

UNIVERSITY CALENDAR 2025/26



The Hang Seng University of Hong Kong
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Compiled by the Registry, The Hang Seng University of Hong Kong
In October 2025
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Motto

Erudition and Perseverance 博學篤行

Vision

Aspiring to be a leading non-profit private liberal-arts-oriented university in the region, recognised for excellence in teaching, learning and research, and for contributions to 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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Motto, Vision, Mission & Core Values

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The University



History

The roots of The Hang Seng University of Hong Kong (HSUHK) stretch back to 1980 when Hang Seng School of Commerce (HSSC) was established, with funding from the S H Ho Foundation, the Ho Tim Charitable Foundation, Dah Chong Hong Limited, several Hang Seng Bank founding directors and Hang Seng Bank Limited. The institution was incorporated as a limited company by guarantee and has been operating independently of any other organisations. From 1980 to 2009, HSSC was a pioneering and leading provider of post-secondary diploma 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 in 2010 and became Hang Seng Management College (HSMC), 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). HSUHK aspires to be a leading non-profit private liberal-arts-oriented university in the region, recognised for excellence in teaching, learning and research, and for contributions to advancing our society and the world.

HSUHK has six Schools, namely School of Business, School of Communication, School of Decision Sciences, School of Humanities and Social Science, School of Translation and Foreign Languages, and School of Transdisciplinary Studies, with over 7,000 full-time undergraduate and postgraduate students and over 230 full-time academic staff members.

The University offers a wide range of 4-year bachelor's (honours) degree programmes and master's degree programmes. All these programmes were accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) and recognised widely around the globe.

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.

香港恒生大學校歌

詞：陳鈞潤 Rupert Chan
英譯：閔福德 John Minford

The Hang Seng University of Hong Kong Anthem

曲：陳永華 Chan Wing Wah
編曲：楊欣諾 Felix Yeung

♩ = 108



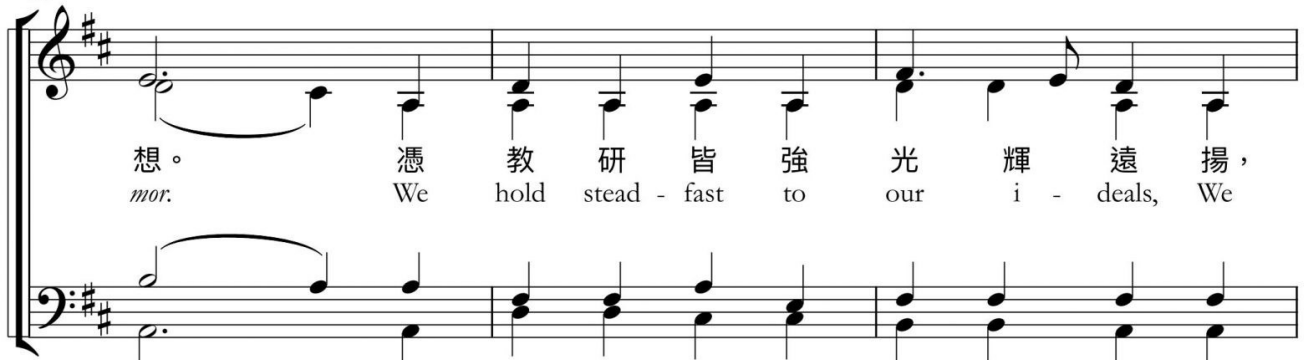
9



14



17



2

20

耀世名聲響。師生一致探文明耀四方，
spread the flame a - far; Tea - chers and stu - dents, Our minds know no bar;

26

佳績超卓領群倫自強。學貴有恒博學篤行，
Guid'd by the love of truth, *Scien - tiae A - mor.* Our en - dur - ing quest Is fed by

32

本立道生，駿足千里澤遍天下雄才自
wis - dom's last - ing grace; In - ner cha - rac - ter and strength, In - spire the lon - gest

37

壯。惟我恒生傳薪火發揚，
race. 'Tis Hang Seng pass - es on the torch To

40

共拓圃育雋秧, 以專注求真
light youth's e - v'ry star; We de - di - cate our

43

新知開創, 成就理想。憑教研皆強光輝遠揚,
lives to truth, Scien - tiae A - mor. With scho - lar - ship and ex - cel - lence We

48

耀世名聲響。師生一致探文明耀四
spread the light a - far; Tea - chers and stu - dents U - nit'd in one

53

方, 佳績超卓領群倫雄壯。
quest, All of our hearts fill'd with Scien - tiae A - mor.

The Hang Seng University of Hong Kong Academic Calendar (2025-26)

Week		S	M	T	W	T	F	S	Public Holidays	Academic Events
		27	28	29	30	31	1	2		From <i>New Student Registration (Online)</i> Mid-July
	20	3	4	5	6	7	8	9		
	25	10	11	12	13	14	15	16		
	AUG	17	18	19	20	21	22	23		22 [UG] <i>New Student Welcome Day (23 as contingency)</i>
		24	25	26	27	28	29	30		
1		31	1	2	3	4	5	6		SEMESTER 1: 1 SEP – 22 DEC 2025 1 First Teaching Day (Semester 1) 4 [UG] <i>Convocation for New Students (pm)</i> [TPG] <i>Orientation for New Postgraduate Students (pm)</i>
2	SEP	7	8	9	10	11	12	13		
3		14	15	16	17	18	19	20		
4		21	22	23	24	25	26	27		
5		28	29	30	1	2	3	4	1 National Day	
6	OCT	5	6	7	8	9	10	11	7 The day following the Chinese Mid-Autumn Festival	
7		12	13	14	15	16	17	18		
8		19	20	21	22	23	24	25		
9		26	27	28	29	30	31	1	29 Chung Yeung Festival	
10	NOV	2	3	4	5	6	7	8		
11		9	10	11	12	13	14	15		15 <i>HSUHK Information Day</i>
12		16	17	18	19	20	21	22		
13		23	24	25	26	27	28	29		
14		30	1	2	3	4	5	6		2 Last Teaching Day (Semester 1) 3-4 Graduation Ceremony 6-22 Final Examination Period (Semester 1)
	DEC	7	8	9	10	11	12	13		
		14	15	16	17	18	19	20		
		21	22	23	24	25	26	27	25 Christmas Day 26 The first weekday after Christmas Day	WINTER BREAK: 23 DEC 2025 – 11 JAN 2026
		28	29	30	31	1	2	3	1 The first day of January^	30.12-2.1 Make-up Examination Period (Semester 1)
	20	4	5	6	7	8	9	10		7 Release of Module Results (Semester 1) # 8 Release of Module Results (Semester 1) @
1	26	11	12	13	14	15	16	17		SEMESTER 2: 12 JAN – 16 MAY 2026 12 First Teaching Day (Semester 2)
2	JAN	18	19	20	21	22	23	24		
3		25	26	27	28	29	30	31		
4		1	2	3	4	5	6	7		
5	FEB	8	9	10	11	12	13	14		
		15	16	17	18	19	20	21	17-19 Lunar New Year Holidays^	16-22 Lunar New Year Break (all classes suspended)

Week		S	M	T	W	T	F	S	Public Holidays	Academic Events
6		22	23	24	25	26	27	28		
7		1	2	3	4	5	6	7		
8	M	8	9	10	11	12	13	14		
9	A	15	16	17	18	19	20	21		
10	R	22	23	24	25	26	27	28		
11		29	30	31	1	2	3	4	3-6 Easter Holidays^	
12	A	5	6	7	8	9	10	11	7 The day following Ching Ming Festival^	
13	P	12	13	14	15	16	17	18		
14	R	19	20	21	22	23	24	25		25 Last Teaching Day (Semester 2)
		26	27	28	29	30	1	2	1 Labour Day^	30.4-16.5 Final Examination Period (Semester 2)
	M	3	4	5	6	7	8	9		
	A	10	11	12	13	14	15	16		
	Y	17	18	19	20	21	22	23		SUMMER BREAK 1: 17 MAY – 7 JUN 2026
		24	25	26	27	28	29	30	25 The day following the Birthday of the Buddha^	27-28 Make-up Examination Period (Semester 2)
	J	31	1	2	3	4	5	6		3 Release of Module Results (Semester 2) #
1	U	7	8	9	10	11	12	13		4 Release of Module Results (Semester 2) @
2	N	14	15	16	17	18	19	20	19 Tuen Ng Festival^	SUMMER TERM: 8 JUN – 1 AUG 2026
3		21	22	23	24	25	26	27		8 First Teaching Day (Summer Term)
4		28	29	30	1	2	3	4	1 HKSAR Establishment Day^	
5	J	5	6	7	8	9	10	11		
6	U	12	13	14	15	16	17	18		
7	L	19	20	21	22	23	24	25		25 Last Teaching Day (Summer Term)
		26	27	28	29	30	31	1		28.7-1.8 Final Examination Period (Summer Term)
		2	3	4	5	6	7	8		SUMMER BREAK 2: 2 – 31 AUG 2026*
	A	9	10	11	12	13	14	15		10-11 Make-up Examination Period (Summer Term)
	U	16	17	18	19	20	21	22		17 Release of Module Results (Summer Term)
	G	23	24	25	26	27	28	29		

Public Holiday Key Academic Event [UG] For Undergraduate 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

* Assuming Semester 1 of next Academic Year will commence on 1 September 2026

^ Public Holidays Subject to Government Confirmation

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/>.

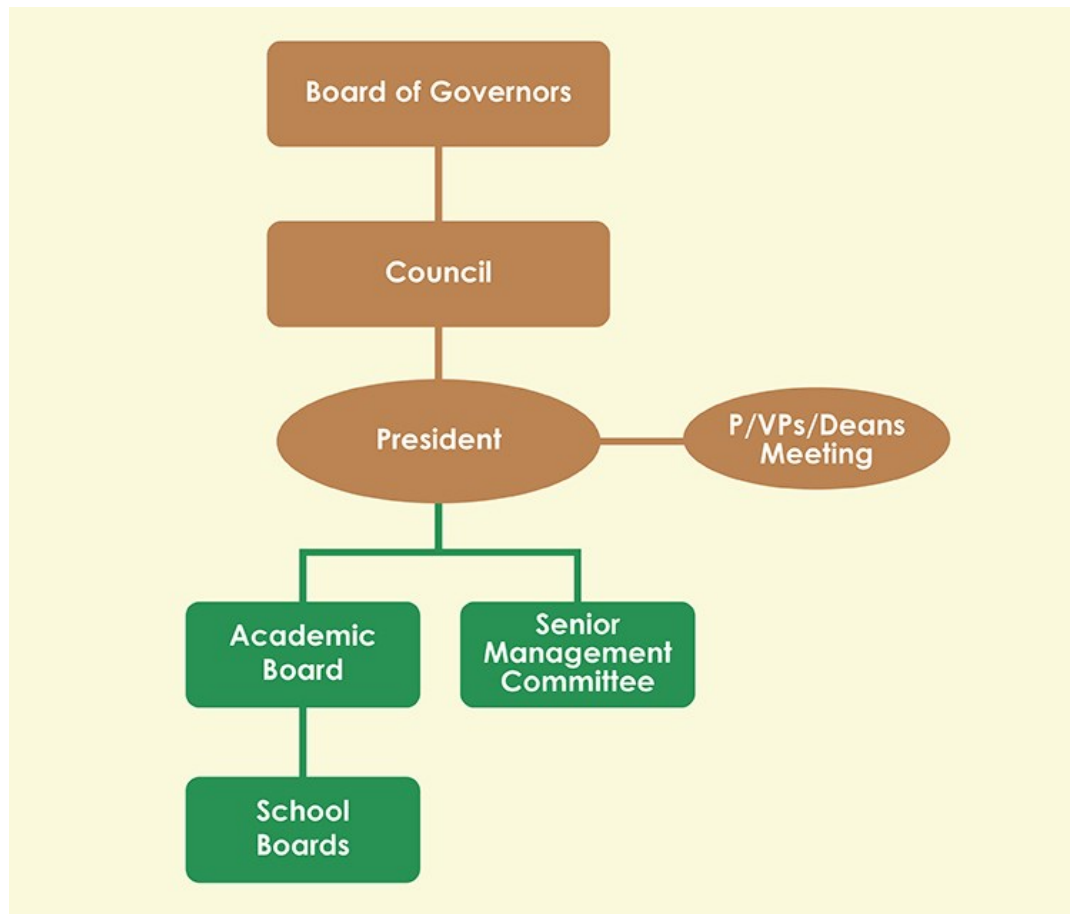
Governance & Establishment



利國偉教學大樓

Structure and Organisation

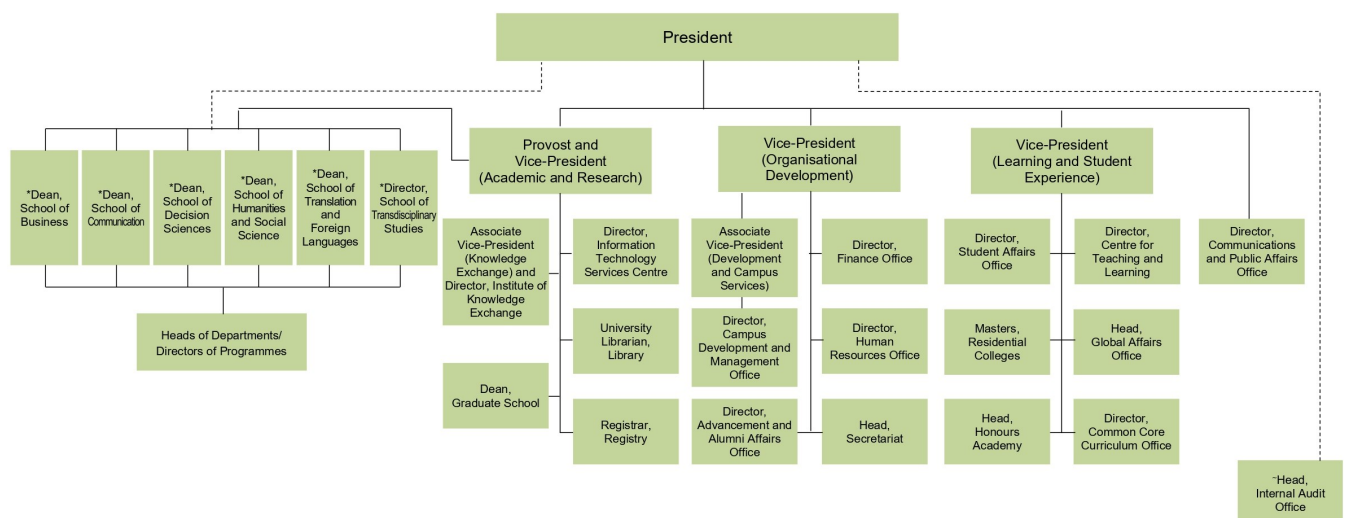
Governance Structure



Management Structure

THE HANG SENG UNIVERSITY OF HONG KONG

Management Structure



~ Internal Audit Office (IAO) functionally reports to Audit Committee, and the President oversees the administration matters of IAO.
 * School Deans/ Director are accountable to the Provost and Vice-President (Academic and Research) and indirectly to the President.

