at least 50% of the curriculum requirement of the admitted programme at HSUHK.

- 3.4 The credit transferred will be counted towards the graduation requirements but will be excluded from the calculation of the student's cumulative GPA (cGPA).
- 3.5 Each exempted module should be replaced by a module of the same credit value. The exempted module will be excluded from the calculation of the student's cGPA.
- 3.6 Credit transfer/module exemption will only be processed once before the commencement of the first semester following admission to the programme. Application with supporting documents should be submitted to the Registry two weeks before the commencement of the first semester after admission to the programme.
- 3.7 Credit transfer/module exemption will be reviewed and approved by the Programme Director.

- 4. Fees are chargeable for application for admission.



# Academic Regulations for Undergraduate Programmes

## 1. Medium of Instruction and Assessment

- 1.1 Except for specific modules approved by the Academic Board (AB), the medium of instruction and assessment at the University is English.

## 2. Admissions

- 2.1 The University currently offers the following undergraduate programmes:

*(Please refer to P.28 for the List of Study Programmes)*

- 2.2 Applicants for admission to undergraduate programmes of the University must satisfy the general entrance requirements stipulated by the University as well as the specific admission requirements set out by respective programmes.

- 2.3 There should be no discrimination for admission on the grounds of gender, age, race, religion, ethnic origin or disability.

### 2.4 General Entrance Requirements for Admission to Year 1 of the Programme

*(Please refer to P.42 for General Entrance Requirements)*

## 3. Registration, Withdrawal and Deregistration

### 3.1 Registration

- 3.1.1 Once admitted to the University, students have to complete the registration procedures and pay all the prescribed fees. Applicants who fail to pay the requisite fees or complete the prescribed registration procedures will be considered as having forfeited their undergraduate places offered by the University.



3.1.2 Currently, all undergraduate programmes offered by the University are full-time programmes. Each student can only enroll in one study programme offered by the University. Unless otherwise approved by the University, students are not permitted to enroll in full-time study at any other tertiary institutions, local or overseas. Approval for double registration will only be granted under very rare circumstances.

3.1.3 Students must comply with the University's rules and regulations in order to maintain their registration.

3.1.4 Definition of student statuses:

- *Full-time students*: Students who have registered for the full-time mode of a programme (i.e. normally entailing a study load of 12 credits or more in a semester) of the University.
- *Part-time students*: Students who have registered for a part-time mode of a programme of the University.
- *Local students*: Students who hold a permanent HKID Card, or who are not required to apply for a valid visa / entry permit or document showing the right to land/stay/work/abode in Hong Kong.
- *Non-local students*: Students holding (a) student visa / entry permit; (b) visa / entry permit under the Immigration Arrangements for Non-local Graduates; or (c) dependent visa / entry permit who are 18 years old when they were issued with such visa / entry permit by the Director of Immigration of the HKSAR.
- *Visiting students*: Students who have registered for HSUHK modules and do not expect to complete a degree.

- *Incoming exchange students:* Students who come from HSUHK partner institutions (i.e. entailing a signed agreement on two-way movement of students with HSUHK) and fulfilled the required study load.
- *Outbound exchange students:* HSUHK students who study at partner institutions (i.e. entailing a signed agreement on two-way movement of students with HSUHK) and fulfilled the required study load.
- *Deferred students:* Students who have been granted permission for deferment of their studies.
- *Suspended Students:* Students whose status as a HSUHK student has been suspended temporarily as a result of disciplinary actions.
- *Withdrawn students:* Students who have withdrawn from their studies of their own accord and have completed the proper procedures for withdrawal of study.
- *Deregistered students:* Students who have been removed from the Student Register by the University owing to reasons that are deemed valid and justified by the Registrar, including but not limited to failure to complete the prescribed registration procedures after admission to the University, failure to settle the tuition fee or to submit application for deferment of tuition fee before the payment due date, failure to apply for deferment of study while not registering for any modules, expiration of the maximum study period stipulated by the University, or withdrawn from study without completing the withdrawal procedures.
- *Discontinued students:* Students who are removed from the Student Register due to poor academic performance or as a result of disciplinary actions.



- *Graduand candidates*: Students who have fulfilled the academic graduation requirements while other university graduation requirements are yet to be fulfilled.
- *Graduands*: Students who have completed all the requirements for an academic award and the academic award has been approved by the Academic Board.

## 3.2 Withdrawal from Studies

- 3.2.1 Students who intend to discontinue their studies at the University must apply for official withdrawal by completing the proper procedures, settling all outstanding fees and payments due and returning his/her Student Card; otherwise, they will not be entitled to academic transcripts or academic records of any kind.
- 3.2.2 Withdrawn students can apply for admission to any programme of the University again but their application will be considered as new application for admission.

## 3.3 Deregistration and Re-instatement of Registration

- 3.3.1 Instead of withdrawal which is raised by a student, the Registrar may deregister a student by removing his/her registration from the Student Register for justifiable grounds including but not limited to failure to complete the prescribed registration procedures after admission to the University, failure to settle the tuition fee or to submit application for deferment of tuition fee before the payment due date, failure to apply for deferment of study while not registering for any modules, failure to resume study after deferment as scheduled, expiration of the maximum study period stipulated by the University, or withdrawn from study without completing the withdrawal procedures.
- 3.3.2 Deregistered students may apply for reinstatement within a grace period of three months after they have been deregistered from the University.

3.3.3 Students are required to submit a written application for reinstatement to the Registry. Approval for reinstatement of deregistered students will be granted by the Registrar on a case-by-case basis. In case of approval for reinstatement is granted, the applicant has to pay a non-refundable reinstatement fee as listed in the appended Fees Schedule.

3.3.4 Reinstatement of student status will be granted twice at maximum for each student during his/her study at the University.

#### **4. Deferment of Study**

4.1 Students may be permitted to defer their studies owing to health reasons, financial difficulties, participation in approved University activities, such as recognized internship programmes, representing the University or Hong Kong to partake in activities, or other valid personal reasons.

4.2 The minimum period of deferment of study is one semester. If required, students may apply for extension of deferment for another semester. There is no limit for extension but students should mind that by extending the deferment for too long, they may not be able to complete their study programme within the maximum study period and extra charges may be entailed, as deferment period is counted as part of the study period.

4.3 Students should also mind that they may not be able to receive government subsidies, e.g. NMTSS or SSDDP, if they complete a study programme within a time frame shorter than the normative study period as the subsidy is disbursed according to the actual study period and capped by the normal duration of study.

4.4 Deferment/Extension of deferment of study for less than one semester will not be considered. Application together with supporting documents and a non-refundable administration fee have

to be submitted to the Registry before the commencement of the semester concerned.

- 4.5 The deferment period is counted as part of the period of study.
- 4.6 Applications for deferment of study submitted after the semester concerned has commenced will not be considered, unless the deferment is attributable to substantial and mitigating reasons that are beyond the applicant's control, and the application will be reviewed by the Registrar on a case-by-case basis.
- 4.6 In cases of deferment of study resulted from health reasons, participation in recognized internship programmes or representing the University/Hong Kong to partake in activities, the entire amount of retention fee will be refunded to the student when s/he resumes study at the University.
- 4.7 Owing to the difficulty in registering modules and completing modules, students who have been approved for deferring their studies are not advised to resume studies in the middle of the semester before the approved deferment period ends. Students who has a valid reason for resuming his/her study before the specified period of deferment may write to the Registrar for discretionary approval on a case-by-case basis.
- 4.8 By the end of the deferment period, the student should return to the University to resume his/her studies. S/he should settle the tuition fees and complete the necessary registration procedures. Students who fail to resume studies according to the schedule might be deregistered from the University by the Registrar.

## **5. Outbound Exchange Programme**

- 5.1 The University encourages its students to take part in recognized outbound exchange programmes during their study period. Credit transfer/Module exemption may be granted for modules completed

successfully in a partner institution of the University, i.e. institutions which have signed an agreement with HSUHK.

- 5.2 Credit transfer/Module exemption pertinent to outbound exchange programme will not be counted towards the limit applicable to senior-year entrants as stipulated in S9 of P.46.
- 5.3 Application for credit transfer/module exemption pertinent to outbound exchange programme can be made at the Registry. However, students are advised to discuss their study plans with the Academic Advisor for Students of respective academic departments and provide relevant course outlines or syllabus as detailed as possible to facilitate the discussion before submitting credit transfer/module exemption applications. Pre-approval may be given by the Programme Director (or his/her designate) for credit transfer/module exemption.
- 5.4 Official transcripts issued by the partner institutions certifying completion of modules and grades attained will also need to be forwarded to the Registry within the first month upon resumption of study at the University for final approval of credit transfer/module exemption by respective Programme Director or his/her designate.
- 5.5 All transferred credits will be counted towards the graduation requirements but not the calculation of the cumulative GPA of the student and have no bearing on the classification of honours to be awarded to the student.
- 5.6 Each exempted module should be replaced by a module of the same credit value. The exempted module will be excluded from the calculation of the student's cGPA.
- 5.7 The exchange period that outbound exchange students spent in the partner institutions will be regarded as study leave and the students concerned are required to submit the application for study leave. The study leave period is counted as part of the period of study.

## 6. University-approved Internship

- 6.1 The University is committed to provide internship opportunities for its students. As and where deemed appropriate, internship and field experience will be incorporated into the curriculum of respective programmes, either as credit-bearing module or non-credit bearing graduation requirement.
- 6.2 In their course of study, students have to attain the credits or fulfill the requirement in relation to internship as specified by respective study programmes.
- 6.3 The away-time for participating in University-approved internship will be regarded as deferment of study and the deferment period is counted as part of the period of study.
- 6.4 By the end of the internship, the student should return to the University to resume his/her studies. S/he should settle the tuition fees and complete the necessary registration procedures. If necessary, students may apply for extension of deferment for another semester. Students however should mind that by extending the deferment for too long, they may not be able to complete their study programme within the maximum study period and extra charges may be entailed.
- 6.5 Students who fail to resume studies according to the schedule will be considered as having withdrawn from the University.
- 6.6 Owing to the difficulty in registering modules and completing modules, students who have been approved for deferring their studies are not advised to resume studies in the middle of the semester before the approved deferment period ends. Students who has a valid reason for resuming his/her study before the specified period of deferment may write to the Registrar for discretionary approval on a case-by-case basis.



## 7. Programme Transfer

- 7.1 Students may apply for transfer to another study programme but should be aware that different programmes may have different requirements for transfer, and that transfer to another programme may delay their academic progress.
- 7.2 The time that the student spent on his/her transfer-out programme will be counted towards the study period of the student. S/he will abide by the regulations and policies relating to study period and applicable to in- and out-time students.
- 7.3 Application will be accepted once every academic year. The application deadline is five working days after the release of the examination results of Semester Two. Late applications will not be considered.
- 7.4 The transfer-in programme shall have the discretion to approve or reject programme transfer applications but it should be noted that such approval should be granted with sufficient grounds and the cumulative GPA requirement for programme transfer is normally 2.5 or above.
- 7.5 The maximum number of students who could be approved for transfer from programme to programme is 20% of the approved annual intake quota of the transfer-in programme in the academic year concerned.
- 7.6 Student may be invited to attend an interview for the purpose.
- 7.7 The year of study of the new programme and the number of credits to be transferred from the students' original programme to the new programme will be determined by the Programme Director of the transfer-in programme.

## 8. Minor Programmes

- 8.1 All undergraduate students of the University are eligible for declaring one or more Minor Programme(s) and attain the award of Minor from the list below:

### From the School of Business

- Accounting
- Corporate Governance
- Financial Analysis
- Management
- Business Administration
- Finance and Banking
- Human Resource Management
- Marketing

### From the School of Communication

- Communication
- Communication Technology

### From the School of Decision Sciences

- Computing
- E-commerce
- Statistical Analysis
- Decision Analytics
- Insurance
- Supply Chain Management

### From the School of Humanities and Social Science

- Asian Studies
- Cultural and Creative Industries
- Chinese
- English

### From the School of Translation and Foreign Languages

- European Studies
- Translation

8.2 To be eligible for the award of Minor, a student is required to

- (a) complete, either by passing the assessment of the module or by credit transfer or module exemption, at least 15 credits, of which 9 credits must be at level 3 or above; and
- (b) attain a cumulative GPA of 2.0 or above in all the modules required for the Minor Programme.

8.3 In the case of credit transfer or module exemption, the maximum number of credits to be transferred or exempted is 6 and the transfer/exemption must be approved by Programme Director or his/her designate.

8.4 Only non-major modules, such as Business Education modules, Common Core Curriculum modules or Free Electives, can be

can be double-counted for the award of Minor. There may be pre-requisite for the modules required for a particular Minor Programme.

- 8.5 A student can declare more than one Minor but the modules that s/he uses to declare a Minor Programme cannot be used again to declare for another.
- 8.6 Students cannot claim a Minor Programme from the Major Programme/ Concentration in which s/he is enrolled. Individual Schools and Departments may impose further restrictions on the Minor Programmes being offered, and students should check with the offering Department/ School or visit the websites of Registry or offering Department/School for details of restrictions.
- 8.7 Students must formally declare their Minor Programme(s) at the last semester of their final year of studies. The declaration has to be verified by the Programme Office of respective student's Major to ensure that the modules in concern are non-major modules, as well as endorsed by the Programme Office of the Minor before it is submitted to Registry by the student. Subsequent changes to or late submission of the declaration will not be considered.
- 8.8 The award of Minor, if approved, will only be recorded in the academic transcript but not on the graduation certificate nor the qualification title.
- 8.9 Students taking Minor Programmes will NOT have priority in registering for the modules of their Minor Programmes. Departments/Schools will try to accommodate the demand for Minor Programme modules but there is no guarantee that such demand can be met.

## **9. Duration of Study and Study Load**

### **9.1 Maximum Period of Study**

- 9.1.1 The normal duration for completing a bachelor's degree programme, i.e. *the normative study period*, and the maximum study period in respect of the year of entry are as follows:

Year of Entry	Normative Study Period	Maximum Study Period
Year 1 (September Intake)	4 years	6 years
Year 1 (January Intake)	3.5 years	6 years
Year 2	3 years	5 years
Year 3	2 years	4 years

- 9.1.2 Both the normative and maximum study periods of student athletes from the Hong Kong Sports Institute admitted under the Elite Athletes Study Programme will be extended to eight years to accommodate their training and competition schedules.
- 9.1.3 Students may be permitted to defer their studies on justifiable grounds, such as medical reasons, financial difficulties, participating in University-approved internship and exchange programmes, representing the University or Hong Kong to partake in activities, or other genuine needs. The period of deferment will be counted as part of the period of study.
- 9.1.4 Students may be permitted to transfer to another study programme offered by the University. The time spent by the student on his/her transfer-out programme(s) will be counted as part of the period of study.
- 9.1.5 Arrangements for programme transfer, deferment of study, University-approved internship and exchange programmes are stipulated in separate sections of the Academic Regulations.

## 9.2 Year of Study

- 9.2.1 Unless otherwise stated, “Year of Study” refers to the year of the programme that a student is studying. All in-time students, i.e. students who are studying within the normative study period, will be designated as a Year-1, Year-2, Year-3 or Year-4 students according to the year of the programme s/he is studying .

- 9.2.2 Students who, for one reason or another, extend their studies beyond the normative study period but still within the maximum study period allowed by the University, are referred to as “out-time students”.

### **9.3 Normal Study Load**

- 9.3.1 An academic year covers two semesters and a summer term.
- 9.3.2 Depending on the graduation requirements of respective programmes, students are normally required to study 4 to 6 modules, which are equivalent to 12 to 18 credits, in each semester (and up to 1 module/3 credits in the Summer Term) in the normative period of study. Students may have to pay for taking modules extra to the normal study load.

### **9.4 Taking Extra Modules or Taking Modules beyond Normative Study Period (with Additional Fee)**

- 9.4.1 Students may wish to take extra modules to supplement deficient programme requirements or for early graduation.
- 9.4.2 A student (including those on outbound exchange/internship) has to pay for the taken modules according to the Fees Schedule appended to the Academic Regulations if the total number of credits taken in a semester exceeds 18 credits (or 3 credits in the Summer Term), or the modules are taken beyond the normative study period.
- 9.4.3 By taking additional modules, a student may complete a study programme within a time frame shorter than the normative study period. However, the student is still required to pay full tuition fees due for the whole normative study period. His/her Student Card will also be deactivated upon graduation irrespective of the expiry date shown on the Card.



