

College of Science and Engineering  
科學及工程學院

Department of Electronic Engineering  
電子工程學系



香港城市大學  
City University of Hong Kong  
專業 創新 胸懷全球  
Professional·Creative  
For The World

## Bachelor's Degree in Electronic Engineering (BDEE)



Student Handbook  
2018-2019

# STUDENT HANDBOOK

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## HEAD'S WELCOME

Dear Students,

Welcome to the Department of Electronic Engineering (EE)! All of us in EE, the faculty, staff, and the EE Programme Management Team are ready to walk you through a transformation journey into the future leaders of technologies.

Achieving the goal is never easy. Conscientiousness and persistence to get most from your studies are the keys to success. The Department is here to provide all the necessary support. The programmes are relevant to the local community as well as having global impacts. Co-curricular initiatives including those career-related are designed to add value to students' whole-person development, ever considered as important as mastering strong technical knowledge for an outstanding graduate.

We have many successful stories of our graduates. Our faculty and staff are especially proud of our students' enthusiasm to think big in their career dreams, their achievements in student competitions, and students' novel and innovative ideas integrated nicely with hands-on experience. We are here to serve you and to provide you with the best resources available.

I am sure your aspiration for a fruitful journey will bring you final satisfaction and unexpected rewards.



Stella Pang  
Chair Professor and Head  
Department of Electronic Engineering

August 2018

## PROGRAMME MANAGEMENT TEAM

*\*Students entering Bachelor's Degree in Electronic Engineering will be asked to indicate your choice of major at the beginning of your first year for the sake of proper guidance to be given throughout the year. You will formally be assigned a major at the end of the first year. During the interim period, the corresponding Programme Management Team of your initial choice of major will provide you with necessary support and advice.*

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## GENERAL INFORMATION

### **Programme Title**

Department of Electronic Engineering  
(Options: BEng in Computer and Data Engineering, BEng in Electronic and Communication Engineering, BEng in Information Engineering)

### **Programme Code – Programme**

BDEE – Bachelor's Degree in Electronic Engineering

### **Majors Available for BDEE Programme**

- BEng in Computer and Data Engineering (CDE)
- BEng in Electronic and Communication Engineering (ECE)
- BEng in Information Engineering (INFE)

*Information in this student handbook is subject to review from time to time. Students are advised to check your e-mail box frequently and visit the department webpage (<http://www.ee.cityu.edu.hk>) for updated information always.*

## CURRICULUM STRUCTURE OF 4-YEAR DEGREE

The 4-year curriculum allows students to gain in-depth knowledge through major studies, and diversify their learning with electives and optional minors as appropriate, and a variety of Gateway Education (GE) courses on offer, in the areas of Academic English; Chinese Civilization – History and Philosophy; Arts and Humanities; Study of Societies, Social and Business Organizations; and Science and Technology.

Degree Requirement		Normative 4-year degree (credit units)
Major Requirements	Core & Elective Courses <sup>a</sup>	84
Gateway Education	English <sup>b</sup> <ul style="list-style-type: none"> <li>• GE1401 University English</li> <li>• GE2410 English for Engineering</li> </ul>	6
	GE1501 Chinese Civilization – History and Philosophy	3
	Area Requirements <sup>c</sup> Area 1: Arts and Humanities Area 2: Study of Societies, Social and Business Organizations Area 3: Science and Technology	12
	College-specified Courses <sup>d</sup>	9
College Requirements <sup>e</sup>		6
Free Electives/ Minor (if applicable) <sup>f</sup>		Optional
<b>Total (Minimum credit units for graduation)</b>		<b>120</b>
<b>Maximum credit units for graduation <sup>f, g</sup></b>		<b>144</b>

Notes:

- a. There are three Level-1 courses namely EE1001 Foundations of Digital Techniques, EE1002 Principles of Electronic Engineering, and GE1354 Introduction to Electronic Design in major requirements.
  
- b. Normative 4-year degree students entering without Level 4 in HKDSE English Language are required to take EL0200A English for Academic Purposes 1 and EL0200B English for Academic Purposes 2 (EAP) of 6 credit units before progressing to GE1401 University English and GE2410 English for Engineering. Early exit arrangement is available that students achieving a grade B or above in their overall

course results for EL0200A will be permitted to exit at this point and progress to the GE English courses.

The credits earned from the EAP course(s) will not be counted towards the minimum credit units required for graduation nor be calculated in students' CGPA. Students who are not admitted through JUPAS are invited upon enrolment to take the English Placement Test or to provide proof of alternative qualifications to be exempted from the ELC course ([http://www.cityu.edu.hk/elc/courses\\_exemption.html](http://www.cityu.edu.hk/elc/courses_exemption.html)).

- c. Students are required to take a minimum of 3 CUs from each of the following specified areas – 1/ Arts and Humanities, 2/ Study of Societies, Social and Business Organizations, and 3/ Science and Technology.
- d. College-specified courses for normative 4-year degree:

MA1200*/ MA1300	Calculus and Basic Linear Algebra I/ Enhanced Calculus and Linear Algebra I	3 credit units
MA1201*/ MA1301	Calculus and Basic Linear Algebra II/ Enhanced Calculus and Linear Algebra II	3 credit units
CS1102/ CS1302	Introduction to Computer Studies/ Introduction to Computer Programming	3 credit units

\* Students are highly encouraged to take MA1200 and MA1201 in which the engineering mathematical contents already fit the needs of the following studies in their majors.

- e. Students are required to take two (6 credit units) out of three courses for their College Requirements. Courses include PHY1201 General Physics I, BCH1100 Chemistry, and BCH1200 Discovery in Biology. PHY1201 is preferable in all Electronic Engineering students, furthermore, students who are interested in Electronic and Communication Engineering are advised to take BCH1100 instead of BCH1200 for fulfilling the requirements.
- f. Students may choose to earn credits from minor and free electives which will be counted in addition to the minimum credit units for graduation, unless course exemption has been granted to any course(s) in the curriculum requirement.
- g. Students admitted through JUPAS without Level 4 in HKDSE Chinese Language are required to take a 3-credit-unit course CHIN1001 University Chinese I. The credits earned will not be counted towards the minimum credit units required for graduation nor be calculated in students' CGPA.

## FIRST YEAR CURRICULUM

Subject Area	Course Code	Course Title	Credit Units (CU)
<b>Gateway Education (18 credit units)</b>			
English <sup>a</sup>	GE1401 & GE2410	University English (3CU) English for Engineering (3CU)	6
	OR		
	EL0200A & B	English for Academic Purposes 1 & 2 (6CU)	
College-specified GE courses (Mathematics & Computing)	MA1200/ MA1300	Calculus and Basic Linear Algebra I/ Enhanced Calculus and Linear Algebra I	3
	MA1201/ MA1301	Calculus and Basic Linear Algebra II/ Enhanced Calculus and Linear Algebra II	3
	CS1102/ CS1302 <sup>b</sup>	Introduction to Computer Studies/ Introduction to Computer Programming	3
<b>College Requirements<sup>c</sup> (6 credit units Science subjects)</b>			
<i>Choose two from the following three:</i>			
Physics	PHY1201	General Physics I (3CU)	6
Chemistry	BCH1100	Chemistry (3CU)	
Biology	BCH1200	Discovery in Biology (3CU)	
<b>Major Requirements (9 credit units)</b>			
EE Level-1 courses	EE1001 EE1002 GE1354	Foundations of Digital Techniques Principles of Electronic Engineering Introduction to Electronic Design	9

**Notes:**

- a. Students whose entry qualification in HKDSE English Language is below Level 4 are required to take EL0200A & EL0200B English for Academic Purposes 1 & 2 (EAP) before progressing to GE English courses. Please see more details by referring to the Section 'Curriculum Structure of 4-year Degree' of this handbook.
- b. The offering of CS1302 is subject to sufficient student enrolments.
- c. There are three science courses namely PHY1201 General Physics I, BCH1100 Chemistry and BCH1200 Discovery in Biology under the College Requirements. Students are required to choose two out of three. It is advisable for all EE students to take PHY1201, while students interested in Electronic and Communication Engineering major are advised to take BCH1100 for the other course. Pre-registration on PHY1201 and BCH1100 have been done for all EE students. Students intending to change their course choice should do it during the add/drop period on web. Please refer to Q4 of "Frequently Asked Questions" for course registration details.



## Recommended Study Plan for First-year Students

1. All unnecessary changes to pre-arranged timetable should be avoided. Students wishing to drop/change a pre-assigned course should do it online or using the paper form during add/drop period. Places given up are not guaranteed if they are required to be retrieved.
2. In cases that students want to register on BCH1200 Discovery in Biology to fulfil the College Requirements, they should do it through web during the add/drop period and register the session to Semester A. De-registration of the replaced course should only be done after BCH1200 is successfully added. Students are advised to keep the semester credit load to 15 credit units as suggested.
3. Students are advised to refer to their own timetable pre-arranged according to the recommended study plan below and avoid possible time conflict when considering the GE course to be added during the course add/drop period.

<u>Semester A</u>	<u>Semester B</u>
English (GE1401/ EL0200A)	English (GE2410/ EL0200B)
MA1200* Calculus and Basic Linear Algebra I / MA1300 Enhanced Calculus and Linear Algebra I	MA1201* Calculus and Basic Linear Algebra II / MA1301 Enhanced Calculus and Linear Algebra II
PHY1201 General Physics I	BCH1100 Chemistry
GE1354 Introduction to Electronic Design	CS1102 Introduction to Computer Studies
<i>Group I Students</i>	
EE1002 Principles of Electronic Engineering	EE1001 Foundations of Digital Techniques
<i>Group II Students</i>	
EE1001 Foundations of Digital Techniques	EE1002 Principles of Electronic Engineering
<b>Total: 15 CU</b>	<b>Total: 15 CU</b>

\* Students are highly encouraged to take MA1200 and MA1201 in which the engineering mathematical contents already fit the needs of the following studies in their majors.

## MAJOR OPTIONS AND MAJOR ALLOCATION

### **A/ Major Options**

EE offers three majors. They are:

- 1) Computer and Data Engineering (CDE)
- 2) Electronic and Communication Engineering (ECE)
- 3) Information Engineering (INFE)

### **B/ Major Allocation**

Students are admitted to Department of Electronic Engineering for a common first-year curriculum as detailed in previous section before they are assigned a major. At the beginning of Semester A of 2018/19, students will be asked to indicate their choices of majors to facilitate proper monitoring and guidance on their studies throughout their first year. Towards the end of Semester B 2018/19, the top 40% of students who meet the University, College and Department specified requirements will have a free choice of majors offered under Department of Electronic Engineering. The other 60% of students will be allocated a major of their choice, subject to availability of places and selection criteria set by individual majors.

#### Top 40% Major Allocation

Selection based on:

- 1) Cumulative grade point average (CGPA) at the end of Semester B;
- 2) No failed grades in any courses in Semester A and B;
- 3) Completion of at least 30 credit units in Semester A and B, including the number of credit units earned from College Requirements, College-specified GE courses and courses as required by the Department.

#### Remaining 60% Major Allocation

Selection based on:

- 1) Cumulative grade point average at the end of Semester B
- 2) Student's choice

## Computer and Data Engineering

Award title: Bachelor of Engineering in Computer and Data Engineering  
工學士 (電子計算機及數據工程學)

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### 1. Aims of the Major

The aim of this major is to provide students with a strong foundation and broad skill in the core and related computer and data technologies. Students will be equipped with the theoretical and practical aspects of both hardware and software. The major provides opportunities for students to develop independent learning, organisational and communication skills. Upon completion of the major, graduates will be able to design and implement embedded systems and computer systems, and build data mining and data processing algorithms for analysing big data. They will also be sufficiently prepared to pursue postgraduate studies and engage in life-long learning.

### 2. What You Will Be Studying

This major focuses on four areas: Computer and Embedded Systems, Software Design, Multimedia Technologies, Data Analytics and Security.

Core courses include: Engineering Mathematics, Logic Circuits, Computer Programming, Java Programming and Applications, Data Structures and Algorithms, Modelling Techniques, Data Engineering, Database Systems, Data Communications and Networking, Data Management Techniques, Microcomputer Systems, Signals and Systems, Embedded System Design, Operating Systems, Internet Technology, and Design Project.

In the final year, students may specialise in different areas of interest in preparation for their future careers and enjoy considerable flexibility in designing their direction through the selection of elective courses on topics such as Digital Image and Audio Technology, Computer Graphics, Security Technology, Digital Forensics, Cloud Computing Systems, iOS Mobile App Development and Networking, and Data Informatics and Learning Systems.

### 3. Professional Accreditation

This major has been accredited by the Hong Kong Institution of Engineers. Based on the Washington Accord, graduates receive reciprocal recognition from equivalent bodies in Australia, Canada, China, Chinese Taipei, Hong Kong-China, India, Ireland, Japan, Korea, Malaysia, New Zealand, Pakistan, Russia, Singapore, South Africa, Sri Lanka, Turkey, the United Kingdom and the United States.

### 4. Career Prospects

Given the rapid developments in computer technology and multimedia applications, graduates will find ample opportunities in IT products and services, and Data services. Potential employers include computer product development companies, software and system solutions companies, banks, finance and insurance companies and the Hong Kong SAR Government.

## **Electronic and Communication Engineering**

Award title: Bachelor of Engineering in Electronic and Communication Engineering  
工學士 (電子及通訊工程學)

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### **1. Aims of the Major**

We aim to provide students with a solid education in electronics and communications. Students will be exposed to the latest developments in wireless communications and digital mobile; optical communications and optoelectronics; energy saving, control and power systems; electronic devices and circuit design.

Our education will transform students into well-trained professional engineers with the skills and vision to enable students to progress further in their career path in this rapidly changing knowledge-based economy. The major will also equip students to pursue postgraduate studies.

### **2. What You Will Be Studying**

The first year of this major includes basic courses in electronics and communications that focus on topics such as analogue, digital and programming to prepare students for more advanced courses in major's later years. There is plenty of hands-on experience through laboratory work, and upon completion of the basic courses, more advanced courses follow to give students the necessary background for the specialised courses in the final stage of the major.