Board of Governors

Acting Chairman

Dr. The Hon. CHENG Mo Chi, Moses 鄭慕智博士

Vice-Chairman

Dr. The Hon. CHENG Mo Chi, Moses 鄭慕智博士

Members from the senior management of Hang Seng Bank

Ms. CHEUNG Ka Wai, Kathy 張家慧女士

Ms. LAW Shuk Man, Betty 羅淑雯女士

Ms. SAW Say Pin 蘇雪冰女士

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 潘桑昌博士

Members from the business community

Dr. The Hon. CHENG Mo Chi, Moses 鄭慕智博士

Dr. FUNG Yuk Bun, Patrick 馮鈺斌博士

Mr. HO Lai Wai, Thomas 何乃威先生

Mr. LAI Hin Wing, Henry 賴顯榮先生

Mr LAM Sze Ken, Kenneth 林詩鍵先生

Mr. LEUNG Wing Lok, Andrew 梁永樂先生

Dr. LI Ka Cheung, Eric 李家祥博士

Mr. LIANG Cheung Biu, Thomas 梁祥彪先生

Ar. TAM Tin Fong, Martin 譚天放建築師

Secretary

Dr. CHAN Tin Yan, Josiah 陳天恩博士

Council

Chairman

Dr. The Hon. 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

Dr. The Hon. CHENG Mo Chi, Moses 鄭慕智博士

Mr. SIN Nga Yan, Benedict 冼雅恩先生

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. LI Wing Kuen, Philip 李永權先生

Mr. Arthur MUI 梅慶堯先生

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

Professor WONG Suk Ying 王淑英教授

President of The Hang Seng University of Hong Kong

Professor HO Shun Man, Simon 何順文教授

Provost and Vice-Presidents of The Hang Seng University of Hong Kong

Professor MOK Ka Ho, Joshua 莫家豪教授

Dr. CHAN Tin Yan, Josiah 陳天恩博士

Professor FU Ho Ying, Jeanne 符可瑩教授

Staff Representatives of The Hang Seng University of Hong Kong

Dr. LUK Koon Yung, Fred 陸觀勇博士 (Academic)

Ms. YEUNG Yu Hung, Antonia 楊如虹女士 (Administrative)

Student Observer of The Hang Seng University of Hong Kong

Mr. CHONG Kung Fan 莊恭奮先生

Secretary

Dr. CHAN Tin Yan, Josiah 陳天恩博士

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

Mr. LI Wing Kuen, Philip 李永權先生

Members

Mr. HO Lai Wai, Thomas 何乃威先生

Mr. Eugene LIU 廖於勤先生

Mr. SIN Nga Yan, Benedict 冼雅恩先生

Professor HO Shun Man, Simon 何順文教授

Dr. CHAN Tin Yan, Josiah 陳天恩博士

Dr. CHENG Wui Wing, Andy 鄭會榮博士

Secretary

Mr. LEE Ying Cheung, Johnny 李應祥先生

Foundation Management Committee

Chairman

Dr. POON Sun Cheong, Patrick 潘桑昌博士

Vice-Chairman and Treasurer

Mr. CHENG Kam Por 鄭錦波先生

Members

Professor CHUNG Chi Ping, Roy 鍾志平教授

Dr. 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. CHAN Tin Yan, Josiah 陳天恩博士

Mr. LEE Ying Cheung, Johnny 李應祥先生

Secretary

Ms. CHAN Man Wai, Elisa 陳雯慧女士

Fundraising and Donation Committee

Chairman

Dr. POON Sun Cheong, Patrick 潘桑昌博士

Vice-Chairmen

Dr. The Hon. 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

Ms. FUNG Siu Wan, Stella 馮少雲女士

Mr. LEUNG Ka Keung, Kenneth 梁家強先生

Mr. Eugene LIU 廖於勤先生

Dr. NG Wang Pun, Dennis 吳宏斌博士

Mr. YEW Yat On, Andric 姚逸安先生

Dr. YIP Kit Chuen 葉傑全博士

Professor HO Shun Man, Simon 何順文教授

Dr. CHAN Tin Yan, Josiah 陳天恩博士

Honorary Members

Mr. FUNG Siu To, Clement 馮兆滔先生

Dr. Lee George LAM 林家禮博士

Dr. LAM Tai Fai 林大輝博士

Secretary

Ms. CHAN Man Wai, Elisa 陳雯慧女士

Nomination Committee for Appointment of Council Chairman/Members

Acting Chairman

Dr. The Hon. CHENG Mo Chi, Moses 鄭慕智博士

Members

Dr. The Hon. CHENG Mo Chi, Moses 鄭慕智博士

Mr. LUK Koon Hoo, Roger 陸觀豪先生

Dr. POON Sun Cheong, Patrick 潘桑昌博士

Professor HO Shun Man, Simon 何順文教授

Secretary

Dr. CHAN Tin Yan, Josiah 陳天恩博士

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

Acting Chairman

Dr. The Hon. CHENG Mo Chi, Moses 鄭慕智博士

Members

Dr. The Hon. CHENG Mo Chi, Moses 鄭慕智博士

Mr. HO Lai Wai, Thomas 何乃威先生

Mr. LIANG Cheung Biu, Thomas 梁祥彪先生

Professor HO Shun Man, Simon 何順文教授

Secretary

Dr. CHAN Tin Yan, Josiah 陳天恩博士

Committees under the Council

Honorary Awards Committee

Chairman

Dr. The Hon. CHENG Mo Chi, Moses 鄭慕智博士

Members

Dr. CHEUNG Wah Keung, Jacky 張華強博士

Dr. POON Sun Cheong, Patrick 潘桑昌博士

Mr. James S. TSIEN 錢乃駿先生

Professor WONG Suk Ying 王淑英教授

Professor HO Shun Man, Simon 何順文教授

Professor CHAN Wai Sum 陳偉森教授

Secretary

Dr. CHAN Tin Yan, Josiah 陳天恩博士

Human Resources Committee

Chairman

Mr. James S. TSIEN 錢乃駿先生

Members

Ms. FAN Kit Yee, Kit 范潔儀女士

Mr. LAI Kam Tong 黎鑑棠先生

Dr. YIP Wai Kwong, Felix 葉偉光博士

Professor HO Shun Man, Simon 何順文教授

Professor MOK Ka Ho, Joshua 莫家豪教授

Dr. CHAN Tin Yan, Josiah 陳天恩博士

Secretary

Mr. LEUNG Chun Ming, Terric 梁振鳴先生

Nomination Committee for Appointment of Council Committee

Chairmen/Members

Chairman

Dr. The Hon. CHENG Mo Chi, Moses 鄭慕智博士

Members

Mr. James S. TSIEN 錢乃駿先生

Professor HO Shun Man, Simon 何順文教授

Member & Secretary

Dr. CHAN Tin Yan, Josiah 陳天恩博士

Honorary Doctorates

2025

Doctor of Social Science, *honoris causa*

CHEUNG Mui Ching, Fanny 張妙清

CHUNG Chi Ping, Roy 鍾志平

HUI Koon Man, Michael 許冠文

ZHANG Weiying 張維迎

2024

Doctor of Laws, *honoris causa*

HO Tzu Leung 何子樑

Doctor of Science, *honoris causa*

SHIU Sai Wan, Elias 邵世運

Doctor of Social Science, *honoris causa*

TSE Sze Wing, Edmund 謝仕榮

2023

Doctor of Humanities, *honoris causa*

LAW Sau Wang, Alexander 羅守弘

Doctor of Laws, *honoris causa*

WONG Tung Shun, Peter 王冬勝

Doctor of Social Science, *honoris causa*

Christopher HOOD 胡德

YUEN Tin Fan, Francis 袁天凡

2022

Doctor of Humanities, *honoris causa*

LEE Ou Fan, Leo 李歐梵

Doctor of Social Science, *honoris causa*

CHENG Hoi Chuen, Vincent 鄭海泉

LEE Ka Shing, Martin 李家誠

SIN Wai Kin, David 冼為堅

2021

Doctor of Social Science, *honoris causa*

HO Tzu Cho, David 何子焯

LAM LEE Kiu Yue, Alice Piera 林李翹如

LEE YICK Hoi Lun, Helen 利易海倫

LEE Wai Mun, Rose 李慧敏

Honorary University Fellows

2024

CHAN Shet Hung, Suzanne 陳雪紅

CHING Wing Hong, Thomas 程永康

TONG Hing Min 唐慶綿

TSANG Wing Wah 曾永華

YIP Kit Chuen 葉傑全

2019

CHENG Hoi Chuen, Vincent 鄭海泉

CHIU Ying Chun, Ronald 趙應春

LEUNG KO May Yee, Margaret 梁高美懿

SIN Wai Kin, David 冼為堅

2017

David Lai HO 何乃康

LAM Shau Tong, Samuel 林秀棠

LEE YICK Hoi Lun, Helen 利易海倫

LEUNG Ka Keung, Kenneth 梁家強

OR Ching Fai, Raymond 柯清輝

SUEN Ming Yeung, Michael 孫明揚

Succession Lists

Chairman of the 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

2017/18 (1 July 2018) - 2021/22 (1 September 2021)

Ms. CHEANG Wai Wan, Louisa 鄭慧敏女士

2021/22 (2 September 2021) - 2025/26 (19 October 2025)

Ms. Diana CESAR 施穎茵女士

2025/26 (20 October 2025) -

Dr. The Hon. CHENG Mo Chi, Moses 鄭慕智博士 ^

Chairman of the 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

2015/16 (16 November 2015) -

Dr. The Hon. CHENG Mo Chi, Moses 鄭慕智博士

President

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 #

2013/14 (17 March 2014) -

Professor HO Shun Man, Simon 何順文教授

^ *Acting Chairman of the Board of Governors*

Acting President of Hang Seng Management College

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Professor HO Shun Man, Simon 何順文教授

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Dean of Graduate School

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Dean of School of Humanities and Social Science

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Dean of School of Translation and Foreign Languages

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Academic and Administrative Committees

Academic Board 教務委員會

Standing Committees under Academic Board

- Academic Planning and Development Committee
- Admissions Committee
- Common Core Curriculum Committee
- Continuing Education Committee
- Global Exchange Committee
- Graduate Studies Committee
- Honours Academy Board
- 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
- Advisory Committee on Graduate Employment
- Alumni Affairs Committee
- Campus Facilities Management Committee
- Catering Services Committee
- Management Committee of HSUHK Off-campus Premises
- Resources Allocation Committee
- Risk Management Committee
- Sustainability and Social Responsibility Committee

Teaching & Learning



The HSUHK “Liberal + Professional” Education Model

Adopting a unique “Liberal + Professional” education model, HSUHK places its highest priorities on quality teaching and students’ all-round development. HSUHK believes the purpose of undergraduate education is not mainly to help students acquire more knowledge and better job prospects after graduation, but also to cultivate their personal values, interests, and transferable competencies. The transformative power of this educational model will facilitate students’ realisation of their full potential.

In our educational model, drawing inspiration from Amartya Sen’s Capability Approach, the “Liberal” education at HSUHK is committed to nurturing students’ freedom to think and thrive in the global village of the 21st century. Our aim is to empower students to pursue their aspirations by fostering core transferrable competencies such as critical thinking, creativity, interpersonal communication/collaboration, caring attitude, moral reasoning, and social responsibility. “Liberal” also signifies a broad-based, cross-disciplinary approach that connects knowledge domains, facilitates thinking, and solves problems. “Professional” in this model represents the incorporation of professional subject elements in many of our major programmes, which equip students with transferrable professional competencies, professionalism and ethics that are required in future careers options.

In our curriculum design, there is a good balance of major studies, common core curriculum and free electives with measurable learning outcomes, with ample development opportunities and experiential activities which form students’ holistic educational experience. These opportunities and activities include residential college experience, internship, service-learning, leadership training, global exchange and independent research, among others. This

enables our students to tackle the complex challenges of their future life/work with confidence and fulfilment.

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

- A primary focus on undergraduate education.
- Platinum award winning green campus facilities with extensive bamboo features.
- Innovative degree programmes.
- A cross-disciplinary “FuturEdge” Common Core Curriculum.
- A Residential College System combining living and learning.
- Interactive small-class teaching.
- Close student-teacher relationships.
- Teachers’ guidance and mentorship for individual students in and outside classrooms.
- An Honours Academy, the first of its kind in Hong Kong, dedicated to the incubation of future public leaders.
- Extensive outreach and experiential learning opportunities.
- The “One Student One Internship” scheme, which provides every student full-time internship opportunities local or overseas.

Desired Graduate Attributes (iGPS)

The University aims to nurture students possessing the following “desired graduate attributes: iGPS”:

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

Generic Skills (G): mastery of skills in:

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

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

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

The acronym iGPS also carries the symbolic meaning of “I” and the “GPS”; with “I” referring to the individual student and “GPS” taking on the metaphor of “Global Positioning System”, which can guide the development of the student through the diverse educational experience at HSUHK.

Undergraduate Curriculum Structure

The University adopts a 4-year curriculum for all bachelor's degree programmes. The Undergraduate Curriculum Structure allows higher flexibility and to accommodate the curriculum structure of all existing undergraduate programmes for all existing and prospective students.

The Undergraduate Curriculum Structure comprises three 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 17 - 18 modules under the Common Core Curriculum, on Languages, Quantitative Methods and IT Skills, National Education and National Security Education and FuturEdge Programme. Minors are introduced to give students a second focused study area.

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

- Language Competency Exit Requirements for English and Putonghua
- iGPS Units and College Assembly

Common Core Curriculum

Aims and Objectives

- To foster interdisciplinary knowledge, abilities of speaking, reading, and 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, with a critical understanding of the local society in connection with the global community;
- To develop students' understanding of the ethical values and dimensions of their actions, with the capacity to understand, concern, and exercise one's agency for the well-being of others;
- To cultivate students' creativity and abilities to innovate, guided by informed decision-making and sense of humanity; and
- To promote integrative learning through competing critical viewpoints and a variety of pedagogical models.

The Common Core Curriculum consists of the following components:

- Languages (Chinese Language and English Language);
- Quantitative Methods and IT Skills;
- National Education and National Security Education[^]; and
- FuturEdge Programme[^] / General Education^{*}.

[^] *Applicable to Year 1 students admitted in AY2025/26 or after, and senior-year entrants admitted to Year 2 from AY2026/27 or Year 3 from AY2027/28 onwards*

^{*} *Applicable to Year 1 students admitted in AY2024/25 or before, and senior-year entrants admitted to Year 2 in AY2025/26 or Year 3 in AY2026/27 or before*

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 2 credits (for part-time students) to 8 credits (for full-time students) of modules in each regular semester.