- 9.4.4 Students should also mind that they may not be able to receive government subsidies, e.g. NMTSS or SSSDP, if they complete a study programme within a time frame shorter than the normative study period as the subsidy is disbursed according to the actual study period and capped by the normal duration of study.

## **9.5 Under-loading**

- 9.5.1 Full-time students reducing their study load to fewer than 12 credits in a semester due to Academic Warning/Academic Probation will be regarded as under-loading students.
- 9.5.2 Only under-loading students pertaining to the stipulation above are entitled to pay two-third (2/3) of the tuition fees due for the semester in concern (not applicable to student athletes admitted under the Elite Athletes Study Programme).

## **10. Module Registration/Add/Drop**

### **10.1 Semester Length and Class Hours**

- 10.1.1 Semester 1 and Semester 2 normally last for 15 weeks each and the Summer Term normally lasts for 7 weeks.
- 10.1.2 Classes will normally be arranged between 9am to 10pm, Monday to Friday, and 9am to 1pm on Saturdays. Nevertheless on some occasions as circumstances required, classes may have to be arranged outside these hours.
- 10.1.3 10 minutes will be allowed between each class session for switching classroom.

### **10.2 Module Registration**

- 10.2.1 Except for Year-1 students in their Semester 1 studies, whose timetables are pre-assigned by the Registry, all other students are required to register the required core and elective

modules during a module registration exercise before the commencement of each semester/term.

- 10.2.2 The module registration exercise will be conducted online via the Module Registration System two to three weeks before commencement of each semester/term.
- 10.2.3 Announcements and emails on the briefing sessions, schedules and points to note for module registration will be issued by the Registry in due course. Students are required to duly follow the instructions therein to register for the modules they are required or elect to take.

### **10.3 Module Add/Drop**

- 10.3.1 Students may apply to change their choice of modules during the module add/drop period. Application for adding or dropping modules after the add/drop period will not be considered.
- 10.3.2 The approval for adding a module is subject to the feasibility of fitting the additional module to the student's timetable and availability of quota of the module.
- 10.3.3 To ensure fairness of module registration, module add/drop has to be conducted via the Module Add/Drop System. Schools, Departments, and module teachers cannot commit the adding or dropping a particular module, or the placement of a student to another class session of a particular module.

### **10.4 Withdrawing from a Module**

- 10.4.1 Students are allowed to withdraw from TWO modules at most during their course of study at HSUHK before graduation/withdrawal from a programme, irrespective of programme/concentration/stream transfer.

- 10.4.2 Students who wish to withdraw from a module must submit an application form to the Registry, stating the justifications for withdrawal, at least four weeks (or two weeks in the Summer Term) before the commencement of the examination period for that semester/term.
- 10.4.3 Module withdrawn will be assigned a grade “W” (to denote withdrawn from the module) which will be shown on the academic transcript of the student concerned and the grade will not be included in the calculation of cumulative GPA.
- 10.4.4 Students who do not attend classes/assessments/examinations of a module before completing the module withdrawal procedures will be regarded as absent from classes/assessments/examinations, and may subsequently be banned from attending the final examination and given a Fail grade for the module in concern.
- 10.4.5 No refund/waiver of tuition fees will be made for the withdrawn module(s) in any circumstances.

## **11. Retaking Modules**

- 11.1 If a student received a Fail grade, i.e. Grade F, in a module, s/he may retake that module.
- 11.2 Students can retake a module that they have passed with a grade “C” or below when his/her cGPA falls below 2.0 in order to fulfill the graduation requirement or to improve his/her cGPA.
- 11.3 A student (including those on outbound exchange/internship) has to pay for the retaken modules if the total number of credits taken in a semester exceeds 18 credits (or 3 credits in the Summer Term), or the modules are taken beyond the normative study period.
- 11.4 Students are not allowed to retake a module that s/he has completed with Grade C+ or above even if s/he is willing to pay for the retake.

- 11.5 Students will NOT have priority in registering for the modules that they are going to retake. Departments/Schools will try to accommodate the demand for retaking modules but there is no guarantee that such demand can be met.
- 11.6 All the grades, including the Fail grade, attained for the same module that the student attempted will be shown on the academic transcript but only the grade attained at the last attempt will be used in the calculation of cGPA.
- 11.7 Students may retake a module to attain a higher grade to fulfill the requirements of professional bodies. Retaking a module under such circumstances will have to be approved by the Registrar. If approval is granted, students will have to pay for retaking the module, irrespective of the credits taken or the time of retake. The grade obtained as a result will not be counted towards the student's cGPA and a separate academic transcript will be issued to certify the grade achieved for the module.

## **12. Assessments, Attendance and Examinations**

### **12.1 Assessments**

- 12.1.1 The assessment for a module of a degree programme normally comprises continuous assessment and final assessment. It will be competency-based and grade-related in nature.
- 12.1.2 There may be a number of components of assessed work for each module, such as participation, essay, assignment, oral presentation, project, report, test, examination, etc. The results from each component of assessed work shall be aggregated according to specific weightings to produce a final grade for a module.
- 12.1.3 Assessment of individual component of assessed work of each module shall follow the Outcome-based Teaching and Learning (OBTL) module assessment rubrics.

- 12.1.4 In the first class of each module, students will be informed of the nature and weightings of the components of the continuous and final assessments, and the grade-related criteria according to which grade will be awarded.

## 12.2 Attendance

- 12.2.1 Students are expected to attend all timetabled classes and stipulated learning activities and be punctual in order to achieve the best learning outcomes. A student will be deemed as absent from class if s/he
- (a) fails to seek prior approval from the module teacher for not attending the full lesson with a valid reason; or
  - (b) fails to attend the timetabled class within the first 15 minutes; or
  - (c) fails to satisfy the specific attendance requirements set by respective module teachers and made clear to students in advance.
- 12.2.2 Students who suffer from chronic illness and require regular medical consultations, which may affect their overall attendance of a module are recommended to discuss with the module teacher for other possible arrangements prior to the start of the module or as soon as the medical condition is diagnosed. Students may need to present supporting documents from registered medical practitioners or medical professionals if so required.
- 12.2.3 Students who need to take a leave of absence exceeding five consecutive days owing to illness or other justifiable reasons must apply for leave of absence within three working days after resumption of study. They must submit the appropriate application form with supporting documents. Approval will be granted by the Registrar on a case-by-case basis.
- 12.2.4 Students shall attain an attendance rate of 80% of all the meetings of a module in order to be eligible for sitting for the end-of-module examination.



## 12.3 Examinations

- 12.3.1 Only students whose names are on the subject enrollment record will be permitted to sit for an examination.
- 12.3.2 For modules with an end-of-module examination, if a student whose attendance of the module concerned is less than 80%, s/he is not allowed to attend the examination and will be deemed to have failed the module unless discretionary approval for attending the examination has been granted by the Head of Department in consultation with the module teacher.
- 12.3.3 For modules without an end-of-module examination, a student will be deemed to have failed in the module if his/her attendance rate of the module concerned is less than 80%, unless discretionary approval for considering his/her performance in the assessment(s) of the module has been granted by the Head of Department in consultation with the module teacher.

### 12.3.4 Make-up Examinations

- 12.3.4.1 Should a student cannot sit for an examination owing to mitigating reasons, s/he may apply for make-up examination. Applications will be considered on a case-by-case basis by the Registrar and students should not assume that make-up examinations will be granted once they have submitted the application with the stated grounds.
- 12.3.4.2 Approval for make-up examinations may be granted for
- (a) serious medical reasons, such as the student is hospitalized, has contracted a highly contagious disease or is under home care following serious medical conditions or surgical procedures; or

- (b) fulfilling civic duties, such as being summoned/empanelled as juror/witness, attending court hearing, etc.; or
- (c) rare and mitigating factors that are beyond the students' control, such as death or serious illness of an immediate family member of the student; or
- (d) other justifications, such as sitting for civil service common recruitment examinations, representing the University or Hong Kong to partake in activities, etc.

- 12.3.4.3 In case of approval, a make-up examination will usually be arranged within two weeks after the end of the examination period. However, the University cannot guarantee that make-up examination can be arranged. Students may need to sit for the examination of the same module in the following semester or academic year.
- 12.3.4.4 Other assessment tools, whichever are deemed appropriate, may be used to assess a student's performance if taking part in an examination in the following semester/academic year is not feasible (e.g. in the case of final year students).
- 12.3.4.5 Individual teachers can exercise their discretion and professional judgment to decide if marks should be deducted from the make-up examination to assure fairness to students who attended the regularly scheduled examination.
- 12.3.4.6 Application for make-up examinations must be taken out within three working days after the original examination is held.

- 12.3.4.7 Fees and charges apply to application for make-up examination.

### **12.3.5 Examination for Students with Special Education Needs (SEN)**

- 12.3.5.1 Students with special education needs due to physical or other learning disabilities can request for special examination arrangements.
- 12.3.5.2 Students with chronic physical or learning disabilities should submit their applications for special examination arrangements in writing within the first month of their first semester of studies at the University.
- 12.3.5.3 Should a student suffer from permanent or temporary disabilities amid his/her study at the University, s/he should submit the application for special examination arrangements within one month after the disabilities/illness/injury is diagnosed.
- 12.3.5.4 The application has to be supported by an up-to-date medical/assessment report issued by the Hospital Authority, Department of Health, Education Bureau (EDB) or other registered medical or professional practitioners (e.g. speech therapists, audiologists, etc.). The medical/assessment report submitted should prove the special needs of the student concerned and state the special examination arrangements required.
- 12.3.5.5 The University will try its utmost to meet the special education needs of students with due diligence but there is no guarantee that every SEN can be met.

### 13. Grades, Grade Points Equivalent and Students' Performance

13.1 Students' performance in each module is expressed in terms of a grading system and the overall grade a student obtained for each module will be converted into a grade point on the basis of the table below.

Grade	Grade Point	Broad Interpretation
A	4.00	Outstanding
A-	3.70	
B+	3.30	Good
B	3.00	
B-	2.70	
C+	2.30	Satisfactory
C	2.00	
C-	1.70	
D+	1.30	Marginal
D	1.00	
Fail	0.00	Unsatisfactory

#### 13.2 Calculation of Grade Point Average (GPA)

13.2.1 The Grade Point Average (GPA) is calculated by summing all the quality points (i.e. grade points multiplied by credits) for all modules taken by the student in a specific period, and then dividing the sum by the total number of credits taken. The calculation includes all module grades, except the excluded modules as approved by the Academic Board.

13.2.2 Modules which adopt pass/fail grading will not be counted towards the calculation of GPA.

13.2.3 The cumulative GPA (cGPA) is the GPA for all modules taken at the time of calculation.

13.2.4 The semester GPA is the GPA for all modules taken in a specific semester.

13.2.5 The year GPA is the GPA for all modules taken in a specific academic year.

### **13.3 Students' Performance**

13.3.1 Students' performance is reflected and monitored by the cGPA that they attained. Appropriate guidance and assistance will be provided to students as deemed appropriate and feasible.

#### **13.3.2 Academic Warning and Academic Probation**

13.3.2.1 Students whose cumulative GPA (cGPA) falls between 1.7 and 1.99 in any one semester will receive an "Academic Warning" (AW).

13.3.2.2 Students whose cGPA falls below 1.7 in any one semester will be put on "Academic Probation" (AP).

13.3.2.3 The academic performance of a student with an Academic Warning or who is on Academic Probation will be reviewed at the end of each semester during the Academic Warning/Probation period.

13.3.2.4 The Academic Probation status will remain unchanged if the student's cGPA is still below 1.7 in the following semester.

13.3.2.5 If the cGPA of a student who is on Academic Probation is between 1.7 and 1.99 in the following semester, his/her Academic Probation status will be changed to "Academic Warning".

13.3.2.6 The Academic Warning will remain in place if the student's cGPA is still within the range of 1.7 to 1.99 in the following semester.



- 13.3.2.7 If the student obtains a cGPA of 2.0 or above in the following semester, the Academic Warning will be removed.

### **13.3.3 Discontinuation of Study (resulting from Unsatisfactory Academic Performance)**

- 13.3.3.1 The University may discontinue the study of a student if
- a) his/her cumulative GPA is below 1.0 for two consecutive semesters; or
  - b) starting the second semester of study, his/her cumulative GPA falls below 1.7 for three consecutive semesters.

### **13.3.4 Assistance to Underperformed Students**

- 13.3.4.1 The Registry will notify the Programme Directors of students who have received Academic Warning, who are on Academic Probation or whose studies is going to be discontinued. The Programme Director will take appropriate follow-up actions, including asking the Personal Tutor assigned to the student to meet the student in person and to render advice in terms of study plan, reduction of study load in the subsequent semester, continuation of study and/or other personal needs, or with the consent of the student, make referrals for appropriate professional advice, with a view to ensuring two-way communication with the student and helping the student to improve his/her academic performance.
- 13.3.4.2 After meeting the student, the Personal Tutor is required to complete a Post-consultation Report,

stating recommendations and suggested actions/ study plans in view of the difficulties and challenges expressed by the student. If the student is recommended to continue his/her study at the University, the Personal Tutor has to provide justifications in the Post-consultation Report with conditions, if any, to be fulfilled by the student concerned.

- 13.3.4.3 The completed Post-consultation Report will have to be submitted to the Programme Director by the Personal Tutor, copying the Registry, within one week after meeting the student.
- 13.3.4.4 Students who have received an Academic Warning are strongly advised to reduce his/her study load in the subsequent semester to *no more than 5 modules* (including the retake module(s)) and to *no more than 4 modules* in the case of Academic Probation, subject to availability of the module(s) and timetabling arrangements.
- 13.3.4.5 For cases that warrant discontinuation after consulting relevant Programme Directors, they will be presented to the University Examinations and Assessment Committee (UEAC) for deliberation and endorsement.
- 13.3.4.6 The endorsed list of discontinued students will have to be submitted by UEAC to the Academic Board (AB) for approval.
- 13.3.4.7 Discontinued students in general will not be admitted to the University to study the same programme within the following academic year.

## 14. Grade Review and Endorsement/Approval of Final Results of Assessment/Examinations

- 14.1 Students may hold the view that their efforts in learning and performance in the assessments/examinations is not duly reflected by the grades they have attained, and they may want to request for grade review to reconfirm the grades they have attained.
- 14.2 Request for grade review shall be made within **five working days** upon the release of module grades, by specific application form with the stipulated application fees, to the Registry.
- 14.3 A student can apply for grade review of up to **three** modules per semester.
- 14.4 The review will be conducted by respective Department/School Examinations and Assessment Committee (D/SEAC).
- 14.5 After endorsing the review results, D/SEAC shall notify the Registry of the review results. The Registry shall submit all grade review results to the University Examinations and Assessment Committee (UEAC) for approval. The decision of CEAC on grade review shall be final.
- 14.6 If the review warrants a change of grade, the Registry will revise the record, notify and refund the grade review applicant accordingly.
- 14.7 If the review does not lead to any revision of grade attained by the review applicant, the Registry will keep the record of grade and notify the applicant of the review result. No refund of the grade review application fee will be made to the applicant.
- 14.8 Approved grade review results shall be released to the applicants within **three calendar weeks** after the application for grade review is closed.
- 14.9 Fees and charges apply to application for grade review.

## 15. Graduation and Award Classification

### 15.1 Application for Graduation

- 15.1.1 Students should check their progress of study on eCampus and submit an application for graduation through eCampus before the deadline announced by the Registry. Failure to meet the stipulated application deadline may result in the student's not being able to graduate in that semester. Late submission or special cases provided with valid justifications are subject to the discretionary approval of the Registrar.
- 15.1.2 A nominal registration fee per semester may be charged to the student if s/he does not submit application for graduation and does not take any module while waiting for graduation. Students may raise an appeal with valid justifications and revert their decision of not applying for graduation within two weeks after the stipulated application deadline. It rests with the Registrar whether to grant discretionary approval for such appeals.
- 15.1.3 Application for graduation, once submitted, cannot be withdrawn. Students who are able to graduate in the intended graduation semester should not register further for any modules in the subsequent semesters; otherwise the approval for his/her graduation will be delayed.
- 15.1.4 If students have applied for graduation but cannot complete all the graduation requirements by the end of the intended graduation semester, then they must re-apply for graduation in another semester that they wish to graduate.

### 15.2 Graduation Requirements

All students must have fulfilled both the academic and the University graduation requirements stipulated by the University in order to graduate.