Core subjects include Principles of Communications, Logic Circuit Design, Electronic Circuits, Signals and Systems, Microcomputer Systems, Computer Programming, Systems and Control, and Applied Electromagnetics. The majority of core courses are supported by relevant laboratory work. Moreover, students (in teams) will also participate in a product design course in the second year of the major to learn how to collaborate and apply their basic knowledge in an interdisciplinary and holistic provision for solving real problems and applications.

The technical electives in the final stage of the major cover specialised subject areas, with choices ranging from Antennas and Microwave Techniques, Optical Communications, Electronic Designs and Devices, Learning and Control Systems, Audio and Visual Technology, to Data and Programming Technology. Students will also be required to work independently on their Final Year Project, in which they will be required to solve problems at a high technological level.

### **3. Professional Accreditation**

This major has been accredited by the Hong Kong Institution of Engineers. Based on the Washington Accord, graduates receive reciprocal recognition from equivalent bodies in Australia, Canada, China, Chinese Taipei, Hong Kong-China, India, Ireland, Japan, Korea, Malaysia, New Zealand, Pakistan, Russia, Singapore, South Africa, Sri Lanka, Turkey, the United Kingdom and the United States.

### **4. Career Prospects**

To maintain Hong Kong's competitiveness, the Government has taken steps to boost technology-based, high-value-added services and industries. Electronics and communications are among the areas identified for focused support. Even in the banking, finance and business sectors, personnel with a solid background in technology are in great demand in this increasingly complex technological age.

## Information Engineering

Award title: Bachelor of Engineering in Information Engineering  
工學士 (資訊工程學)

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### 1. Aims of the Major

The aim of this major is to provide the solid foundation necessary for students to embark on a successful career in Information Systems, Networking, System Administration, Software Development, and Cybersecurity. Three popular and professional technical training programmes are integrated into the major structure. They are:

- Cisco CCNA Network Associate Certification
- Fundamental Linux Training
- Google Android and Apple iPhone/iPad Mobile App Design

The strong knowledge base gained in this major prepares graduates for further studies or employment in a wide range of economic sectors, mainly technology, but also in business, banking, finance and trading in Hong Kong and the Asia-Pacific region.

### 2. What You Will Be Studying

This major focuses on three areas: Computer Networking, Software Programming and App Development, and Cybersecurity.

Core courses include: Engineering Mathematics, Logic Circuits, Computer Programming, Java Programming and Applications, Data Structures and Algorithms, Microcomputer Systems, Signals and Systems, Optimization Methods for Engineering, Operating/Database Systems, Data Communications and Networking, Internet Technology, Principles of Communications, Product Design and Project.

In the final year, students may specialise in different areas of interest in preparation for their future careers and enjoy considerable flexibility in designing their direction through the selection of elective courses on topics such as advanced networking technologies, cloud computing, multimedia technology and network security.

### 3. Professional Accreditation

This major has been accredited by the Hong Kong Institution of Engineers. Based on the Washington Accord, graduates receive reciprocal recognition from equivalent bodies in Australia, Canada, China, Chinese Taipei, Hong Kong-China, India, Ireland, Japan, Korea, Malaysia, New Zealand, Pakistan, Russia, Singapore, South Africa, Sri Lanka, Turkey, the United Kingdom and the United States.

### 4. Career Prospects

Information Technology is amongst the areas the Hong Kong SAR Government has identified for focused support, with manpower projections showing this technology sector to have the fastest growth. Even in the banking, finance, business services, trading, legal and public administration sectors, personnel with a solid background in technology are in great demand in this increasingly complex technological age.

# ACADEMIC REGULATIONS

## Academic Regulations

These Academic Regulations are made by the University Senate to govern student progress leading to undergraduate degree awards approved by the University Senate. Regulations concerning courses and related arrangements also apply to exchange and visiting students.

These regulations do not apply to undergraduate degrees under the previous 3-year degree curriculum structure. Regulations for studies leading to awards of associate degrees, taught postgraduate degrees, MPhil, PhD, and professional doctorates are published separately.

Only the University Senate can amend the Regulations, or permit exceptions, exemptions, or variations from them. Any variation from the Regulations approved by Senate for a particular degree is set out in the requirements for the degree on the University website.

The Regulations are supplemented by information on administrative procedures and about particular degrees to be found on the University website.

### 1. Language of Instruction and Assessment

Unless otherwise determined by Senate for a specific course, the medium of instruction and assessment at the University is English.

### 2. Admission

- 2.1 To be eligible for admission to a bachelor's degree, the applicant must satisfy the general entrance requirements as specified by Senate and the academic unit's requirements, if any, or be a "mature applicant" as defined in the general entrance requirements, and be able to demonstrate aptitude and suitability for studying the degree/major.
- 2.2 Students with a recognized qualification may be admitted to the University with advanced standing.
- 2.3 Admission is based on academic performance and other relevant criteria. The University does not discriminate on the grounds of age, gender, sexual orientation, nationality, race, social or ethnic origin, family status, or disability.
- 2.4 Meeting the entrance requirements does not guarantee admission. The University's decisions on the admission of applicants are final.
- 2.5 Former bachelor's degree students of the University whose studies were discontinued either due to study withdrawal or termination by the University and wish to apply for readmission to the University must follow the normal admission procedures and other conditions specified by the University. If readmission is approved, all credit units and grades of the bachelor's degree level previously earned will be counted in the GPA calculation and if applicable, for fulfilling the degree requirements of the admitted

degree. The student's previous period of study will also be counted in the calculation of his/her maximum period of study for the admitted degree.

- 2.6 A bachelor's degree student whose study has been discontinued due to expiry of the maximum period of study or non-completion of all the degree requirements for graduation within the maximum number of credit units permitted is not allowed readmission to any degree of the bachelor's level.
- 2.7 Former bachelor's degree graduates of the University pursuing a second bachelor's degree are required to fulfil a minimum of 60 credit units of new courses not taken in the first degree. The detailed degree requirements for such admittees require approval of the Head of the home academic unit.

### **3. Enrolment**

- 3.1 On entry to the University, students will be admitted to an academic unit. They will be enrolled in a degree with a specified or an undeclared major.
- 3.2 Students having an undeclared major shall declare their home major in accordance with the specified time and procedures prescribed by the University.
- 3.3 Any subsequent change of the home major should be submitted for approval in accordance with the procedures announced by the University. If approved, the change will take effect from the following semester.
- 3.4 Unless otherwise approved by the University, students who are admitted for full-time studies are expected to study full-time in the degree concerned and are not permitted to enrol in full-time or part-time study for any other award qualification either at the University itself or at any other tertiary institution.
- 3.5 To maintain their enrolment, students must conform to the University's rules and regulations.

### **4. Degree Requirements**

- 4.1 The minimum graduation requirement for a normative 4-year bachelor's degree is 120 credit units, subject to the requirements of individual colleges/schools. Students may take additional courses exceeding the minimum graduation requirement, but the maximum number of credit units completed should not exceed 144. For a bachelor's degree with a normal study duration longer than 4 years, the minimum credit units for graduation and the maximum credit units for the degree shall be approved by the Senate based on individual programme needs.
- 4.2 Except for those students who are pursuing a double major/double degree or those who have been granted special permission to exceed the maximum number of credit unit limit, students who cannot complete all the degree requirements for graduation within the maximum number of credit units permitted will be required to discontinue their studies.

4.3 Of the required graduation units, all students must complete a major and satisfy the Gateway Education requirement, University Language Requirements, college/school requirements, and any other requirements stipulated by the cognizant academic unit, with the balance to be fulfilled by minor(s) or free electives.

4.4 Double counting of courses is permissible between the home major and college/school requirements, as well as between the minor and college/school requirements. However, the credit units would count only once toward the total credits attained by the student, regardless of the number of requirements the course serves to fulfil.

#### 4.5 College/School Requirement

Individual colleges/schools may specify additional requirements for the degrees offered.

#### 4.6 Major

4.6.1 Students must pursue an area of knowledge in depth through completion of the requirements for a major. The major requirement, plus any college/school requirement, should fall within the range of 54 – 72 credit units; and the major should not be less than 27 credit units. However, the college/school may propose a higher limit to meet the requirements of professional accreditation, or for a degree with a normal study duration longer than 4 years, subject to Senate's approval.

4.6.2 A major may be sub-divided into streams to designate the specialties of the subject discipline. Students may select one or more streams in the major as provided in the curriculum, subject to fulfilment of any stipulated conditions.

#### 4.7 Gateway Education Requirement

4.7.1 To fulfil their degree requirements, students must complete a minimum of 30 credit units of courses as specified by the University in fulfilment of the Gateway Education requirement.

4.7.2 Gateway Education courses cannot be prescribed as prerequisites for enrolling in any major or minor.

4.7.3 Double counting of courses is permissible between the College/School-specified courses under the Gateway Education requirement and the requirement of (i) minor, or (ii) second major, or (iii) double degree. However, the credit units would count only once toward the total credits attained by the student, regardless of the number of requirements the course serves to fulfil.

#### 4.8 Minor

4.8.1 Students with a home major may choose to declare a minor, which is optional, in accordance with the procedures announced by the University. A minor requires 15 to 18 credit units. Credits earned to fulfil the minor requirement cannot be used toward meeting the requirement for a major and/or other minor(s) taken by the student.



4.8.2 Declaration of minors should be made before the submission of the application for graduation, and all requirements for the minor(s) should be met by the time of graduation.

4.8.3 Students who cannot complete their declared minor(s) but have fulfilled their degree requirements can still graduate. The completed courses from the unfulfilled minor may be counted toward the degree as free electives as appropriate.

#### 4.9 University Language Requirements

Students are required to fulfil the English language requirement and Chinese language requirement, as appropriate, in accordance with the requirements stipulated by the University.

#### 4.10 Free Electives

After fulfilling the credit unit requirements for the major, Gateway Education requirement, college/school requirements, University Language Requirements, and minor (optional), students may choose free electives to fulfil their degree requirements, and must do so if their cumulative credit load is below the minimum graduation requirement for the respective degree.

### **5. Double Major and Double Degree**

#### 5.1 Double Major

5.1.1 Students with a home major may declare a second major within their second and third years of study in accordance with the procedures announced by the University. Such requests require approval from the Heads of the academic units offering the two majors, and are subject to the fulfilment of stipulated conditions, including the attainment of a minimum CGPA of 3.00 at the end of the semester when the declaration is submitted.

5.1.2 Students are required to fulfil the degree requirements associated with the home major and the major requirement for the second major. Some overlap in the courses required for the two majors is allowed provided that at least 27 credit units in new courses are completed for the second major.

5.1.3 Students who cannot complete their second major but have fulfilled the degree requirements for the home major may still apply for graduation. The completed courses from the unfulfilled second major may be counted toward the degree as free electives or used for fulfilling requirements for a minor as appropriate.

5.1.4 Students who cannot complete their second major within the stipulated maximum credit limit may still continue to pursue the double major. Any further course registration exceeding the maximum credit unit limit must be self-financed.

## 5.2 Double Degree

- 5.2.1 Students may enrol in a double degree programme at entry to the University, or declare a double degree selected from among the specified double degree options in accordance with the procedures announced by the University. For the latter, students should attain a minimum CGPA of 3.30 at the end of the semester when the declaration is submitted and fulfil any other stipulated conditions. The declaration requires approval of the Heads of the academic units offering the two degrees.
- 5.2.2 A second degree will normally require one more year of study on a self-financing basis.
- 5.2.3 Attainment of a double degree requires a minimum of 150 credit units. Some overlap in the courses required for the two degrees is allowed provided that at least 30 credit units in new courses are completed for the second degree.
- 5.2.4 Students who cannot complete a double degree but have fulfilled the requirements for a single degree may still apply for graduation. The completed courses from the unfulfilled degree may be counted toward the completed degree as free electives or used for fulfilling requirements for a second major or a minor as appropriate.

## 6. **Advanced Standing**

- 6.1 Students admitted with advanced standing may complete the degree with a minimum of 60 or 90 credit units, subject to the requirements of individual degrees/majors.
- 6.2 Colleges/Schools may stipulate a reduced credit unit requirement for students admitted with advanced standing with regard to the college/school and major requirements, but the degree requirements should comply with the minimum credit requirement for graduation (i.e., 90 credit units for Advanced Standing I and 60 credit units for Advanced Standing II) as stipulated by the University.
- 6.3 All the regulations related to degree requirements, double major and double degree presented in AR4 and AR5 above also apply to students admitted with advanced standing unless otherwise specified.
- 6.4 Students Admitted with Advanced Standing I
- 6.4.1 Advanced Standing I students have to achieve a minimum requirement of 90 credit units for graduation subject to the requirements of individual colleges/schools, and the maximum number of credit units completed should not exceed 114.
- 6.4.2 Such students should fulfil the following minimum degree requirements, in addition to any other requirements stipulated by the cognizant academic unit:
- (i) A major
  - (ii) College/School requirements, if any
  - (iii) Gateway Education requirement of 21 credit units
  - (iv) University Language Requirements

## 6.5 Students Admitted with Advanced Standing II

6.5.1 Advanced Standing II students have to achieve a minimum requirement of 60 credit units for graduation subject to the requirements of individual colleges/schools, and the maximum number of credit units completed should not exceed 84.

6.5.2 Such students should fulfil the following minimum degree requirements, in addition to any other requirements stipulated by the cognizant academic unit:

- (i) A major
- (ii) College/School requirements, if any
- (iii) Gateway Education requirement of 12 credit units
- (iv) University Language Requirements

## 6.6 Students Admitted with Advanced Standing Pursuing a Double Major or Double Degree

6.6.1 Students admitted with Advanced Standing I may declare a double major within their first and second years of study. Students admitted with Advanced Standing II may declare a double major within their first year of study.

6.6.2 Attainment of a double degree requires a minimum of 120 and 90 credit units for Advanced Standing I and Advanced Standing II students respectively.

## 7. **Course Registration**

7.1 Students registering for courses must follow the instructions issued by the University. Students may also need to fulfil certain conditions stipulated by the University before they can proceed to register for courses.