List of Study Programmes

Undergraduate Programmes

School of Business

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
Financial Analysis and FinTech (BBA-FAFT)

金融分析及金融科技工商管理（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 Arts and Culture Communication (BA-ACC)

藝術及文化傳播（榮譽）文學士

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 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 Applied Computing (BSc-AC)

計算機應用（榮譽）理學士

Bachelor of Science (Honours) in

Business Analytics and Information Management (BSc-BAIM)

商業分析與資訊管理（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 Arts (Honours) in Psychology (BA-PSY)

心理學（榮譽）文學士

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

亞洲研究（榮譽）社會科學學士

Bachelor of Social Sciences (Honours) in

Philosophy, Politics and Economics (BSocSc-PPE)

哲學、政治與經濟（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

Minor Programmes

School of Business

- Accounting
- Business Administration
- Corporate and Commercial Law
- Corporate Governance
- Finance and Banking
- Financial Analysis
- FinTech (Financial Technology)
- General Business
- Human Resource Management

- Management
- Marketing
- Real Estate Finance & Investment

School of Communication

- Communication
- Communication Technology

School of Decision Sciences

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

School of Humanities and Social Science

- Asian Studies
- Chinese
- Cultural and Creative Industries
- English
- Environmental Humanities
- Philosophy
- Psychology

School of Translation and Foreign Languages

- European Studies
- French*
- German*
- Spanish*
- Translation

* Available to students of BBA-GB only and are subject to review

Taught Postgraduate Programmes

School of Business

Master of Business Management (MBM)

商業管理碩士

Master of Science in Entrepreneurial Management (MSc-EM)

創業管理理學碩士

School of Communication

Master of Arts in Digital Media for Online Communication (MA-DMOC)

數碼媒體傳播文學碩士

Master of Arts in Strategic Communication (MA-SC)

策略傳播文學碩士

School of Decision Sciences

Master of Science in Data Science and Artificial Intelligence (MSc-DSAI)

數據科學及人工智能理學碩士

Master of Science in

Digital Innovation and Technology Management (MSc-DITM)

數字創新與科技管理理學碩士

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

環球供應鏈管理理學碩士

Master of Science in Insurance (MSc-INS)

保險理學碩士

Master of Science in Risk Analytics (MSc-RA)

風險分析理學碩士

School of Humanities and Social Science

Master of Arts in Chinese (MA-CHI)

中文文學碩士

Master of Arts in Cultural Heritage Management (MA-CHM)

文化遺產管理文學碩士

Master of Arts in English Language Teaching and Assessment (MA-ELTA)

英語教學與評核文學碩士

Master of Arts in Global English Literary and Cultural Studies (MA-GELCS)

環球英語文學及文化研究文學碩士

Master of Arts in Theatre Studies (MA-TS)

戲劇研究文學碩士

Master of Social Sciences in Public Policy and Risk Governance (MSocSc-PPRG)

公共政策及風險治理社會科學碩士

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）

School and Department Administration

School of Business

Dean: Professor PARK Seung Ho, Sam 朴勝虎教授

Associate Dean (Enterprise and Business Engagement):

Mr. LAM Ricky 林立基先生

Associate Dean (Executive Education and Continuous Learning):

Dr. WU Man Kit, Andrew 胡文傑博士

Associate Dean (Research):

Professor CHENG Tsz Wan, Louis 鄭子云教授

Associate Dean (Teaching and Learning):

Dr. GOH Lisa 吳麗莎博士

Associate Dean (Taught Postgraduate Programmes):

Professor LAU Pak Lung, Victor 劉柏能教授

Department of Accountancy

Head: Professor MO Lai Lan, Phyllis 巫麗蘭教授

Department of Economics and Finance

Head: Professor MATOUSEK Roman

Department of Management

Head: Dr. WANG Chang, Linda 王暢博士

Department of Marketing

Head: Dr. CHAN Hak Sin, Haksin 陳克先博士

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Professor CHENG Yuk Shing 鄭毓盛教授 (*for BBA-ECON*)

Professor FIORDELISI Franco (*for BBA-FA, BBA-FAFT & BBA-FB*)

Professor GONG Yuanyuan (*for BBA-MGT*)

Professor LI Wendong 李文東教授 (*for BBA-HRM*)

Professor LIN Zhenpin, Kenny 林振聘教授 (*for BBA-PA*)

Professor LING Ho Wan, Howard 凌浩雲教授 (*for MSc-EM*)

Dr. TSANG Sze Lung, Alex 曾仕龍博士 (*for BBA-GB*)

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

Professor WHITLA Paul (*for MBM*)

Professor WU Donghui 吳東輝教授 (*for BBA-CGC*)

Dr. YAN Mingping, Yanni 嚴明萍博士 (*for BBA-MKT*)

School of Communication

Dean: Professor TSO Hung, Scarlet 曹旨言教授

Associate Dean (Enterprise and Business Engagement):

Professor CHIU Ying Chun, Ronald 趙應春教授

Associate Dean (Teaching and Learning):

Dr. CHANG Chih-yu, James 張志宇博士

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Professor CHEN Ling 陳凌教授 (for BJC)

Professor GUO Steve 郭中實教授 (for MA-SC)

Professor LEUNG Hok Bun, Isaac 梁學彬教授 (for BA-ACC)

TBC (for BA-CMCT)

TBC (for MA-DMOC)

School of Decision Sciences

Dean: Professor CHAN Wai Sum 陳偉森教授

Associate Dean (Engagement and Undergraduate Studies):

Professor MO Yiu Wing, Daniel 巫耀榮教授

Associate Dean (Graduate Studies):

Dr. FUNG Wing Hong, Derrick 馮穎康博士

Associate Dean (Research):

Professor LIU Hai 劉海教授

Department of Computer Science

Head: Professor LIU Hai 劉海教授

Department of Mathematics, Statistics and Insurance

Head: Professor CHOY Siu Kai 蔡少佳教授

Department of Supply Chain and Information Management

Head: Dr. NG Chi Hung, Stephen 吳志雄博士

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Professor LING Leevan 凌立雲教授 (*for BSc-DSBI*)

Professor LIU Qian 劉倩教授 (*for MSc-DITM*)

Professor PUN Kit Fai (*for BSc-BAIM / BMSIM*)

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Professor YEY Jia Hsing, Jason 葉家興教授 (*for MSc-INS*)

TBC (*for MSc-RA*)

School of Humanities and Social Science

Dean: Professor Kwok-kan TAM 譚國根教授

Associate Dean: Dr. FUNG Kai Yeung, Paul 馮啟陽博士

Department of Art and Design

Head: Professor HUI Cheuk Kuen, Desmond 許焯權教授

Department of Chinese

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

Department of English

Head: Dr. TSO Wing Bo, Anna 曹穎寶博士

Department of Social Science

Head: Professor KAO Lang 高朗教授

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Ms. LEE Yik Shuen, Heidi 李易璇女士

Professor WONG Wai Ho, Wilson 黃偉豪教授

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Ms. LO Tak Yung, Rachel 羅德容女士

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Associate Professor HO Moon-Ho Ringo (*for BA-PSY*)

Professor HSU Tzu Pin 許子濱教授 (*for MA-CHI*)

Professor INGRAM Susan (*for BA-ENG*)

Professor LUNG David 龍炳頤教授 (*for MA-CHM*)

Dr. MA Qing 馬清博士 (*for MA-ELTA*)

Professor MAK King Sang, Ricardo 麥勁新教授 (*for BSocSc-AS*)

Professor PENDER Anne (*for MA-TS*)

Dr. SORENSEN Eli Park (*for MA-GELCS*)

Dr. TANG Pui Ling 鄧佩玲教授 (*for BA-CHI*)

Professor TSENG Sun Man 鄭新文教授 (*for BA-CCI*)

TBC (for BA-AD)

School of Translation and Foreign Languages

Dean: Professor SHUTTLEWORTH Mark 夏致遠教授

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

Advisory Committee of School of Translation and Foreign Languages

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Mr. TSANG Man Sang 曾文生先生

Professor WANG Lidi 王立弟教授

Secretary

Ms. LEUNG Sui Keng, Scarlett 梁瑞景女士

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Professor LI Dechao 李德超教授 (*for BTB*)

Professor LI Defeng 李德鳳教授 (*for BTB*)

Professor LIU Kanglong 劉康龍教授 (*for MA-TBL*)

Professor KAGEURA Kyo (*for MA-TCAT*)

Centre for Teaching and Learning

Established in 2015, the Centre for Teaching and Learning (CTL) aims at enhancing the teaching and learning quality at the University. The Centre coordinates and consolidates the effort of staff members in the planning, review, promotion and implementation in the following four areas of work:

- Digital Learning
- Service-Learning
- Teaching and Learning Enhancement
- Virtual Reality Centre

Director:

Dr. CHENG Ka Ming, Ben 鄭家明博士

Director, Virtual Reality Centre:

Dr. WONG Yin Cheung, Eugene 黃彥璋博士

Associate Director (Digital Learning Section):

Dr. HO To Sum, George 何道森博士

Associate Director (Service Learning Section):

Dr. CHAN Chi Ming, Victor 陳志明博士

Associate Director (Teaching and Learning Enhancement Section):

Dr. CHOY Hiu Ying, Christine 蔡曉瑩博士

Honours Academy

The University established the Honours Academy (HA) in 2020, the first and only of its kind initiated by a Hong Kong higher education institution. Extending on the University's unique "Liberal + Professional" education model, HA aims to nurture high-achieving, high-potential and highly motivated students to become outstanding public leaders, who can direct positive changes in the local and global communities.

Under this initiative, a cohort of around 20 high-achieving year-2 undergraduate students will be selected each year to participate in a 3-year focused leadership training comprising an innovative, interdisciplinary and policy-oriented curriculum as well as diversified experiential 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 a selected group of high-achieving, high-potential and high-motivation students at HSUHK, by building a community of intellectually curious young scholars with academic excellence, global competencies and civic leadership to create positive 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.

Head:

Dr. CHUNG Ho Ying, Holly 鍾可盈博士

Associate Heads:

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Institute of Knowledge Exchange

The Institute of Knowledge Exchange (IKE) aims to provide quality applied research, consultation, and training to individuals and organizations that want to enhance their skills and knowledge. Keeping up with the latest developments and trends is becoming increasingly challenging in today's rapidly changing business environment.

Vision

To be a global leader in continuing and professional education, inspiring learners to reach their full potential and contribute to the betterment of society.

Mission

IKE is passionately committed to empowering individuals and organizations through our comprehensive framework of Applied Research, Coaching/Consultancy, and Executive Training. Our mission is to unlock their full potential and create a lasting impact in their respective fields and communities. With our integrated services, we foster a culture of innovation, drive strategic decision-making, and cultivate excellence in leadership. By embracing the principles of liberal arts, encompassing critical thinking, problem-solving, and creativity, we equip our clients to thrive in today's dynamic and ever-changing world.

Value

- **Inclusivity:** We are committed to fostering a welcoming and inclusive environment that respects and values the diverse backgrounds, perspectives, and experiences of our learners and staff.
- **Innovation:** We embrace new ideas, technologies, and pedagogies to design and deliver cutting-edge educational experiences that prepare our learners for the demands of an ever-changing world.

- **Integrity:** We adhere to the highest standards of academic excellence, ethical conduct, and transparency in all aspects of our work.
- **Individualisation:** We recognize the unique needs and priorities of our diverse learners, and strive to provide flexible, customized learning experiences that accommodate various learning styles, schedules, and goals.
- **Impact:** We measure our success by the positive impact we make on the lives of our learners, their communities, and the world.

Director:

Dr. LEUNG Wai Keung, John 梁偉強博士

FIREMAN'S LIFT
消防升降機



General Admission Requirements

Undergraduate Programmes

1. General Entrance Requirements for Admission to Year 1 of Undergraduate Programmes

1.1 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) and one other subject, “Attained” in Citizenship and Social Development in the HKDSE Examination

For BSc-AIN:

Level 3 or above in Chinese Language, English Language and Mathematics (Compulsory), “Attained” in Citizenship and Social Development and Level 2 or above in 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

For all undergraduate programmes except BSc-AIN:

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

For BSc-AIN:

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, and Grade 5 or above in Mathematics at Standard Level or Higher Level

(d) SAT Qualification

For all undergraduate programmes except BSc-AIN:

A minimum of 1190 on Redesigned SAT (From March 2016), and secondary school examination results may be considered apart from the SAT score.

For BSc-AIN:

A minimum of 1190 on Redesigned SAT (From March 2016), 650 or above in Mathematics in SAT Subject Test, and secondary school examination results may be considered apart from the SAT score.

1.2 Non-local Entrants

1.2.1 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 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*
The U.S.	Grade 12	<u>American College Test (ACT):</u> Composite score of 24 <u>Advanced Placement (AP):</u> Grade 3 in two AP subjects	IELTS (Academic) 5.5 or equivalent
Australia	Grade 12	Equivalent to minimum entrance requirements on the strength of HKDSE examination	Nil*

Country of Qualifications	Level Completed	Examination Undertaken / Other Requirements	English Academic Requirement
New Zealand	National Certificate of Educational Achievement (NCEA)	Completed NCEA Level 3	Achieve a standard of "Achieved" (A) in a minimum of 10 credits at level 2 or higher, made up of: 5 credits in reading; <u>and</u> 5 credits in writing
United Kingdom	GCE A-level	Passes in 2 A-Level subjects, excluding Chinese; <u>or</u> equivalent to minimum entrance requirements on the strength of HKDSE examination	Nil*
Mainland China	Joint Entrance Examination (JEE)	2 nd admission line of the affiliated province/city	100 or above in JEE
Taiwan	General Scholastic Ability Test	Average standard (均標) in each of the best three subjects (Chinese, Mathematics A, Mathematics B, Society and Science)	English result within the good standard (前標) or above
	Advanced Subjects Test	Average standard (均標) in each of the best three subjects (Mathematics A, Physics, Chemistry, Biology, History, Geography, Citizenship and Society)	
Malaysia	Unified Examination Certificate	Passes (Grade C or above) in at least 7 subjects of which 6 subjects shall be obtained in the same sitting	B4 or better

Country of Qualifications	Level Completed	Examination Undertaken / Other Requirements	English Academic Requirement
Malaysia	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; AND 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 (Academic) 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 (Academic) 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.

1.2.2 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.

1.3 Non-standard Entrants

1.3.1 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.

1.3.2 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.

1.3.3 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.

1.3.4 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 in their first year of study at the university:

- *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)*

2. Entrance Requirements for Year-2 Entry

2.1 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.

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

2.3 Enhancement of Proficiency in English for Year-2 Entrants

(a) Starting AY2022/23, Year-2 entrants with an Associate Degree or Higher Diploma qualification are required to complete and pass *ENG3000 University English for Senior Entrants*, a

non-credit bearing pre-sessional English Language module in their first year of study at the university.

(b) Exemption from *ENG3000 University English for Senior Entrants* will be granted to Year-2 entrants with an Associate Degree or Higher Diploma qualification joining the University from AY2022/23 onwards if they have attained any one of the following English Language qualifications:

- Level 3 or above in English Language in HKDSE
- IELTS (Academic) (6.0)
- TOEFL (540 paper-based, 200 CBT, or 75 iBT)
- TOEIC (680)
- CET-4 (490)

(c) All Year-2 entrants joining the University from AY2022/23 onwards are required to complete and pass the following two modules in the Common Core English curriculum in their first year of study at the university:

- *ENG2001 English for Academic Purposes*; and
- *ENG3002 English for Professional Communication*

3. Entrance Requirements for Year-3 Entry

3.1 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 cGPA of 2.5 or equivalent.

3.2 Individual programmes shall follow respective academic requirements for admitting students to Year 3, if any, as stated in the accreditation documents.