## 15.2.1 Academic Graduation Requirements

15.2.1.1 Students must have obtained a cumulative GPA of 2.0 in order to graduate.

15.2.1.2 Students are also required to obtain the required number of credits according to the curriculum structure of their respective programmes and cohorts within the normative/maximum period of study in order to graduate from the undergraduate programmes:

**120 credits** for the following programmes:

- *Bachelor of Business Administration (Honours) (BBA) <sup>1</sup>*
- *Bachelor of Business Administration (Honours) in Corporate Governance (BBA-CG)*
- *Bachelor of Business Administration (Honours) in Corporate Governance and Compliance (BBA-CGC)*
- *Bachelor of Business Administration (Honours) in Economics (BBA-ECON)*
- *Bachelor of Business Administration (Honours) in Finance and Banking (BBA-FB)*
- *Bachelor of Business Administration (Honours) in Financial Analysis (BBA-FA)*
- *Bachelor of Business Administration (Honours) in General Business (BBA-GB)*
- *Bachelor of Business Administration (Honours) in Global Business Management (BBA-GBM)*
- *Bachelor of Business Administration (Honours) in Human Resource Management (BBA-HRM)*
- *Bachelor of Business Administration (Honours) in Management (BBA-MGT)*

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<sup>1</sup> The requirement of obtaining 120 credits for graduation applies only to cohorts admitted in AY2015/16 and thereafter.



- *Bachelor of Business Administration (Honours) in Marketing (BBA-MKT)*
- *Bachelor of Business Administration (Honours) in Professional Accountancy (BBA-PA)*
- *Bachelor of Arts (Honours) in Convergent Media and Communication Technology (BA-CMCT)*
- *Bachelor of Science (Honours) in Data Science and Business Intelligence (BSC-DSBI)*
- *Bachelor of Arts (Honours) in Art and Design (BA-AD)*
- *Bachelor of Arts (Honours) in Chinese (BA-CHI)*
- *Bachelor of Social Sciences (Honours) in Asian Studies (BSS-AS)*

**120 credits out of the 129 credits studied** for the following programmes:

- *Bachelor of Arts (Honours) in English (BA-ENG)*
- *Bachelor of Business Administration (Honours) in Supply Chain Management (BBA-SCM)*
- *Bachelor of Journalism and Communication (Honours) (BJC)*
- *Bachelor of Management Science and Information Management (Honours) (BMSIM)*

**120 credits out of the 138 credits studied** for the following programmes:

- *Bachelor of Translation with Business (Honours) (BTB)*

**126 credits** for the following undergraduate programmes:

- *Bachelor of Arts (Honours) in Applied and Human-Centred Computing (BA-AHCC)*
- *Bachelor of Science (Honours) in Actuarial Studies and Insurance (BSC-AIN)*

**129 credits** for the following undergraduate programmes:

- *Bachelor of Arts (Honours) in Cultural and Creative Industries (BA-CCI)*

15.2.1.3 There may be other programme-specific graduation requirements in addition to module credits. Students should refer to the programme-specific graduation requirements for details.

## 15.2.2 University Graduation Requirements

15.2.2.1 Students are also required to fulfill the following language competency exit requirements<sup>1</sup>:

	English	Putonghua
Requirements	Attempt the IELTS (Academic) Test to attain a score of 6.0 or above (score of 6.5 or above for the BTB and BA-ENG Programmes)	Attempt the Putonghua Proficiency Test (普通話水平測試) <sup>2</sup> to attain the level of “Third Class Grade B” (三級乙等) or above (level of “Third Class Grade A 三級甲等” for the BA-CHI Programme)
Requirements	Students who fail to meet this requirement have to take and pass ENG4000 English Proficiency Course, a 14-week (42 contact hours) non-credit bearing course <sup>3</sup> , at their own cost to make up for the exit requirement	Students who fail to meet this requirement have to take and pass CHN4000 Putonghua Oral Training Enhancement Course, a 7-week (42 contact hours) non-credit bearing course <sup>2</sup> , at their own cost to make up for the exit requirement
Validity	Attained any time before graduation	Attained any time before graduation
Reimbursement <sup>4</sup> of Test Fees	Test fee can be reimbursed if the student attained Band 7.0 or above	Test fee can be reimbursed if the student attained “Second Class Grade A” (二級甲等)

	English	Putonghua
Exemption	Not applicable	Non-Chinese Speaking Students (NCS) <sup>5</sup> are exempted from this requirement.

- <sup>1</sup> *Applicable to all new programmes to be launched in or after 2014/15 and applicable to all existing programmes after completion of the HKCAAVQ re-validation.*
- <sup>2</sup> *or other Putonghua proficiency tests that are recognized as equivalent to the Putonghua Proficiency Test by the State Language Commission of the People's Republic of China.*
- <sup>3</sup> *ENG4000 and CHN4000 are NOT alternative arrangements for IELTS or PSC. Only Year-4 students who have attempted IELTS/PSC at least once before can enroll in respective enhancement course.*
- <sup>4</sup> *Reimbursement of test fee only applies to IELTS (Academic) Test or Putonghua Proficiency Test taken while the student is studying at HSUHK.*
- <sup>5</sup> *Admitted to the University as NCS defined by EDB, i.e. those who have learned Chinese for less than 6 years while receiving primary and secondary education or those who have learned Chinese 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.*

15.2.2.2 Mainland students admitted to Year 1 from AY2019/20 onwards who have not attained 120 marks or above in the English paper of the National College Entrance Examination, or IELTS 5.5 or TOEFL iBT 70, are required to complete and pass the module *ENG1000 English for University Studies* for graduation.

15.2.2.3 Students admitted through non-standard entry to Year 1 are required to complete and pass the corresponding non-credit bearing enhancement modules in English/Chinese/Mathematics and Statistics. Please refer to the section on "Enhancement of Proficiency in Chinese, English and Mathematics" under "Admissions" of the Academic Regulations.

15.2.2.4 Students are required to take and pass the Information Technology Proficiency Test (IT Proficiency Test) during their studies at the University. Students should refer to the website of the IT Learning Centre for details of the relevant policy and scope of programmes offered to students.

15.2.2.5 Students are required to achieve complete the following requirements for Community Service (CS), Physical Activities (PA) and Extra-curricular Activities (ECA) during their studies at the University:

	Total no. of hours required before graduation		
	Year-1 Entry	Year-2 Entry	Year-3 Entry
CS	20	15	10
PA	10	7.5	5
ECA	10	7.5	5

15.2.2.6 Starting AY2019/20, the University adopted the iGPS Framework and College Assembly (the new framework) as part of the university graduation requirements for Year-1 entrants. The new framework will extend to Year-2 entrants in AY2020/21 and Year-3 entrants in AY2021/22. CS/ PA/ECA requirements will be running in parallel with the new framework from AY2019/20 until they are completely phased out in AY2021/22. Students are required to obtain the required number of iGPS Units through participating in integrated and experiential learning activities, and to attend the required number of College Assembly before graduation.

	Total no. of iGPS Units and College Assembly required before graduation		
	Year-1 Entry	Year-2 Entry	Year-3 Entry
iGPS Units	12	9	6
College Assembly	5	2	2

- 15.2.2.7 Students can visit the website of the Student Affairs Office (SAO) or contact SAO directly for the details of the iGPS Framework and College Assembly schedule.

### 15.2.3 Exemption

- 15.2.3.1 Students who are unable to fulfill the University graduation requirements of CS/PA/ECA hours owing to disabilities or medical reasons should submit an application to the Registry in writing, together with the up-to-date medical/assessment report issued by the Hospital Authority, Department of Health, registered medical practitioners or medical professionals.
- 15.2.3.2 Applications for exemption will be considered on a case-by-case basis. The Registrar may grant full or partial exemption to the eligible students.

## 15.3 Award Classification

- 15.3.1 A student who satisfies the conditions for graduation shall be awarded a Bachelor's degree with one of the following classifications:

<b>Bachelor's Degree Award Classification</b>	<b>Minimum Cumulative GPA</b>
First Class Honours	3.50 <sup>*</sup>
Second Class Honours Division I	3.00
Second Class Honours Division II	2.70
Third Class Honours	2.30
Pass	2.00

- \* Student of the BTB programme should attain 3.50 or above for both cGPA and major GPA in order to be awarded First Class Honours.*



## **15.4 Approval of Graduation and Award Classification**

- 15.4.1 Graduation and Award Lists are not legitimate and will not be officially recognized until they have been endorsed and approved according to the approval protocol set out by the University.
- 15.4.2 The module grades and grade distribution will be reviewed and endorsed by the Department/School Examinations and Assessment Committee (D/SEAC).
- 15.4.3 The final cumulative GPA and award classifications of graduands will be compiled by the Registry and submitted to respective Programme Committees for review and submitted to D/SEAC for endorsement by respective Departments.
- 15.4.4 The endorsed list of graduands of each programme and their respective classification of awards will then be submitted to the the University Examinations and Assessment Committee (UEAC) for endorsement and to the Academic Board for approval.
- 15.4.5 The list of Major and Minor Programmes graduates who have fulfilled the academic graduation requirements and approved by the Academic Board of the University will be deemed as the final and official record of graduates. Subject to the fulfillment of all other University graduation requirements, graduates will be awarded the graduation certificates.

## **15.5 Year of Graduation, Graduation Ceremony and Academic Regalia**

- 15.5.1 Graduation Ceremony of the University, in general, will be held once a year in late November or early December. The Registry will announce the exact date and time of the Ceremony in due course.
- 15.5.2 It should be noted however that the Year of Graduation of a student should be defined as the year when his/her graduation is

approved by the Academic Board of the University, not necessarily the year in which the Graduation Ceremony is held.

- 15.5.3 Graduates who take part in the Graduation Ceremony are required to dress in black gown and black mortarboard in style specified by the University, and wear a hood in colours that represent their respective Schools:

School of Business: *Brown and Bright Gold*

School of Communication: *Navy and Bright Gold*

School of Decision Sciences: *Purple and Silver White*

School of Humanities and Social Science: *Dark Blue and Forest Green*

School of Translation and Foreign Languages: *Maroon and Forest Green*

## 15.6 Other Academic Honours

- 15.6.1 Students who have met the criteria for academic honours of respective Schools will be placed on the Dean's List or receive the Best Progress Award of the School at the end of each academic year, in recognition of their academic excellence and significant academic improvement during their studies at the University.

- 15.6.2 The criteria for the Dean's List and the Best Progress Award are approved by respective School Boards according to the guidelines set out by the University. The recipient lists are also approved by respective School Boards according to the following schedule:

Scenario	(1) AB to approve exam results (2) School to approve the Dean's List / Best Progress Award recipient list	Issuance of Academic Transcript
Year-4 students graduating in Semester 1	(1) AB meeting in February (2) February	March
Year-4 students graduating in Semester 2	(1) AB meeting in June (2) June	July

<b>Scenario</b>	<b>(1) AB to approve exam results (2) School to approve the Dean's List / Best Progress Award recipient list</b>	<b>Issuance of Academic Transcript</b>
Year-4 students graduating in Summer Term	(1) AB meeting in September (2) September	October
Students of Years 1, 2 and 3	(1) AB meeting in September (2) September or October	October or November

15.6.3 Dean's Lists and Best Progress Award recipient lists have to be forwarded to the Registry according to the set timeline for inclusion in academic transcripts.

15.6.4 Registry shall report to the Academic Board in case of irregularities noted in the lists.

## **16. Student Data, Student Records and Certification**

### **16.1 Personal Data of Admission Applicants/Students**

#### **16.1.1 Collection, Uses and Storage of Personal Data**

16.1.1.1 The personal particulars of an applicant provided to the online admission system at the time of admission application will be used for setting up his/her record at the University and hence should be updated by students and the Registry if necessary to ensure accuracy.

16.1.1.2 Such information (including the photo image taken for the Student Card) is collected according to the personal data collection policy of the University and will be used in all activities in support of his/her studies at the University, including the activities conducted by the Students' Union. The information may also be used in support of alumni activities after graduation.

- 16.1.1.3 Besides the information collected at the time of application, the registration details and examination results of students are also kept in permanent records for monitoring their progress during the programme and for reference when certification is required.
- 16.1.1.4 Student data with personal identifiers, e.g. Name, HKID card number, etc., will be deleted when they are no longer required according to the laid-down rules. Retention policies will be reviewed by the respective offices on a regular basis to ensure that only useful data will be kept by the University on a need basis.
- 16.1.1.5 Only authorized departments within the University will have access to the student data. Access will be restricted to staff who are entitled to use the data to discharge their duties within the University.

## **16.1.2 Access and Correction of Student Data**

- 16.1.2.1 In accordance with the Personal Data (Privacy) Ordinance, students have the right to access and correct their personal data, and to request a copy of such data. If students wish to access their personal data kept in the University records, they may submit the Data Access Request Form available on the website of the Office of the Privacy Commissioner for Personal Data Office to the Registry. A handling fee, which is subject to annual review, will be charged.
- 16.1.2.2 It is necessary for students to notify the Registry of changes in their personal particulars as soon as possible; otherwise, their records cannot be updated and correspondences may be mislaid.

## **16.2 Student Number and Student Card**

- 16.2.1 Upon registration at the University, a unique Student Number will be assigned to each student and a student card will be issued to every registered student. Students may be asked to provide their Student Numbers in making applications for goods and services provided by or through the University while the Student Card is a student's personal identification document at the University and s/he should carry his/her Student Card at all times on the campus.
- 16.2.2 The Student Card will be deactivated when the student concerned has graduated from the University, withdrawn from his/her study, discontinued his/her study or has been deregistered by the University, irrespective of the expiry date shown on the Card.
- 16.2.3 Student Cards of graduates will be deactivated according to the following time-lines, irrespective of the expiry date shown on their Student Cards. Graduates may not be able to use the facilities of or receive services from the University the Student Cards are deactivated.

<b>Graduation after</b>	<b>Deactivation of Student Cards on</b>
Semester 1	31 March in the same Academic Year
Semester 2 and Summer Term	31 August in the same Academic Year

- 16.2.4 The Student Card is the property of the University and is not transferable. It should not be used by anybody else except its named holder. Misuse or falsification of the Card constitutes a major offence, and any student who commits this offence will be subject to disciplinary actions.
- 16.2.5 Misuse of Student Cards occurred at Lee Shau Kee Complex may result in disciplinary actions including but not exclusively suspension of the rights to use sports facilities of both the Student Card owner and card user. Detailed regulations of the Complex are contained in the "Lee Shau Kee Complex – Information for Users" published by the Student Affairs Office.

- 16.2.6 Cases of misuse of Student Cards in venues other than the Sports and Amenities Centre will be handled by respective School(s) to which the students concerned belong or the Residential Colleges Student Disciplinary Committee (RCSDC), as deemed appropriate, in accordance with the set procedures.
- 16.2.7 In case that a Student Card is lost or damaged, the student concerned should submit an application for a replacement. A replacement fee will be charged. Should the original Student Card be found subsequently, s/he should return the original Student Card to the Registry as soon as possible for invalidation. Possession of more than one Student Card at the same time is not allowed and the student will be subject to disciplinary actions.

### **16.3 Student Records and Certification**

#### **16.3.1 Academic Transcript**

- 16.3.1.1 Students may apply for an academic transcript which contains a complete record of modules and grades attained by the student in the specified period. Requests for academic transcript by a third party must bear the student's authorization before the request can be processed.
- 16.3.1.2 Administration fee will be charged for issuance and posting of the academic transcript.
- 16.3.1.3 Academic transcripts designated to overseas or local addresses will be sent by ordinary airmail but the University will not be responsible for any failure in mail delivery.
- 16.3.1.4 Application for Academic Transcript must be made to the Registry by the appropriate application form.



### **16.3.2 Graduation Certificate**

- 16.3.2.1 Upon successful completion of their studies at the University, students will be conferred the graduation award at the Graduation Ceremony of the University. Students will be invited to the Ceremony and graduation certificates will normally be available for collection after the occasion.
- 16.3.2.2 The University will take uncollected certificates into custody but cannot guarantee against any loss of or damage to the uncollected certificates resulted from mitigating circumstances that are beyond control. The University will not issue any replacement of the award certificate. Hence, students are recommended to collect their award certificates according to the collection schedule.
- 16.3.2.3 If a student has lost his/her award certificate, s/he can apply for a letter of certification of graduation at the Registry.