7.2 Registration for some courses is restricted to students holding the necessary prerequisites.

7.3 The University reserves the right to restrict registration in courses, or permit registration only on a priority basis.

7.4 Students can add or drop a course during the add/drop period prescribed by the University. After the add/drop deadline, requests for late drop of courses will only be approved under exceptional circumstances, and such late requests must be submitted no later than the end of the teaching period for the relevant semester/term for approval by the Head of the course-offering academic unit.

7.5 For approved late drop cases, students will be assigned an X grade representing the late drop of the course and the X grade will be shown on the students' academic transcript.

7.6 Students intending not to register in any courses in a semester but who will subsequently continue their study should apply for a leave of absence no later than the end of the course add/drop period.

- 7.7 Students will be restricted from registration in a course when they have earned credit units for an exclusive course.
- 7.8 Under exceptional circumstances where a required course cannot be completed, a “substitute” course may be approved by the Dean of the major/minor-offering academic unit for a student replacing the required course with another. The approved substitute course can be used to recover a failure for the required course.
- 7.9 Credit units earned for courses at a level below the bachelor’s degree level are not normally counted toward requirements for an award.
- 7.10 Students who have applied for graduation and fulfilled the degree requirements in the specified graduation semester/term; or completed the maximum credit units allowed; or reached their maximum period of study, cannot register for further courses in subsequent semesters/terms.

## **8. Credit Transfer**

- 8.1 Transfer of credits may be granted to students in recognition of prior studies completed at an appropriate level as recognised by the University. Transfer credits will be counted toward meeting the credit units required to earn an award from the University.
- 8.2 Notwithstanding AR8.1 above, students admitted with advanced standing will not be entitled to any credit transfer on the basis of their previous qualifications attained prior to their admission to the University. Instead, students may be granted exemption from specific courses based on prior study.
- 8.3 Credit units for transfer are normally assigned with respect to specific courses for work equivalent in content and standard.
- 8.4 Transfer credits must have been earned no earlier than eight years before the date of enrolment at the University. Individual academic units may stipulate a more stringent requirement for transfer credits, as deemed appropriate.
- 8.5 The maximum number of transfer credits that students can obtain throughout their studies, including transfer credits for study exchange or arrangements under joint programmes with other institutions, is as follows:
- Normative 4-year Degree: 60 credit units
  - Advanced Standing I: 45 credit units
  - Advanced Standing II: 30 credit units
  - Degree with a normal study duration longer than 4 years: Half of the credit units required for the award of the degree
  - Double Degree: Half of the credit units required for the award of the double degree
- 8.6 Transfer credits do not count in the calculation of a student’s GPA, except where special arrangements have been made such as credit transfer arrangements under joint programmes with other institutions.

- 8.7 Students may apply for credit transfer in accordance with the procedures announced by the University.

## **9. Course Exemption**

- 9.1 Students may be granted an exemption from specific courses based on prior study. Credit units are not earned for an exempted course.
- 9.2 Students who have been granted course exemptions are required to fulfil the minimum credit requirement for their respective degrees in order to graduate.
- 9.3 Students may apply for course exemptions in accordance with the procedures announced by the University.

## **10. Maximum and Minimum Study Load**

- 10.1 In each semester, full-time students must register for courses summing to a total of at least 12 credit units, and for not more than 18 credit units; and part-time students must register for courses summing to a total of no more than 11 credit units.
- 10.2 In the Summer Term, students may register for courses but the total load must not exceed seven credit units.
- 10.3 Except where special arrangements are made, students seeking an exception from the credit load limit stated in AR10.1 or AR10.2 should apply in writing for approval by the Head of the home academic unit.

## **11. Duration of Study**

- 11.1 Students may take a leave of absence from their studies for an approved period. Periods of approved leave of absence may not be less than one full semester, and may not accumulate to more than four semesters. Applications for leave of absence should be submitted for approval by the Head of the home academic unit. Under exceptional circumstances where a student needs to take a leave of absence accumulating to more than four semesters, such a request should be approved by the Dean.
- 11.2 Students shall, irrespective of their mode of study, complete all the degree requirements within the stipulated maximum period of study (i.e., eight years for normative 4-year degree, six years for Advanced Standing I, and five years for Advanced Standing II), inclusive of any change of majors, periods of leave of absence and suspension of studies. The maximum period of study for individual double degrees and for degrees with a normal study duration longer than 4 years shall be stipulated by the cognizant academic units.
- 11.3 Students who cannot complete all the degree requirements for graduation within the maximum study period will be required to discontinue their studies. Requests for extension of study beyond the maximum study period will not be granted.

## **12. Withdrawal of Study**

Students who wish to withdraw from studies should submit a withdrawal notification to the University. Withdrawal will normally take effect from the date of submission of the notification. However, notification submitted during or after the examination period will take effect only from the following semester/term.

## **13. Termination of Study**

13.1 The University has the right to terminate a student's study for failure to maintain satisfactory academic progress, as determined by the Examination Board, or to comply with the policies and procedures of the University.

13.2 The Examination Board may terminate the study of a student under the following circumstances:

- (i) The student's SGPA is below 1.00 for two consecutive enrolled semesters; or
- (ii) The student's academic progress is unsatisfactory and is unable to meet the conditions stipulated by the home academic unit after being put on Academic Probation for two consecutive semesters.

13.3 Irrespective of AR13.2, the Examination Board may prescribe any other criteria for terminating a student's study.

13.4 Notwithstanding AR13.2 and AR13.3 above, students' studies will be terminated if they fail to pass a required course, or its equivalent/substitute course, after three attempts.

13.5 For termination of studies due to academic reasons, students may apply for readmission to the University, with admission to any degree study occurring no earlier than one academic year after the termination. Upon readmission after termination of study, students may be given one additional opportunity to pass each required course they have failed in their three previous attempts.

## **14. Assessment**

14.1 The award of any degree qualification shall be based on a student's performance in such examinations or other tests of learning or ability which have been approved by the University for the courses constituting the degree and award concerned.

### **14.2 Grading of Courses**

14.2.1 Courses are graded according to the following schedule:

Grade	Grade Point	Grade Definitions	
A+	4.3	Excellent	The qualifiers, such as “Excellent”, “Good”, “Fair” etc., define student performance with respect to the achievement of course intended learning outcomes (CILOs).
A	4.0		
A-	3.7		
B+	3.3	Good	
B	3.0		
B-	2.7		
C+	2.3	Fair	
C	2.0		
C-	1.7		
D	1.0	Marginal	
F	0.0	Failure	
P (Pass-fail course only)		Pass	

[Note: A grade with an asterisk (e.g., B+\*) is excluded from the calculation of GPA. The credits earned will not be counted toward the minimum credit requirement for graduation but will be counted toward the maximum number of credit units permitted.]

14.2.2 Unless otherwise specified, the minimum grade to progress without repeating the course is D. Failure to achieve the minimum grade is regarded as failing the course.

14.2.3 The following grades are used for operational purposes:

Grade	Grade Descriptions	
IP	In Progress	An IP grade is shown where students will register for the same course in the subsequent semester/term to complete the assessment of the course.
I	Incomplete	A grade of incomplete may be granted (i) where there are extenuating circumstances that have prevented a student from completing required work, or attending the examination; (ii) at the discretion of the Assessment Panel. Where an “I” grade is assigned, the Assessment Panel may approve a schedule for the completion of work, or a supplementary examination. An alternative grade should be assigned no later than four weeks after the “I” grade is first reported or as soon as practicable thereafter.
TR	Credit Transfer	Assigned when a student is granted transfer credits for the course.
Z	Exemption	Assigned when a student is exempted from the course.

<b>Grade</b>	<b>Grade Descriptions</b>	
AU	Audit	An audited grade is assigned when an auditing student has completed the conditions established at registration as an auditor. No assessment is made or grade awarded for auditing.
X	Late Drop	Assigned when a student is permitted to drop the course after the add/drop deadline.
WD	Withdrawn	Assigned when a student has registered for the course in a semester/term and subsequently submitted a notification of withdrawal from the University.

14.2.4 Students assigned a grade of D or better, or a Pass grade in a pass-fail course, earn credit units for the course. Grades of F, IP, I, Z, AU, X and WD do not earn credit units.

14.2.5 Grades of P, IP, I, TR, Z, AU, X and WD are not counted in the calculation of a student's CGPA. Grades of F are counted, unless the fail is recovered under AR14.4.

14.2.6 Grades of P, IP, I, TR, Z, AU, X and WD are not counted in the calculation of a student's SGPA.

### 14.3 Students' Academic Standing

14.3.1 Academic standing provides an indicator of students in academic difficulty needing academic advising and extra help. The three levels of academic standing are defined as follows:

<b>Standing</b>	<b>Definitions</b>
Academic Warning	Students' academic performance has been unsatisfactory, or their overall academic average is below minimum requirements. Students on warning should seek advice from their academic advisor.
Academic Probation	Students' academic performance has been extremely unsatisfactory, or their overall academic average has continued to be below the minimum requirements for graduation. Students on Academic Probation may be required to take a reduced study load and/or to fulfil specific conditions such as GPA attainments in the following semester.



Academic Suspension	Students who cannot benefit from course registration in the next semester/term may be suspended for an approved period of not less than one semester. Academic Suspension is designed to provide students with an opportunity to resolve the problems that are preventing them from making academic progress.
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14.3.2 The following standing is used for operational purposes:

Review	A temporary status indicating that a student's performance is unsatisfactory and has been referred to the student's home academic unit for determining if a decision on academic standing needs to be made.
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14.3.3 The decision of an academic standing will be determined at the end of a semester for students who are in academic difficulty and have taken courses to a total of more than three credit units on the basis of their last academic standing (if any) and the GPAs attained at the time when the decision is made. Detailed rules are as follows:

Last Academic Standing	SGPA		CGPA	Academic/Operational Standing
Nil	1.00 to 1.69	and	1.00 to 4.30	Academic Warning
	0 to 0.99	or	0 to 0.99	Review
Academic Warning	1.70 to 4.30	and	0 to 1.69	Academic Warning
	0 to 1.69	and	Any	Review
Academic Probation/ Academic Suspension	0 to 1.69	or	0 to 1.69	Review

14.3.4 In making decisions on students' academic standing, the Examination Board has the right, upon the recommendation of the students' home academic unit, to make exceptions from the above rules.

14.3.5 If so required by the Examination Board, an academic standing decision may also be specially determined for a particular student at the end of the Summer Term.

#### 14.4 Repeating Courses to Improve Grades

Unless otherwise specified, students may repeat a course, or an equivalent course, to recover a failure or to improve a course grade of D, subject to the concerned academic unit's course offering schedule and availability. Only two repeat attempts may be permitted. Course grades for all attempts will appear on the student's academic transcript, but only the final grade earned will be included in the calculation of the student's CGPA.

## 14.5 Illness or Other Circumstances Related to Assessment

- 14.5.1 A student who reasonably believes that his/her ability to attend an examination, or in-course assessment with a weighting of 20% or above, has been adversely affected by circumstances beyond his/her control must submit the case, with documentary evidence, to his/her home academic unit following the procedures stated on the University website, as soon as possible but no later than 5 working days of the scheduled date for completing the affected examination or assessment.
- 14.5.2 The home academic unit of the student will investigate the case, in consultation with the course-offering academic unit. Only compelling reasons such as illness, hospitalization, accident, family bereavement or other unforeseeable serious personal or emotional circumstances will be considered. The decision of the home academic unit is final and will be conveyed to the student in writing as soon as possible but no later than 10 working days following receipt of the case.
- 14.5.3 If the case is justified and substantiated, the decision will be conveyed to the Assessment Panel which will determine whether to offer the student a make-up examination or coursework or other alternative assessment. Where assessments for more than one course are affected, it is the responsibility of the home academic unit to inform all relevant Assessment Panels. The Assessment Panel may also adjust the grade of the student if deemed appropriate. The course-offering academic unit will convey the Assessment Panel's decision on the make-up arrangements to the student in writing as soon as possible.

## 14.6 Dean's List

At the end of Semester A and Semester B, or for part-time students on the completion of the second of these two semesters, students' GPAs are calculated. Where a student over that period has (i) earned 12 credit units or more from courses taken at the University, (ii) achieved a GPA of 3.70 or above, (iii) not failed any course, and (iv) subject to the Dean's endorsement, the student is placed on the Dean's List.

## 15. **Review of Assessment Decisions**

### 15.1 Review of Course Grades

- 15.1.1 Requests for review of course grades are governed by AR15.1.

#### Informal Resolution

- 15.1.2 For review of course grades via informal resolution, the Course Leader will consider requests on grounds of administrative error in recording or calculating the mark or result, or other circumstances that impact the course grade awarded.

- 15.1.3 A student should contact the Course Leader within 5 working days of the announcement of grades by the University with a view to resolving the matter informally.
- 15.1.4 If a revision to the student's course grade is considered necessary, the Course Leader should make a recommendation to amend the grade and seek the endorsement of the Chair of the Assessment Panel. Any grades thus amended will be reported to the Assessment Panel at its next meeting.
- 15.1.5 The decision on the informal review will be communicated to the student by the Course Leader no later than 13 working days following the announcement of grades by the University.
- 15.1.6 Other than disagreement with the academic judgement of Course Leaders which does not constitute valid grounds for formal review by virtue of AR 15.1.7, if the student's concerns regarding course grades as stipulated in AR15.1.2 cannot be resolved by informal means, the student may seek resolution via the formal procedures outlined below. However, informal review is not a pre-requisite for the formal procedure.