3.3 Enhancement of Proficiency in English for Year-3 Entrants

(a) Starting AY2022/23, Year-3 entrants with an Associate

Degree or Higher Diploma qualification are required to complete and pass *ENG3000 University English for Senior Entrants*, a non-credit bearing pre-sessional English Language module in their first year of study at the university.

(b) Exemption from *ENG3000 University English for Senior Entrants* will be granted to Year-3 entrants with an Associate Degree or Higher Diploma qualification joining the University from AY2022/23 onwards if they have attained any one of the following English Language qualifications:

- Level 3 or above in English Language in HKDSE
- IELTS (Academic) (6.0)
- TOEFL (540 paper-based, 200 CBT, or 75 iBT)
- TOEIC (680)
- CET-4 (490)

(c) All Year-3 entrants joining the University from AY2022/23 onwards are required to complete and pass *ENG3002 English for Professional Communication* in the Common Core English curriculum in their first year of study at the university.

4. Non-Chinese Speaking Applicants

4.1 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 learnt 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 learnt 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.

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

6. Application Fees

6.1 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); 79 (internet-based) in TOEFL; or
 - 2.3 A minimum of 6.0 in IELTS (Academic) Test; 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. The entrance requirements of English proficiency for admission to the Master of Arts in Chinese (MA-CHI) Programme are exempted.
4. Non-standard Entrants

The admission of non-standard entrants to taught postgraduate programmes of the University will be considered on a case-by-case basis by the Chairman of the Graduate Studies Committee. Admission of non-standard entrants is capped at 5% of the approved intake of taught postgraduate programmes in the respective academic year.

5. 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 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.

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

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

(Please refer to P.51 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 at HSUHK.

- *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.

- **Graduates:** 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 an application for reinstatement to the Registry. Approval for reinstatement of deregistered students will be granted by the Registrar on a case-by-case basis.

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

3.3.5 Fees apply to application of reinstatement.

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 student's own country 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 would 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.
- 4.7 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 would be deregistered from the University.

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 S10.

- 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 their Personal Tutor 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 (cGPA) 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 counted as part of the study period.

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 study period.
- 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 deregistered 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 students of the University are eligible for declaring one or more Minor Programme(s) and attain the award of Minor from the list on P.32.
- 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 Individual Departments/Schools may impose further requirements and/or restrictions on the Minor Programmes being offered. Students should check with the offering Department/School or visit the websites of the Registry or the offering Department/School for details of each Minor Programme.
- 8.4 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.
- 8.5 Only non-major modules, such as Business Education modules, Common Core Curriculum modules or Free Electives, can be double-counted for the award of Minor. There may be pre-requisite for the modules required for a particular Minor Programme.
- 8.6 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.
- 8.7 Students cannot claim a Minor Programme from the Major Programme/Concentration in which s/he is enrolled.
- 8.8 Students must formally declare their Minor Programme(s) at the last semester of their final year of studies. Subsequent changes to or late submission of the declaration will not be considered.
- 8.9 The award of Minor, if approved, will only be recorded in the academic transcript but not on the graduation certificate nor the qualification/award title.
- 8.10 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

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 student's own country 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”.

10. Credit Transfer / Module Exemption for Senior-year Entrants

- 10.1 Credit transfer/Module exemption may be granted to students who have completed an Associate Degree or Higher Diploma, or who are studying or have studied a degree programme in other accredited tertiary institutions before admission to the University.
- 10.1.1 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.
- 10.1.2 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.
- 10.1.3 No credit transfer should be granted to Year-1 entrants but if deemed appropriate, module exemption up to 15 credits may be granted on a case-by-case basis. 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 cumulative GPA (cGPA).

- 10.2 No credit transfer/module exemption 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.
- 10.3 In addition to the policy on credit transfer/module exemption, senior-year entrants also need to comply with the prevailing policy governing credit transfer for the Common Core Curriculum approved by the University.
- 10.4 The qualification/award in relation to the credits to be transferred or modules to be exempted should normally be earned not more than six years before admission to the University.
- 10.5 The credits transferred will be counted towards the graduation requirements but will be excluded from the calculation of the student's cGPA.
- 10.6 Credit transfer/module exemption will normally be processed once before the commencement of the first semester following admission to the programme.
- 10.7 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).
- 10.8 Credit transfer/module exemption will be reviewed and approved by the Programme Director or his/her designate.

11. Study Load

11.1 Normal Study Load

11.1.1 An academic year covers two semesters and a summer term.

11.1.2 Depending on the graduation requirements of respective programmes, students are normally required to study 12 to 18 credits, in each semester (and up to 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.

11.2 Taking Extra Modules or Taking Modules beyond Normative Study Period (with Additional Fee)

11.2.1 Students may wish to take extra modules to supplement deficient programme requirements or for early graduation.

11.2.2 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.

11.2.3 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.

11.2.4 Students should also mind that they would 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 by the Government

according to the actual study period and capped by the normal duration of study.

11.3 Under-loading

- 11.3.1 Full-time students reducing their study load to fewer than 12 credits and 4 modules in a semester due to Academic Warning/ Academic Probation will be regarded as under-loading students.
- 11.3.2 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).
- 11.3.3 However, tuition fee in total for the award of an undergraduate degree programme should be settled in full upon graduation by any under-loading students, irrespective whether the student managed to complete the programme by the end of the normative study period or in a time frame shorter than the normative study period by taking more module(s) in subsequent semesters.

12. Module Registration/Add/Drop

12.1 Semester Length and Class Hours

- 12.1.1 Semester 1 and Semester 2 normally last for 14 weeks each and the Summer Term normally lasts for 7 weeks.
- 12.1.2 Classes will normally be arranged between 9am to 10pm, Monday to Saturday. Nevertheless on some occasions as circumstances required, classes may have to be arranged outside these hours.
- 12.1.3 10 minutes will be allowed between each class session for switching classroom.

12.2 Module Registration

- 12.2.1 Except for Year-1 students in their first semester of study, 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.
- 12.2.2 The module registration exercise will be conducted online via the Module Registration System two to three weeks before commencement of each semester/term.
- 12.2.3 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.

12.3 Module Add/Drop

- 12.3.1 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.
- 12.3.2 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.
- 12.3.3 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.

12.4 Withdrawing from a Module

- 12.4.1 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.
- 12.4.2 Students who wish to withdraw from a module must submit an application form to the Registry, stating the justifications for withdrawal, by the end of the 7th teaching week for that semester. Module withdrawal is not allowed for the Summer Term.
- 12.4.3 Students with a study load of 12 credits or less in a regular semester are not allowed to withdraw any modules.
- 12.4.4 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.
- 12.4.5 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.
- 12.4.6 No refund/waiver of tuition fees will be made for the withdrawn module(s) in any circumstances.

13. Retaking Modules

- 13.1 If a student received a Fail grade, i.e. Grade F, in a module, s/he may retake that module.
- 13.2 Students can retake any module that they have passed when his/her cumulative GPA (cGPA) falls below 2.0 in order to fulfill the graduation

requirement.

- 13.3 Students can retake a module that they have passed with a grade “C” or below to improve his/her cGPA. Except for fulfilling the graduation requirement as mentioned in S13.2, 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.
- 13.4 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.
- 13.5 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.
- 13.6 All the grades, including the “F” 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.
- 13.7 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.

14. Assessments, Attendance, Leave of Absence and Examinations

- 14.1 Except otherwise stated, the stipulations in this section are applicable to all classes, assignments, assessments and examinations, irrespective of the formats in which they are delivered or arranged.

14.2 Assessments

- 14.2.1 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.
- 14.2.2 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.
- 14.2.3 Assessment of individual component of assessed work of each module shall follow the Outcome-based Teaching and Learning (OBTL) module assessment rubrics.
- 14.2.4 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.

14.3 Attendance and Leave of Absence

- 14.3.1 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.
- 14.3.2 Students shall attain an attendance rate of 80% of all the meetings of a module in order to be eligible for sitting the

end-of-module examination. 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 module teacher in consultation with the Head of Department. If attending a class is not possible owing to justifiable reasons, students should report their absence from class to the module teacher for advice and assistance.

14.3.3 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.

14.3.4 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 in advance or within three working days after resumption of study if appropriate. They must submit the appropriate application form with supporting documents. Approval will be granted by the Registrar on a case-by-case basis.

14.4 Examinations

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

14.4.2 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 module teacher in consultation with the Head of Department.

14.4.3 Make-up Examinations

14.4.3.1 If 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 the decision of the Registrar on make-up examination shall be final. Students should not assume that make-up examinations will be granted once they have submitted the application with the stated grounds. However, a student is not eligible to apply for make-up examinations if s/he is not allowed to attend the examination. S/he will be deemed to have failed the module because the attendance of the module concerned is less than 80%.

14.4.3.2 Approval for make-up examinations may be granted for

- (a) hospitalization due to serious medical reasons, contraction with a highly contagious disease or undergoing 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 student's own country to partake in activities, etc.

- 14.4.3.3 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.
- 14.4.3.4 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).
- 14.4.3.5 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.
- 14.4.3.6 Application for make-up examinations must be submitted to the Registry within three calendar days after the original examination is held.
- 14.4.3.7 Fees and charges apply to application for make-up examination.

14.4.4 Examination for Students with Special Education Needs (SEN)

- 14.4.4.1 Students with special education needs due to physical or other learning disabilities can request for special examination arrangements by submitting their applications with relevant supporting documents to the Student Affairs Office by the stipulated deadline.

- 14.4.4.2 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.
- 14.4.4.3 The application for special examination arrangements 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.
- 14.4.4.4 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.

15. Grades, Grade Points Equivalent and Students' Performance

- 15.1 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	

Grade	Grade Point	Broad Interpretation
D+	1.30	Marginal
D	1.00	
F	0.00	Unsatisfactory

15.2 For modules which adopt pass/fail grading the following grades will be shown on the academic transcript.

Grade	Grade Point
Pass (or with distinction/ credit/merit)	N/A
Fail	N/A

15.3 Calculation of Grade Point Average (GPA)

15.3.1 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.

15.3.2 All the grades, including the “F” 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 cumulative GPA (cGPA).

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

15.3.4 The cGPA is the GPA for all modules taken at the time of calculation.

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

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

15.4 Students' Performance

15.4.1 Students' performance is reflected and monitored by the cGPA that they attained. The academic performance of a student will be reviewed at the end of each semester. Appropriate guidance and assistance will be provided to students as deemed appropriate and feasible.

15.4.2 Academic Warning and Academic Probation

15.4.2.1 Students whose cGPA falls between 1.7 and 1.99 in any one semester will receive an "Academic Warning" (AW). If a student obtains a cGPA of 2.0 or above in the following semester, the Academic Warning will be removed.

15.4.2.2 Students whose cGPA falls below 1.7 in any one semester will be put on "Academic Probation" (AP). The Academic Probation status will remain in place until their cGPA rises to 1.7 or above.

15.4.2.3 Students who have received an Academic Warning are strongly advised to reduce his/her study load in the subsequent semester to *no more than 15 credits* (including the retake module(s)) and to *no more than 12 credits* in the case of Academic Probation, subject to availability of the module(s) and timetabling arrangements.

15.4.3 Discontinuation of Study (resulting from Unsatisfactory Academic Performance)

15.4.3.1 The University may discontinue the study of a student if

- a) his/her cGPA is below 1.0 for two consecutive semesters; or
- b) starting the second semester of study, his/her cGPA falls below 1.7 for three consecutive semesters.

15.4.4 Assistance to Underperformed Students

- 15.4.4.1 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.
- 15.4.4.2 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. For potential discontinuation cases, 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.
- 15.4.4.3 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.

- 15.4.4.4 For cases that warrant discontinuation and recommended for continuation after consulting relevant Programme Directors, they will be presented to the Department/School Examinations and Assessment Committee (D/SEAC) for noting and the University Examinations and Assessment Committee (UEAC) for deliberation and endorsement.
- 15.4.4.5 The endorsed list of discontinued students will have to be submitted by UEAC to the Academic Board (AB) for approval.
- 15.4.4.6 Discontinued students in general will not be admitted to the University to study the same programme within the following academic year.

16. Grade Review and Endorsement/Approval of Final Results of Modules

- 16.1 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.
- 16.2 Request for grade review shall be made within **three calendar days** upon the release of module grades, by specific application form with the stipulated application fees, to the Registry.
- 16.3 A student can apply for grade review of up to **three** modules per semester.
- 16.4 A student is not eligible to apply for grade review if s/he is deemed to have failed the module because s/he is not allowed to attend the

examination or his/her assessment is not accepted resulted from unfulfillment of attendance requirements.

- 16.5 The review will be conducted and approved by respective Department/ School Examinations and Assessment Committee (D/SEAC). The decision of D/SEAC on grade review shall be final.
- 16.6 After the approval of 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 noting.
- 16.7 If the review warrants a change of grade, the Registry will revise the record, notify and refund the grade review applicant accordingly.
- 16.8 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.
- 16.9 Approved grade review results shall be released to the applicants within **three calendar weeks** after the application for grade review is closed.
- 16.10 Fees and charges apply to application for grade review.

17. Graduation and Award Classification

17.1 Application for Graduation

- 17.1.1 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.

- 17.1.2 A nominal continuation 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.
- 17.1.3 Application for graduation, once submitted, cannot be withdrawn. Students who are able to graduate and have applied for graduation 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.
- 17.1.4 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.

17.2 Graduation Requirements

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

17.2.1 Academic Graduation Requirements

- 17.2.1.1 Students must have obtained a cumulative GPA of 2.0 in order to graduate.
- 17.2.1.2 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 Arts (Honours) in Arts and Culture Communication (BA-ACC)*
- *Bachelor of Arts (Honours) in Art and Design (BA-AD)*
- *Bachelor of Arts (Honours) in Chinese (BA-CHI)*
- *Bachelor of Arts (Honours) in Convergent Media and Communication Technology (BA-CMCT)*
- *Bachelor of Arts (Honours) in English (BA-ENG)*¹
- *Bachelor of Arts (Honours) in Psychology (BA-PSY)*
- *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 Financial Analysis and FinTech (BBA-FAFT)*
- *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)*
- *Bachelor of Business Administration (Honours) in Marketing (BBA-MKT)*

¹ The credit requirement for graduation applies to Year-1 cohort admitted from AY2021/22, Year-2 cohort admitted from AY2022/23 and Year-3 cohort admitted from AY2023/24 onwards.

- *Bachelor of Business Administration (Honours) in Professional Accountancy (BBA-PA)*
- *Bachelor of Business Administration (Honours) in Supply Chain Management (BBA-SCM)*¹
- *Bachelor of Science (Honours) in Applied Computing (BSc-AC)*²
- *Bachelor of Science (Honours) in Data Science and Business Intelligence (BSc-DSBI)*
- *Bachelor of Social Sciences (Honours) in Asian Studies (BSocSc-AS)*

123 credits for the following undergraduate programme:

- *Bachelor of Social Sciences (Honours) in Philosophy, Politics and Economics (BSocSc-PPE)*

126 credits for the following undergraduate programmes:

- *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)*
- *Bachelor of Journalism and Communication (Honours) (BJC)*³
- *Bachelor of Management Science and Information Management (Honours) (BMSIM)*¹

¹ The credit requirement for graduation applies to Year-1 cohort admitted from AY2022/23 and Year-3 cohort admitted from AY2024/25 onwards.