### **16.3.3 Letter of Certification**

- 16.3.3.1 If a student wishes the University to issue a letter of certification to certify his/her study at the University, s/he can submit a completed application form to the Registry for processing.
- 16.3.3.2 Administration fee will be charged for issuance of letter of certification.

## **17. Arrangements during Inclement Weather**

- 17.1 Special arrangements will be made to classes and examinations if tropical cyclone warning, rainstorm warning or “Extreme Conditions” announcement is issued or about to be issued. Students should take

Students should take note of these arrangements and look out for notices posted on eCampus or the website of the Registry during inclement weather.

## **17.2 Tropical Cyclone Warning Signal No.1/No.3 and Amber/Red Rainstorm Warning**

17.2.1 If Tropical Cyclone Warning Signal No.1 or No.3, or Amber or Red Rainstorm Warning is issued, classes or examinations will be held as scheduled.

## **17.3 Tropical Cyclone Warning Signal No.8 or above, “Extreme Conditions” Announcement and Black Rainstorm Warning**

### **17.3.1 When Signal/Announcement/Warning is Issued/about to be Issued *before the Commencement* of Classes and Examinations**

If Tropical Cyclone Warning Signal No.8 or above, or “Extreme Conditions” Announcement or a Black Rainstorm Warning is issued before the commencement of classes/examinations, or announcement is made by the Hong Kong Observatory that such a warning/announcement is likely to be issued within the next two hours at any time specified below, arrangements for classes and examinations will be as follows:

#### Class Arrangements

Warning/ Announcement is in force at 6am	All morning classes commencing before 1:30pm will be cancelled. (Example: a 3-hour class running from 1pm to 3:50pm will be cancelled)
Warning/ Announcement is in force at 10:30am	All afternoon classes commencing at any time from 1:30pm and before 6pm will be cancelled. (Example: a 3-hour class running from 5:30pm to 8:20pm will be cancelled)

Warning/ Announcement is in force at 3pm	All evening classes commencing at or after 6pm will be cancelled.
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### Examination Arrangements

Warning/ Announcement is in force at 6am	All morning examinations commencing before 1:30pm will be postponed.
Warning/ Announcement is in force at 10:30am	All afternoon examinations commencing at any time from 1:30pm and before 6pm will be postponed.
Warning/ Announcement is in force at 3pm	All evening examinations commencing at or after 6pm will be postponed.

#### **17.3.2 When Signal/Announcement/Warning is Issued/about to be Issued while Classes and Examinations are *In Progress*:**

- (a) For students who are attending classes when Tropical Cyclone Warning Signal No.8 or above or the “Extreme Conditions” Announcement is issued, or announcement has been made by the Hong Kong Observatory that such signal/announcement is likely to be issued within the next two hours, arrangements will be made by the University to release students to go home as soon as the weather and traffic conditions permit.
- (b) If Typhoon Signal No.8 or above, or the “Extreme Conditions” Announcement is issued or announcement has been made by the Hong Kong Observatory that such signal/announcement is likely to be issued within the next two hours while an examination is in progress, the examination will continue unless otherwise announced by the University.

- (c) If the Black Rainstorm Warning is issued when classes and examinations are already in progress, the classes and examinations will continue unless otherwise announced by the University.
- (d) If the Black Rainstorm Warning is still in force when classes/ examinations end, students are advised to stay on campus for their safety until warning has been cancelled or the weather and traffic conditions have improved.

## **18. Sexual Harassment, Equal Opportunities and Other Grievances/ Complaints**

- 18.1 The University adopts zero tolerance to sexual harassment and discrimination on campus. All students should observe and to abide by the prevailing ordinances of the HKSAR concerning sex, disability, family status and racial discrimination.
- 18.2 The sexual harassment policy of the University applies to both males and females. Persons who feel sexually harassed, offended, humiliated or intimidated by unwelcome sexual advances, requests for sexual favours or other conduct of a sexual nature should make it known to the harasser that the conduct is unwelcome, offensive, intimidating and should be stopped, and seek help from appropriate personnel or the Equal Opportunities Officers of the University in accordance with set policy guidelines and procedures whenever s/he feels necessary to do so.
- 18.3 Any student who observes or discovers possible cases of sexual harassment or discrimination on campus should also report the cases to any Equal Opportunities Officer of the University.
- 18.4 If the Equal Opportunity Officer considers that the case is very serious, s/he shall consider setting up an Equal Opportunity Committee within 14 calendar days upon receipt of the complaint to investigate the case. If the Equal Opportunities Officer considers that the complaint does not have merits and/or the complaint is ill-intentioned, s/he may refer the

case to be dealt with through disciplinary procedures.

18.5 The Policy Guidelines and Procedures for Handling Sexual Harassment Complaints are available on the Student Affairs Office website.

18.6 All incidents of harassment will be treated with the utmost sensitivity and confidentiality.

18.7 Grievances and complaints pertaining to administrative or academic matters can be referred to the Vice-President (Organisational Development) (VPOD) for handling. If students are in doubt to which category their grievances belong, they can still refer their cases to VPOD who will forward them to relevant parties for handling.

## **19. Student Discipline**

*(Please refer to P.121 for Policy on Student Discipline and Related Appeals)*

## **20. Fees and Payments Pertinent to Academic Regulations**

### **20.1 Application Fee for Admission**

20.1.1 Local and non-local students will need to pay a non-refundable and non-transferrable application fee for applications for admission to the University.

### **20.2 Tuition Fees**

20.2.1 The annual tuition fees for a Bachelor's degree programme for local and non-local students are listed in the Fees Schedule (P.156).

20.2.2 A student may complete a study programme within a time frame shorter than the normative study period. However, the student is still required to pay full tuition fees due for the whole normative study period.

- 20.2.3 Students should mind that they may not be able to receive government subsidies, e.g. NMTSS or SSSDP, if they complete a study programme within a time frame shorter than the normative study period as the subsidy is disbursed according to the actual study period and capped by the normal duration of study.
- 20.2.4 The tuition fees are normally payable in two installments before the commencement of each semester. Students will receive a debit note with payment due date in due course.
- 20.2.5 Students must pay their fees in full before the payment due date as shown on the debit note.
- 20.2.6 Students admitted to HSUHK are required to pay a deposit at the time of registration (which will be converted to form part of the first semester tuition fee) and the remaining tuition fee is required to be settled before the payment due date stipulated on the debit note. Failure to pay the above fees within the stipulated time period will imply that an applicant does not wish to accept an admission offer.
- 20.2.7 All fees are subject to review on an annual basis, and the University reserves the right to revise the fees from time to time. All fees are non-refundable and non-transferable unless otherwise stated.

### **20.2.8 Deferred Payment of Tuition Fees**

- 20.2.8.1 Students who have financial difficulties in settling the tuition fees before the due date can seek prior approval from the Registrar for deferred payment of tuition fees. They must submit the appropriate form, together with the supporting documents to the Registry at least two weeks before the payment due date. Applications will be considered by the Registrar on a case-by-case basis. No late application will be accepted.



- 20.2.8.2 All admitted students are required to pay a deposit and settle the tuition fee before the due date to indicate their acceptance of the offer. As the purpose of paying the deposit is to reserve their undergraduate places, no application for deferred payment of deposit is permitted.

## **20.3 Overdue Payments and Deregistration/Re-instatement of Registration**

- 20.3.1 The University may withhold services to students who do not settle outstanding fees and payments before the specified due date.
- 20.3.2 In the case of outstanding tuition fees, students may be liable to a late penalty charge as listed in the Fees Schedule if s/he does not settle the tuition fees before the due date.
- 20.3.3 If no payment is received on or before the tuition fees payment due date (or by the stipulated deadline in case of deferment), the University will deregister the student concerned.
- 20.3.4 Deregistered students may apply for reinstatement by submitting a written application to the Registry for approval of the Registrar, and paying a non-refundable reinstatement fee as listed in the appended Fees Schedule. Reinstatement of student status, if approved, will be allowed only twice for each student during his/her study at the University.
- 20.3.5 Academic transcripts and other academic documents will be withheld until all outstanding tuition fees and payments have been settled.

## **20.4 Caution Money**

- 20.4.1 All students shall pay a Caution Money upon registration with the University and this is non-refundable. The sum is normally

converted to payment of the graduation fee when the student has completed his/her study programme at the University.

- 20.4.2 The Caution Money is a deposit to make good any outstanding payments to the University, such as damages to University's property, library dues, etc., incurred by the student during his/her study at the University. In case that the Caution Money is not enough to cover outstanding claims, the student will be required to settle the remaining payments. Academic transcripts or other academic documents will be withheld until all outstanding payments have been settled.

## **20.5 Financial Assistance**

- 20.5.1 If full-time undergraduate students require any financial assistance during their studies at the University, they may apply for Financial Assistance Scheme for Post-secondary Students (FASP) and Non-means-tested Loan Scheme provided by the Student Finance Office (SFO) of the HKSAR Government. Details are available on the website of SFO.
- 20.5.2 For other financial assistance, including scholarships, bursary schemes and concessions, please refer to the website of Student Affairs Office of the University.

*(Version 6.4, November 2020)*

# Academic Regulations for Taught Postgraduate Programmes

## 1. Medium of Instruction and Assessment

- 1.1 Except for specific modules approved by the Academic Board (AB), the medium of instruction and assessment at the University is English.

## 2. Admissions

- 2.1 The University currently offers the following taught postgraduate programmes:

*(Please refer to P.31 for the List of Study Programmes)*

- 2.2 Applicants for admission to taught postgraduate programmes of the University must satisfy the general entrance requirements stipulated by the University as well as the specific admission requirements set out by respective programmes.

- 2.3 There should be no discrimination for admission on the grounds of gender, age, race, religion, ethnic origin or disability.

### 2.4 General Entrance Requirements for Admission to Taught Postgraduate Programme

*(Please refer to P.49 for General Entrance Requirements)*

## 3. Registration, Withdrawal and Deregistration

### 3.1 Registration

- 3.1.1 Once admitted to the University, students have to complete the registration procedures and pay all the prescribed fees. Applicants who fail to pay the requisite fees or complete the prescribed registration procedures will be considered as having forfeited their postgraduate places offered by the University.

3.1.2 At the time of registration, students of taught postgraduate programmes can enroll in either full-time (FT) or part-time (PT) mode of a study programme offered by the University. Unless otherwise approved by the University, students are not permitted to enrol in full-time study at any other tertiary institutions, local or overseas. Approval for double registration will only be granted under very rare circumstances.

3.1.3 Students must comply with the University's rules and regulations in order to maintain their registration.

3.1.4 Definition of student statuses:

- *Full-time students*: Students who have registered for the full-time mode of a programme (i.e. normally entailing a study load of 8 credits or more in a semester) of the University.
- *Part-time students*: Students who have registered for the part-time mode of a programme (i.e. normally entailing a study load of fewer than 8 credits in a semester) of the University.
- *Local students*: Students who hold a permanent HKID Card, or who are not required to apply for a valid visa / entry permit or document showing the right to land/stay/work/abode in Hong Kong.
- *Non-local students*: Students holding (a) student visa / entry permit; (b) visa / entry permit under the Immigration Arrangements for Non-local Graduates; or (c) dependent visa / entry permit who were 18 years old or above when they were issued with such visa / entry permit by the Director of Immigration of the HKSAR.
- *Visiting students*: Students who have registered for HSUHK postgraduate modules and do not expect to complete a postgraduate degree.
- *Deferred students*: Students who have been granted

permission for deferment of their studies.

- *Suspended Students*: Students whose status as a HSUHK student has been suspended temporarily as a result of disciplinary actions.
- *Withdrawn students*: Students who have withdrawn from their studies of their own accord and have completed the proper procedures for withdrawal of study.
- *Deregistered students*: Students who have been removed from the Student Register by the University owing to reasons that are deemed valid and justified by the Registrar, including but not limited to failure to complete the prescribed registration procedures after admission to the University, failure to settle the tuition fee, failure to apply for deferment of study while not registering for any modules, expiration of maximum study period stipulated by the University, or withdrawn from study without completing the withdrawal procedures.
- *Discontinued students*: Students who are removed from the Student Register due to poor academic performance or as a result of disciplinary actions.
- *Graduands*: Students who have completed all the requirements for an academic award and the academic award has been approved by the Academic Board.

## 3.2 Withdrawal from Studies

3.2.1 Students who intend to discontinue their studies at the University must apply for withdrawal by completing the proper procedures, settling all outstanding fees and payments due and returning his/her Student Card; otherwise, they will not be entitled to academic transcripts or academic records of any kind.

3.2.2 Withdrawn students can apply for admission to any programme of the University again but their application will be considered as new

application for admission.

### **3.3 Deregistration and Re-instatement of Registration**

3.3.1 Instead of withdrawal which is raised by a student, the Registrar may deregister a student by removing his/her registration from the Student Register for justifiable grounds including but not limited to failure to complete the prescribed registration procedures after admission to the University, failure to settle the tuition fee or to submit application for deferment of tuition fee before the payment due date, failure to apply for deferment of study while not registering for any modules, expiration of the maximum study period stipulated by the University, or withdrawn from study without completing the withdrawal procedures.

3.3.2 Deregistered students may apply for reinstatement within a grace period of three months after they have been deregistered from the University.

3.3.3 Students are required to apply for reinstatement to the Registry. Approval for reinstatement of deregistered students will be granted by the Registrar on a case-by-case basis. In case of approval for reinstatement is granted, the applicant has to pay a non-refundable reinstatement fee as listed in the appended Fees Schedule.

3.3.4 Reinstatement of student status will be granted twice at maximum for each student during his/her study at the University.

## **4. Deferment of Study**

4.1 Students may be permitted to defer their studies owing to health reasons, financial difficulties, representing the University or Hong Kong to partake in activities or other valid personal reasons.

4.2 The minimum period for deferment of study is one semester. Students can, in each deferment application, apply for deferment from one semester up to one academic year.



- 4.3 If deferment is required for the first semester of the first year of study when the student has not yet started the programme, the student concerned can still submit an application for deferment but the deferment period will be limited to the first semester only and it cannot be extended under any circumstances. The student will have to re-apply for admission if s/he cannot resume study after the first semester.
- 4.4 The period of deferment will be counted as part of the expected programme duration and the period of study. In any case, a student must complete the programme within the maximum study period; otherwise s/he will be required to discontinue his/her study.
- 4.5 Applications for deferment, together with supporting documents, should reach the Registry before the commencement of the semester concerned.
- 4.6 Applications for deferment of study submitted after the semester concerned has commenced will not be considered, unless the deferment is attributable to substantial and mitigating reasons that are beyond the applicant's control, and the application will be reviewed by the Registrar on a case-by-case basis.
- 4.7 By the end of the deferment period, the student should return to the University to resume his/her studies. S/he should settle the tuition fees and complete the necessary registration procedures. Students who fail to resume studies according to the schedule might be deregistered from the University by the Registrar.
- 4.8 Fees apply to application for deferment of study.

## **5. Duration of Study and Study Load**

### **5.1 Expected Programme Duration and Maximum Period of Study**

- 5.1.1 Students, regardless of the study mode, are expected to complete a taught postgraduate programme within 2 years.

- 5.1.2 The maximum duration for completing a taught postgraduate programme is 5 years.
- 5.1.3 Students may be permitted to defer their studies on justifiable grounds, such as medical reasons, financial difficulties, representing the University or Hong Kong to partake in activities or other genuine needs. The period of deferment will be counted as part of the expected programme duration and period of study.
- 5.1.4 Arrangements for deferment of study are stipulated in separate sections of the Academic Regulations.

## **5.2 Year of Study**

- 5.2.1 Unless otherwise stated, “Year of Study” refers to the year of the programme that a student is studying. All in-time students, i.e. students who are studying within the expected duration of the programme, will be designated as a Year-1 or Year-2 students of taught postgraduate programmes according to the year of the programme s/he is studying.
- 5.2.2 Students who, for one reason or another, extend their studies beyond the expected duration but still within the maximum study period of the programme are referred to as “out-time students”.

## **5.3 Study Load**

- 5.3.1 All postgraduate programmes of the University adopt a trimester system, i.e. 2 regular semesters and 1 Summer Term.
- 5.3.2 Full-time students are required to study a minimum of 8 credits in a semester. The maximum number of credits that a full-time student can take in a semester is 18 credits. Part-time students are required to take a minimum of 2 credits in a semester and the maximum number of credits that a part-time student can take in a semester is 8 credits. Re-taking a module/modules will be counted towards the study load.