#### Formal Procedures for Review

- 15.1.7 Disagreement with the academic judgement of Course Leaders does not constitute valid grounds for formal review. For formal review of course grades, only requests with the following grounds will be considered:
- (i) there has been a procedural irregularity in the assessment process; for example, the assessment was not conducted in accordance with the Academic Regulations or with the arrangement prescribed for the course;
  - (ii) there exist circumstances that impact the course grade awarded that the student was unable to bring them to the attention of the Course Leader prior to the assessment for valid reasons.
- 15.1.8 Any request for review of course grades must be made in writing to the Dean of the college/school offering the course within 22 working days of the announcement of grades by the University. The written application must:
- (i) state the grounds on which the request for review is made;
  - (ii) include a description of the relevant facts; and
  - (iii) provide supporting evidence.
- 15.1.9 Upon receipt of the formal request for review, the Dean of the college/school will determine whether or not a *prima facie* case for review has been established. If, in the view of the Dean of the college/school, there is no *prima facie* case, then the request will be dismissed and the decision conveyed to the student no later than 32 working days following the announcement of grades by the University. The decision of the Dean of the college/school to dismiss the request is final.

- 15.1.10 If, in the view of the Dean of the college/school, there is a *prima facie* case, then he/she will refer the matter to the College/School Grade Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of course grade on the basis of the information and documents provided by the student and other information available to the Committee. The Committee will record its proceedings and resolutions.
- 15.1.11 If the Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide the action to be taken. The Assessment Panel will report back to the College/School Grade Review Committee any decisions taken on cases referred via this procedure.
- 15.1.12 The decision on the formal review will be communicated in writing to the student by the Dean of the college/school with a brief statement of the reasons for the decision. The decision should be conveyed to the student no later than 54 working days following the announcement of grades by the University.

#### Appeal Procedures

- 15.1.13 Formal requests for review of course grades should normally be resolved at the college/school level. A student may only appeal against the decision of the College/School Grade Review Committee on the basis of procedural irregularity in the review process within 10 working days following receipt of the decision on the formal review. Students may submit an appeal in writing to the Associate Provost (Academic Planning and Undergraduate Education). Appellants should clearly indicate the grounds for appeal, and provide evidence in support of the appeal. The Associate Provost (Academic Planning and Undergraduate Education) will determine whether or not a *prima facie* case for appeal has been established. If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is no *prima facie* case, then the appeal will be dismissed and the decision conveyed to the student normally no later than 10 working days following receipt of the appeal. The decision of the Associate Provost (Academic Planning and Undergraduate Education) to dismiss an appeal is final.
- 15.1.14 If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is a *prima facie* case, he/she will refer the matter to the Academic Review Committee for consideration.
- 15.1.15 If the Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide the actions to be taken. The Assessment Panel will report back to the Academic Review Committee any decisions taken on cases referred via this procedure.
- 15.1.16 The Academic Review Committee should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing normally no later than 27 working days following receipt of the appeal case by the Associate Provost (Academic Planning and Undergraduate Education) and is final.

15.1.17 The College/School Grade Review Committees will submit a report of formal requests for review of course grades considered to Senate via the Quality Assurance Committee annually. The Academic Review Committee will submit an annual report to Senate via the Quality Assurance Committee on all appeal cases received by the Academic Review Committee.

## 15.2 Review of Examination Board Decisions

15.2.1 Requests for review of an Examination Board's decision on academic standing or final award are governed by AR15.2. The academic judgement of the Board shall not be subject to review.

### Informal Resolution

15.2.2 For review of an Examination Board's decision via informal means, the University will only consider requests on grounds of administrative error in recording, transcribing, or reporting of the result.

15.2.3 A student should attempt to resolve the matter informally by contacting the Major Leader within 5 working days of the publication of the academic standing or final award by the University through the University administrative information system. However, informal review is not a pre-requisite for the formal procedure.

15.2.4 If an amendment to the decision on academic standing or award classification is considered necessary, the Major Leader should make a recommendation via the Head of the academic unit to this effect and seek the endorsement of the Chair of the Examination Board. Any Examination Board decision thus amended will be reported to the Examination Board at its next meeting.

15.2.5 The decision on the informal review will be communicated to the student by the Major Leader no later than 8 working days following receipt of the formal request for review.

### Formal Procedures for Review

15.2.6 For formal review of an Examination Board's decision, only requests with the following grounds will be considered:

- (i) there has been a procedural irregularity affecting the Board's decision;
- (ii) there exist circumstances that impact the Board's decision that the student was unable to bring them to the attention of the Board prior to its deliberations for valid reasons.

15.2.7 Students may submit a formal request in writing to the Associate Provost (Academic Planning and Undergraduate Education) within 22 working days of the publication of the Examination Board's decision by the University. The application must:

- (i) state the grounds on which the request for review is made;
- (ii) include a description of the relevant facts; and
- (iii) provide supporting evidence.

- 15.2.8 The Associate Provost (Academic Planning and Undergraduate Education) will determine whether or not a *prima facie* case for review has been established. If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is no *prima facie* case, then the request will be dismissed and the decision conveyed to the student no later than 10 working days following receipt of the request. The decision of the Associate Provost (Academic Planning and Undergraduate Education) to dismiss the request for review is final.
- 15.2.9 If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is a *prima facie* case, he/she will refer the matter to the Academic Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of Examination Board's decision on the basis of the information and documents provided by the student and other information available to the Committee. The Committee will record its proceedings and resolutions.
- 15.2.10 Where the case involves the request for an appeal against the decision of the College/School Grade Review Committee lodged by the same student within the same semester/term, a nominee of the Associate Provost (Academic Planning and Undergraduate Education) will be appointed to handle the case to avoid allegation of bias.
- 15.2.11 If the Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the case and decide whether changes to the student's academic standing or award classification are required. The Examination Board will report back to the Academic Review Committee any decisions taken on cases referred via this procedure.
- 15.2.12 The decision on the formal review will be conveyed to the student in writing no later than 22 working days following receipt of the formal request for review.

#### Appeal Procedures

- 15.2.13 Formal requests for review of the Examination Board's decisions should normally be resolved by the Academic Review Committee. A student may only appeal against the decision of the Committee on the basis of procedural irregularity in the review process. Students may submit an appeal in writing to the Provost within 10 working days following receipt of the decision regarding the formal review. Appellants should clearly indicate the grounds for appeal and provide evidence in support of the appeal.
- 15.2.14 If the Provost determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the

case and decide whether changes to the student's academic standing or award classification are required. The Examination Board will report back to the Provost any decisions taken on cases referred via this procedure.

15.2.15 The Office of the Provost should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing within 22 working days following receipt of the appeal and is final.

15.2.16 The Academic Review Committee will submit a report of formal requests for review of Examination Board decisions and of appeal cases received to Senate via the Quality Assurance Committee annually. The Provost will submit an annual report to Senate via the Quality Assurance Committee on all appeal cases received by him/her.

## **16. Application for Graduation and Requirements for Awards**

16.1 Each academic year has three graduation dates as set by Senate. Students should file an application for graduation during their intended graduation semester/term in accordance with the procedures announced by the University.

16.2 Students who have applied for graduation but do not successfully complete all their academic requirements by the end of the intended graduation semester/term must reapply for graduation.

16.3 In order to be awarded a degree, a student shall:

- (i) complete the minimum credit unit requirements for the degree;
- (ii) achieve a CGPA of 1.70 or above; and
- (iii) fulfil other requirements stipulated in the University's regulations and procedures.

16.4<sup>1</sup> Students who have declared a second major shall fulfil the second major requirements, and achieve a minimum CGPA of 1.70 in the second major in order for them to be granted the award.

## **17. Conferment and Classification of Awards**

17.1 The University offers the following undergraduate degrees with honours: Bachelor of Arts, Bachelor of Arts and Science, Bachelor of Business Administration, Bachelor of Engineering, Bachelor of Laws, Bachelor of Science, Bachelor of Social Sciences, and Bachelor of Veterinary Medicine.

17.2 The degree awarded to students will be determined by the student's home major. The award title to be shown on the student's award certificate will be the degree and the home major. If a student has completed a double major, one award certificate will be issued and the second major will also be shown on the award certificate. For students

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<sup>1</sup> The minimum CGPA requirement mentioned in AR16.4 only applies to students who declare a second major from the 1<sup>st</sup> round 2015/16 exercise onwards.

who have completed a double degree, the two degree designations will appear on one award certificate.

17.3 University awards are classified by the relevant College/School Examination Board, which makes a recommendation to Senate for the conferment of awards.

17.4 The University grants bachelor's degree awards with the following classifications:

- (i) First Class Honours
- (ii) Upper Second Class Honours
- (iii) Lower Second Class Honours
- (iv) Third Class Honours
- (v) Pass

17.5 The various classifications are based on the CGPAs. The general guidelines are as follows:

<u>Classification of Award</u>	<u>CGPA</u>
First Class Honours	3.50 or above
Upper Second Class Honours	3.00 – 3.49
Lower Second Class Honours	2.50 – 2.99
Third Class Honours	2.00 – 2.49
Pass	1.70 – 1.99

17.6 In all cases of classification of awards, the CGPAs cited above are indicative. The Examination Board has the right, upon the recommendation of the respective academic unit, to make exceptions in the application of the indicative GPAs.

17.7 College/School Examination Boards classify awards with regard to, but not necessarily in strict conformity with, a student's CGPA.

17.8 The above guidelines also apply in determining the classification of awards for a double degree, and the classifications to be awarded should be endorsed by both the College/School Examination Boards concerned.



## COMMUNICATION CHANNELS

Students are welcome to share your concerns and opinions with staff of the Department through the following channels. You may simply drop in the staff's office or send an email to arrange a meeting with him/her.

### **Course Lecturers**

Your course lecturers are here to guide you through your studies. If you encounter any difficulties in a particular course, speak directly and timely to the lecturer responsible for the course.

### **Programme Assistant**

Programme Assistant is ready to provide first line response to your general enquiries on programme-related matters and student learning support. They will direct you to right communication channels for more proper advice and assistance where appropriate.

### **Student Advisor**

Student Advisor is always ready to provide general academic advising to students and walk you through any early-identified learning problems. He/ she will help you consider and clarify your intellectual, professional and personal goals; provide advice on course selection; and refer students to seek help or support from other right bodies where appropriate.

### **Other Programme Management Team Members**

- Assistant Major Programme Leader (Academic Advisor)
- Associate Major Programme Leader (Academic Advisor)
- Major Programme Leader
- Assistant Head (Undergraduate Programmes)
- Associate Head (Programmes)

## FREQUENTLY ASKED QUESTIONS

### Q1 How to access your personal class schedule?

- i) Go to CityU home page ([www.cityu.edu.hk](http://www.cityu.edu.hk)) from any terminal on campus or off campus.
- ii) Log onto “Portal” under “Quick Links”.  
*If you have problems in logging in, please follow the instructions in “Having problems logging in?”.*
- iii) Under the tab “Student”, you can find a quick link “Student Schedule” to view your timetable for current semester. Timetable for Semester A 2018/19 is available from 31 July 2018 onwards.

### Q2 How to get instructors’ handouts through Canvas

- i) Log onto Canvas (<https://canvas.cityu.edu.hk>) from any terminal on campus or off campus.
- ii) Click “View All or Customize” under “Courses” to see all courses you have registered in current and previous semesters.

### Q3 How to check curriculum requirements and course syllabuses

Go to CityU home page ([www.cityu.edu.hk](http://www.cityu.edu.hk)) and click “Academic Programmes” or go to “First Year Students” under “Programmes & Course” of EE department homepage ([http://www.ee.cityu.edu.hk/home/programmes\\_BDEE.html](http://www.ee.cityu.edu.hk/home/programmes_BDEE.html)).

### Q4 Course registration for 2018/19

- i) For 2018/19, students will be pre-registered in some of the required courses. Please refer to pages 6 and 7 for details.
- ii) The web registration period for Semester A will start **from 20 August and end on 10 September 2018 11:30p.m.**, but **you need to check your time ticket from “AIMS”.**
- iii) Please check your curriculum requirements, review your study plan and then make appropriate adjustments to your course registration whenever required. **Please feel free to talk to the Programme Assistant and Student Advisor if you have any enquiries.**
- iv) Add/Drop of courses can be made through AIMS for web-enabled courses during the web registration period.
- v) For non-web-enabled courses, students **should seek approval from the course-offering academic units after getting endorsement from home department** by using the Add/Drop Form. The change request should then be submitted to ARRO.
- vi) If a student drops a course after the add/drop period, an ‘X’ grade will be assigned for the course. The ‘X’ grade will be printed on the student’s transcript.

- vii) For details on course registration arrangements for 2018/19, please refer to “Course Registration” under ARRO website [www.cityu.edu.hk/arro](http://www.cityu.edu.hk/arro).

***Important notes:***

*How to do the Add/ Drop on web:*

- *Go to [www.cityu.edu.hk](http://www.cityu.edu.hk) from any terminal on campus or off campus and click “Students”.*
- *Log onto “AIMS” and then click “Course Registration”.*
- *Choose “Add or Drop Classes”.*

**Q5 How to access your student email account**

- Go to [www.cityu.edu.hk](http://www.cityu.edu.hk) from any terminal on campus or off campus.
- Click “Email” under “Quick Links”.
- Click “[my.cityu.edu.hk](http://my.cityu.edu.hk) (Office 365)”.

***Important notes:***

- *For email communication, please state your name, student number, contact telephone number, programme and entry cohort.*
- *Always check and clear your email account, and make sure it does not exceed the quota (a maximum of 50GB).*

**Q6 How to access DegreeWorks**

DegreeWorks is a web-based tool that CityU has introduced for undergraduate students under the 4-year degree curriculum for academic advising and degree audit purposes. DegreeWorks matches a student's academic record against the degree requirements. It helps students learn easily what courses and requirement they still need to complete and help them plan their studies. DegreeWorks also facilitates communication between students and major leaders/advisors, and helps staff members monitor the students' progress more easily. More details can be referred to <http://www6.cityu.edu.hk/arro/content.asp?cid=482>.

Access

- Go to [www.cityu.edu.hk](http://www.cityu.edu.hk) from any terminal on campus or off campus.
- Log onto “AIMS”.
- Go to the "Study Plan" tab in AIMS.
- Then you can view the Student advising worksheet and advising notes, and access other features available in DegreeWorks.