² The credit requirement for graduation applies to Year-1 cohort admitted from AY2021/22 and Year-3 cohort from AY2023/24 onwards.

³ The credit requirement for graduation applies to Year-1 cohort admitted from AY2021/22, Year-2 cohort admitted from AY2022/23 and Year-3 cohort admitted from AY2023/24 onwards.

- *Bachelor of Science (Honours) in Business Analytics and Information Management (BSc-BAIM)* ¹

135 credits for the following undergraduate programme:

- *Bachelor of Translation with Business (Honours) (BTB)* ²

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

17.2.1.4 All undergraduate students are required to complete the Common Core Curriculum in order to graduate. Please refer to the website of Common Core Curriculum Office (CCCO) for details.

17.2.2 University Graduation Requirements

In addition to Academic Graduation Requirements, students are required to fulfill the following University Graduation Requirements in order to graduate.

Requirements for Non-standard Entrants

17.2.2.1 Students admitted through non-standard entry to Year 1 of any undergraduate programmes of the University 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.

¹ The credit requirement for graduation applies to Year-1 cohort admitted from AY2025/26 and Year-3 cohort admitted from AY2027/28 onwards.

² The credit requirement for graduation applies to Year-1 cohort admitted from AY2022/23, Year-2 cohort admitted from AY2023/24 and Year-3 cohort from AY2024/25 onwards.

Requirements for Senior-year Entrants

17.2.2.2 Students admitted to Year 2 or Year 3 of any undergraduate programmes of the University are required to complete and pass specified English Language modules. Please refer to the respective sections on “Enhancement of Proficiency in English for Year-2 Entrants” and “Enhancement of Proficiency in English for Year-3 Entrants” under “Admissions” of the Academic Regulations for details.

Language Competency Exit Requirements

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

17.2.2.4 All students are required to fulfill the following language competency exit requirements:

	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) ¹ 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)
	Students who fail to meet this requirement after at least two attempts and have taken ENG2000 IELTS Workshops before can take and pass (obtain “pass with credit” or above for the BA-ENG Programme) ENG4000 English Proficiency Course at their own cost to make up for the exit requirement	Students who fail to meet this requirement after at least one attempt can take and pass CHN4000 Putonghua Oral Training Enhancement Course at their own cost to make up for the exit requirement

	English	Putonghua
Validity	Attained any time before being admitted to or before graduation from the University	Attained any time before being admitted to or before graduation from the University
Reimbursement ² 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)
Exemption	Not applicable	Non-Chinese Speaking Students (NCS) ³ are exempted from this requirement.

¹ 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.

² Reimbursement of test fee only applies to IELTS (Academic) Test or Putonghua Proficiency Test taken while the student is studying at HSUHK.

³ Admitted to the University as NCS defined by EDB, i.e. those who have learnt Chinese for less than 6 years while receiving primary and secondary education or those who have learnt 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.

iGPS Units and College Assembly

17.2.2.5 The University adopted the framework of iGPS Units and College Assembly as part of the university graduation requirements for the students of the University. 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

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

17.2.3 Exemption

- 17.2.3.1 Students who are unable to fulfill the University graduation requirements of iGPS Units/College Assembly 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.
- 17.2.3.2 Applications for exemption will be considered on a case-by-case basis. The Registrar may grant full or partial exemption to the eligible students.

17.3 Award Classification

- 17.3.1 A student who fulfills the graduation requirements shall be awarded a Bachelor's degree with one of the following classifications:

Bachelor's Degree Award Classification	Minimum Cumulative GPA (cGPA)
First Class Honours	3.50*
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.

17.4 Approval of Graduation and Award Classification

- 17.4.1 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.
- 17.4.2 The module grades and grade distribution will be reviewed and approved by the Department/School Examinations and Assessment Committee (D/SEAC). For modules which are not offered by Department/School, the module grades and grade distribution will be reviewed and approved by the respective module-offering overseeing committees.
- 17.4.3 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.
- 17.4.4 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.
- 17.4.5 The list of Major and Minor Programmes graduates who have fulfilled all the academic graduation requirements and approved by the Academic Board of the University will be deemed as the final and official record of graduates.

17.5 Year of Graduation, Graduation Ceremony and Academic Regalia

- 17.5.1 Graduation Ceremony of the University, in general, will be held once a year in late November or December. The Registry will announce the exact date and time of the Ceremony in due course.

- 17.5.2 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.
- 17.5.3 Graduates who take part in the Graduation Ceremony are required to dress in black gowns and black mortarboards in style specified by the University, and wear hoods in the colours that represent their respective Schools:

School of Business: *Bright Gold and Brown*

School of Communication: *Navy and Bright Gold*

School of Decision Sciences: *Purple and Silver White*

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

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

17.6 Other Academic Honours

- 17.6.1 In recognition of students' academic excellence, a student who has taken a minimum of 12 credits in a regular semester (excluding credit(s) transferred and the Summer Term) and obtained a semester GPA of no less than 3.5 would be placed on the Dean's List for approval of the School Board in the concerned semester.
- 17.6.2 A student who has taken a minimum of 12 credits in each of the regular semester (excluding credit(s) transferred), obtained a cGPA of no less than 2.0 in the current academic year, and with significant academic improvement of at least 0.4 in the year GPA of the current academic year over the year GPA of the last academic year in the same programme, would be approved by the School Board for the Good Progress Award in the concerned academic year.
- 17.6.3 The academic honours received by the students would be recorded on the academic transcript.

18. Student Data, Student Records and Certification

18.1 Personal Data of Applicants/Students

18.1.1 Collection, Uses and Storage of Personal Data

- 18.1.1.1 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.
- 18.1.1.2 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.
- 18.1.1.3 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.
- 18.1.1.4 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.
- 18.1.1.5 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.

18.1.2 Access and Correction of Student Data

18.1.2.1 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.

18.1.2.2 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.

18.2 Student Number and Student Card

18.2.1 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.

18.2.2 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.

- 18.2.3 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.

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

- 18.2.4 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.
- 18.2.5 Misuse of Student Cards occurred at Lee Shau Kee Complex (the Complex) may result in disciplinary actions including but not exclusively suspension of the rights to use sports facilities of both the Student Card named holder and the card user. Detailed regulations of the Complex are contained in the “Lee Shau Kee Complex – Information for Users” published by the Student Affairs Office.
- 18.2.6 Cases of misuse of Student Cards in venues other than the Lee Shau Kee Complex will be handled by the academic support and administrative office concerned or 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.
- 18.2.7 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.

18.3 Student Records and Certification

18.3.1 Academic Transcript

- 18.3.1.1 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.
- 18.3.1.2 Academic transcripts designated to local or overseas addresses will be sent by ordinary mail/airmail but the University will not be responsible for any failure in mail delivery.
- 18.3.1.3 Application for Academic Transcript must be made to the Registry by the appropriate application form.
- 18.3.1.4 Administration fee will be charged for issuance and posting of the academic transcript.

18.3.2 Graduation Certificate

- 18.3.2.1 Upon successful completion of studies at the University and approval by the Academic Board, students will be invited to attend the Graduation Ceremony for conferment of award. The graduation certificates will be available for collection at the time specified by the Registry.
- 18.3.2.2 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 requested to collect their award certificates according to the collection schedule.

- 18.3.2.3 If a student has lost his/her award certificate, s/he can apply for a Letter of Certification of Graduation at the Registry.

18.3.3 Letter of Certification

- 18.3.3.1 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.
- 18.3.3.2 Administration fee will be charged for issuance of letter of certification.

19. Class/Examination Arrangements during Bad Weather and Extreme Conditions

- 19.1 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 by the Hong Kong Observatory. These special arrangements are applicable to all classes, assignments and examinations, irrespective of the formats in which they are delivered or arranged. Students should take note of these arrangements during bad weather and extreme conditions.

20. Student Discipline

(Please refer to P.139 for Policy on Student Discipline and Related Appeals)

21. Sexual Harassment, Equal Opportunities and Other Grievances/ Complaints

- 21.1 The University is committed to promoting equal opportunity in academic pursuit and employment, and 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.
- 21.2 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 and/or report officially and immediately to the Case Officers in accordance with set policy guidelines and procedures whenever s/he feels necessary to do so.
- 21.3 Any student who observes or discovers possible cases of sexual harassment on campus should also report the cases to the Case Officers.
- 21.4 Upon receipt of the written complaint and if the case is considered warranting an investigation, the Chairman of the Workgroup Against Sexual Harassment shall set up an Investigation Panel within 10 working days. The Panel shall determine and conclude whether the complaint is established and make recommendation to the Chairman of the Workgroup within 30 working days. If the Chairman 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.
- 21.5 The Policy Guidelines and Procedures for Handling Sexual Harassment Complaints are available on the University and the Student Affairs Office websites.

- 21.6 All incidents of harassment will be treated with the utmost sensitivity and confidentiality.
- 21.7 Grievances and complaints pertaining to administrative and non-academic matters can be referred to the Associate Vice-President (Development and Campus Services) (AVP(DCS)) for handling. If students are in doubt to which category their grievances belong, they can approach the Student Affairs Office for advice.

22. Fees and Payments Pertinent to Academic Regulations

22.1 Application Fee for Admission

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

22.2 Tuition Fees

- 22.2.1 The annual tuition fees for a Bachelor's degree programme for local and non-local students are listed in the Fees Schedule (P.182).
- 22.2.2 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.
- 22.2.3 Students should mind that they would 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.

- 22.2.4 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.
- 22.2.5 Students must pay their fees in full before the payment due date as shown on the debit note.
- 22.2.6 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.
- 22.2.7 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.

22.2.8 Deferred Payment of Tuition Fees

- 22.2.8.1 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 by submitting an application to the Student Affairs Office before the stipulated deadline. Applications will be considered by the Registrar on a case-by-case basis. No late application will be accepted.
- 22.2.8.2 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.

22.3 Overdue Payments and Deregistration/Re-instatement of Registration

22.3.1 The University may withhold services to students who do not settle outstanding fees and payments before the specified due date.

22.3.2 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.

22.3.3 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.

22.3.4 Deregistered students may apply for reinstatement within a grace period of three months by submitting an application to the Registry for approval of the Registrar, settling all outstanding tuition fees and penalty charges, 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.

22.3.5 Academic transcripts and other academic documents will be withheld until all outstanding tuition fees and payments have been settled.

22.4 Caution Money

22.4.1 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.

22.4.2 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.

23. Financial Assistance

- 23.1 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.
- 23.2 For other financial assistance, including scholarships, bursary schemes and concessions, please refer to the website of Student Affairs Office of the University.

(Version 11.0, June 2025)



Service quality

Timeliness

Availability

Usability

Collaborate with other partners and sub-contracting agents to widen the network

— Meaning that it is hard to satisfy with high satisfaction from customers



Academic Regulations for Taught Postgraduate Programmes

1. Medium of Instruction and Assessment

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

2. Admissions

- 2.1 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.59 for General Entrance Requirements)

3. Mode of Study

- 3.1 Taught postgraduate programmes are offered in full-time (FT) or part-time (PT) mode.

4. Registration, Withdrawal and Deregistration

4.1 Registration

- 4.1.1 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.

4.1.2 At the time of registration, students of taught postgraduate programmes can enroll in either full-time or part-time 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.

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

4.1.4 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 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 modules and do not expect to complete a degree at HSUHK.
- *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.
- *Graduates*: Students who have completed all the requirements for an academic award and the academic award has been approved by the Academic Board.

4.2 Withdrawal from Studies

4.2.1 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.

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

application for admission.

4.3 Deregistration and Re-instatement of Registration

- 4.3.1 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, 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.
- 4.3.2 Deregistered students may apply for reinstatement within a grace period of three months after they have been deregistered from the University.
- 4.3.3 Students are required to submit their application for reinstatement to the Registry. Approval for reinstatement of deregistered students will be granted by the Registrar on a case-by-case basis.
- 4.3.4 Reinstatement of student status will be granted twice at maximum for each student during his/her study at the University.
- 4.3.5 Fees apply to application for reinstatement.

5. Deferment of Study

- 5.1 Students may be permitted to defer their studies owing to health reasons, financial difficulties, representing the University or student's own country to partake in activities or other valid personal reasons.
- 5.2 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.

- 5.3 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. The student will have to re-apply for admission if s/he cannot resume study after the first semester.
- 5.4 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.
- 5.5 Applications for deferment, together with supporting documents, should reach the Registry before the commencement of the semester concerned.
- 5.6 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.
- 5.7 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.
- 5.8 Fees apply to application for deferment of study.

6. Duration of Study

6.1 Expected Programme Duration and Maximum Period of Study

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

6.1.2 The maximum duration for completing a taught postgraduate

programme is 2 years for full-time mode and 4 years for part-time mode.

6.1.3 Students may be permitted to defer their studies on justifiable grounds, such as medical reasons, financial difficulties, representing the University or student's own country 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.

6.1.4 Arrangements for deferment of study are stipulated in separate sections of the Academic Regulations.

6.2 Year of Study

6.2.1 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.

6.2.2 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".

7. Credit Transfer/Module Exemption

7.1 Credit transfer/Module exemptions may be granted for modules at the same level completed successfully at the University or in another accredited tertiary institution.

7.2 The qualification/award in relation to the credits to be transferred or modules to be exempted should normally be earned not more than eight years before admission to the University.

7.3 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 postgraduate students are required to complete at least 50% of the curriculum requirement of the admitted programme at HSUHK.

- 7.4 The credit transferred will be counted towards the graduation requirements but will be excluded from the calculation of the student's cumulative GPA (cGPA).
- 7.5 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.
- 7.6 Credit transfer/module exemption will normally 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.
- 7.7 Credit transfer/module exemption will be reviewed and approved by the Programme Director.

8. Study Load

- 8.1 All postgraduate programmes of the University adopt a trimester system, i.e. 2 regular semesters and 1 Summer Term.
- 8.2 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.
- 8.3 Students may register for modules in the Summer Term and the maximum study load for a Summer Term is 9 credits.

- 8.4 Students who do not intend to enrol 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.
- 8.5 Requests for lifting the bar of maximum study load per semester (or the Summer Term) shall be granted by the relevant Programme Director.

9. Module Registration/Add/Drop

9.1 Semester Length and Class Hours

- 9.1.1 Semester 1 and Semester 2 normally last for 14 weeks each and the Summer Term normally lasts for 7 weeks.
- 9.1.2 Classes will normally be arranged between 9am to 10pm, Monday to Saturday. Nevertheless on some occasions as circumstances required, classes may have to be arranged outside these hours.

9.2 Module Registration

- 9.2.1 Students are required to register the required core/elective modules during a module registration exercise before the commencement of each semester/term.
- 9.2.2 The module registration exercise will normally be conducted according to the instructions of individual programme offices or online via the Module Registration System two to three weeks before commencement of each semester/term.
- 9.2.3 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.

9.3 Module Add/Drop

9.3.1 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.

9.3.2 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.

10. Retaking Modules

10.1 If a student received a Fail grade, i.e. Grade F, in a module, s/he may retake that module.

10.2 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 cumulative GPA.

10.3 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.

10.4 The classification of honours that the student attained under the circumstances mentioned in S10.3 above will be capped at "Pass".