- 5.3.3 Students may register for modules in the Summer Term and the maximum study load for a Summer Term is 9 credits.
- 5.3.4 Students who do not intend to enroll in any module in a semester must apply for deferment of study. If a student is found under zero module enrollment without applying for or being approved of deferment, s/he will be deregistered from his/her study.
- 5.3.5 Requests for lifting the bar of maximum study load per semester (or the Summer Term) shall be granted by the relevant Programme Director.

## **6. Module Registration/Add/Drop**

### **6.1 Semester Length and Class Hours**

- 6.1.1 Semester 1 and Semester 2 normally last for 15 weeks each and the Summer Term normally lasts for 7 weeks.
- 6.1.2 Classes will normally be arranged between 9am to 10pm.

### **6.2 Module Registration**

- 6.2.1 Students are required to register the required core/elective modules during a module registration exercise before the commencement of each semester/term.
- 6.2.2 The module registration exercise will normally be done according to the instructions of individual programme offices or be conducted online via the Module Registration System two to three weeks before commencement of each semester/term.
- 6.2.3 Announcements and emails on the module registration will be issued by the programme offices or the Registry in due course. Students are required to duly follow the instructions therein to register for the modules they are required or elect to take.

## **6.3 Module Add/Drop**

6.3.1 Students may apply to change their choice of core/elective modules according to instructions of individual programme offices or during the module add/drop period. Application for adding or dropping modules after the add/drop period will not be considered.

6.3.2 The adding of a module is subject to the feasibility of fitting the additional module to the student's timetable and availability of quota of the module.

## **7. Retaking Modules**

7.1 If a student received a Fail grade, i.e. Grade F, in a module in a previous semester, s/he may retake that module. The fail grade of the module will still be shown in the student's academic transcript even if the student has subsequently managed to pass the retake module. The grade that the student attained in retaking a particular module will also appear on the academic transcript.

7.2 Students who have to retake a module that they have passed to fulfill the graduation requirement of the programme concerned may seek approval from the Programme Director.

7.3 The classification of honours that the student attained under the circumstances mentioned in S7.2 above will be capped at "Pass".

7.4 Students are required to pay for the modules to be re-taken.

## **8. Assessments, Attendance and Examinations**

### **8.1 Assessments**

8.1.1 The assessment for a module of a taught postgraduate programme normally comprises continuous assessment and final assessment. It will be competency-based and grade-related in nature.

- 8.1.2 There may be a number of components of assessed work for each module, such as participation, essay, assignment, oral presentation, project, report, test, examination, etc. The results from each component of assessed work shall be aggregated according to specific weightings to produce a final grade for a module.
- 8.1.3 Assessment of individual component of assessed work of each module shall follow the Outcome-based Teaching and Learning (OBTL) module assessment rubrics.
- 8.1.4 In the first class of each module, students will be informed of the nature and weightings of the components of the continuous and final assessments, and the grade-related criteria on which grade will be awarded.

## **8.2 Attendance**

- 8.2.1 Students are expected to attend all timetabled classes and stipulated learning activities and be punctual in order to achieve the best learning outcomes.
- 8.2.2 Respective programmes may specify specific attendance requirements for their students. Nevertheless, it should be noted that such specific attendance requirements should be made clear to students in advance. Students should contact the programme office if they encounter any situation that may affect their attendance.

## **8.3 Examinations**

- 8.3.1 Only students whose names are on the subject enrollment record will be permitted to sit for an examination.

### **8.3.2 Make-up Examinations**

- 8.3.2.1 If a student cannot sit for an examination owing to mitigating reasons, s/he may apply for make-up examination. Applications should be submitted to the module teacher and will be considered on a case-by-case basis. Students should not assume that make-up examinations will be granted once they have submitted the application with the stated grounds.
- 8.3.2.3 Application for make-up examinations must be taken out within three working days after the original examination is held.
- 8.3.2.2 In case of approval, a make-up examination will normally be arranged within two weeks after the end of the examination period. However, the University cannot guarantee that make-up examination can be arranged. Students may need to sit for the examination of the same module in the following semester or academic year.

### **8.3.3 Examination for Students with Special Education Needs (SEN)**

- 8.3.3.1 Students with special education needs due to physical or other learning disabilities can request for special examination arrangements.
- 8.3.3.2 Students with chronic physical or learning disabilities should submit their applications for special examination arrangements in writing within the first month of their first semester of studies at the University.
- 8.3.3.3 Should a student suffer from permanent or temporary disabilities amid his/her study at the University, s/he should submit the application for special examination



arrangements within one month after the disabilities/illness/injury is diagnosed.

8.3.3.4 The application has to be supported by an up-to-date medical/assessment report issued by the Hospital Authority, Department of Health, Education Bureau (EDB) or other registered medical or professional practitioners (e.g. speech therapists, audiologists, etc.). The medical/assessment report submitted should prove the special needs of the student concerned and state the special examination arrangements required.

8.3.3.5 The University will try its utmost to meet the special education needs of students with due diligence but there is no guarantee that every SEN can be met.

## 9. Grades, Grade Points Equivalent and Students' Performance

9.1 Students' performance in each module is expressed in terms of a grading system and the overall grade a student obtains for each module will be converted into a grade point on the basis of the table below.

Grade	Grade Point	Broad Interpretation
A	4.00	Outstanding
A-	3.70	
B+	3.30	Good
B	3.00	
B-	2.70	
C+	2.30	Satisfactory
C	2.00	
C-	1.70	
D+	1.30	Marginal
D	1.00	
Fail	0.00	Unsatisfactory

## 9.2 Calculation of Grade Point Average (GPA)

9.2.1 The Grade Point Average (GPA) is calculated by summing all

the quality points (i.e. grade points multiplied by credits) for all modules taken by the student in a specific period, and then dividing the sum by the total number of credits taken. The calculation includes all module grades, except the excluded modules as approved by the Academic Board.

- 9.2.2 Modules which adopt pass/fail grading will not be counted towards the calculation of GPA.
- 9.2.3 The cumulative GPA (cGPA) is the GPA for all modules taken at the time of calculation.
- 9.2.4 The semester GPA is the GPA for all modules taken in the specific semester.
- 9.2.5 The year GPA is the GPA for all modules taken in the specific academic year.

### **9.3 Students' Performance**

- 9.3.1 Students' performance is reflected and monitored by the cGPA that they attained. Appropriate guidance and assistance will be provided to students as deemed appropriate and feasible.

#### **9.3.2 Academic Warning and Academic Probation**

- 9.3.2.1 Students whose cGPA falls between 1.7 and 1.99 in any one semester will receive an "Academic Warning" (AW).
- 9.3.2.2 Students whose cGPA falls below 1.7 in any one semester will be put on "Academic Probation" (AP).

#### **9.3.3 Assistance to Underperformed Students**

- 9.3.3.1 The Registry will notify the Programme Directors of students who have received Academic Warning or

who are on Academic Probation. The Programme Director will take appropriate follow-up actions, including meeting the student in person and to render advice in terms of study plan, reduction of study load in the subsequent semester, continuation of study and/or other personal needs, or with the consent of the student, make referrals for appropriate professional advice, with a view to ensuring two-way communication with the student and helping the student to improve his/her academic performance.

- 9.3.3.2 Students who are given Academic Warning or on Academic Probation are strongly advised to reduce his/her study load in the subsequent semester.

#### **9.3.4 Discontinuation resulting from Unsatisfactory Academic Performance**

- 9.3.4.1 The University may request a student to discontinue his/her study if his/her cumulative GPA is below 1.0 for two consecutive semesters.
- 9.3.4.2 Students with marginal academic performance will have to meet the Programme Director to discuss his/her study plan. If the student is recommended to continue his/her study at the University, the Programme Director has to provide justifications in the Post-consultation Report with conditions, if any, to be fulfilled by the student concerned.
- 9.3.4.3 For cases that warrant discontinuation after consulting relevant departments, they will be presented to the University Examinations and Assessment Committee (UEAC) for deliberation and endorsement.
- 9.3.4.4 The endorsed list of discontinued students will have to be submitted by UEAC to the Academic Board (AB)

for approval.

- 9.3.4.5 Discontinued students in general will not be admitted to the University to study the same programme within the following academic year.

## **10. Grade Review and Endorsement/Approval of Final Results of Assessment/Examinations**

- 10.1 Students may hold the view that their efforts in learning and performance in the assessments/examinations is not duly reflected by the grades they have attained, and they may want to request for grade review to reconfirm the grades they have attained.
- 10.2 Request for grade review shall be made within *five working days* upon the release of tentative assessment/examination results, by specific application form with the stipulated application fees, to the Registry.
- 10.3 A student can apply for grade review of up to *three* modules per semester.
- 10.4 The review will be conducted by respective Department/School Examinations and Assessment Committee (D/SEAC).
- 10.5 After endorsing the review results, D/SEAC shall notify the Registry of the review results. The Registry shall gather all grade review results and submit them to the University Examinations and Assessment Committee (UEAC) for approval. The decision of UEAC on grade review shall be final.
- 10.6 If the review warrants a change of grade, the Registry will revise the record, notify and refund the grade review applicant accordingly.
- 10.7 If the review does not lead to any revision of grade attained by the review applicant, the Registry will keep the record of grade and notify the applicant of the review result. No refund of the grade review application fee will be made to the applicant.

10.8 Approved grade review results shall be released to the applicants within *three calendar weeks* after the application for grade review is closed.

10.9 Fees and charges apply to application for grade review.

## **11. Graduation and Award Classification**

### **11.1 Application for Graduation**

11.1.1 Students should check their progress of study on eCampus and submit an application for graduation through eCampus by the deadlines announced by the Registry. Failure to meet the stipulated application deadline may result in the students' not being able to graduate in that semester. Late submission or special cases provided with valid justifications are subject to the discretionary approval of the Registrar.

11.1.2 Application for graduation, once submitted, cannot be withdrawn. Students who are able to graduate in the intended graduation semester should not register further for other modules in the subsequent semesters. Students who would like to register for modules after submitting application for graduation will be regarded as Visiting Students and they will be charged the same as Visiting Students for taking modules.

11.1.3 If students have applied for graduation but cannot complete all the graduation requirements by the end of the intended graduation semester, then they must re-apply for graduation in another semester that they wish to graduate.

### **11.2 Graduation Requirements**

11.2.1 In order to be granted an award of the University, students must successfully complete a programme of the University, including specific requirements of the named award for which they are registered, general University requirements and the

minimum cumulative GPA requirement.

### 11.3 Award Classification

- 11.3.1 A student who satisfies the conditions for graduation from the taught postgraduate programmes shall be awarded a postgraduate qualification with one of the following classifications:

<b>Award Classification</b>	<b>Minimum Cumulative GPA</b>
Distinction	3.5
Credit	3.2
Pass	2.0

### 11.4 Approval of Graduation and Award Classification

- 11.4.1 Graduation and Award Lists are not legitimate and will not be officially recognized until they have been endorsed and approved according to the approval protocol set out by the University.
- 11.4.2 The module grades and grade distribution will be reviewed and endorsed by the Department/School Examinations and Assessment Committee (D/SEAC).
- 11.4.3 The final cumulative GPAs and award classifications of graduands will be compiled by the Registry and submitted to respective Programme Committees for review and submitted to D/SEAC for endorsement by respective Departments.
- 11.4.4 The endorsed list of graduands of each programme and their respective classification of awards will then be submitted to the University Examinations and Assessment Committee (UEAC) for endorsement and to the Academic Board for approval.
- 11.4.5 The list of graduates approved by the Academic Board of the University will become the final and official record of graduates.



## 11.5 Year of Graduation, Graduation Ceremony and Academic Regalia

- 11.5.1 Graduation Ceremony of the University, in general, will be held once a year in late November or early December every year. The Registry will announce the exact date and time of the Ceremony in due course.
- 11.5.2 It should be noted however that the Year of Graduation of a student should be defined as the year when his/her graduation is approved by the Academic Board of the University, not necessarily the year in which the Graduation Ceremony is held.
- 11.5.3 Graduates who take part in the Graduation Ceremony are requested to dress in dark navy gown and mortarboard in style specified by the University, and wear a hood in colours that represent their respective School:

School of Business: *Brown and Bright Gold*

School of Communication: *Navy and Bright Gold*

School of Decision Sciences: *Purple and Silver White*

School of Humanities and Social Science: *Dark Blue and Forest Green*

School of Translation and Foreign Languages: *Maroon and Forest Green*

## 11.6 Other Academic Honours

- 11.6.1 Students who have met the criteria for academic honours of respective Schools will be placed on the Dean's List of the School at the end of each academic year, in recognition of their academic excellence during their studies at the University.
- 11.6.2 The criteria for the Dean's List are approved by respective School Boards according to the guidelines set out by the

University. The recipient lists are also approved by respective School Boards.

11.6.3 Approved recipient lists of Dean's Lists have to be forwarded to the Registry according to the set timeline for inclusion in academic transcripts.

11.6.4 Registry shall report to the Academic Board in case of irregularities noted in the lists.

## **12. Student Data, Student Records and Certification**

*(Please refer to P.87 for Student Data, Student Records and Certification)*

## **13. Arrangements during Inclement Weather**

*(Please refer to P.91 for Arrangements during Inclement Weather)*

## **14. Sexual Harassment, Equal Opportunities and Other Grievances/ Complaints**

14.1 The University adopts zero tolerance to sexual harassment and discrimination on campus. All students should observe and abide by the prevailing ordinances of the HKSAR concerning sex, disability, family status and racial discrimination.

14.2 The sexual harassment policy of the University applies to both males and females. Persons who feel sexually harassed, offended, humiliated or intimidated by unwelcome sexual advances, requests for sexual favours, or other conduct of a sexual nature should make it known to the harasser that the conduct is unwelcome, offensive, intimidating and should be stopped, and seek help from appropriate personnel or the Equal Opportunities Officers of the University in accordance with set policy guidelines and procedures whenever s/he feels necessary to do so.

14.3 Any student who observes or discovers possible cases of sexual harassment or discrimination on campus should also report the cases to any Equal Opportunities Officer of the University.

- 14.4 If the Equal Opportunity Officer considers that the case is very serious, s/he shall consider setting up an Equal Opportunity Committee within 14 calendar days upon receipt of the complaint to investigate the case. If the Equal Opportunities Officer considers that the complaint does not have merits and/or the complaint is ill-intentioned, s/he may refer the case to be dealt with through disciplinary procedures.
- 14.5 The Policy Guidelines and Procedures for Handling Sexual Harassment Complaints are available on the Student Affairs Office website.
- 14.6 All incidents of harassment will be treated with the utmost sensitivity and confidentiality.
- 14.7 Grievances and complaints pertaining to administrative or academic matters can be referred to the Vice-President (Organisational Development) (VPOD) for handling. If students are in doubt to which category their grievances belong, they can still refer their cases to VPOD who will forward the cases to relevant parties for handling.

## **15. Student Discipline**

*(Please refer to P.121 for Policy on Student Discipline and Related Appeals)*

## **16. Fees and Payments Pertinent to Academic Regulations**

### **16.1 Application Fee for Admission**

- 16.1.1 Local and non-local students will need to pay a non-refundable and non-transferrable application fee for applications for admission to the University.

### **16.2 Tuition Fees**

- 16.2.1 The tuition fees are chargeable every semester and calculated by the credit registered for the semester, and

should be paid before the start of the semester. After the Module Add/Drop period, balance of the tuition fees for the semester, if any, will be collected from/refunded to the students.

- 16.2.2 The tuition fees for taught postgraduate programmes are listed in the Fees Schedule. The listed tuition fees will be applicable for the entire study period in the programme.

### **16.3 Caution Money**

- 16.3.1 All students shall pay a Caution Money upon registration with the University and this is non-refundable. The sum is normally converted to payment of the graduation fee when the student has completed his/her study programme at the University.
- 16.3.2 The Caution Money is a deposit to make good any outstanding payments to the University, such as damages to University's property, library dues, etc., incurred by the student during his/her study at the University. In case that the Caution Money is not enough to cover outstanding claims, the student will be required to settle the remaining payments. Academic transcripts or other academic documents will be withheld until all outstanding payments have been settled.
- 16.3.3 Please refer to the Fees Schedules (P.158) for all other payable fees.

### **16.4 Financial Assistance**

- 16.4.1 If local taught postgraduate students require any financial assistance during their studies at the University, they may apply for Non-means-tested Loan Scheme provided by the Student Finance Office (SFO) of the HKSAR Government. Details are available on the website of SFO.