***Important notes:***

*Students are advised to go through the online tutorials and all materials available on ARRO's website to learn more about DegreeWorks*

- *Go to [www.cityu.edu.hk/arro](http://www.cityu.edu.hk/arro)*
- *Click “Current Students”.*
- *Choose “DegreeWorks”.*
- *Read “Introduction”, “Tutorials” and “Frequently Asked Questions”.*

**Q7 Department's webpage for First-year Students**

- i) Go to EE Department webpage (www.ee.cityu.edu.hk).
- ii) Find "Undergraduate" under "Programme and Courses".
- iii) Select "First-year students".
- iv) Arrive at [http://www.ee.cityu.edu.hk/home/programmes\\_BDEE.html](http://www.ee.cityu.edu.hk/home/programmes_BDEE.html).
- v) Different information including "First Year Curriculum & Course Registration", "Major Options and Major Allocation", "Academic Honesty and Lab Safety", and "Student Handbook" are available there.

**Q8 What is a Grade Point, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)?**

A Grade Point is the **numerical grade** assigned to the **letter grade** for assessment purpose, except for the grades of P, IP, I, TR, Z, X and WD which carry no Grade Point. (Please refer to Paragraph 14.2 of the Academic Regulation for the Grade Point of each grade). It is also used to calculate a student's SGPA and CGPA. The calculation of SGPA and CGPA is illustrated in the example given below:

Example: Student A (suppose the programme only consists of 4 courses)

Course	Grade	Grade Point	Credit unit
Semester A			
MA1200	A	4.0	3
AP1201	B-	2.7	3
Semester B			
MA1201	D	1.0	3
CS1102	B	3.0	3

$$\text{SGPA for Semester A} = \frac{4.0 \times 3 + 2.7 \times 3.0}{3 + 3} = 3.35$$

$$\text{CGPA for Semester A and B} = \frac{(4.0 \times 3) + (2.7 \times 3) + (1.0 \times 3) + (3.0 \times 3)}{3 + 3 + 3 + 3} = 2.67$$

**Q9 What is the consequence of failing a course?**

You will get an F grade, which means you cannot earn any credit unit from the course. If that is a core course, you will need to retake it and pass it in order to graduate. Failing the same required course (or its equivalent/substitute course) in its third attempt will lead to termination.

**Q10 Is Grade D a pass grade?**

It is a marginal pass, and the grade point you can get is only '1.0'. If you get D for some courses, you may not be able to graduate since you need a minimum CGPA of 1.7 to graduate.

## STAFF LIST AND SPECIALISM

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 Networked Control and Information  
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 Time-Delay Systems,  
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Quantum Devices,  
Nanoelectronics,  
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## **RULES ON ACADEMIC HONESTY**

*(Effective from Semester A 2017/18)*

1. The Rules on Academic Honesty is approved by the Senate to regulate Student academic honesty matters and adjudicate Student academic dishonesty cases. The Academic Conduct Committee under the Academic Policy Committee will determine and keep under review the Rules on Academic Honesty. Academic honesty with respect to faculty members is not covered by this set of Rules.
2. Academic honesty is central to the conduct of academic work. Students are expected to present their own work, give proper acknowledgement of other's work, and honestly report findings obtained. As part of the University's efforts to educate Students about academic honesty, all Students are required to complete the Online Tutorial and Quiz on Academic Honesty, and make a Declaration on their understanding of academic honesty.
3. Academic dishonesty is regarded as a serious academic offence in the University. Any related offence may lead to disciplinary action with a penalty including without limitation, expulsion from the University, debarment from re-admission, deprivation of an academic award already conferred or revocation of a certification granted.
4. Academic dishonesty includes but is not restricted to the following behaviors:
  - 4.1 Plagiarism, e.g., the failure to properly acknowledge the use of another person's work or submission for assessment material that is not the Student's own work;
  - 4.2 Misrepresentation of a piece of group work as the Student's own individual work;
  - 4.3 Collusion, i.e., allowing another person to gain advantage by copying one's work;
  - 4.4 Unauthorized access to an examination/test paper;
  - 4.5 Possession/use of unauthorized material in assessment;
  - 4.6 Unauthorized communication during assessment;
  - 4.7 Use of fabricated data claimed to be obtained by experimental work, or data copied or obtained by unfair means;
  - 4.8 Impersonating another Student at a test or an examination or allowing oneself to be impersonated.
5. Students must comply with regulations promulgated by the University and the academic units in examinations and coursework.
6. All Students, faculty and staff have the responsibility to report academic dishonesty cases as they will compromise the quality of education and depreciate the genuine achievements of others. Course leaders are required to report any suspected incidents of academic dishonesty in the course, if supported by clear evidence, to the Head/Dean of the course-offering academic unit.

## 7. Handling Procedures and Penalties

7.1 For academic dishonesty occurring during examinations, the Chief Invigilator will report the case to the Academic Regulations and Records Office/Chow Yei Ching School of Graduate Studies by using the appropriate form. The concerned office will refer the case to the Head/Dean of the relevant course-offering academic unit for investigation. For other cases of academic dishonesty (including without limitation, those involving thesis/dissertation/take-home examination/assignment/project or other forms of assessment), the Head/Dean of the course-offering academic unit, when alerted that there may be an alleged case of academic dishonesty, shall investigate the case. During the investigation, the Head/Dean of the course-offering academic unit will gather all related evidence, notify and interview the concerned Student, and/or seek written statements from witnesses and/or the Student to collect more information as he/she deems necessary.

7.1.1 Should the Head/Dean of the course-offering academic unit determine against the Student, the course-offering academic unit shall submit a detailed investigation report to the College/School Academic Conduct Committee describing the case details, evidence and nature of suspected academic dishonesty, the suggested penalty to be imposed on the Student, and justification for the suggested penalty to help the Committee make a decision. Otherwise, the case will be dismissed and a brief report sent to the College/School office for record. The Student's home academic unit will be informed of the suspected case by the College/School Academic Conduct Committee when it has received a referral and the detailed investigation report from the Head/Dean of the course-offering academic unit for consideration.

7.1.2 Upon receiving a referral together with the investigation report under 7.1.1 above, the College/School Academic Conduct Committee shall consider the case and decide whether to conduct further investigation, or support the allegation and approve the penalty suggested by the course-offering academic unit or not. When considering penalty to be imposed on the Student, the College/School Academic Conduct Committee will also take into account any record of previous misconduct by the Student including any penalty previously incurred. The Secretary to the College/School Academic Conduct Committee will write to the Student concerned informing him/her of the decision within ten working days from being informed of the suspected academic dishonesty case.

7.1.3 If the College/School Academic Conduct Committee decides to further investigate the case, the Student will be required to submit his/her written explanation within five working days from receipt of notification from the College/School Academic Conduct Committee. A meeting to interview the Student and consider the case will be held within fifteen working days from the expiration of the time limit for the Student to submit his/her written explanation. The terms of reference and membership of the College/School Academic Conduct Committee are given in Appendix 1. During the interview, the Student concerned may be accompanied by a member of the

University (staff/Student) who is not involved in the case, provided that the College/School Academic Conduct Committee is informed of the companion's name at least three working days before the meeting.

- 7.1.4 The College/School Academic Conduct Committee will regulate its own proceedings in the consideration of the case and may call before it such persons as it deems necessary.
- 7.1.5 The Student concerned may admit to the charge, or any part of it, at any stage of the investigation/proceedings.
- 7.1.6 If the Student concerned does not appear at the meeting, the College/School Academic Conduct Committee will consider the allegation in the absence of the Student.
- 7.1.7 If the charge of academic dishonesty is substantiated, the College/School Academic Conduct Committee shall impose penalties taking into account the following:

(a) First offence	<ul style="list-style-type: none"> <li>i. A written warning; and</li> <li>ii. A zero mark for the concerned component of the course, or a lower grade for the concerned course</li> </ul>
(b) Second or further offence	<ul style="list-style-type: none"> <li>i. A written warning; and</li> <li>ii. An F grade for the concerned course</li> </ul>

- 7.1.8 The College/School Academic Conduct Committee may also impose any of the following penalties (and may impose more than one penalty at the same time) with the endorsement of the Associate Provost (Academic Planning and Undergraduate Education) for cases involving undergraduate Students or that of the Dean of Graduate Studies for cases involving postgraduate Students, before informing the Student of the penalties. The College/School Academic Conduct Committee shall also seek approval from the Senate in order to impose the penalty listed in v. below.
  - i. withholding the concerned Student's eligibility for a scholarship, prize, financial award, the Dean's List, or representing the University in external activities such as exchange programme or internship for a specified period of time;
  - ii. suspension of studies for a specified period of time;
  - iii. withholding an academic award for a specified period of time;
  - iv. expulsion from the University together with a specified period of time that the Student may not be re-admitted to any programme of studies;
  - v. the deprivation of an academic award already conferred, or revocation of a certification granted.
  - vi. any other penalties suggested by the College/School Academic Conduct Committee which are not covered under 7.1.7 and 7.1.8.

- 7.1.9 For currently enrolled Students, the College/School Academic Conduct Committee may also advise them to seek counsel from a counsellor in the Student Development Services.
- 7.1.10 For cases which warrant further investigation by the College/School Academic Conduct Committee, the Student will be informed of the decision of the College/School Academic Conduct Committee in writing within ten working days from the conclusion of the meeting of the College/School Academic Conduct Committee.
- 7.1.11 All substantiated cases considered by the College/School Academic Conduct Committee leading to changes to a Student's academic record or enrolment status will be reported to the Academic Regulations and Records Office (for undergraduate and sub-degree Students) or Chow Yei Ching School of Graduate Studies (for postgraduate Students) for updating the Student's records. The Student's home academic unit will be informed of the decision by the College/School Academic Conduct Committee.
- 7.1.12 The College/School office will keep a full set of records on academic dishonesty cases within the College/School and report to the Academic Conduct Committee on an annual basis.

## 8. Appeal Procedures

- 8.1 The Student may appeal against the decision of the College/School Academic Conduct Committee by writing to the Chair of the Academic Conduct Committee via the Office of the Provost within ten working days from being informed of the decision made by the relevant authority.
- 8.2 The appeal will only be entertained if it relates to any of the following:
  - 8.2.1 fresh evidence which for good reason had not been presented previously to the College/School Academic Conduct Committee; or
  - 8.2.2 a material irregularity of proceedings in the consideration of the matter by the College/School Academic Conduct Committee; or
  - 8.2.3 the penalty applied was unreasonable or excessive in light of new evidence presented to the College/School Academic Conduct Committee, the findings of fact, or the circumstances of the Student.
- 8.3 If the Chair decides that the appeal does not relate to any of the matters stated in 8.2 above, he/she will dismiss the appeal and the original decision will stand. If the Chair decides that the appeal appears to relate to any of the matters stated in 8.2 above, he/she will convene a meeting of an Academic Conduct Appeals Panel to consider the appeal and inform the Student's home academic unit of the appeal. The terms of reference and constitution of the Academic Conduct Committee and the Academic Conduct Appeals Panel are in Appendix 2 and Appendix 3 respectively.

8.4 The Academic Conduct Appeals Panel may, at its sole and absolute discretion, uphold the original decision, quash the original decision, change the penalty to be imposed or impose additional penalty. A decision on an appeal will normally be made within twenty-two working days from the date of receipt of the appeal under 8.1 above and the decision of the Academic Conduct Appeals Panel on the appeal is final. The Student's home academic unit will be informed of the decision on the appeal.

8.5 The Office of the Provost will keep a written confidential record of the proceedings of all cases of appeal and report to the Academic Conduct Committee on an annual basis.

Note 1: "Student"\* includes, unless otherwise specified, (a) an undergraduate (including Associate Degree), taught postgraduate, research postgraduate, or professional doctorate student of the University, and (b) currently or previously enrolled students and students already graduated from the University.

Note 2: "Working days" refers to Mondays to Fridays, excluding Saturdays, Sundays and public holidays and excluding, for the avoidance of doubt, a day throughout or for part of which a black rainstorm warning or Typhoon Signal Number 8 or above is issued or hoisted by the Hong Kong Observatory.

Note 3: The timeline requirements set out in the Rules shall be followed as far as practicable. In case deviation from the timeline requirements is necessary given the special circumstances (e.g. cases involving previously enrolled students or students already graduated from the University), approval from the Chair of the Academic Conduct Committee shall be sought and determined on case-by-case basis.

Note 4: "Home academic unit" is the academic department/college/school offering the degree or home major in which a student is/was enrolled. "Course-offering academic unit" is the academic department/college/school offering the course and/or holding the responsibility of assessment associated with the academic dishonesty.

\* Students (includes currently or previously enrolled students and those already graduated) of the Community College of City University and the School of Continuing and Professional Education are not covered by the Rules.

## **College/School Academic Conduct Committee**

### **1. Terms of Reference**

To investigate, exercise summary jurisdiction and impose penalties in respect of violations of the University's Rules on Academic Honesty by Students when such violations are referred to it by a head/dean of academic unit as appropriate.

### **2. Constitution**

*Chair*                      An Associate Dean of the College/School appointed by the Dean

*Members*                (a) Two faculty members within the College/School appointed by the Dean  
(b) One member outside the College/School from the central pool of academic staff appointed by the Academic Conduct Committee  
(c) One of the currently enrolled Students in the College/School Board appointed by the Dean

*Secretary*                Administrative staff of the College/School office

- Notes: (i) The term of office of the Chair and category (a) members are two years.  
(ii) The categories (b) and (c) members are appointed on a case-by-case basis.  
(iii) For serious academic dishonesty cases as determined by the Chair in consultation with the Associate Provost (Academic Planning and Undergraduate Education) for cases involving undergraduate Students, or the Dean of Graduate Studies for cases involving postgraduate Students, the Committee may, at its sole and absolute discretion, expand its membership to up to three members in category (b).



## **Academic Conduct Committee**

### **1. Terms of Reference**

- 1.1 To advise the Academic Policy Committee on policies and procedures relating to academic honesty.
- 1.2 To determine and periodically update the University's Rules on Academic Honesty.
- 1.3 To determine the procedures for dealing with violations of the Rules on Academic Honesty, and the penalties relating thereto.
- 1.4 To appoint sub-committees, working parties and similar bodies for the purpose of discharging the duties of the Committee, and to approve the terms of reference and membership.
- 1.5 To maintain a central pool of academic staff for College/School Academic Conduct Committees to co-opt into their committee meetings to consider academic misconduct cases.
- 1.6 To report on its business to the Academic Policy Committee (APC) at such intervals as APC deems appropriate.