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

11. Assessments, Attendance, Leave of Absence and Examinations

11.1 Except otherwise stated, the stipulations in this section are applicable to all classes, assignments, assessments and examinations, irrespective of the formats in which they are delivered or arranged.

11.2 Assessments

- 11.2.1 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.
- 11.2.2 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.
- 11.2.3 Assessment of individual component of assessed work of each module shall follow the Outcome-based Teaching and Learning (OBTL) module assessment rubrics.
- 11.2.4 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.

11.3 Attendance and Leave of Absence

- 11.3.1 Students are expected to attend all timetabled classes and stipulated learning activities and be punctual in order to achieve the best learning outcomes.
- 11.3.2 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.
- 11.3.3 If attending a class is not possible owing to justifiable reasons, students should report their absence from class to the module teacher for advice and assistance.

- 11.3.4 Students who suffer from chronic illness and require regular medical consultations, which may affect their 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.
- 11.3.5 Students who need to be/are absent from classes for seven consecutive days or more owing to illness or other justifiable reasons must apply for an approved leave of absence in advance or within three working days after resumption of study if appropriate. They must submit their applications in writing an email, with supporting documents enclosed, to the respective Programme Office for approval by the Programme Director.

11.4 Examinations

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

11.4.2 Make-up Examinations

11.4.2.1 If a student cannot sit 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.

11.4.2.2 Application for make-up examinations must be submitted to the respective Programme Office for approval by the module teacher within three calendar days after the original examination is held.

11.4.2.3 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 take the examination of the same module in the following semester or academic year.

11.4.3 Examination for Students with Special Education Needs (SEN)

- 11.4.3.1 Students with special education needs due to physical or other learning disabilities can request for special examination arrangements by submitting applications with relevant supporting documents to the Student Affairs Office by the stipulated deadline.
- 11.4.3.2 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.
- 11.4.3.3 The application for special examination arrangements 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.
- 11.4.3.4 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.

12. Grades, Grade Points Equivalent and Students' Performance

- 12.1 For modules which adopt letter grading, 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	
F	0.00	Unsatisfactory

- 12.2 For modules which adopt pass/fail grading, the following grades will be shown on the academic transcript.

Grade	Grade Point
Pass	N/A
Fail	N/A

12.3 Calculation of Grade Point Average (GPA)

- 12.3.1 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.
- 12.3.2 All the grades, including the "F" 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 cumulative GPA (cGPA).

- 12.3.3 Modules which adopt pass/fail grading will not be counted towards the calculation of GPA.
- 12.3.4 The cGPA is the GPA for all modules taken at the time of calculation.
- 12.3.5 The semester GPA is the GPA for all modules taken in the specific semester.
- 12.3.6 The year GPA is the GPA for all modules taken in the specific academic year.

12.4 Students' Performance

- 12.4.1 Students' performance is reflected and monitored by the cGPA that they attained. The academic performance of a student will be reviewed at the end of each semester. Appropriate guidance and assistance will be provided to students as deemed appropriate and feasible.

12.4.2 Academic Warning and Academic Probation

- 12.4.2.1 Students whose cGPA falls between 1.7 and 1.99 in any one semester will receive an "Academic Warning" (AW). If the student obtains a cGPA of 2.0 or above in the following semester, the Academic Warning will be removed.
- 12.4.2.2 Students whose cGPA falls below 1.7 in any one semester will be put on "Academic Probation" (AP). The Academic Probation status will remain in place until their cGPA rises to 1.7 or above.
- 12.4.2.3 Student who are given Academic Warning or on

Academic Probation are strongly advised to reduce his/her study load in the subsequent semester.

12.4.3 Discontinuation of Study (resulting from Unsatisfactory Academic Performance)

12.4.3.1 The University may request a student to discontinue his/her study if his/her cGPA is below 1.0 for two consecutive semesters.

12.4.4 Assistance to Underperformed Students

12.4.4.1 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, 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.

12.4.4.2 For potential discontinuation cases, student 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.

12.4.4.3 For cases that warrant discontinuation and recommended for continuation after consulting relevant Schools/Departments/Programme Directors,

they will be presented to the Department/School Examination and Assessment Committee (D/SEAC) for noting and the University Examinations and Assessment Committee (UEAC) for deliberation and endorsement.

12.4.4.4 The endorsed list of discontinued students will have to be submitted by UEAC to the Academic Board (AB) for approval.

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

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

- 13.1 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.
- 13.2 Request for grade review shall be made within *three calendar days* upon the release of tentative assessment/examination results, by specific application form with the stipulated application fees, to the Registry.
- 13.3 A student can apply for grade review of up to *three* modules per semester.
- 13.4 The review will be conducted by respective Department/School Examinations and Assessment Committee (D/SEAC). The decision of D/SEAC on grade review shall be final.
- 13.5 After approval of 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 noting.

- 13.6 If the review warrants a change of grade, the Registry will revise the record, notify and refund the grade review applicant accordingly.
- 13.7 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.
- 13.8 Approved grade review results shall be released to the applicants within *three calendar weeks* after the application for grade review is closed.
- 13.9 Fees and charges apply to application for grade review.

14. Graduation and Award Classification

14.1 Application for Graduation

- 14.1.1 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.
- 14.1.2 A nominal continuation 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.
- 14.1.3 Application for graduation, once submitted, cannot be

withdrawn. Students who are able to graduate in the intended graduation semester should not register further for 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.

- 14.1.4 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.

14.2 Graduation Requirements and Award Classification

- 14.2.1 In order to be granted the taught postgraduate award, students must successfully fulfill all the graduation requirements of the named award for which they are registered.

- 14.2.2 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:

Award Classification	Minimum Cumulative GPA
Distinction	3.5
Credit	3.2
Pass	2.0

14.3 Approval of Graduation and Award Classification

- 14.3.1 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.

- 14.3.2 The module grades and grade distribution will be reviewed and approved by the Department/School Examinations and Assessment Committee (D/SEAC).
- 14.3.3 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/Schools.
- 14.3.4 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.
- 14.3.5 The list of graduates approved by the Academic Board of the University will become the final and official record of graduates.

14.4 Year of Graduation, Graduation Ceremony and Academic Regalia

- 14.4.1 Graduation Ceremony of the University, in general, will be held once a year in late November or December every year. The Registry will announce the exact date and time of the Ceremony in due course.
- 14.4.2 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.
- 14.4.3 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: *Bright Gold and Brown*

School of Communication: *Navy and Bright Gold*

School of Decision Sciences: *Purple and Silver White*

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

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

14.5 Other Academic Honours

14.5.1 In recognition of students' academic excellence, a student who has taken a minimum of 6 credits in a regular semester (excluding credit(s) transferred and the Summer Term) and obtained a semester GPA of no less than 3.5 would be placed on the Dean's List for approval of the School Board in the concerned semester.

14.5.2 The academic honours received by the students would be recorded on the academic transcripts.

15. Student Data, Student Records and Certification

15.1 Personal Data of Applicants/Students

15.1.1 Collection, Uses and Storage of Personal Data

15.1.1.1 The personal particulars of an applicant provided to the online admission system at the time of application for admission 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.

- 15.1.1.2 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.
- 15.1.1.3 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.
- 15.1.1.4 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.
- 15.1.1.5 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.

15.1.2 Access and Correction of Student Data

- 15.1.2.1 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.

- 15.1.2.2 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.

15.2 Student Number and Student Card

- 15.2.1 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.
- 15.2.2 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.
- 15.2.3 Student Cards of graduates will be deactivated according to the following timeline, 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 when the Student Cards are deactivated.

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

- 15.2.4 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.
- 15.2.5 Misuse of Student Cards occurred at Lee Shau Kee Complex (the Complex) may result in disciplinary actions including but not exclusively suspension of the rights to use sports facilities of both the Student Card named holder and the card user. Detailed regulations of the Complex are contained in the “Lee Shau Kee Complex – Information for Users” published by the Student Affairs Office.
- 15.2.6 Cases of misuse of Student Cards in venues other than Lee Shau Kee Complex will be handled by the academic support and administrative office concerned or 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.
- 15.2.7 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.

15.3 Student Records and Certification

15.3.1 Academic Transcript

- 15.3.1.1 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 .
- 15.3.1.2 Academic transcripts designated to local or overseas addresses will be sent by ordinary mail/ airmail but the University will not be responsible for any failure in mail delivery.
- 15.3.1.3 Application for Academic Transcript must be made to the Registry by the appropriate application form.
- 15.3.1.4 Administration fee will be charged for issuance and posting of the academic transcript.

15.3.2 Graduation Certificate

- 15.3.2.1 Upon successful completion of studies at the University and approval by the Academic Board, students will be invited to attend the Graduation Ceremony for conferment of award. The graduation certificates will be available for collection at the time specified by the Registry.
- 15.3.2.2 The University will take uncollected certificates into custody but cannot guarantee against any

loss 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 requested to collect their award certificates according to the collection schedule.

15.3.2.3 If a student has lost his/her award certificate, s/he can apply for a letter of certification at the Registry.

15.3.3 Letter of Certification

15.3.3.1 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.

15.3.3.2 Administration fee will be charged for issuance of letter of certification.

16. Class/Examination Arrangements during Bad Weather and Extreme Conditions

(Please refer to P.102 for Class/Examination Arrangements during Bad Weather and Extreme Conditions)

17. Student Discipline

(Please refer to P.139 for Policy on Student Discipline and Related Appeals)

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

- 18.1 The University is committed to promoting equal opportunity in academic pursuit and employment, and 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 and/or report officially and immediately to the Case Officers 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 on campus should also report the cases to the Case Officers.
- 18.4 Upon receipt of the written complaint and if the case is considered warranting an investigation, the Chairman of the Workgroup Against Sexual Harassment shall set up an Investigation Panel within 10 working days. The Panel shall determine and conclude whether the complaint is established and make recommendation to the Chairman of the Workgroup within 30 working days. If the Chairman 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 University and the Student Affairs Office websites.

- 18.6 All incidents of harassment will be treated with the utmost sensitivity and confidentiality.
- 18.7 Grievances and complaints pertaining to administrative and non-academic matters can be referred to the Associate Vice-President (Development and Campus Services) (AVP(DCS)) for handling. If students are in doubt to which category their grievances belong, they can approach the Student Affairs Office for advice.

19. Fees and Payments Pertinent to Academic Regulations

19.1 Application Fee for Admission

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

19.2 Tuition Fees

- 19.2.1 The tuition fees are chargeable every semester and calculated by the number of credits registered for the semester, and should be paid by the prescribed payment due date after the Module Add/Drop period.
- 19.2.2 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.

19.3 Overdue Payments and Deregistration/Re-instatement of Registration

- 19.3.1 The University may withhold services to students who do not settle outstanding fees and payments before the specified due date.
- 19.3.2 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.

- 19.3.3 If no payment is received on or before the tuition fees payment due date, the University will deregister the student concerned.
- 19.3.4 Deregistered students may apply for reinstatement within a grace period of three months by submitting an application to the Registry for approval of the Registrar, settling all outstanding tuition fees and penalty charges, 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.
- 19.3.5 Academic transcripts and other academic documents will be withheld until all outstanding tuition fees and payments have been settled.

19.4 Caution Money

- 19.4.1 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.
- 19.4.2 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. Financial Assistance

- 20.1 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.
- 20.2 For other financial assistance, including scholarships, bursary schemes and concessions, please refer to the website of Student Affairs Office of the University.

(Version 11.0, June 2025)



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 students to demonstrate sound moral character and behave themselves in a way that shows responsibility to the University and the community as well.
- 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 rule and regulation 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 laws;
 - (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. noise 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 Residential Colleges;
- (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 by whatever means during examinations/assessments;
- (b) Using unauthorized materials or communication devices during examinations/assessments;
- (c) Violating the rules and regulations of examinations/assessments;
- (d) Engaging someone to impersonate another student to sit an examination/assessment or to impersonate others to take an examination/assessment;
- (e) Patronizing or providing services with or without pay to undertake module assignment, assessment or examination;
- (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 Academic integrity in relation to examinations or assessments is applicable to all formats of examinations/assessments.

1.6.5 All students are required to use the recognized plagiarism

detection software, including **VeriGuide** and **Turnitin** for originality check before submitting an assignment and the originality check report should be submitted together with the assignment. The submission date of the assignment and the checking result of plagiarism detection software, whichever is later, would be taken as the final submission date of the assignment.

- 1.6.6 Use of the recognized software for originality check is mandatory for all modules, except for modules which by their very special nature render the use of the plagiarism detection software inapplicable, e.g. accounting, interpreting modules, etc.

1.7 Procedures for Handling Student Disciplinary Issues

- 1.7.1 Any member of the University community who observes or discovers an academic or behavioural 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. It rests with the discretion of the SSDC Chairman to accept case reports made beyond fourteen working days of the incident. Anonymous reports will generally not be considered.
- 1.7.2 Once the SSDC received written report of a case, its Chairman will, in consultation with SSDC members if necessary, 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 If the case is under police investigation and court hearings, the case will be handled by SSDC or USDC after the court proceedings are completed.
- 1.7.8 Disciplinary cases that involved students of more than one School shall be referred directly to USDC for handling.
- 1.7.9 Some academic support and administrative offices may have its own set of rules and regulations for users to observe, e.g. the Library and the Sports Facilities of the Student Affairs Office. In the event that any academic support and administrative offices encounter minor or trivial cases of students' behavioural misconduct, the Heads of the respective office(s) shall determine if the case requires attention of SSDC or USDC. If the 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.

- 1.7.10 Since the University upholds academic integrity and adopts zero tolerance to academic dishonesty, academic misconduct will not fall into the scope of minor or trivial misconduct in any case. If an academic dishonesty case is received by the module teacher or academic Department/School, it should be reported to SSDC of the School by which the concerned module is offered for handling according to the procedures set out in S1.7.1 to S1.7.5 above.
- 1.7.11 USDC may impose disciplinary actions which USDC deemed appropriate on the student concerned (except suspension/discontinuation of study).
- 1.7.12 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.
- 1.7.13 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 record on the academic transcript, and will be removed from the academic transcript by the time of graduation if no further offence is committed;
 - (d) Disciplinary record on the 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 record on the academic transcript, and will be removed from the academic transcript by the time of graduation if no further offence is committed;
- (f) Disciplinary record on the academic transcript permanently;
- (g) Suspension of study at the University for a specified period of time;
- (h) Discontinuation of study at the University;
- (h) Revocation of the academic awards conferred; and
- (i) 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 For the disciplinary cases which were handled by SSDC in the first instance:

1.9.1.1 The student concerned may appeal against the decision of SSDC and such appeal cases shall be reviewed by a higher level of student disciplinary body, i.e. USDC. Request for appeal against the decision of SSDC shall be made in writing to USDC within **seven working days** after the student has been notified of the disciplinary actions to be taken. It rests with the discretion of the Chairman of USDC to accept request for appeal made beyond seven working days of notification.

1.9.1.2 Appeals will normally be considered on the basis of:

- a. procedural irregularities in the investigation process by SSDC;
- b. fresh evidence which for good reasons have not been presented previously in the investigation process; or
- c. the disciplinary action(s) imposed was/were inappropriate or disproportionate in light of all relevant factors including but not limited to the nature and seriousness of the misconduct.