- 16.4.2 For other financial assistance, including scholarships, bursary schemes and concessions, please refer to the website of Student Affairs Office of the University.

*(Version 6.3, November 2020)*





香港恒生大學  
THE HANG SENG UNIVERSITY  
OF HONG KONG



# Student Discipline and Related Appeals

## 1. Student Discipline

- 1.1 The University expects all its students to demonstrate sound moral character and behave themselves in a way that shows responsibility to the University and the community.
- 1.2 The University endeavours to maintain a high academic standard. Hence students must observe academic honesty and refrain from committing academic misconduct such as cheating, plagiarism, misrepresenting other's work or fabricating information.
- 1.3 Students who fail to comply with any rules and regulations of the University concerning academic pursuit and behavioural conduct, who have committed acts of academic dishonesty and those who have been convicted of an offence in a court of law may be subject to disciplinary proceedings set by the University and thereby liable to possible disciplinary actions.
- 1.4 Students who breach the rules and regulations of the Residential Colleges will be disciplined according to the disciplinary procedures set out for Residential Colleges.

### 1.5 Behavioural Conduct

- 1.5.1 Students of the University are expected to:
  - (a) observe all the rules and regulations of the University;
  - (b) participate in the required academic and non-academic activities;
  - (c) act in accordance and comply with the law;
  - (d) respect the dignity and rights of others;
  - (e) act in accordance with the health and safety of themselves and others within and outside the University; and
  - (f) uphold the image and the reputation of the University by behaving themselves in a disciplined and responsible manner.

1.5.2 The following acts or behaviour, while not exhaustive, are deemed to constitute improper/inappropriate behaviour amounting to misconduct which may be liable to possible disciplinary actions:

- (a) Disruption of or improper interference with any academic, non-academic, administrative, operational or other activities of the University (e.g. voice or physical disturbance to others);
- (b) Stealing, defacing or damaging the property of University, its staff, students and visitors;
- (c) Forgery or falsification or use of forged or falsified documents;
- (d) Misuse of University documents;
- (e) Indecent behaviour;
- (f) Sexual assault or non-consensual sexual contact;
- (g) Verbal and other forms of harassment against any staff member or student of the University, or its visitors (e.g. foul language, unwelcome or impolite language);
- (h) In breach of the regulations for the use of the Library and computing facilities, whether in the University or accessed through the University;
- (i) In breach of the rules and regulations of the student hostels/ residential halls;
- (j) Failure to observe rules and regulations or any professional code of conduct specified by the respective organizations when undertaking internships or other work-based learning activities;
- (k) Violations of local laws and ordinances; and
- (l) Misbehaviour which brings the University into disrepute.

## 1.6 Academic Conduct

1.6.1 The University upholds academic integrity and adopts zero tolerance to academic frauds. Dishonesty in completing assignments, assessment and examinations, including plagiarism and cheating, is liable to possible disciplinary actions.

1.6.2 “Plagiarism” is defined as an act that comprises borrowing the work of others, including printed and online resources, as one’s own work without proper citation or acknowledgement. The use of other’s work may include such practices as copying source materials, paraphrasing or translation of source materials, citing other’s work without proper citations or acknowledgements, paraphrasing the author’s ideas, etc.

1.6.3 Examples of specific academic misconduct include but not limited to:

- (a) Cheating during examinations;
- (b) Using unauthorized materials or communication devices during examinations;
- (c) Violating the rules and regulations of examinations;
- (d) Engaging anyone to take an examination on one’s behalf;
- (e) Passing off work done by anyone as one’s own work;
- (f) Submitting the same assignment for two different modules;
- (g) Copying materials without proper acknowledgment;
- (h) Translating or paraphrasing source materials;
- (i) Citing other’s work without proper citations or acknowledgements;
- (j) Fabricating information or data for research or provide fabricated information or facts;
- (k) Fabricating analyses or their results;
- (l) Revising data to arrive at desirable results for analyses; and
- (m) Selectively reporting the results for analyses, etc.

1.6.4 All students are required to use the **VeriGuide** software for originality check before submitting an assignment and the originality check report should be submitted with the assignment. The submission date of the assignment and the VeriGuide check, whichever is later, would be taken as the final submission date of the assignment.

1.6.5 Use of the VeriGuide is mandatory for all modules, except for modules which by their very special nature render the use of the

VeriGuide inapplicable, e.g. accounting, interpreting modules, etc.

## 1.7 Procedures for Handling Students Disciplinary Issues

- 1.7.1 Any member of the University community who observes or discovers an academic or behaviour misconduct committed by a student may report the case in writing within **fourteen working days** of the incidence to the School Student Disciplinary Committee (SSDC) of the School by which the concerned module is offered for academic dishonesty cases, or to the SSDC of the School to which the student belongs for behavioural misconduct cases. Anonymous reports will not be considered.
- 1.7.2 Once the SSDC received written report of a case, its Chairman will decide whether there is a prima facie case to conduct a review, or if the report does not have any merit or is ill-intentioned. If the Chairman decides that a review is necessary, the SSDC will set up a Student Disciplinary Panel at School level (SSDP) to investigate the case and to make recommendations for SSDC's consideration.
- 1.7.3 In case that the student concerned or witness(es) is called upon by SSDP to make a presentation, s/he may invite a fellow student or staff member of the University to accompany him/her. However, as SSDP is not a court of law and its proceedings are an internal matter of the University, the student/witness(es) shall not be accompanied by a legal representative. If the student concerned refuses, or is unable, to attend the meeting of SSDP, SSDP shall review the case based on written evidence without the student's verbal defense.
- 1.7.4 After considering the report and recommendations from SSDP, SSDC may impose disciplinary actions which SSDC deemed appropriate on the student concerned.
- 1.7.5 However, if SSDC considers the case serious and warrants

such disciplinary actions as suspension or discontinuation of the student's study at the University, or it considers further deliberation of the case at a higher level of student disciplinary body is necessary, it shall refer the case to the University Student Disciplinary Committee (USDC) for handling.

- 1.7.6 In general, all convicted court cases concerning the behaviour of students that carry a criminal element or may have serious impact to society should be handled by USDC.
- 1.7.7 Disciplinary cases that involved students of more than one School shall be referred directly to USDC for handling.
- 1.7.8 Besides academic departments, there are administrative offices, e.g. the Student Affairs Office and the Campus Development and Management Office, which may frequently encounter student disciplinary issues. For minor or trivial cases of behavioural misconduct, the Heads of the administrative offices shall determine if the case requires attention of SSDC or USDC. In the event that the unit Head concerned concludes that the case does not warrant referral to the SSDC/USDC, it is at the discretion of the Head to decide whether or not to impose any penalty to the student.
- 1.7.9 USDC may impose disciplinary actions which USDC deemed appropriate on the student concerned (except suspension/discontinuation of study). The case will then be officially closed.
- 1.7.10 If USDC, after considering all the evidences and statements presented, still decides that the student should be suspended or discontinued from his/her study at the University, it should seek approval from AB for such action. After AB has resolved and confirmed the disciplinary actions to be imposed on the student, the case will be officially closed.
- 1.7.11 With a view to observing the privacy of the individuals

involved, all disciplinary cases should be dealt with strictest confidence.

## 1.8 Disciplinary Actions

1.8.1 Depending on the seriousness and the repetitiveness of the offence, SSDC, USDC and AB may impose the following disciplinary actions pertaining to *behavioural misconduct*:

- (a) Verbal warning;
- (b) Written warning;
- (c) Disciplinary actions be recorded on academic transcript, and will be removed from transcript by the time of graduation if no further offence is committed;
- (d) Disciplinary actions be recorded on academic transcript permanently;
- (e) Suspension of part or all of the rights and privileges and/or the use of part or all of the facilities of the University for a specified period of time;
- (f) Compensation for any damage to the property of the University;
- (g) Suspension of study at the University for a specified period of time;
- (h) Discontinuation of study at the University; and
- (i) Any other disciplinary action as deemed appropriate.

1.8.2 Depending on the seriousness and the repetitiveness of the offence, SSDC, USDC and AB may impose the following disciplinary actions pertaining to *academic dishonesty*:

- (a) Verbal warning;
- (b) Written warning;
- (c) Grade reduction;
- (d) Giving a Fail grade;
- (e) Disciplinary actions be recorded on academic transcript, and will be removed from transcript by the time of graduation if no further offence is committed;



- (f) Disciplinary actions be recorded on academic transcript permanently;
- (g) Putting on Academic Probation;
- (h) Suspension of study at the University for a specified period of time;
- (i) Discontinuation of study at the University;
- (j) Revocation of the academic awards conferred; and
- (k) Any other disciplinary action as deemed appropriate.

### **1.8.3 Suspension of Study as a Disciplinary Action**

1.8.3.1 The University may at any time require a student to suspend his/her study for a specified period of time on disciplinary grounds.

1.8.3.2 During the suspension period, the student concerned is forbidden to attend any class or partake in any teaching and learning activity. The right to use the facilities/equipment provided by the University and other privileges will also be suspended.

1.8.3.3 Suspension of study as a disciplinary action will have to be recommended by USDC and approved by the Academic Board.

1.8.3.4 The student concerned will be notified of the University's decision of suspension in writing by USDC.

### **1.8.4 Discontinuation of Study as a Disciplinary Action**

1.8.4.1 The University may at any time require a student to discontinue his/her study on disciplinary grounds.

1.8.4.2 The University may also discontinue a student's study whose proven act of misconduct or conviction of an offence in a court of law is deemed damaging to the reputation of the University.

1.8.4.3 The recommendation to discontinue a student as a disciplinary action will have to be recommended by

USDC. A report together with supporting documents will have to be submitted to the Academic Board by USDC for consideration and approval.

1.8.4.4 The student concerned will be notified of the University's decision of discontinuation in writing by USDC.

1.8.4.5 The student must settle any outstanding tuition fees and/or other fees and return his/her Student Card to the Registry upon discontinuation by the University.

## 1.9 Reviews and Appeals

1.9.1 The student concerned may appeal against the decision of SSDC. The written request for review shall reach SSDC within **seven working days** after the student has been notified of the disciplinary actions to be taken. SSDC will then refer the case to USDC for handling. The decision of USDC shall be final.

1.9.2 Appeals against the decision of USDC, on the other hand, should be made in writing by the student concerned to the Vice-President (Organisational Development) (VPOD) within **seven working days** after s/he has been notified of the disciplinary actions to be taken.

1.9.3 VPOD will consider the appeal request to see if the decision of USDC shall sustain or if the case warrants a review. If a review is called for, VPOD will set up a Student Appeal Panel (SAP) to conduct the review and make recommendations thereof.

1.9.4 The report of SAP will be passed on to Provost for consideration and advice.

1.9.5 The decision of SAP shall be final.

1.9.6 With a view to observing the privacy of the individuals involved, all appeal cases should be dealt with strictest confidence.



LEE QUO WEI ACADEMIC BUILDING



# Academic Regalia

## Undergraduate Programmes

Gown: black gown in style specified by the University



(front)



(back)

Mortarboard: in style specified by the University



(front)



(back)



Hood: in colours that represent respective Schools:



School of  
Business

Brown and  
Bright Gold

School of  
Communication

Navy and  
Bright Gold

School of  
Decision Sciences

Purple and  
Silver White

School of  
Humanities and  
Social Science

Dark Blue and  
Forest Green

School of  
Translation and  
Foreign Languages

Maroon and  
Forest Green

## Taught Postgraduate Programmes

Gown: dark navy gown in style specified by the University



(front)



(back)

Mortarboard: in style specified by the University with tassel in the same colour as the edge lining of the hood



School of  
Business

School of  
Communication

School of  
Decision Sciences

School of  
Translation and  
Foreign Languages

Hood: in colours that represent respective Schools:

- School of Business: *Brown and Bright Gold*
- School of Communication: *Navy and Bright Gold*
- School of Decision Sciences: *Purple and Silver White*
- School of Humanities and Social Science: *Dark Blue and Forest Green*
- School of Translation and Foreign Languages: *Maroon and Forest Green*



School of  
Business

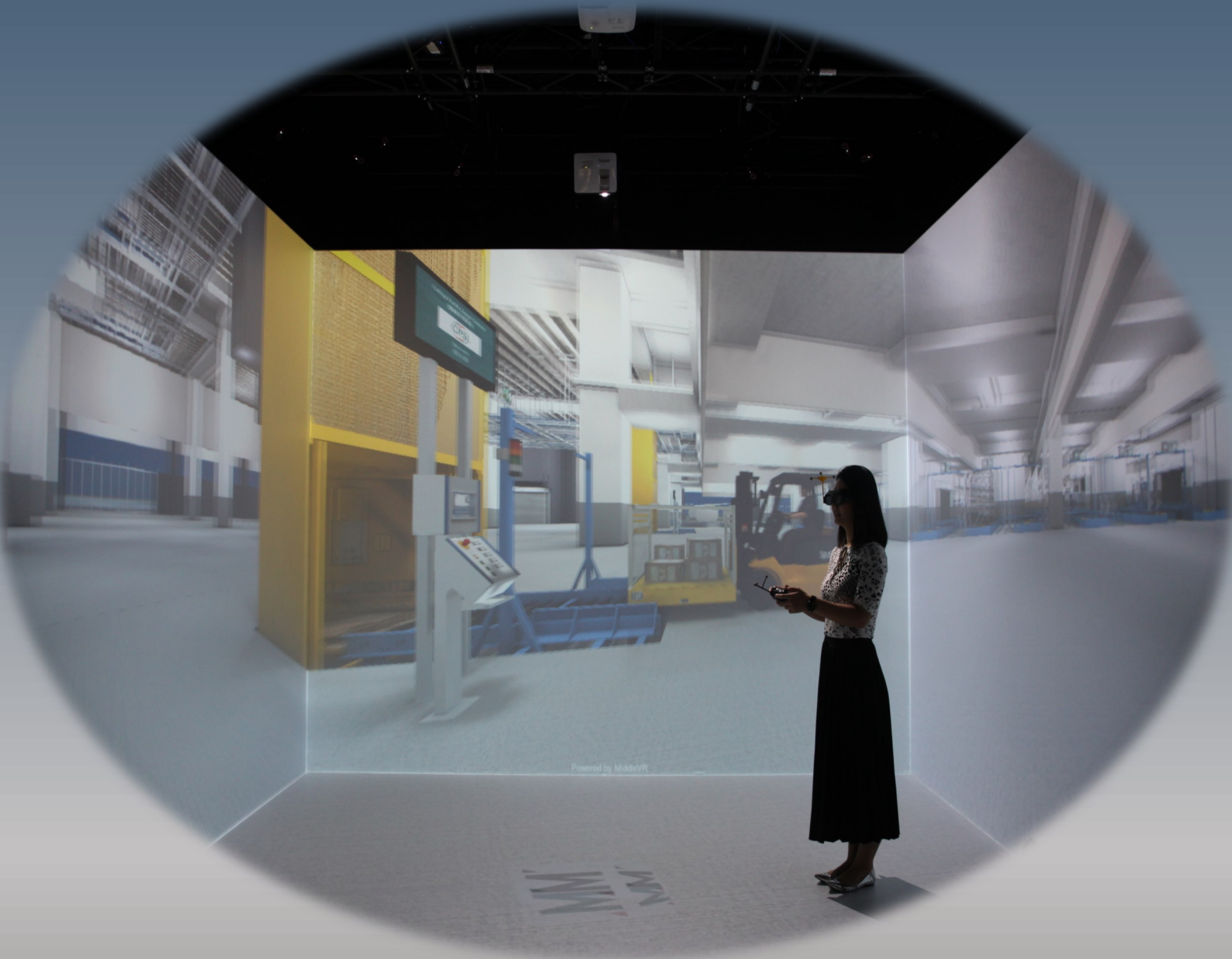
School of  
Communication

School of  
Decision Sciences

School of  
Translation and  
Foreign Languages



# Institutes & Centres



# Research Institutes and Centres

## Big Data Intelligence Centre

大數據智能中心

Director: Professor TANG Man Lai 鄧文禮教授

Associate Director (Research & Innovation):

Dr. HO To Sum, George 何道森博士

Associate Director (Industry Engagement):