### **2. Constitution**

<i>Chair</i>	Provost or nominee
<i>Deputy Chair</i>	Elected by and from members
<i>Ex-officio Members</i>	(a) Associate Provost (Academic Planning and Undergraduate Education) (b) Associate Dean of Graduate Studies
<i>Members</i>	(a) Four members appointed by and from the Senate (b) Two currently enrolled undergraduate Students nominated by the Students' Union (c) One currently enrolled postgraduate Student nominated by the CityU Postgraduate Association
<i>Secretary</i>	Administrative staff of the Office of the Provost

Notes: (i) The term of office of the nominated and appointed members is two years with a staggered arrangement.

(ii) The term of office of currently enrolled Students is one year.

## **Academic Conduct Appeals Panel**

### **1. Terms of Reference**

Reporting to the Academic Conduct Committee, the Academic Conduct Appeals Panel will deal with appeals from Students in accordance with the Rules on Academic Honesty.

### **2. Constitution**

*Chair*                      Chair of the Academic Conduct Committee

*Members*                      (a) Two Senate appointed members of the Academic Conduct Committee  
(b) One currently enrolled Student nominated by the Students' Union (for cases involving undergraduate Students)  
(c) One currently enrolled Student nominated by the CityU Postgraduate Association (for cases involving postgraduate Students)

*Secretary*                      Administrative staff of the Office of the Provost

Note: Members of the panel shall not have any personal interest in the appeal.

## **Code of Student Conduct and Disciplinary Procedure**

### **(“the Code”)**

*(With effect from Semester B 2017/18)*

(The definitions of a number of terms are set out in Appendix A)

#### **1. Purpose / Scope**

- 1.1 The purpose of this Code is to set out the University’s expectations of all Students (as defined in Appendix A) with regard to their personal conduct, behaviour and etiquette, and to provide a procedure/process to handle all allegations of Misconduct (as defined in Clause 4 below) against a Student that is not expressly governed by any specific or separate Rules & Regulation.
- 1.2 This Code applies to any activity undertaken by a Student, whether on or off University premises, where that activity has or may have harmed either staff or Students of the University, or may have damaged the University’s reputation or good standing.
- 1.3 It is however not possible or feasible to specify and cover every circumstance and situation in this Code. If a circumstance or situation arises which is not expressly covered in this Code, all Students must apply the principles of this Code and not act in conflict with this Code.
- 1.4 The University expects all Students to behave and conduct themselves in a way that does not hinder or damage its operation and/or reputation. It is recognized that the majority of Students behave in a responsible manner. Occasionally however, a small minority of Students may behave in ways that may cause harm or disrepute to the University, its staff, other Students or the public. In such cases, the University has a responsibility to take appropriate action to protect other members of the University community, and its reputation.
- 1.5 Acts of academic dishonesty, i.e. those which gain for a Student an unfair advantage in any University assessment, are dealt with separately under the Rules on Academic Honesty. A case concerning sexual harassment in which the respondent is a Student of the University will be dealt with in accordance with the University’s Sexual Harassment Policy and Procedures (including but not limited to the time limit specified under the Sexual Harassment Policy and Procedures) and the case may, after investigation, be referred under the Sexual Harassment Policy and Procedures for investigation and/or disciplinary action under the Code.
- 1.6 The timescales below set out the time limits for raising an allegation:
  - 1.6.1 subject to Clauses 1.6.4 and 1.6.5, in the case of an allegation being made by a current Student, the allegation must be made within a reasonable time of the incident giving rise to the allegation and, in any event, no later than three months after the incident;

- 1.6.2 subject to Clauses 1.6.4 and 1.6.5, in the case of an allegation being made by a previously enrolled Student, the incident giving rise to such allegation must have occurred while that Student was enrolled and the allegation must be made no later than three months after the incident;
- 1.6.3 subject to Clauses 1.6.4 and 1.6.5, any allegation made three months after the incident giving rise to the allegation will not be entertained;
- 1.6.4 for a case of sexual harassment being handled under the University's Sexual Harassment Policy and Procedures in which the respondent is a Student of the University, the time limit in Clause 1.6.1 to 1.6.3 does not apply, and for the avoidance of doubt, the Vice-President (Student Affairs), Student Discipline Committee, Student Discipline Panel or Student Discipline Appeal Panel (as the case may be) shall have jurisdiction to deal with such a case notwithstanding the expiry of the time limit in Clause 1.6.1 to 1.6.3 provided that the sexual harassment case is being referred under the University's Sexual Harassment Policy and Procedures for investigation and/or disciplinary action under the Code;
- 1.6.5 for a case of alleged Misconduct:
  - (i) which has been investigated by a law enforcement agency, statutory or professional body and for which the findings and/or decision of such law enforcement agency, statutory or professional body is available; or
  - (ii) where a judgment or decision of a tribunal or a court on the alleged Misconduct is available

the time limit in Clause 1.6.1 to 1.6.3 does not apply, and for the avoidance of doubt, the Vice-President (Student Affairs), Student Discipline Committee, Student Discipline Panel or Student Discipline Appeal Panel (as the case may be) shall have jurisdiction to deal with such a case notwithstanding the expiry of the time limit in Clause 1.6.1 to 1.6.3.

- 1.7 Whilst each party referred to in these procedures is expected to take all reasonable steps to comply with the time limits specified in this document, a failure on the part of the relevant authorities of the University to comply with one or more time limits (unless a material and culpable failure) will not in itself amount to the procedures being void or voidable.

## **2. Obligations / Expectations**

- 2.1 All Students have an obligation to inform themselves of the Rules & Regulations affecting them. For the avoidance of doubt, this Code forms part of the Rules & Regulations which each Student has, by accepting a place to study at the University and signing/making the Declaration upon Enrolment on admission to the University, undertaken to fully observe.

- 2.2 The overreaching obligation of all Students is to act in the best interests of the University community at all times.
- 2.3 All Students are expected to:
- 2.3.1 act and conduct themselves honestly and in accordance with the overreaching obligation set out above and all the Rules & Regulations;
  - 2.3.2 act in accordance and comply with the law;
  - 2.3.3 act with regard to the health and safety of others;
  - 2.3.4 act with regard to the University's good reputation and to ensure that their actions or inactions as a Student do not harm, or bring into disrepute, the University's reputation or good standing;
  - 2.3.5 respect the dignity and rights of others, including but not limited to privacy/personal data rights, irrespective of their background, ethnic origin or race and national origin, sex and gender identity, sexual orientation, abilities and disabilities, age, religion and family status;
  - 2.3.6 comply with the terms and conditions of use of all university facilities whenever distributing, placing or causing to be placed any postings or publications;
  - 2.3.7 not behave in any way which impairs the reasonable freedom of other persons to pursue their studies, work or research or to participate in the life of the University;
  - 2.3.8 not engage or otherwise participate, whether alone or acting in concert with others, in any form of Misconduct.
- 2.4 If a Student breaches any terms or provisions of this Code, the University may take disciplinary action in accordance with the procedure set out herein, which may include provisions for immediate Suspension or restriction of a Student from the University in urgent circumstances.

### **3. Authority / Responsibilities**

- 3.1 The authority to take action under this Code is derived from and consistent with the University's Ordinance. The President has overall responsibility for maintaining Student discipline. The Academic Policy Committee has delegated to the Chair of the Student Discipline Committee ("SDC") the responsibility for providing advice on the interpretation of the disciplinary procedure and for reporting to the Academic Policy Committee on its operation. The Deans of Colleges and Schools, the Dean of Students, heads or nominees of academic departments and academic support units (including, but not limited to, Director of Student Residence Office, Director of Student Development Services, the Librarian, Director of Computing Services Centre, Director of Finance, Director of Campus Development and Facilities and Residence Masters of halls of residence) have been given particular responsibilities under this Code, and are referred to hereafter

collectively as “authorized officers” and individually as “authorized officer”. In addition all staff have a responsibility to assist with the effective operation of this Code.

- 3.2 All correspondence and notifications to a Student will be sent to the Student by email, to the Student’s University allocated email account. If the Student is no longer enrolled, it will be sent by registered mail to the Student’s last known mailing address or private email address.
- 3.3 Nothing in this Code precludes the University from instituting civil or criminal proceedings against a Student in respect of Misconduct.
- 3.4 Definitions of respective terms adopted/addressed in this Code could be found in Appendix A.

#### **4. Misconduct**

- 4.1 For the purpose of this Code, the following acts, behaviours and/or conduct are considered and are deemed to constitute improper/inappropriate behaviour amounting to Misconduct:
  - 4.1.1 obstruction or disruption of any academic activity or of the management, administration or operation of the University;
  - 4.1.2 theft or any other criminal offence committed on the University premises, misappropriation of University funds or assets, misuse or falsification of any records or data or documents belonging to or in the possession of the University, its staff, Students or visitors;
  - 4.1.3 any deliberate, reckless, negligent or careless act which causes, or is likely to cause, loss, damage or injury, or puts others at risk or which threatens the safety of the University premises or its occupants;
  - 4.1.4 damage to, defacement or wrongful treatment of, the property of the University, its staff, Students or visitors;
  - 4.1.5 assault (including sexual assault);
  - 4.1.6 sexual, racial or other harassment, or behaviour which causes fear or distress to others; threatening, abusive, disorderly or unreasonable behaviour;
  - 4.1.7 failure to comply with any ruling made as a result of disciplinary proceedings;
  - 4.1.8 failure to behave in accordance with the provisions of any professional code of conduct or equivalent which may be applicable to the Students concerned, e.g. during internships or other work-based learning activity;
  - 4.1.9 victimisation (including any unfair treatment, retaliation or punishment) of a person;

- 4.1.10 failure to respect or honour any decisions, findings, recommendations and/or reports made under any applicable Rules & Regulations including this Code;
- 4.1.11 breach of any Rules & Regulations including the regulations for the use of the library and computing facilities, whether in the University or accessed through the University and the regulations under the CityU Campus Display Policy, Student Complaints Procedure, the regulations for Student residences, hall rules, and regulations about common facilities and services in halls of residence;
- 4.1.12 breach or contravention of any applicable laws including those governing and/or regulating the use, storage and security of personal data under the Personal Data (Privacy) Ordinance, Cap. 486 of the laws of Hong Kong SAR (“the Privacy Ordinance”);
- 4.1.13 failure to act and conduct themselves in accordance with any one or more of the obligations/expectations set out in Clause 2 above;
- 4.1.14 any act which the President or any of the authorized officers listed in Clause 3.1 above has reason to believe is a breach of good discipline of the University;
- 4.1.15 for the avoidance of doubt, any students:
  - (a) who aid, abet, counsel or procure the contravention by another person of; or
  - (b) who conspire or attempt to commit a breach of
 any terms or provisions of this Code shall be considered as a violation of such terms or provisions of this Code to the same extent;
- 4.1.16 provide false information to the University during investigation.

## **5. Procedure – all cases**

- 5.1 Alleged Misconduct should be reported, in the first instance to the relevant authorized officer, as defined in Clause 3.1 above. The Chair of the SDC will adjudicate on who should take up the case where there is grey area.
- 5.2 Upon receipt of any reported allegation of Misconduct, the authorized officer will first decide whether it is a minor or major case. He/she may seek the advice of the Chair of the SDC in making this judgment. Repeated instances of minor offences will be considered as a major offence. Minor cases will be handled and dealt with by the authorized officer. Major cases will be referred to the Secretary of the SDC for consideration by a Student Discipline Panel (“SDP”).
- 5.3 In all cases, Students accused of Misconduct must be informed of the details of the allegations against them, and given an opportunity to defend themselves. They may present written or oral evidence, and may call witnesses to give evidence on their behalf.

- 5.4 The standard of proof used by the authorized officer or the SDP or the Student Discipline Appeals Panel (“SDAP”) (as the case may be) in determining Misconduct should be based on the balance of probabilities and be commensurate with the gravity of the breach of standards of behaviour.
- 5.5 In order to prevent duplication of investigation resources and to avoid a complainant having to give evidence to two different University committees on the same matter, the Vice-President (Student Affairs), Student Discipline Committee, Student Discipline Panel or Student Discipline Appeal Panel (as the case may be) shall be entitled to and have the discretion to accept all or part of the findings (including but not limited to findings of facts) and/or recommendations of another committee of the University investigating a complaint.

## **6. Cases of Minor Misconduct**

- 6.1 The authorized officer will notify the Student, in writing, of the detail of the allegation of Misconduct, within 15 working days of receipt of the allegation by the authorized officer, inviting him/her to admit or deny the allegation and make representation and present evidence in either case within a specified period. The authorized officer will conduct an Investigation, in the course of which he/she may interview and/or seek written statements from witnesses and/or the Student. Upon conclusion of the Investigation, the authorized officer may decide either:
- 6.1.1 to dismiss the allegation as unsubstantiated; or
  - 6.1.2 that the Student is guilty of a minor Misconduct and impose one or more penalties, as defined in Clause 8 below; or
  - 6.1.3 that the matter is so serious as to warrant consideration by a SDP.
- 6.2 The Student will be informed, in writing, of the outcome of the authorized officer’s investigation and any penalties imposed<sup>1</sup>, and of the right to appeal the decision, within 30 working days of receipt of the allegation, save and except that the authorized officer’s decision as to Clause 6.1.3 above (if applicable) shall be final.
- 6.3 The authorized officer will inform the Secretary of the SDC of the allegation and the outcome of the Investigation, and any penalties imposed.

## **7. Cases of Major Misconduct**

- 7.1 The Secretary of the SDC will notify the Student, in writing, of the allegation of Misconduct, within 15 working days of receipt of the allegation by the authorized officer, inviting him/her to admit or deny the allegation, and giving notice of the

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<sup>1</sup> When a complaint of sexual harassment is found to be substantiated under the “Sexual Harassment Policy and Procedures” and the alleged harasser is referred to disciplinary action under the Code, and if the complainant is a victim of wrongdoing committed by the alleged harasser, both the alleged harasser and the victim-complainant who has a legitimate and direct personal interest in receiving information relating to the disciplinary process in question should be informed of the outcome of a complaint, the disciplinary action and the penalties imposed against the alleged harasser, if any.