1.9.1.3 If an appeal request is accepted by USDC, USDC may, upon due consideration, aggravate, sustain or mitigate the disciplinary actions imposed or approved by SSDC. The intended appellant should be reminded of the possible outcomes before submitting an appeal request.

1.9.1.4 The decision for appeal of USDC shall be final and there shall be no further appeal.

1.9.2 For the disciplinary cases which were handled by USDC in the first instance:

1.9.2.1 Requests for appeals against the decision of USDC should be made in writing by the student concerned to

the Vice-President (Learning and Student Experience) (VPLSE) within **seven working days** after s/he has been notified of the disciplinary actions to be taken. It rests with the discretion of VPLSE to accept request for appeal made beyond seven working days of the notification.

1.9.2.2 Appeals will normally be considered on the basis of:

- a. procedural irregularities in the investigation process by USDC;
- b. fresh evidence which for good reasons have not been presented previously in the investigation process; or
- c. the disciplinary action(s) imposed was/were inappropriate or disproportionate in light of all relevant factors including but not limited to the nature and seriousness of the misconduct.

1.9.2.3 VPLSE will consider the appeal request to see if the case warrants a review. If a review is called for, VPLSE will set up a Student Appeal Panel (SAP) to conduct the review and make recommendations thereof.

1.9.2.4 Upon due consideration, SAP may aggravate, sustain or mitigate the disciplinary actions imposed or approved by USDC. The intended appellant should be reminded of the possible outcomes before submitting an appeal request.

1.9.2.5 The decision for appeal of SAP shall be final and there shall be no further appeal.

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

(Version 7.0, July 2025)



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)



School of
Business

Bright Gold and
Brown



School of
Communication

Navy and
Bright Gold



School of
Decision Sciences

Purple and
Silver White



School of
Humanities and
Social Science

Forest Green
and Dark Blue



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
Humanities and
Social Science

School of
Translation and
Foreign Languages

Hood: in colours that represent respective Schools:



School of
Business

Bright Gold
and Brown



School of
Communication

Navy and
Bright Gold



School of
Decision Sciences

Purple and
Silver White



School of
Humanities and
Social Science

Forest Green
and Dark Blue



School of
Translation and
Foreign Languages

Maroon and
Forest Green

Centres & Institutes



Centres and Institutes

Asia-Pacific ASEAN Green Deal Centre

亞太東盟綠色政策中心

Co-Director: Dr. LEUNG Wai Keung, John 梁偉強博士

Big Data Intelligence Centre

大數據智能中心

Director: Dr. LAM Hoi Yan, Cathy 藍凱欣博士

Associate Director: Dr. LAM Shu Yan, Benson 林樹仁博士

Associate Director: Dr. LI Tan 李檀博士

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

Centre for Communication Studies

傳播研習中心

Director: Dr. LUK Koon Yung, Fred 陸觀勇博士

Associate Director: Dr. WONG Ka Yee, Janice 黃嘉兒博士

Centre for Greater China Studies

大中華研究中心

Director: Professor KAO Lang 高朗教授

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

Associate Director: Dr. SHI Yuda, Todd 施雨達博士

Associate Director: Dr. WANG Shiru 王世茹博士

Centre for Innovation and Entrepreneurship

創新及創業中心

Director: Professor FU Ho Ying, Jeanne 符可瑩教授

Associate Director: Dr. CHUNG Ho Ying, Holly 鍾可盈博士

Centre for Management as a Liberal Art

博雅管理學研中心

Co-Director: Dr. LEUNG Wai Keung, John 梁偉強博士

Co-Director: Dr. WANG Julia 王光麗博士

Centre for Public Policy Research

公共政策研究中心

Director: Dr. HUNG Po Wah, Eva 孔寶華博士

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

Associate Director: Dr. TANG Kin Yat, Gary 鄧鍵一博士

Centre for Teaching and Learning 教與學發展中心

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

Director, Virtual Reality Centre:

Dr. WONG Yin Cheung, Eugene 黃彥璋博士

Associate Director (Digital Learning Section):

Dr. HO To Sum, George 何道森博士

Associate Director (Service Learning Section):

Dr. CHAN Chi Ming, Victor 陳志明博士

Associate Director (Teaching and Learning Enhancement Section):

Dr. CHOY Hiu Ying, Christine 蔡曉瑩博士

Chinese Family Succession Research Centre 華人家族傳承研究中心

Co-Director: Professor TSE Kwai Che, David 謝貴枝教授

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

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

GBA Brand Development Centre 大灣區品牌發展中心

Director: Professor TSO Hung, Scarlet 曹旨言教授

Associate Director: Mr. WONG Sidney 王錫堯先生

GILT Research Centre (Globalisation, Internationalisation, Localisation and Translation) **GILT**（全球化、國際化、本地化和翻譯）研究中心

Director: Dr. SIU Sai Cheong 蕭世昌博士

Cloud Innovation School 雲創學院

Head: Dr. WU Chun Ho, Jack 胡鎮浩博士

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. CHOW Yi Hang, Eden 周懿行博士

Research Centre for ESG ESG 研究中心

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

Associate Director (Administration and Knowledge Transfer):

Dr. CAO Xiaping, Jerry 曹夏平博士

Research Centre for Translation of Buddhist Texts 佛學文獻翻譯研究中心

Director: Dr. SIU Sai Yau 蕭世友博士

Research Institute for Business 商學研究所

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

Start-up and SME Resource Centre

初創及中小企資源中心

Director: Dr. LEI Hong Weng, Lawrence 李康穎博士

Associate Director: Dr SIU Yam Wing 蕭蔭榮博士

Associate Director: Dr. ZENG Jing, Kevin 曾靖博士

Supply Chain Excellence and Innovation Centre

供應鏈卓越創新中心

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

Associate Director: Dr. HO Chi Kuen, Danny 何熾權博士

The Centre for Humanistic Buddhism

人間佛教應用研習中心

Co-Director: Dr. SIU Sai Cheong 蕭世昌博士

Co-Director: Dr. KOO Chun Kwong, Tony 高鎮光博士

The Centre for Quality Standard and Management

質量標準與管理中心

Director: Dr. LEUNG Wai Keung, John 梁偉強博士

Deputy Director: Professor CHAU Ka Yin, Gavin 周家賢教授

Associate Director: Dr. CHAN Ki Hing, Brian 陳祺興博士

Tin Ka Ping Institute for Chinese Language and Culture

田家炳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: Professor TAN Mei Ah 陳美亞教授

Student & Campus Life



Student Services and Campus Life

Student Development, Social and Community Engagement

Student Affairs Office (SAO) plays a crucial role in organising a diverse range of student development programmes and support students in the conduct of activities through the formation of student organisations, including the Students' Union, Student Associations, Residents' Associations as well as student-initiated clubs and societies. Students grow and develop as they put their ideas into practice and promote the uniqueness of their organisations to foster a vibrant campus life. Besides, SAO also provides financial support to student organisations and individual undergraduate students in organising student-led activities and engaging in university-recognised conferences and competitions. In addition to the support services and activities available to all undergraduate students, there are specific services tailored to meet the unique needs of students from Mainland China.

Among the popular training programmes organized by SAO is the Student Ambassador Programme. This programme provides leadership training to a selected group of visionary students who are dedicated to serving the University. Student Ambassadors act as representatives of the University and engage in various activities such as campus tours, Programme Consultation Day and official university-wide ceremonies. Through their involvement in the programme, Student Ambassadors develop valuable skills in public speaking, teamwork and event management.

Students are also encouraged to participate in a variety of student groups, community engagement initiatives and campus life enrichment events, including Flag-raising Group, Putonghua Debating Team, Wu Zhi Qiao Team, University-YMCA, A Cappella Group, the Sinfonietta, and HSUHK Chill Muse.

Encouraging students to participate in community engagement is one of the key approaches to fostering student development. Thematically based community engagement programmes will allow students to gain service experience and apply their knowledge to serve the community.

Student Exchange Programme and Other Global Learning Opportunities

To broaden students' global and cultural perspectives, HSUHK has been actively reaching out to universities in different parts of the world to create exchange opportunities for students. The University has established academic exchange partners with global institutions covering Australia; Asian countries and regions, including India, Indonesia, Japan, Macao, Mainland China, Malaysia, Mongolia, the Philippines, Singapore, South Korea, Taiwan and Thailand; Europe, including Austria, Belgium, Croatia, Czech Republic, Denmark, Finland, France, Germany, Ireland, Italy, Latvia, Lithuania, Monaco, the Netherlands, Norway, Poland, Romania, Spain, Sweden, Switzerland, Turkey and the United Kingdom; Canada and the US in North America; as well as Israel 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 travel abroad to participate in short-term learning programmes in various institutions to learn out-of-classroom during their winter and summer breaks.

Career Guidance and Local, Mainland & Overseas Internship Opportunities

To prepare HSUHK students for their future careers, the university adopts a comprehensive strategy that incorporates early career planning, practical experience, and thorough job-hunting preparation, ensuring that students not only acquire professional knowledge and skills but also gain the vital experience needed to thrive in the global job market after graduation.

The Early Career Programme at HSUHK offers a holistic introduction to the workplace and career planning. In this programme, students develop an understanding of life and career trajectories through engaging activities such as AI-driven workplace simulations and short-term job tasting schemes. The Data Boot Camps in the programme also equip students with essential data literacy, presentation, and analytical skills, preparing them to excel in the AI and digital era.

To provide students with practical work experience and essential workplace skills, HSUHK offers over 1,500 internship opportunities annually from more than 400 companies, covering not only Hong Kong, but also Mainland and countries across the globe including Australia, Germany, Japan, Singapore, Spain, the UK, and the USA. Career exploration tours further broaden students' perspectives on various industries in Mainland and overseas and include real projects with international companies.

HSUHK ensures that students are well-prepared to enter the job market through innovative resources like the ChatGPT Job Application Preparation Series and a one-stop Career Preparation Platform which help students master crucial job application components such as CV writing, interviews, and aptitude tests. Tailored career consultation sessions further refine students' CVs and interviewing techniques. Meanwhile, a variety of career events, including recruitment talks, Career Connections Day, the HSUHK Careers Fair, and seminars on further studies, are organised regularly to facilitate students' access to the latest career information from the market.

Students Achievements

HSUHK students are 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, our students grow and develop as all-rounded individuals. Their achievements in academic and co-curricular aspects are fully demonstrated by the prizes they have 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 explore their talents in different sports. There are 14 sports teams established at HSUHK, including Basketball, Table Tennis, Fencing, 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 organisations. The SAO also offers credit-bearing Physical Education modules, provides sports facilities and organises regular activities for students to promote a healthy lifestyle, foster students' interest in sports and create a positive sports culture for the University community.

Support for Students in Need

We are dedicated to promoting diversity and inclusion for students from various backgrounds through campus-wide activities and workshops that address different issues arising during their studies at HSUHK.

Academic Support - Personal Tutors

Personal Tutors are assigned to students with the aim of providing a supportive network for students to seek help, guidance and assistance throughout their undergraduate studies.

Psychological Support — Counselling Services

If a student experiences psychological challenges, they will be referred to the professional counselors at the Personal Growth and Counseling Unit of the Student Affairs Office (SAO). Students are encouraged to make appointments with counselors for personal issues. Counselors provide support by addressing personal challenges, managing psychological stress, overcoming developmental obstacles, improving interpersonal relationships, and rebuilding confidence. For cases requiring in-depth therapeutic treatment, counselors will refer students to an in-house clinical psychologist or a private psychiatrist for further psychological or medical support.

Mental Wellness Initiatives

The Personal Growth and Counseling Unit of the SAO organizes seminars, talks, and workshops on mental wellness, stress and emotional management, peer counseling, and mental health. These initiatives help students understand their psychological needs and manage their emotions effectively for better mental health.

Peer Mentor Scheme

The Peer Mentor Scheme is a vital group of students trained to promote mental wellness and social care. Peer Mentors, who come from diverse backgrounds, including local, mainland, and ethnic minority students, serve as positive influences and extended networks of support on campus.

Support for the students with special educational needs (SEN)

When students declare their special educational needs (SEN) to the University, the SAO initiates a consultation to discuss necessary accommodation and support. Coordination with relevant departments and support units ensures appropriate assistance is provided.

Residential Colleges

A Living and Learning Community

Providing students with living and learning experience in HSUHK Jockey Club Residential Colleges (RCs) is one of the distinctive features of HSUHK's holistic education. The objective of the RCs is to create an integrated "living and learning community" which helps enhance students' communication, self-directed learning and self-management skills, as well as maximize their engagement in academic, social and cultural exchanges through faculty-student interaction and a series of RC life education programmes. It also aims to foster a life-long relationship among residents with their shared residential experience in an environment of mutual respect.

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

The University also revitalized the Old Hall inside the campus into an undergraduate residence, which features quadruple rooms. It houses around 152 students at present. In this community of non-local students with different talents, students learn not only about academics, but also the living-learning experience. All residents of the Old Hall were affiliated with one of the four Residential Colleges for whole-person development.

Additionally, the Residential Colleges Section of the Student Affairs Office oversees a university appointed off-campus accommodation to provide bed places for non-local first-year students who are unable to

secure on-campus housing. Student mentors will be assigned to these buildings to offer pastoral support to residents. Furthermore, we assist off-campus students with various adjustment resources, including an informative website, seminars on renting apartments in Hong Kong, and activities designed to help these students integrate into the university community.

Residential Colleges Masters, Associate Masters and Old Hall Warden

Lee Yick Hoi Lun Mosaic College

Master: Dr. CHAN Chi Kit 陳智傑博士

Associate Master: Dr. YEUNG Choi Kit, Sabrina 楊彩杰博士

S H Ho Wellness College

Master: Dr. FUNG Kai Yeung 馮啟陽博士

Associate Master: Dr. KWOK Wing Chun, Kaz 郭穎駿博士

Patrick S C Poon Amity College

Master: Professor CHOY Siu Kai 蔡少佳教授

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

Fung Yiu King Evergreen College

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

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

Old Hall

Warden: Dr. YU Kwok Wai, Carisa 余國惠博士

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:

- a. To ensure the safety of residents and the security of property and premises;
- b. To foster and maintain a caring, mutually respectful and inclusive environment for residents with diverse backgrounds through communal living and learning;
- c. To create an enriching platform and environment which facilitates residents' learning and whole-person development;
- d. To promote the social and communal engagement of residents in order to build a solid sense of belonging to the RC and the University;

- e. 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

- a. 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 Section (RCS) possesses the right to inspect and remove any items that create such concern.
- b. 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 RCS.
- c. 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.
- d. 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.
- e. All incidents, irregularities of facility failures found should be reported to the RCS immediately.

3. Respect for Others

- a. 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.

- b. Any display containing obscene or intimating messages or images, or creating a feeling of threat, is not allowed.
- c. 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.
- d. 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.
- e. 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

- a. The quiet hours last from 11:00pm to 7:00am.
- b. Quiet hours will be extended to 24 hours a day starting from the first week prior to the examination period in the academic calendar.
- c. 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

- a. 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.
- b. Possession or use of any illegal and/or dangerous drugs as defined by the government ordinances of the HKSAR is strictly prohibited.
- c. Consumption or possession of alcoholic beverages in any part of the RC without prior approval of Residential College Masters is prohibited.