Dr. WU Chun Ho, Jack 胡鎮浩博士

## Chinese Family Succession Research Centre

華人家族傳承研究中心

Co-Director: Dr. KWONG Ka Kei, Kenneth 鄺家麒博士

Co-Director: Dr. LO Li Chun, Eric 羅立群博士

## Centre for Greater China Studies

大中華研究中心

Director: Professor KAO Lang 高朗教授

Associate Director: Dr. WANG Shiru 王世茹博士

Associate Director: Dr. WONG Muk Yan 黃沐恩博士

## Deep Learning and Cognitive Computing Centre

深度學習與認知計算中心

Director: Professor POON Chung Keung 潘忠強教授

Associate Director: Professor CHAN Wai Kwong, Samuel 陳偉光教授

Associate Director: Dr. LIU Hai 劉海博士

## **Policy Research Institute of Global Supply Chain**

### **全球供應鏈政策研究所**

Director: Dr. WONG Wai Hung, Collin 黃惠虹博士

Associate Director: Dr. WANG Yue 王越博士

Associate Director: Dr. WONG Yin Cheung, Eugene 黃彥璋博士

## **Research Institute for Business**

### **商學研究所**

Director: Professor CHENG Tsz Wan, Louis 鄭子云教授

Associate Director: Dr. CHENG Wui Wing, Andy 鄭會榮博士

# Non-Research Institutes and Centres

## Centre for Teaching and Learning

教與學發展中心

Director: Dr. CHENG Ka Ming, Ben 鄭家明博士

Associate Director (Common Core Curriculum):

Dr. WONG Muk Yan 黃沐恩博士

Associate Director (E-learning):

Dr. MO Yiu Wing, Daniel 巫耀榮博士

Associate Director (Service Learning):

Dr. TANG Tzu Lung, Felix 鄧子龍博士

Associate Director (Teaching and Learning Enhancement):

Dr. CHUNG Ho Ying, Holly 鍾可盈博士

## Virtual Reality Centre

模擬實境中心

Director: Dr. WONG Yin Cheung, Eugene 黃彥璋博士

## The Institute for Chinese Language and Culture

中國語言及文化研習所

Director: Professor CHEUNG Kwong Yue, Alex 張光裕教授

Associate Director: Dr. CHEN Hung To, Ivan 陳鴻圖博士

Associate Director: Dr. TAN Mei Ah 陳美亞博士

## **Institute for Youth Sustainability Leadership** 青年可持續發展領袖研習所

Director: Dr. CHAN Chi Kit 陳智傑博士

Associate Director (Youth Education):

Dr. CHUNG Ho Ying, Holly 鍾可盈博士

Associate Director (Youth Empowerment):

Dr. CHEUNG Pui Sze 張佩思博士

## **Wu Jieh Yee Centre for Innovation and Entrepreneurship** 伍潔宜創新及創業中心

Director: Dr. MAN Wing Yan, Thomas 萬穎恩博士

## **Centre for Asian Languages and Cultures** 亞洲語言文化中心

Director: Dr. CHAN Hin Yeung, Rami 陳顯揚博士

## **HSUHK Greater Bay Area Innogration Hub** 香港恒生大學大灣區融創中心

Co-Director: Mr. WONG Chun Man, Rex 王俊文先生

Co-Director: Dr. WONG Muk Yan 黃沐恩博士



# Student & Campus Life





# Student Services and Campus Life

## Student Development, Social and Community Engagement

Student Affairs Office (SAO) plays an important role in organizing various types of development programmes for students and supporting them in the conduct of activities through the formation of student organisations, including the Students' Union, Student Associations, and student-initiated clubs and societies covering a wide variety of interests. Students grow and develop as they try to put their ideas into practice and promote the uniqueness of their organisations through various creative means to create a vibrant campus life. One of the very popular training programmes is the Student Ambassador Programme which provides leadership training to a group of visionary and ambitious students who dedicate themselves to serving the University and the neighbourhood community.

Students are also active in a wide range of community services to help the disadvantaged and those in need of support, for example, HSUHK Volunteer Team, Wu Zhi Qiao, University YMCA. Members are guided on service principles and skills before they implement their programmes for the needy.

Students are also given opportunities of community engagement and service-learning through projects initiated by the SAO and students' cultural groups. HSUHK Sinfonietta has their first two community outreach performances at two popular local shopping malls during Christmas in 2018 in which they bring seasonal joy, love and warmth to the community.

VolTrekks Service-learning Award and Training Scheme is another example of self-initiated project implemented locally and in overseas countries. Students gained service-learning experience

by switching roles from participants to organizers, applying their knowledge to serve the community and by shifting serving location from local to overseas including Taiwan, Cambodia and Laos.

## **Student Exchange and Summer Engagement Programmes**

Apart from learning locally, to broaden students' global and cultural perspectives, HSUHK has been actively in reaching out to universities in different parts of the world to sign academic exchange agreements and create exchange opportunities for students. The University has academic exchange partner institutions covering Australia and Asian countries and regions, including India, Japan, Mainland China, Malaysia, South Korea, Taiwan and Thailand; in Europe, including Austria, Belgium, Cyprus, Finland, France, Germany, Latvia, Lithuania, the Netherlands, Norway, Romania, Sweden, Switzerland and the United Kingdom; Canada and USA in North America; as well as Israel and the United Arab Emirates in the Middle East.

The University not only provides financial support to students participating in exchange programmes, but also arranges briefing sessions, integration activities and a buddy system to help build bridges between students of different cultural backgrounds.

Besides exchange programmes during regular semesters, students can also participate in short-term engagement programmes in various institutions to learn out of the classroom during winter and summer break.

## **Career Guidance and Local/Overseas Internship Opportunities**

To help students prepare for their careers and set their career goals, a rich array of career guidance initiatives is made available to them

including workshops, career advisory sessions, e-learning resources, and a newly rebranded Professional Mentorship Scheme, through which students can build stronger ties with industry professionals.

Under our thematic campaign “One student, One Internship”, every year, to equip students further with real work experience, over 1,000 internship opportunities are provided to students from different disciplines at more than 200 companies including those from Mainland China and overseas regions such as Africa, Australia, France, Germany, Japan, Malaysia, New Zealand, Singapore, Spain, Thailand, United Kingdom, USA, Vietnam, etc.

To further map our students with suitable career opportunities, over 100 employers are brought onto campus annually by recruitment talks and careers fair. A joint-institutional job portal namely the “Joint-Institution Network for Student Success (JINESS)” is also established together with four other local self-financed tertiary institutions to facilitate job hunting of our students and graduates.

## **Students Achievements**

HSUHK students are a group of lively, energetic and self-motivated individuals who are willing to learn. Under the care and guidance of the University’s dedicated academic and teaching staff, and through many exciting and inspiring learning opportunities provided in and out of classrooms as described above, students grow and develop quickly and all-roundedly to attain impressive results. Their achievements in academic performance and co-curricular attainments are proven by the prizes they won in various local, regional and international competitions over the past years.

## **Physical Wellness for Students**

Apart from achievements, the SAO also encourages students to

develop and explore their talent in different sports. Over 10 sports teams are established, including Athletic, Table Tennis, Fencing, Rugby, etc, under the management of the SAO and professional coaches. The sports teams represent the University in various inter-institutions competitions held by The University Sports Federation of Hong Kong, China and other organizations. The SAO also regularly organizes Physical Education courses for students which aim to promote a healthy lifestyle, spur students' interest in sports and cultivate a positive sports culture on campus.

## **Support for Students in Need**

Personal Tutors and Academic Advisors are assigned to all students with the aim to provide a supportive network through which students can seek help, guidance and resources of assistance in all aspects throughout their undergraduate studies.

If need arises, student concerned is referred to professional counsellors of the Personal Growth and Counselling Team of the SAO, who will counsel the student on his/her personal issues, help him/her to handle the related psychological stress and rebuild confidence. Seminars/talks/workshops are often organised by the Team on stress and emotional management, peer counselling, mental health, etc. to help students understand their psychological needs and ways to manage their studies more effectively.

If students declare their special educational needs (SEN) to the University, he/she will be approached by the SAO for an individual meeting to discuss the necessary accommodation and assistance, and liaise with the departments concerned for provision of necessary assistance.

# Residential Colleges

## A Living and Learning Community

An exciting feature of HSUHK's holistic educational experience is the opportunity to live and learn together in one of the HSUHK Jockey Club Residential Colleges (RCs) on campus. The objective of the RC is to create an integrated "living and learning community" which is favourable to nurture our future leaders by enhancing their communication, self-learning and self-management skills while maximising their exposure to and engagement in academic, social and cultural exchanges through faculty-student interaction and series of RC Life Education Programmes. It also aims to create a life-long relationship among students with their shared residential experience in an environment of mutual respect.

As an integral part of university education and whole-person development for students, RCs with four themes namely cultural diversity (Mosaic College), healthy living (S H Ho Wellness College), community service (Patrick S C Poon Amity College) and sustainability (Evergreen College), are designed. Each RC is led by a Master and an Associate Master, academic staff of the University, with the support of Residential Tutors, who are academic or administrative staff, to provide pastoral care and guidance to students.

## Residential Colleges Masters and Associate Masters

### Mosaic College

Master: Professor LAM Chee Keung, Kevin 林自強教授

Associate Master: Dr. CHAN Chi Kit 陳智傑博士

### S H Ho Wellness College

Master: Dr. FUNG Kai Yeung 馮啟陽博士

Associate Master: Ms. WONG Mei Ki, Maggie 王美琪女士

### Patrick S C Poon Amity College

Master: Dr. CHENG Ka Ming, Ben 鄭家明博士

Associate Master: Dr. Chan Chi Ming, Victor 陳志明博士

### Evergreen College

Master: Dr. SONG Zhaoxun, Howard 宋昭勛博士

Associate Master: Dr. CHEUNG Pui Sze 張佩思博士

# Regulations of Residential Colleges and Old Hall

## Preamble

Residential life experience constitutes an important part of co-curricular learning. The establishment of Residential Colleges (RC) aims to provide a robust platform to empower and nurture the intellectual interflow, social engagement and global perspectives of our students through community living and learning. On top of their intellectual growth, residents are also able to sharpen their communication skills and self-management skills through residential life experience.

Under the Academic Regulations for Undergraduate Programmes, students are expected to observe all the rules and regulations of the University and uphold the image and reputation of the University by behaving in a disciplined and responsible manner. These Regulations, House Rules, and any additional rules stipulated by the Residential College Masters shall automatically apply to all residents at The Hong Kong University of Hong Kong (the University).

## 1. Objectives

These Regulations aim to strengthen and foster the sense of responsibility and degree of maturity of residents in order to achieve the following objectives:

- 1.1 To ensure the safety of residents and the security of property and premises;
- 1.2 To foster and maintain a caring, mutually respectful and inclusive environment for residents with diverse backgrounds through communal living and learning;
- 1.3 To create an enriching platform and environment which facilitates residents' learning and whole-person development;
- 1.4 To promote the social and communal engagement of residents in order to build a solid sense of belonging to the RC and the University;
- 1.5 To support and enhance the healthy lifestyle and responsible global citizenship of residents and to strengthen their commitment to community service and sustainability.



## 2. Safety and Security

- 2.1 Residents must comply with the rules relating to safety and security and avoid any behaviour which may pose any potential safety, health or environmental concern to others or the RC community. The Residential Colleges Unit (RCU) possesses the right to inspect and remove any items that create such concern.
- 2.2 Residents and their visitors are responsible for the safe keeping of their personal property. Residents should keep their personal belongings in safe places at all times and always lock their room door upon departure to minimize chances of theft. The University shall not bear responsibility for any loss of or damage to any items brought into the RC. Any unattended items may be disposed of at the discretion of the RCU.
- 2.3 To secure safety, security and a non-disturbing environment for all residents, and to ensure compliance with the Regulations mentioned herein, the SAO staff responsible for the RC management or their delegates, Residential College Masters, Associate Residential College Masters, or Resident Tutors may enter any room in the premises with or without notice at any time.
- 2.4 Only simple cooking/ flameless cooking is allowed in the floor common rooms. Naked fire and any type of ignition, such as candles and incense burners, are strictly prohibited within all areas of the RC. Unattended cooking is strictly prohibited at all times.
- 2.5 All incidents, irregularities of facility failures found should be reported to the RCU immediately.

## 3. Respect for Others

- 3.1 Residents should be considerate towards others and courteous to all members of the RC community. They must refrain from behaviour or language which may cause disturbance or inconvenience to others or may infringe on the well-being and rights of others.

- 3.2 Any display containing obscene or intimating messages or images, or creating a feeling of threat, is not allowed.
- 3.3 Any action or behaviour that may interfere with the privacy, time to study and rest, or normal use of facilities by other users in the RC should be avoided.
- 3.4 Residents should not occupy or allow any other resident(s) or non-resident(s) to occupy or share any part of their assigned room or the unoccupied bed space of the room.
- 3.5 Residents should be properly attired at all times in common areas, which include but are not limited to the Communal Hall, Communal Room, Learning Commons, Student Hub, floor common rooms, corridors and lift lobbies.

#### **4. Quiet Hours**

- 4.1 The quiet hours last from 11:00pm to 7:00am.
- 4.2 Quiet hours will be extended to 24 hours a day starting from the first week prior to the examination period in the academic calendar.
- 4.3 Residents should keep their noise at a reasonable level at all times and should not cause nuisance to neighbours and fellow members.

#### **5. Smoking, Alcohol, Gambling and Drugs**

- 5.1 The University is a smoke-free campus. Smoking in any form and ignition of cigarettes, cigars or pipes in any form are strictly forbidden in any part of the premises of the RC.
- 5.2 Possession or use of any illegal and/or dangerous drugs as defined by the government ordinances of the HKSAR is strictly prohibited.
- 5.3 Consumption or possession of alcoholic beverages in any part of the RC without prior approval of Residential College Masters is prohibited.
- 5.4 Organisers who wish to serve alcoholic drinks during RC activities, whether formal or informal, must provide adequate supervision of the activity to avoid excessive drinking. Prior approval of

Residential College Masters must be obtained. Residents under the age of 18 are not allowed to consume alcoholic drinks under any circumstances.

- 5.5 Gambling in any form and/ or possession of gambling instruments, such as mahjong and/ or mahjong tables, are prohibited in the RC.

## **6. Hygiene and Cleanliness**

- 6.1 It is the responsibility of residents to keep their rooms clean and tidy. Residents should clean their room regularly, including built-in washroom and shower unit, in order to ensure and maintain a safe and healthy condition of their rooms at all times.
- 6.2 Residents should keep the common rooms and all parts of the RC clean and tidy at all times, inclusive of the move-out period.

## **7. Pets**

- 7.1 Birds, fish, insects or other animals are not allowed to be kept at or brought into the RC.

## **8. Visitors**

- 8.1 Residents may invite visitors to visit the RC between 8:00am and 11:00pm.
- 8.2 All visitors (including non-residents, non-University members and residents of another RC) should register at the security counter at the G/F lobby when they enter and leave the RC. Using another student's card to enter the RC is strictly prohibited .
- 8.3 Residents should accompany visitors and be responsible for their behaviour during their visits in the RC. Hosts are held responsible for the behaviour of their visitors.
- 8.4 Visitors who are not University members must use the visitor card during their visit to the RC and must return the card before

leaving the RC.

## 9. **Opposite Gender Visit**

- 9.1 Residents should not enter the resident floors or rooms of the opposite gender from 11:00pm to 8:00am of the following day, all days of the week.

## 10. **Living in the Residential Colleges**

### 10.1 Change of RC and/or Room

- 10.1.1 Requests for a change of RC and/or room are normally not considered. Residents who have a genuine need to change their RC and/or room during the residential period must consult their Resident Tutor. Such request should be specifically made and approved by the Residential College Master or his/her authorised delegates.

### 10.2 Move-out

- 10.2.1 Residents are required to vacate their rooms on or before the deadline stipulated by the RCU, confirmation of withdrawal or termination of residency, out-bound exchange, leave of absence, deferment of study, discontinuation of study, dismissal or withdrawal from the University.
- 10.2.2 Extension of stay may be granted by discretion in a case-by-case manner.

### 10.3 Student Card

- 10.3.1 A student card must be used by the designated resident only and is not transferable. Misuse or falsification of the card is strictly prohibited.
- 10.3.2 Residents must report to the Registry for any

replacement of a lost/damaged card.