- date of the meeting before a SDP at which the matter will be considered. Students are entitled to make representations and call witnesses in their defence, and/or to be accompanied by a staff or Student member of the University who is not involved in the case, to any meeting of a SDP (provided that at least 3 working days' advance written notice is given to the Secretary of the SDC of the name of such accompanying staff or Student member and the SDP's written approval is obtained).
- 7.2 If the Student does not respond to the notification under Clause 7.1 above, the SDP may nevertheless proceed to consider the matter, make a decision on the matter and impose appropriate penalties.
- 7.3 A SDP meeting will be convened to consider any case of major Misconduct within 30 working days of receipt of the allegation by an authorized officer. The SDP will consider other written and oral evidence and representations as it deems appropriate, and may decide:
- 7.3.1 to dismiss the allegation as unsubstantiated; or
  - 7.3.2 that the Student is guilty of a major Misconduct and impose one or more penalties, as defined in Clause 8 below; or
  - 7.3.3 that the Student is guilty of a minor Misconduct and impose one or more penalties, as defined in Clause 8 below.
- 7.4 The Student will be informed, in writing, of the decision of the SDP<sup>2</sup>, and of the right to appeal the decision, within 10 working days of the conclusion of the SDP's meeting.
- 7.5 The President may, at any time, temporarily suspend a Student pending Investigation of a major offence, should this be considered to be in the interests of the safety of other members of the University community. Reasonable efforts will be made to allow the Student to continue with his/her studies. Temporarily suspended Students will be informed in writing of the nature of the suspension.
- 7.6 Where the alleged Misconduct involves a violation of the criminal law, the University may report the case to the appropriate law enforcement authority. Internal disciplinary procedure may or may not be conducted concurrently with any external investigation, at the discretion of the Chair of the SDC. All cases of Students being convicted of criminal offences will be referred to the Chair of the SDC who will convene a SDP to consider if internal disciplinary action is warranted.
- 7.7 The terms of reference and constitution of the SDC and the SDP are in Appendix B and Appendix C respectively.

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<sup>2</sup> When a complaint of sexual harassment is found to be substantiated under the "Sexual Harassment Policy and Procedures" and the alleged harasser is referred to disciplinary action under the Code, and if the complainant is a victim of wrongdoing committed by the alleged harasser, both the alleged harasser and the victim-complainant who has a legitimate and direct personal interest in receiving information relating to the disciplinary process in question should be informed of the outcome of a complaint, the disciplinary action and the penalties imposed against the alleged harasser, if any.

## **8. Penalties**

- 8.1 An authorized officer may impose one or more of the following penalties:
  - 8.1.1 an oral reprimand, which will not be recorded on the Student's file;
  - 8.1.2 a written reprimand, which will be held on the Student's discipline record until graduation or termination of studies or other cases in which the Student's status becomes inactive. The reprimand will include a warning that any repetition of the offence is likely to lead to a more severe penalty;
  - 8.1.3 the requirement that the Student make a formal written or verbal apology to any injured party;
  - 8.1.4 exclusion from use of University amenities/facilities for a period not exceeding 1 semester;
  - 8.1.5 the requirement that the Student make good, in whole or in part, any damage or loss to the property of the University, or of members of the University community;
  - 8.1.6 the requirement that the Student perform supervised community service not exceeding 30 hours, as stipulated by the University;
  - 8.1.7 the requirement that the Student make any other written submission(s) as an authorized officer may deem appropriate.
- 8.2 The SDP may impose one or more of the penalties listed in Clause 8.1 above and the following:
  - 8.2.1 withholding the Student's eligibility for receipt of a scholarship, prize or financial award; or for inclusion on the Dean's List, or to represent the University in any external activity, for a specified period of time;
  - 8.2.2 exclusion from use of University amenities/facilities for any specified period of time;
  - 8.2.3 suspension from the University for a specified period of time;
  - 8.2.4 expulsion from the University, which may include specification of a period within which a Student may not be readmitted as a student of the University;
  - 8.2.5 the withdrawal of an award already made. This penalty would be applied only in cases of serious professional misconduct which calls into question the acceptability of the Student retaining the award;
  - 8.2.6 any other penalties as the SDP may deem appropriate.

## 9. Appeals

- 9.1 Students who wish to appeal against decisions either of authorized officers, or of the SDP, must do so in writing to the Chair of the SDC via the Office of the Vice-President (Student Affairs) within 10 working days of the date they are informed of the decision pursuant to Clause 6.2 or 7.4 above as the case may be. The grounds for appeal must be:
  - 9.1.1 that there is new evidence that could not have been made available earlier, through no fault of the Student; or
  - 9.1.2 that there was a procedural irregularity in the conduct of the original investigation by the authorized officer or the SDP; or
  - 9.1.3 that the penalty imposed was unreasonable or excessive in light of new evidence not presented to the authorized officer or the SDP, the findings of fact, or the circumstances of the Student.
- 9.2 The Chair of the SDC will consider the matter, and will decide either:
  - 9.2.1 that none of the grounds for appeal under Clause 9.1 above is present, and therefore that the appeal will be dismissed and the original decision will stand; or
  - 9.2.2 that there appears to be grounds for appeal under Clause 9.1 above and a SDAP will be convened to hear the appeal.
- 9.3 The decision of the Chair of the SDC made under Clause 9.2 above is final.
- 9.4 Where a SDAP is convened, it will meet to consider the case within 30 working days from receipt of the appeal. The Student is entitled to attend the SDAP meeting, and will be given at least 5 working days' advance notice of the date of the meeting. The Student may be accompanied by a staff or student member of the University who is not involved in the case, to any meeting of a SDAP (provided that at least 3 working days' advance written notice is given to the Secretary of the SDC of the name of such accompanying staff or Student member and the SDAP's written approval is obtained)
- 9.5 The SDAP will not reconsider the original case, but will confine its deliberations to a consideration of the appeal. It will decide either:
  - 9.5.1 that grounds for appeal are not substantiated, and that therefore the appeal is dismissed and the original decision will stand; or
  - 9.5.2 that the appeal is upheld, and that the original decision may be endorsed, varied or overturned; or
  - 9.5.3 that the appeal is upheld, and that penalties imposed under the original decision may be endorsed, varied or that greater or lesser penalties may be imposed.

- 9.6 The Student will be informed in writing of the SDAP's decision<sup>3</sup> within 10 working days of the conclusion of the meeting of the SDAP.
- 9.7 The decision of the SDAP on the appeal is final.
- 9.8 The terms of reference and constitution of the SDAP is in Appendix D.

## **10. Reporting**

- 10.1 Any decision which impacts upon a Student's enrolment status will be communicated immediately to the Academic Regulations and Records Office/Chow Yei Ching School of Graduate Studies for updating as appropriate.
- 10.2 The Vice-President (Student Affairs) will co-ordinate an annual report to the Academic Policy Committee on the operation of the SDP and the SDAP.
- 10.3 Record of major misconduct cases will be kept by the SDC for future management reference and will be erased after the specified period.

## **11. Privacy / Confidentiality**

- 11.1 All parties involved in a Complaint and/or an Investigation are required to act in accordance to the privacy/confidentiality measures listed in Appendix E.
- 11.2 Any violation of privacy and/or confidentiality set out in this Code and/or any contravention of the relevant data protection principles (DPPs) by a Student will be treated very seriously and subject those involved in such violation to disciplinary actions being taken against them under this Code.

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<sup>3</sup> If the complainant of sexual harassment is a victim of wrongdoing committed by the alleged harasser, both the alleged harasser and the victim-complainant who has a legitimate and direct personal interest in receiving information relating to the disciplinary process in question should be informed of the decision on appeal, the disciplinary action and the penalties imposed against the alleged harasser, if any.

**Definitions of Respective Terms Adopted/Addressed in the Code**

1. “CityU” or “University” means the “City University of Hong Kong”.
2. “Complaint” means any allegation, report, complaint, or accusation of Misconduct made or directed against a Student.
3. “Investigation” means an investigation of the Complaint.
4. “Misconduct” has the meaning ascribed to such word in Clause 4.
5. “President” means the President of the CityU.
6. “Rules & Regulations” mean the rules and regulations of the University as may be amended from time to time appearing at the University’s websites.
7. “Student\*” means an undergraduate (including Associate Degree), taught postgraduate, research postgraduate, or professional doctorate student of the University, and includes previously enrolled Students.
8. “Suspension” means the suspension of academic activities of a Student.
9. “Working days” mean Mondays to Fridays, and do not include Saturdays, Sundays, public holidays or a day throughout or for part of which Typhoon Signal No. 8 or above is hoisted or Black Rainstorm Warning Signal is issued by the Hong Kong Observatory.

\* Students of the Community College of City University and the School of Continuing and Professional Education are not covered by this Code.

## **Student Discipline Committee (“SDC”)**

The SDC is appointed by the Academic Policy Committee. The SDC will meet normally once per year but the Chair of SDC shall have the discretion to dispense with the holding of a meeting when there is no major issue within the terms of reference of the SDC. Without limiting the power and/or discretion of the Chair to dispense with the holding of an SDC meeting, the SDC, with the permission of its Chair, may transact its business by the circulation of papers.

### Terms of Reference

1. To advise the Academic Policy Committee on policy matters involving Student discipline.
2. To determine and periodically update the Code.
3. To review the terms of reference and constitution of the SDP and the SDAP.
4. To receive reports from the SDP and the SDAP on cases considered by those panels, and any issues of principle arising from them.
5. To report on its business annually to the Academic Policy Committee.

### Constitution

- Chair - Vice-President (Student Affairs)
- Members - One faculty member from each College/School, nominated by the Dean
- Four members appointed by and from the Senate
  - Five members appointed by the Chair
  - Associate Dean of Graduate Studies
  - Director of Academic Regulations and Records Office
  - Director of Student Development Services
  - Two undergraduate students nominated by the Students’ Union
  - One postgraduate student nominated by the CityU Postgraduate Association
- Secretary - Administrative staff appointed by the Chairman of SDC

The term of office of the nominated and appointed members shall be two years with a staggered arrangement. The term of office of student members shall be one year.

## **Student Discipline Panel (“SDP”)**

The SDP is convened as necessary to hear student discipline cases, in accordance with the Code. The Chair and staff members of the SDP are nominated by the Chair of the SDC from the members of that Committee. The Chair has the authority exceptionally to co-opt any staff member to membership of a SDP. No individual who has any previous connection with any case to be heard may be a member of the SDP.

### Terms of Reference

1. To consider allegations of major Misconduct under the Code, and to determine, on the basis of evidence provided, whether or not allegations are substantiated.
2. To consider allegations referred to it under Clause 6.1.3 of the Code and to determine, on the basis of evidence provided, whether or not allegations are substantiated.
3. To impose penalties on Students as appropriate, and in accordance with the procedures of the Code, in cases where an allegation of Misconduct under the Code is found to have been substantiated.
4. To identify any wider issues arising from cases considered.
5. To report at least annually to the SDC on all cases considered and any issues of principle arising from them. #

### Constitution

Chair	Nominated by the Chair of the SDC from amongst the staff members of the SDC
Members	Three members nominated by the Chair of the SDC from amongst the staff members of the SDC  Two Student representatives*. For cases involving undergraduate students, one representative will be an undergraduate student member of the SDC and the other one will be appointed by the Students’ Union. For cases involving postgraduate students, one representative will be the postgraduate student member of the SDC and the other one will be appointed by the CityU Postgraduate Association
Secretary	The Secretary of the SDC

# The Secretary will coordinate the annual report to the SDC on all cases considered by the SDP and the SDAP.

\* The panel hearing will continue when there is at least one student representative attending the meeting.

## **Student Discipline Appeals Panel (“SDAP”)**

The SDAP is convened as necessary to hear Student discipline appeal cases, in accordance with the Code. The staff member of the SDAP is nominated by the Chair of the SDC from the members of that Committee. The Chair has the authority exceptionally to co-opt any staff member to membership of a SDAP. No individual who has any previous connection with any case to be heard may be a member of the SDAP.

### Terms of Reference

1. To consider appeals against decisions of authorized officers or the SDP, as directed by the Chair of the SDC.
2. On the basis of the evidence presented, to determine whether or not grounds for appeal are substantiated.
3. To determine either to dismiss or uphold an appeal, and to endorse or revise decisions made by authorized officers or the SDP.
4. To identify any wider issues arising from the cases considered.
5. To report at least annually to the SDC on all cases considered and issues of principle arising from them.