- d. 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.
- e. 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

- a. 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.
- b. 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

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

8. Visitors

- a. Residents may invite visitors to visit the RC between 8:00am and 11:00pm.
- b. All visitors (including non-residents 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.
- c. 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.

9. Opposite Gender Visit

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

Change of RC and/or Room

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.

Move-out

- a. Residents are required to vacate their rooms on or before the deadline stipulated by the RCS, 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.
- b. Extension of stay may be granted by discretion in a case-by-case manner.

Student Card

- a. A student card must be used by the designated resident only and is not transferable. Misuse or falsification of the card is strictly prohibited.
- b. Residents must report to the Registry for any replacement of a lost/damaged card.

11. Fees and Payment

- a. All paid fees are non-refundable and non-transferable.
- b. A fee will be charged for any loss/damage of a visitor card or temporary card.
- c. 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.
- d. 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 (Learning and Student Experience).

12. Property of the Residential Colleges

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 RCS. 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

- a. 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.
- b. Mass distribution of promotional items without prior approval of the RCS is prohibited.
- c. Only posters with the stamp of the SAO-RC can be placed in designated areas.

14. Interpretation of the Regulations

- a. The SAO reserves the right to interpret these Regulations and update the information without prior notice.
- b. 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

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

Fees and Financial Assistance



Scholarships and Bursaries

(as of 31 August 2025)

Entrance Scholarships

28Hse LIMITED Entrance Scholarship
 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 Award for Senior Intake Local Students
 Entrance Scholarship for BA-CCI Year 1 Local Students
 Entrance Scholarship for BA-CHI Year 1 Local Students
 Entrance Scholarship for BA-ENG Year 1 Local Students
 Entrance Scholarship for BA-PSY Year 1 Local Students
 Entrance Scholarship for BSocSc-AS Year 1 Local Students
 Entrance Scholarship for BSocSc-PPE Year 1 Local Students
 Entrance Scholarship for Local Non-Chinese Speaking Students
 Entrance Scholarship for Local Students
 Entrance Scholarship for Non-local Students (Year-1)
 Entrance Scholarship for Local Students (Senior Intake)
 Entrance Scholarship for Mainland with other qualifications, Macau
 and Taiwan Students
 Entrance Scholarship for Non-local Students (Senior Intake)
 HSUHK Translation Postgraduate Scholarship
 International Student (ASEAN) Entrance Scholarship
 International Student (Non-ASEAN) Entrance Scholarship
 Mainland JEE Student Entrance Scholarship
 Master of Business Management Entrance Scholarship
 Master of Arts in Cultural Heritage Management Entrance Scholarship
 Master of Arts in English Language Teaching and Assessment
 Entrance Scholarship
 Master of Arts in Global English Literary and Cultural Studies
 Entrance Scholarship

Master of Science in Data Science and Artificial Intelligent Entrance
Scholarship
Merit Scholarships for Mainland JEE Students (Year-1)
MSc-GSCM Academic Excellence Admission Scholarship
Rose W. M. Lee Entrance Scholarship in Corporate Governance and
Compliance
Scholarship for Elite Athlete Admittee

Academic Scholarships

Association of Chinese Internal Auditors Scholarship for Best Progress
Baker Tilly Hong Kong Scholarship
C. B. Wong Student Award
CMG SOA Examination Awards in Actuarial Studies and Insurance
CMG Subject Prize on Life and Health Insurance
CMG Subject Prize on Property and Liability Insurance
Computer and Business Translation Scholarship
Data Science and Artificial Intelligence Distinguished Graduate
Scholarship
Dr Alice Lam Scholarship
Dr Henry Fong Yun Wah Scholarship in Data Science and
Business Intelligence
eClass Scholarship in Applied Computing
Elbert Shih Academic Excellence Scholarship for
School of Humanities and Social Science
Elbert Shih Academic Excellence Scholarship in
Economic and Finance
Emperor Foundation Scholarship
Fung Yiu King Scholarship
Global Supply Chain Management Excellence Scholarship for
MSc-GSCM Programme
HKCGI Foundation Scholarship
HKCGI Foundation Subject Prizes
Ho & Fung Charitable Foundation Best Progress Scholarship
Hong Kong Chiu Chow Chamber of Commerce Scholarship
Hong Kong Institute of Certified Public Accountants Scholarships

Hong Kong Translation Society F. C. Lo Scholarships
 KOS International Whole Person Development Scholarship for
 BBA-HRM Student
 Lam Kin Chung – Ikeda Scholarship
 LUA Foundation Academic Excellence Scholarship
 Luffy Chiu Future Viet Fund Scholarship
 Master of Science in Insurance Distinguished Graduate Scholarship
 Menzies CNAC Aviation Services Limited Distinguished Performance
 Scholarship
 Miss Leung Pui Han Scholarship Fund
 Mr Paul C M So Cultural Art & Heritage Scholarship
 N M Ho 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
 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 Foundation Scholarship
 Tin Ka Ping Academic Excellence Scholarship
 Wai Yin Association Academic Excellence Scholarship in Psychology
 Zhonghui Anda CPA Limited Scholarship
 中文系學生獎勵計劃

Co-curricular Scholarships and Awards

AIA Scholarships
 AS Watson Scholarship
 Best Student Athletes Scholarship
 For Our Future Scholarship
 HSBC Hong Kong Scholarship
 HSUHK Honours Academy Residential Learning Award
 HSUSU Outstanding Student Organisations Leader Awards
 Mrs Mandy Woo President's Commendation Award
 President's Scholarship
 Stewart Wong Scholarship for Outstanding Table Tennis Players

Overseas Learning Scholarships and Awards

Bull Foundation Overseas Learning Scholarship
 Choi Pak Lai Yan Chak Scholarship
 Exchange Scholarship for Students to Gordon College
 Fung Yiu King Scholarship for Student Exchange
 HSBC Global Scholarship
 Ir Prof. Tsui Tack Kong Greater China Scholarship
 Martin Ka Shing Lee Scholarship for Exchange and Global Internship
 Mrs Lynette Tiong Scholarship for Student Exchange and Global Internship
 Paul S Lam Memorial Scholarship for Overseas Learning
 Rose W. M. Lee Student Exchange Scholarship
 S H Ho Scholarship for Overseas Post-graduate Studies
 Scholarship for Exchange
 Scholarship for Global Internship
 Scholarship for World-Renowned Universities Summer Programme 2026
 The Centaline Eagle Club Exchange Programme Scholarship
 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
 Hui Hoy & Chow Sin Lan Charity Fund Limited Bursary
 LUA Foundation Bursary
 Martin Ka Shing Lee Student Financial Aid Scheme
 Providence Foundation Bursaries
 The Tung Foundation Residential College Bursary
 Tin Ka Ping Entrance Bursary
 Tin Ka Ping Bursary

Government Scholarships & Subsidies

Hong Kong Aviation Scholarship Scheme
 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) ⁽¹⁾	\$5,000
Admission Deposit (Non-Local Students) ⁽¹⁾	\$30,000
Administration Fee for Non-Local Admittees ⁽²⁾	\$500

Tuition Fees for Students Admitted in 2025/26

(Also applicable to students of January Intake, if any) ⁽³⁾

Self-financed Undergraduate Programmes except BA (Hons) in Art and Design (BA-AD) ⁽⁴⁾

Year-1 & Year-2 entries (Local Students)	\$91,680
Year-3 entry (Local Students)	\$103,700
Year-1 and Year-2 entries (Non-local Students)	\$137,520
Year-3 entry (Non-local Students)	\$155,550

Self-financed Undergraduate Programmes (BA-AD Only) ⁽⁴⁾

Year-1 & Year-2 entries (Local Students)	\$115,170
Year-3 entry (Local Students)	\$127,180
Year-1 and Year-2 entries (Non-local Students)	\$172,750
Year-3 entry (Non-local Students)	\$190,770

Study Subsidy Scheme for Designated Professions/Sectors (SSSDP) (except BA-AD)

Year-1 & Year-2 entries (Local Students Only)	\$44,900
Year-3 entry (Local Students Only)	\$56,920

Study Subsidy Scheme for Designated Professions/Sectors (SSSDP) (BA-AD only)

Year-1 & Year-2 entries (Local Students Only)	\$33,720
Year-3 entry (Local Students Only)	\$45,730

Visiting Students of Undergraduate Programmes

Local Students (per credit)	\$4,065
Non-local Students (per credit)	\$6,097

Caution Money ⁽⁵⁾	\$800
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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
Application for Make-up Examinations (per make-up examination)	\$100
Review of Final Module Results (per module) ⁽⁶⁾	\$150

Retaking a module / Taking Additional Modules out of the 4-year normative study period or the total number of credits taken exceeds (i) 18 credits per semester or (ii) 3 credits in per Summer Term, excluding credits for modules relating to field experience, internship and company project

(a) with approved justifications (per credit)	\$813
(b) without valid and approved reason (per credit)	\$2,710
Retaking a Passed Module to Meet the Requirements of Professional Bodies (per credit)	\$2,710

Fees of Enhancement Course for Language Competency Exit Requirements

Deposit for ENG2000 IELTS Workshops ⁽⁷⁾	\$500
ENG4000 English Proficiency Course	\$2,000
CHN4000 Putonghua Oral Training Enhancement Course	\$2,000
Administration Fee for Deferment of Study	\$500
Continuation Fee resulted from not submitting application for graduation and not taking modules while waiting for graduation (per semester)	\$2,500
Administration Fee for Reinstatement of Registration	\$500
Student Card (replacement)	\$100

Academic Transcript / Letter of Certification / Letter of Certification for Graduation / Module Outline (per module) 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) Admission deposit will be counted as part of the tuition fee and it is non-refundable.

(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) *For students of January Intake, no additional tuition fees will be required if the student completes the programme within 8 semesters.*
- (4) *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 2025/26, please refer to the website of Registry.*
- (5) *Caution money is normally converted to payment of graduation fee and it is non-refundable.*
- (6) *If the review warrants a change of grade, the application fee for review of final module results will be refunded to the applicant.*
- (7) *Deposit refundable upon satisfactory attendance.*

Schedules of Fees (Taught Postgraduate)

*(in HK Dollar unless otherwise stated) **

Application Fee for Admission (per programme)	\$400
Administration Fee for Non-local Admittees ⁽¹⁾	\$500
Tuition Fees (per credit) (students admitted in 2025/26) ⁽²⁾	
Master of Business Management (Local Students)	\$8,100
(Non-local Students)	\$8,500
Master of Science in Entrepreneurial Management (Local Students)	\$5,130
(Non-local Students)	\$6,620
Master of Arts in Digital Media for Online Communication	
(Local Students)	\$5,000
(Non-local Students)	\$6,100
Master of Arts in Strategic Communication (Local Students)	\$5,000
(Non-local Students)	\$6,100
Master of Science in Data Science and Artificial Intelligence	
(Local Students)	\$7,600
(Non-local Students)	\$9,800
Master of Science in Digital Innovation and Technology Management	
(Local Students)	\$6,300
(Non-local Students)	\$8,000
Master of Science in Global Supply Chain Management	
(Local Students)	\$6,500
(Non-local Students)	\$9,000
Master of Science in Insurance	
(Local Students)	\$8,330
(Non-local Students)	\$8,330
Master of Science in Risk Analytics	
(Local Students)	\$7,200
(Non-local Students)	\$7,200
Master of Arts in Chinese	
(Local Students)	\$5,800
(Non-local Students)	\$5,800
Master of Arts in Cultural Heritage Management	
(Local Students)	\$4,500
(Non-local Students)	\$5,850
Master of Arts in English Language Teaching and Assessment	
(Local Students)	\$4,580
(Non-local Students)	\$4,580
Master of Arts in Global English Literary and Cultural Studies	
(Local Students)	\$4,580
(Non-local Students)	\$4,580

Master of Arts in Theatre Studies

(Local Students) \$4,680

(Non-local Students) \$4,680

Master of Social Sciences in Public Policy and Risk Governance

(Local Students) \$5,800

(Non-local Students) \$5,800

Master of Arts in Translation (Business and Legal) (Local Students) \$4,205

(Non-local Students) \$5,260

Master of Arts in Translation (Computer-Aided Translation)

(Local Students) \$4,730

(Non-local Students) \$5,920

Acceptance Fee (students admitted in 2025/26) ⁽³⁾

Master of Business Management (Local Students) \$54,675

(Non-local Students) \$57,375

Master of Science in Entrepreneurial Management (Local Students) \$38,475

(Non-local Students) \$49,650

Master of Arts in Digital Media for Online Communication

(Local Students) \$30,000

(Non-local Students) \$40,000

Master of Arts in Strategic Communication (Local Students) \$30,000

(Non-local Students) \$40,000

Master of Science in Data Science and Artificial Intelligence

(Local Students) \$45,600

(Non-local Students) \$58,800

Master of Science in Digital Innovation and Technology Management

(Local Students) \$37,800

(Non-local Students) \$48,000

Master of Science in Global Supply Chain Management

(Local Students) \$39,000

(Non-local Students) \$54,000

Master of Science in Insurance (Local Students) \$49,980

(Non-local Students) \$49,980

Master of Science in Risk Analytics (Local Students) \$43,200

(Non-local Students) \$43,200

Master of Arts in Chinese (Local Students) \$34,800

(Non-local Students) \$34,800

Master of Arts in Cultural Heritage Management	(Local Students)	\$27,000
	(Non-local Students)	\$35,100
Master of Arts in English Language Teaching and Assessment		
	(Local Students)	\$54,960
	(Non-local Students)	\$54,960
Master of Arts in Global English Literary and Cultural Studies		
	(Local Students)	\$27,480
	(Non-local Students)	\$27,480
Master of Arts in Theatre Studies	(Local Students)	\$56,160
	(Non-local Students)	\$56,160
Master of Social Sciences in Public Policy and Risk Governance		
	(Local Students)	\$35,000
	(Non-local Students)	\$35,000
Master of Arts in Translation (Business and Legal)	(Local Students)	\$28,390
	(Non-local Students)	\$35,510
Master of Arts in Translation (Computer-Aided Translation)		
	(Local Students)	\$28,380
	(Non-local Students)	\$35,520

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 Department/School other than the student's own	1/3 of the fees of the audited module
Auditing a TPG module by staff members	1/3 of the fees of the audited module

Caution Money ⁽⁴⁾ \$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) ⁽⁵⁾	\$150
Administration Fee for Deferment of Study (for first semester of first year of study)	\$5,000
Administration Fee for Deferment of Study (except for first semester of first year of study) (per semester)	\$500

Continuation Fee resulted from not submitting application for graduation and not taking modules while waiting for graduation (per semester)	\$2,500
Administration Fee for Reinstatement of Registration	\$500
Student Card (replacement)	\$100
Academic Transcript / Letter of Certification / Letter of Certification for Graduation / Module Outline (per module) 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) 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.
 - (2) Tuition fees are calculated by the number of credits registered for the semester and should be paid by the prescribed payment due date after the Module Add/Drop period. The tuition fees apply to full-time, part-time and visiting students.
 - (3) Acceptance Fee will be counted as part of the tuition fee and it is non-refundable.
 - (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.

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Location and Campus Map