## **11. Fees and Payment**

- 11.1 All paid fees are non-refundable and non-transferable.
- 11.2 A fee will be charged for any loss/damage of a visitor card or temporary card.
- 11.3 Residents are required to pay their fees or other payment by the deadline stipulated by the RCU. Late payment may result in suspension from the rights and privileges of residency and/or from the use of services and facilities of the RC.
- 11.4 Only under special circumstances, refund of fee may be considered. Students concerned should submit a written request to the SAO with supporting documents for final approval by the Vice-President (Organisational Development).

## **12. Property of the Residential Colleges**

- 12.1 Residents are required to keep all common facilities, furniture, fixtures and equipment of the RC in good condition and order. No furniture or equipment shall be removed without prior approval from the RCU. Residents must not interfere with or deface existing fittings, fixtures or furniture of the RC. Installation of any equipment or fixtures is not allowed. Residents will be required to compensate the University for any loss or damage caused to property of the RC, which results from deliberate acts or negligence of the residents concerned and their visitors.

## **13. Commercial / Promotional Activities**

- 13.1 Commercial and/ or promotional activities are not allowed in the RC. Sale of any goods and services is prohibited without prior approval of the SAO.
- 13.2 Mass distribution of promotional items without prior approval of the RCU is prohibited.
- 13.3 Only posters with the stamp of the SAO-RC can be placed in designated areas.

## **14. Interpretation of the Regulations**

- 14.1 The SAO reserves the right to interpret these Regulations and update the information without prior notice.
- 14.2 Residents are required to comply with the House Rules of the RC to enhance their communal living and learning in the RC.

## **15. Violation of the Regulations**

- 15.1 Violation of any of these Regulations may render the resident and student concerned liable to disciplinary procedures promulgated by the University.

Student Affairs Office  
(June 2019)



# Fees and Financial Assistance





# Scholarships and Bursaries

## Entrance Scholarships

Buddhist Sin Tak College Dr Ho Hing Lan Scholarship  
 CMG Entrance Scholarship in Actuarial Studies and Insurance  
 Dean's Award  
 Dr Cheung Wah Keung Entrance Scholarship  
 Dr S H Ho Scholarship in Banking and Finance  
 Dr Woo Wing Fai Entrance Scholarship  
 Entrance Scholarship (Scheme 1)  
 Entrance Scholarship (Scheme 2)  
 Entrance Scholarship (Scheme 3)  
 Entrance Scholarship for Local Non-Chinese Speaking Students  
 Entrance Scholarship for Non-local Students  
 Entrance Scholarship for Non-local Students (Senior-year Intake)  
 Half-tuition Fee Scholarship for Taught Postgraduate Student  
 Mrs Lynette Tiong Entrance Scholarship  
 Rose W. M. Lee Entrance Scholarship in Corporate Governance and Compliance  
 Scholarship for Principal Recommended Admission Scheme

## Academic Scholarships

Academic Excellence Scholarship  
 Association of Chinese Internal Auditors Scholarship for Best Progress  
 BT Corporate Governance Limited Scholarship  
 C. B. Wong Student Award  
 CMG Subject Prize on Life and Health Insurance  
 CMG Subject Prize on Property and Liability Insurance  
 Computer and Business Translation Scholarship  
 Dr Alice Lam Scholarship  
 eClass Scholarship in Applied and Human-Centred Computing  
 Emperor Foundation Scholarship  
 Fung Yiu King Scholarship

HKICS Foundation Scholarship  
 HKICS Foundation Subject Prizes  
 Hong Kong Chiu Chow Chamber of Commerce Scholarship  
 Hong Kong Institute of Certified Public Accountants Scholarships  
 Hong Kong Mediation and Arbitration Centre Charity Fund (So Ching)  
     Academic Excellence Scholarship  
 Hong Kong Young Chief Officers' Association Scholarship for BBA-GBM  
     Students  
 Lam Kin Chung – Ikeda Scholarship  
 Patrick Wong CPA Limited Scholarship for BBA Accounting Students  
 Patrick Wong Jr Memorial Foundation CPA Limited Scholarship  
 S H Ho Scholarship for Best Progress  
 Shanghai Commercial Bank Scholarship  
 Shun Hing Education and Charity Fund Scholarship  
 The Hong Kong Federation of Insurers Scholarships  
 The Hong Kong General Chamber of Commerce Academic Excellence  
     Scholarship  
 The Society of Chinese Accountants & Auditors Charitable Trust  
     Scholarship  
 The Taxation Institute of Hong Kong –  
     CTA Scholarship (Advanced Taxation module)  
 The Taxation Institute of Hong Kong –  
     CTA Scholarship (Hong Kong Taxation module)  
 The Tung Scholarship  
 Tsim Sha Tsui District Kai Fong Welfare Association Academic Excellence  
     Scholarship  
 Wang On Properties Academic Excellence Scholarship for BBA Students  
 Wong Po Kee Limited Scholarship for BBA Human Resource Management

## **Co-curricular Scholarships and Awards**

HSBC Hong Kong Scholarship  
 Mrs Mandy Woo President's Commendation Award - Arts & Culture  
 Mrs Mandy Woo President's Commendation Award - Community Service &  
     Services to the HSUHK  
 Mrs Mandy Woo President's Commendation Award - Innovation

Mrs Mandy Woo President's Commendation Award - Leadership  
 Mrs Mandy Woo President's Commendation Award - Sports  
 President's Scholarship  
 Residential Student Leaders Scholarships  
 Wong Shan Ni Live Your Dream Scholarship

## **Overseas Learning Scholarships and Awards**

Choi Pak Lai Yan Chak Scholarship  
 CMG International Scholarship for Global Internship  
 Exchange Scholarship for Students to Gordon College  
 Fung Yiu King Scholarship for Student Exchange  
 Ir Prof. Tsui Tack Kong Greater China Scholarship  
 Paul S Lam Memorial Scholarship for Overseas Learning  
 S H Ho Scholarship for Overseas Post-graduate Studies  
 Scholarship for Exchange  
 Scholarship for Global Internship  
 The Incorporated Trustees of Ryoden Development Charitable Trust  
 Scholarship  
 Wei Lun Foundation Scholarship for Overseas Learning in ASEAN  
 Countries and Taiwan

## **Financial Assistance**

Ho & Fung Charitable Foundation Entrance Bursary  
 Hong Kong Institute of Certified Public Accountants Bursaries  
 Hsin Chong - K. N. Godfrey Yeh Education Fund Bursaries  
 HSUHK Bursary  
 HSUHK Emergency Grant  
 HSUHK Entrance Bursary  
 HSUHK Residential College Bursary Scheme  
 Hui Hoy & Chow Sin Lan Charity Fund Limited Bursary  
 The Tung Foundation RC Bursary  
 Tsim Sha Tsui District Kai Fong Welfare Association Bursary  
 Zheng Ge Ru Foundation Bursaries

## Government Scholarships & Subsidies

Non-means-tested Mainland Experience Scheme for  
Post-secondary Students  
Scheme for Means-tested Subsidy on Exchange to  
"Belt and Road" Regions for Post-secondary Students  
Scheme for Non-means-tested Subsidy on Exchange to  
"Belt and Road" Regions for Post-secondary Students  
Scheme for Subsidy on Exchange for Post-secondary Students  
Scholarship for Prospective English Teachers  
Self-financing Post-secondary Scholarship Scheme –  
Best Progress Award  
Self-financing Post-secondary Scholarship Scheme –  
Endeavour Scholarship  
Self-financing Post-secondary Scholarship Scheme –  
Outstanding Performance Scholarship  
Self-financing Post-secondary Scholarship Scheme –  
Reaching Out Award  
Self-financing Post-secondary Scholarship Scheme –  
Talent Development Scholarship

# Schedules of Fees (Undergraduate)

*(in HK Dollar unless otherwise stated) \**

Application Fee for Admission (per programme)	
(Local Students)	\$100
Application Fee for Admission (per programme)	
(Non-local Students)	\$200
Admission Deposit (Local Students) <sup>(1)</sup>	\$5,000
Admission Deposit (Non-Local Students) <sup>(1)</sup>	\$30,000
Administration Fee for Non-Local Admittees <sup>(2)</sup>	\$500
Tuition Fees (Self-financed Undergraduate Programmes) (Local Students) <sup>(3)</sup>	
for Year-1 & Year-2 entries in 2020/21	
(Applicable to students of January Intake) <sup>(4)</sup>	\$83,770
for Year-3 entry in 2020/21	
(Applicable to students of January Intake) <sup>(4)</sup>	\$94,780
Tuition Fees (Self-financed Undergraduate Programmes) (Non-Local Students)	
for Year-1 & Year-2 entries in 2020/21	
(Applicable to students of January Intake) <sup>(4)</sup>	\$125,655
for Year-3 entry in 2020/21	
(Applicable to students of January Intake) <sup>(4)</sup>	\$142,170
Tuition Fees (Bachelor of Arts (Honours) in Art and Design (BA-AD) Only) <sup>(3)</sup>	
for Year-1 entry in 2020/21 (Local Students)	
(Applicable to students of January Intake) <sup>(4)</sup>	\$105,290
for Year-1 entry in 2020/21 (Non-local Students)	
(Applicable to students of January Intake) <sup>(4)</sup>	\$157,935
Tuition Fees (Study Subsidy Scheme for Designated Professions/Sectors)	
for Year 1 & Year 2 (2020/21 cohort) (Local Students Only)	\$40,970
for Year 3 & Year 4 (2020/21 cohort) (Local Students Only)	\$51,980
Tuition Fees (Visiting Students of Undergraduate Programmes)	
Local Students (per credit unit)	\$3,000
Non-local Students (per credit unit)	\$4,500
Caution Money	\$800
Penalty Charge for Late Payment of Tuition Fees (in addition to the tuition fees due)	
First Week beyond the Payment Due Date	\$100
Second Week beyond the Payment Due Date	\$200



Application for Make-up Examinations (per make-up examination)	\$100
Review of Final Module Results (per module) <sup>(1)</sup>	\$150
Retaking a module / Taking Additional Modules out of the 4-year normative study period or the total number of credits taken is within 19-21 in Semester 1 or 2, or 4-9 in the Summer Term	
with approved justifications (per credit)	\$500
without valid and approved reason (per credit)	\$1,750
Retaking a Passed Module to Meet the Requirements of Professional Bodies (per credit)	\$1,750
Fees of Enhancement Course for Language Competency Exit Requirements	
ENG4000 English Proficiency Course	\$2,000
CHN4000 Putonghua Oral Training Enhancement Course	\$2,000
Administration Fee for Deferment of Study	\$500
Registration Fee resulted from not submitting application for graduation and not taking modules while waiting for graduation (per semester)	\$2,500
Reinstatement of Registration	\$500
Student Card (replacement)	\$100
Academic Transcript / Letter of Certification upon Request	
Send to local address / Collect in person (per copy)	\$60
Send to overseas address (per copy)	\$70
To be sent by Registered Mail (Local or Overseas)	+\$30

### Remarks

- \* Unless otherwise stated, all payable fees listed are applicable to both local and non-local students, and all fees are non-refundable and non-transferable.
- (1) Non-refundable or convertible under particular circumstances. Please refer to the relevant sections of the Academic Regulations.
  - (2) The Administration Fee includes the application fee and postage for one visa. For subsequent visa/visa extension applications submitted to the Immigration Department of the HKSAR Government via the University, students will have to reimburse the University the application fees and related postage.
  - (3) These are tuition fees before deduction of the Non-means Tested Subsidy provided by the HKSAR Government. Starting the 2019/20 cohort, HSUHK may adjust the tuition fees for subsequent years of study according to the Composite Consumer Price Index (CCPI) announced by the Government. For tuition fees applicable to cohorts admitted before 2020/21, please refer to the website of Registry.
  - (4) For students of January Intake, no additional tuition fees will be required if the student completes the programme within 8 semesters.

# Schedules of Fees (Taught Postgraduate)

(in HK Dollar unless otherwise stated) \*

Application Fee for Admission (per programme)	\$200
Tuition Fees (per credit) (students admitted in 2020/21) <sup>(1)</sup>	
Master of Science in Entrepreneurial Management (Local Students)	\$4,256
(Non-local Students)	\$5,332
Master of Arts in Strategic Communication (Local Students)	\$4,677
(Non-local Students)	\$5,846
Executive Master of Science in Insurance (Local Students)	\$12,500
(Non-local Students)	\$15,625
Master of Science in Global Supply Chain Management (Local Students)	\$5,350
(Non-local Students)	\$6,700
Master of Arts in Translation (Business and Legal) (Local Students)	\$3,820
(Non-local Students)	\$4,775
Master of Arts in Translation (Computer-Aided Translation)	
(Local Students)	\$4,605
(Non-local Students)	\$5,760
Acceptance Fee (students admitted in 2020/21) <sup>(2)</sup>	
Master of Science in Entrepreneurial Management (Local Students)	\$32,000
(Non-local Students)	\$40,000
Master of Arts in Strategic Communication (Local Students)	\$27,500
(Non-local Students)	\$30,000
Executive Master of Science in Insurance (Local Students)	\$75,000
(Non-local Students)	\$93,750
Master of Science in Global Supply Chain Management (Local Students)	\$32,100
(Non-local Students)	\$40,200
Master of Arts in Translation (Business and Legal) (Local Students)	\$11,460
(Non-local Students)	\$14,325
Master of Arts in Translation (Computer-Aided Translation)	
(Local Students)	\$13,815
(Non-local Students)	\$17,280
Auditing Taught Postgraduate Modules (to be settled before auditing starts)	
Auditing a TPG module offered by the student's current	
Department/School	Free
Auditing a TPG module offered by a	1/3 of the fees of
Department/School other than the student's own	the audited module

Auditing a TPG module by staff members	1/3 of the fees of the audited module
Administration Fee for Non-Local Admittees <sup>(3)</sup>	\$500
Caution Money <sup>(4)</sup>	\$800
Penalty Charge for Late Payment of Tuition Fees (to be paid in addition to the tuition fees due)	
First Week beyond the Payment Due Date	\$100
Second Week beyond the Payment Due Date	\$200
Review of Final Module Results (per module) <sup>(5)</sup>	\$150
Deferral Fee (per semester) <sup>(6)</sup>	\$500
Reinstatement of Registration	\$500
Student Card (replacement)	\$100
Academic Transcript / Letter of Certification upon request	
Send to local address / Collect in person (per copy)	\$60
Send to overseas address (per copy)	\$70
To be sent by Registered Mail (Local or Overseas)	+\$30

### Remarks

- \* Unless otherwise stated, the fees listed are for both local and non-local full-time and part-time students. All fees are non-refundable and non-transferable.
- (1) Tuition fees are calculated by the number of credits registered for the semester and should be paid before the start of the semester. After the Module Add/Drop period, the balance of tuition fees for the semester, if any, will be collected from/refunded to the students. The tuition fees apply to full-time, part-time and visiting students.
  - (2) Acceptance Fee will be counted as part of the tuition fee and it is non-refundable.
  - (3) The Administration Fee includes the application fee and postage for one visa. For subsequent visa/visa extension applications submitted to the Immigration Department of the HKSAR Government via the University, students will have to reimburse the University the application fees and related postage.
  - (4) Caution Money is normally converted to payment of the graduation fee and it is non-refundable.
  - (5) If the review warrants a change of grade, the application fee for review of final module results will be refunded to the applicant.
  - (6) Deferral Fee is chargeable every semester except that deferment of study in the first semester of the first year of study when the student has not yet started the programme.



# Staff List



# Staff List

## Presidential Offices

### President

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### Acting Provost and Vice-President (Academic and Research)

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## School of Decision Sciences

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#### Director

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### Campus Development and Management Office

#### Head of Campus Development and Management

LEE Hon Yin, Hackman 李漢賢  
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## Internal Audit Office

### Head of Internal Audit

LEUNG Sat Tak, Ted 梁實德

## Information Technology Services Centre

### Director of Information Technology

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## Library

### University Librarian

LAW Yuk Lin, Sarena 羅玉蓮

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## Registry

### Registrar

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## Student Affairs Office

### Acting Director of Student Affairs

LEE Tak Fan, Esther 李德芬

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# Location and Campus Map







- A** S H Ho Academic Building  
何善衡教學大樓
- B** Lee Shau Kee Complex  
李兆基綜合大樓
- C** Wei Lun Square  
偉倫廣場
- D** Lee Quo Wei Academic Building  
利國偉教學大樓
- E** Campus Entrance at Hang Shin Link  
行善里校園入口
- F** HSUHK Jockey Club Residential Colleges  
香港恒生大學賽馬會住宿書院
- M** M Building  
M座
- N** N Building  
N座