### Constitution

Chair	Vice-President (Student Affairs) or nominee
Members	One staff member from amongst the staff members of the SDC One student representative. For cases involving undergraduate students, the representative will be nominated by the Students’ Union. For cases involving postgraduate students, the representative will be nominated by the CityU Postgraduate Association
Secretary	The Secretary of the SDC



## **Privacy/Confidentiality Measures Adopted in the Code**

1. All parties involved in a Complaint and/or an Investigation are required to maintain confidentiality. Other than in the following specified circumstances, any and all Complaints and any and all written records, correspondence, data, information, reports, findings or recommendations that may be made in furtherance of and/or generated by a Complaint and/or an Investigation (including email correspondence between a Student and the University and/or any of its Committees and/or Panels and/or the President made during the process of the Complaint and/or Investigation) (hereinafter collectively referred to as “the Documents/Records”) shall be and remain at all times confidential (including even after the conclusion/resolution of the Complaint/Investigation) and shall not be disclosed to any third party not involved in the resolution process of the Complaint under this Code<sup>4</sup>.
2. Again, other than in the following specified circumstances, anything said or discussed at any interview(s) and/or meeting(s) conducted as a result of a Complaint and/or an Investigation (“the Discussions”) shall also be and remain at all times confidential (including even after the conclusion/resolution of a Complaint/Investigation) and shall not be disclosed to any third party not involved in the resolution process of the Complaint under this Code.
3. The specified circumstances referred to in paragraphs 1 and 2 above are confined to the following: -
  - 3.1 the making/filing of any reports or Complaints to a regulatory body or the police;
  - 3.2 any private discussions that the Complainant and/or the Respondent may have with his/her respective immediate family member(s);
  - 3.3 where disclosure to third parties are required under legal proceedings or other action which requires disclosure to be made by way of a subpoena or similar court order.
4. Furthermore, Student(s) who invoke or take part in this Code is/are expected to respect and honour the system, procedures and regulations set out herein, including the appeal process and the decision of the Chair of the SDC or the SDP or the SDAP (as the case may be) being final, and shall not resort to other illegal or improper means to voice/express their/his/her dissatisfaction with the outcome of a Complaint or Investigation, including but not limited to the publishing or posting of any of the Discussions and/or the Documents/Records and/or any matters arising therefrom in the CityU campus.
5. It is recognised that Complaints made and/or Investigations conducted under this Code necessarily involves or concerns an individual where some or all of the

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<sup>4</sup> When a complaint of sexual harassment is found to be substantiated under the “Sexual Harassment Policy and Procedures” and the alleged harasser is referred to disciplinary action under the Code, and if the complainant is a victim of wrongdoing committed by the alleged harasser, both the alleged harasser and the victim-complainant who has a legitimate and direct personal interest in receiving information relating to the disciplinary process in question should be informed of the outcome of a complaint, the disciplinary action and the penalties imposed against the alleged harasser, if any.

Documents/Records will contain personal particulars or personal data of the subject under Complaint or Investigation. In such cases, it is expected that all persons involved in the Investigation and the resolution process of the Complaint, including the Complainant and the Respondent, who are ‘data users’ within the meaning of the Privacy Ordinance, will respect the personal and privacy rights of others and will adhere to and fully respect the relevant data protection principles (“DPPs”) set out under the Privacy Ordinance as regards collection, use, storage and security of personal data including (a) that personal data shall not be collected unless the data are collected for a lawful purpose directly related to a function or activity of the data user, (b) that personal data shall not be used for any purpose other than the purpose for which the data were to be used at the time of collection, and (c) that all practicable steps should be taken to ensure that personal data held by a data user are protected against unauthorised or accidental access (for further details, please refer to the Privacy Ordinance and the Schedules thereto).

# Academic Calendar 2018/19

Week	S	M	T	W	T	F	S	Events	Public Holidays
<b>September, 2018</b>								<b>Semester A 2018/19</b> 3 Sep – 1 Dec Teaching Period	25 Day following Mid-Autumn Festival
WK.1	2	3	4	5	6	7	8		
WK.2	9	10	11	12	13	14	15		
WK.3	16	17	18	19	20	21	22		
WK.4	23	24	25	26	27	28	29		
WK.5	30								
<b>October</b>								2 Graduation Date	1 National Day 17 Chung Yeung Festival
	1	2	3	4	5	6			
WK.6	7	8	9	10	11	12	13		
WK.7	14	15	16	17	18	19	20		
WK.8	21	22	23	24	25	26	27		
WK.9	28	29	30	31					
<b>November</b>								1 Last Day of Teaching 3 – 8 Student Revision Period 10 – 22 Examination Period 24 Dec – 12 Jan Semester Break	25 Christmas Day 26 Day following Christmas Day
					1	2	3		
WK.10	4	5	6	7	8	9	10		
WK.11	11	12	13	14	15	16	17		
WK.12	18	19	20	21	22	23	24		
WK.13	25	26	27	28	29	30			
<b>December</b>								<b>Semester B 2018/19</b> 14 Jan – 27 Apr Teaching Period	1 First day of January
							1		
	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		
	30	31							
<b>January, 2019</b>								4 – 9 Lunar New Year Break 15 Graduation Date	5 – 7 Lunar New Year Holidays
		1	2	3	4	5			
	6	7	8	9	10	11	12		
WK.1	13	14	15	16	17	18	19		
WK.2	20	21	22	23	24	25	26		
WK.3	27	28	29	30	31				
<b>February</b>								1 Labour Day	13 Day following Buddha's Birthday
						1	2		
	3	4	5	6	7	8	9		
WK.4	10	11	12	13	14	15	16		
WK.5	17	18	19	20	21	22	23		
WK.6	24	25	26	27	28				
<b>March</b>								6 – 20 Examination Period 21 May – 8 Jun Semester Break	
						1	2		
WK.7	3	4	5	6	7	8	9		
WK.8	10	11	12	13	14	15	16		
WK.9	17	18	19	20	21	22	23		
WK.10	24	25	26	27	28	29	30		
WK.11	31								
<b>April</b>								19 – 25 Easter Break 27 Last Day of Teaching 29 Apr – 4 May Student Revision Period	5 Ching Ming Festival 19 Good Friday 20 Day following Good Friday 22 Easter Monday
		1	2	3	4	5	6		
WK.12	7	8	9	10	11	12	13		
WK.13	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
	28	29	30						
<b>May</b>									
			1	2	3	4			
	5	6	7	8	9	10	11		
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		
	26	27	28	29	30	31			

Week	S	M	T	W	T	F	S	Events	Public Holidays
<b>June, 2019</b>									
							1		
	2	3	4	5	6	7	8	<b>Summer Term 2019</b>	7 Tuen Ng Festival
<b>WK.1</b>	9	10	11	12	13	14	15	10 Jun – 27 Jul Teaching Period	
<b>WK.2</b>	16	17	18	19	20	21	22		
<b>WK.3</b>	23	24	25	26	27	28	29		
<b>WK.4</b>	30								
<b>July</b>									
		1	2	3	4	5	6		1 HK SAR Establishment Day
<b>WK.5</b>	7	8	9	10	11	12	13		
<b>WK.6</b>	14	15	16	17	18	19	20	15 Graduation Date	
<b>WK.7</b>	21	22	23	24	25	26	27	27 Last Day of Teaching	
	28	29	30	31				29 Jul – 3 Aug Student Revision Period	
<b>August</b>									
					1	2	3		
	4	5	6	7	8	9	10	5 – 10 Examination Period	
	11	12	13	14	15	16	17	12 – 31 Term Break	
	18	19	20	21	22	23	24		
	25	26	27	28	29	30	31		

Note :  represents public holidays including all Sundays

### Provisional Academic Calendar 2019/20

	<u>Start Date</u>	<u>End Date</u>
<b>Semester A</b>		
Teaching Period	2 September 2019	30 November 2019
Student Revision Period	2 December 2019	7 December 2019
Examination Period	9 December 2019	21 December 2019
Semester Break	23 December 2019	11 January 2020
<b>Semester B</b>		
Teaching Period	13 January 2020	25 April 2020
	<i>(Lunar New Year holidays: 25 - 28 January 2020)</i>	
Student Revision Period	27 April 2020	2 May 2020
Examination Period	4 May 2020	16 May 2020
Semester Break	18 May 2020	6 June 2020
<b>Summer Term</b>		
Teaching Period	8 June 2020	25 July 2020
Student Revision Period	27 July 2020	1 August 2020
Examination Period	3 August 2020	8 August 2020
Term Break	10 August 2020	29 August 2020

### Provisional Academic Calendar 2020/21

	<u>Start Date</u>	<u>End Date</u>
<b>Semester A</b>		
Teaching Period	31 August 2020	28 November 2020
Student Revision Period	30 November 2020	5 December 2020
Examination Period	7 December 2020	19 December 2020
Semester Break	21 December 2020	9 January 2021
<b>Semester B</b>		
Teaching Period	11 January 2021	24 April 2021
	<i>(Lunar New Year holidays: 12 – 15 February 2021)</i>	
Student Revision Period	26 April 2021	1 May 2021
Examination Period	3 May 2021	15 May 2021
Semester Break	17 May 2021	5 June 2021
<b>Summer Term</b>		
Teaching Period	7 June 2021	24 July 2021
Student Revision Period	26 July 2021	31 July 2021
Examination Period	2 August 2021	7 August 2021
Term Break	9 August 2021	28 August 2021

## GLOSSARY

<b>Academic Transcript</b>	The official academic record of a student's undergraduate studies at the University, including grades assigned for courses.
<b>Academic Year/Semester/Term</b>	The academic year is a period of twelve months starting normally in September of each year. The academic year is divided into two Semesters and a Summer Term.
<b>Advanced Standing</b>	Students with a recognized qualification may be admitted to the University with advanced standing. Students will be grouped as "Advanced Standing I" or "Advanced Standing II" depending on their entry qualifications.
<b>Assessment</b>	The tests, coursework, examinations and other activities used to assess students' progress through courses and to assign final grades.
<b>Assessment Panel</b>	University bodies responsible for assigning grades to students for their courses.
<b>Course</b>	The basic units of instruction into which students are registered and for which grades may be assigned. Each course is identified by a unique course code which is composed of a letter code and a numeric code. The first digit of the numeric code indicates the course's level of academic difficulty. University courses are approved for inclusion in the course catalogue.
<b>Course Catalogue</b>	The official record of University courses maintained by the University.
<b>Course Exemption</b>	Students may be granted an exemption from specific courses based on prior study. Credit units are not earned for an exempted course.
<b>Course Leader</b>	A Course Leader is appointed by the Head or Dean of an academic unit for each course offered by the academic unit with responsibility for delivery and assessment of the course.
<b>Credit Transfer</b>	The assignment of credit units toward the credit unit requirements of a degree on the basis of prior studies completed at an appropriate level as recognised by the University. Credit units for transfer are normally assigned based on specific courses that are equivalent in content and standard.
<b>Credit Unit</b>	Each course is assigned a number of credit units. A credit unit is earned by approximately forty to fifty hours of student work.
<b>Dean</b>	Dean refers to the head of a college/school.

<b>Degree</b>	The University's undergraduate curricula are organised into degrees. The bachelor's degree is normally granted upon completion of a programme of study, which typically includes a major, Gateway Education requirement, college/school requirements, University Language Requirements, free electives and/or minor.
<b>Double Degree</b>	The completion of a double degree programme or two degrees in accordance with the specified double degree options approved by the University.
<b>Double Major</b>	The completion of two majors offered by colleges/schools. The degree awarded for students taking a double major will be determined by the home major.
<b>Enrolment</b>	The completion of specified procedures to attain student status of the University.
<b>Equivalent Course</b>	Equivalent courses are those courses of the same level where there is sufficient overlap in content that students may register in the course to meet degree requirements, to recover a failure or to improve a course grade.
<b>Examination Board</b>	University bodies responsible for making decisions on students' academic standing, classifying students' awards, recommending to Senate conferment of awards, and terminating the studies of students on academic grounds on behalf of Senate.
<b>Exclusive Course</b>	Exclusive courses are those where there is sufficient overlap in their content to make it inappropriate for students to earn credits for more than one of the courses. Students will be restricted from registration in a course when they have earned credit units for an exclusive course.
<b>Gateway Education</b>	The Gateway Education (GE) programme augments the specialized knowledge students receive in their majors by enabling them to achieve a breadth of knowledge through exposure to multiple disciplines. GE courses lay a solid foundation for personal growth and intellectual development.
<b>Grade Point Average (GPA)</b>	<p>The GPA is obtained by adding all the quality points (i.e., grade points multiplied by the number of credit units) for all courses taken during the student's undergraduate studies at the University, and then dividing the result by the total number of credit units taken. All course grades, unless excluded as approved by Senate, are included in the calculation. The GPA calculation shall not be rounded. Any digits after the second digit to the right of a decimal point shall be truncated.</p> <p>When calculating the GPA for all courses taken at the time of calculation, it is known as the Cumulative GPA (CGPA). When calculating the GPA for a given semester/term, it is known as the Semester GPA (SGPA).</p>
<b>Graduation Date</b>	Each academic year has three graduation dates as set by Senate for the graduation of students who have completed requirements for awards as determined by the College/School Examination Board.

<b>Home Academic Unit</b>	An academic unit refers to an academic department, college or school. A student's home academic unit is the department/college/school offering the degree or home major in which he/she is enrolled.
<b>Major</b>	A major field of study is the core competence area, comprising a structured group of courses which aims to create a broad and deep intellectual experience in an academic discipline. Each major shall be overseen by a Major Leader.
<b>Minor</b>	A minor consists of a structured group of courses that focuses on a particular academic discipline, allowing students to develop some depth of understanding in a subject area or topic of professional interest. Each minor shall be overseen by a Minor Leader.
<b>Mode of Study</b>	Students are enrolled in a full-time or part-time mode of study. Students' modes of study govern their maximum and minimum study loads.
<b>Operational Grade</b>	A course grade assigned for administrative purposes to assist in the management of student records. Operational grades of IP, I, TR, Z, AU, X and WD do not count in the calculation of students' GPAs.
<b>Prerequisite</b>	A requirement that must be fulfilled before a student can register in a particular course. A <b>Co-requisite</b> is a course that must be taken before or together with a particular course (a pass is not required) <b>Precursors</b> are set for some courses. Precursors are not compulsory requirements, but students are advised to complete precursors before registering in these courses.
<b>Registration</b>	The inclusion of a student in the class list of a course.
<b>Required Course</b>	A course that must be passed to complete degree requirements.
<b>Senate</b>	The University Senate of City University of Hong Kong
<b>Stream</b>	Streams are sub-divisions under a major that designate the specialties of the subject discipline.
<b>Substitute Course</b>	Under exceptional circumstances where a required course cannot be completed, a "substitute" course may be approved by the Dean of the major/minor-offering academic unit for a student replacing the required course with another.
<b>University</b>	City University of Hong Kong
<b>University Award</b>	An award of the University approved by Senate on completion of specified degree requirements.
<b>University Language Requirements</b>	University Language Requirements refer to the English language requirement and Chinese language requirement stipulated by the Senate.
<b>Working Days</b>	Mondays to Fridays, excluding Saturdays, Sundays and public holidays and excluding a day throughout or for part of which a black rainstorm warning or Typhoon Signal Number 8 or above is issued by the Hong Kong Observatory.