香港教育大學
The Education University of Hong Kong

GENERAL ACADEMIC REGULATIONS FOR TAUGHT POSTGRADUATE DEGREES PROGRAMMES

[For students admitted in 2026/27 academic year and thereafter]

1. Admission
2. Registration
3. Fees
4. Course Enrollment
5. Change of Programme / Area / Strand or Mode of Study
6. Double Registration
7. Period of Study
8. Course Assessment and Grades
   - 8.1 Grading System
   - 8.2 Review of Course Grade
   - 8.3 Advanced Standing
   - 8.4 Credit Transfer
   - 8.5 Course Exemption
   - 8.6 Late Submission of Assignment
   - 8.7 Repeating Courses
   - 8.8 Academic Probation
   - 8.9 Field Experience
9. Research Project
10. Graduation Requirements
11. Award Classification
12. Discontinuation of Studies
13. Leave of Absence
14. Deferment and Withdrawal
15. Residence Requirements (applicable to Research Postgraduate and Doctor of Education Students)
16. Suspension of Student Activities
17. Review of Board of Examiners' Decisions on Discontinuation
18. Dismissal
19. Academic Honesty

(with a glossary of terms)

* *exclude Postgraduate Diploma in Education (PGDE)*

* *include the taught components of Research Postgraduate (RPg) and Doctor of Education (EdD) Programmes*

1. Admission

1.1 Applicants for admission to a programme of the University are required to meet the stipulated entrance requirements of the programme. A waiver may be given to applicants with specific talents or achievements and a wealth of experience as defined in the specific programme entrance requirements. The University does not discriminate on the basis of age, gender, race, nationality, religion, ethnic origin or disability upon admission. Students with disabilities are encouraged to inform the University of their needs so that timely assistance may be provided.

1.2 Admission offers are made strictly in accordance with the established mechanisms. Should any falsified, forged or misleading information or irregularities be discovered in the application and admission procedures, the candidate will be disqualified from consideration for admission, and the University reserves the right to revoke any offer and/or forthwith terminate his/her studies at the University. Any fee paid will not be refunded. Furthermore, the University may take appropriate legal action against individuals who provide, forge, or utilise false instruments during the application and/or admission processes.

2. Registration

2.1 After being accepted by the University for admission to a programme, applicants must pay the requisite fees and complete the registration procedures as prescribed by the University. Current students will be re-registered automatically each semester throughout the period of study if fees have been paid up to date.

2.2 Each student is issued with a Student Identity Card. The Card enables a student

to gain access to the University's facilities such as the Library, sports centre, and student halls.

2.3 Classes for all programmes are normally scheduled from Monday to Saturday including daytime and evenings.

2.4 A full-time research postgraduate or doctor of education student shall not take up any full-time employment, paid or unpaid, during the semester except with prior permission of the Board of Graduate Studies.

3. Fees

3.1 Once admitted to the University, students are normally required to pay the following fees:

Admission Acceptance Fee	Payable by a stipulated due date upon offer of admission
Tuition Fee	Please refer to the specific programme handbook for tuition fee payment
Caution Money	A deposit to make good any outstanding debts to the University incurred in, for example, damage to the property of the University. Unused caution money is converted to graduation fees
Extension Fees	If a student in a Master's or Doctoral programme has to study beyond the normal study period, he/she has to pay for an extension fee by semester
Continuation Fee	A fee required for students who are allowed to retain their student status without having to attend any courses in the programme, e.g. cases of deferment of studies, cases pending for graduation and cases with suspension of studies
Students' Union Membership Fee	An annual fee chargeable to full-time students

Graduation Fee	A lump sum to cover the cost for graduation, including the cost of an award certificate; the lump sum can be covered by caution money subject to no outstanding claims
Other Fees	Information available on the websites of related units

3.2 Students who fail to settle overdue fees without prior approval will be treated as having unofficially withdrawn from the programme. An administration fee will be charged to these students for reactivating their student status in addition to the full settlement of overdue fees. Re-instatement of the student status will not be considered for unofficially withdrawn students with prolonged overdue fees. They will be required to re-apply for admission to their programmes.

3.3 Tuition Fees Arrangements under Special Circumstances

3.3.1 Credit Transfer & Course Exemption

(i) Credit Transfer

No waiver of fees for credit transfer. For tuition fees charged according to the number of credits taken, fees would not be collected if credit transfer has been granted for the course.

(ii) Course Exemption

As students must replace the exempted course with another course of the same credit value, tuition fees for the substitute course taken will be charged and it does not involve any waiver of fees.

3.3.2 Deferment of Studies

(i) If the application for deferment of studies is submitted before the completion of the first half of a semester according to the academic calendar of the programme, any tuition fees paid for the deferred semester will be carried forward.

(ii) If the application for deferment of studies is submitted after the first half of a semester, the tuition fees paid for the deferred semester will not be refunded nor carried forward to the

resumed semester; tuition fees not paid for the deferred semester have to be paid when resuming studies.

3.3.3 Withdrawal of Study

For application submitted after the commencement of a semester, students are required to pay the full tuition fees for the whole semester and other outstanding fees before such applications will be processed.

3.3.4 Add/Drop Courses

Students are required to pay the full tuition fees for any courses dropped after add/drop period of the programmes.

3.3.5 Discontinuation

Tuition fees for the semester that the student is officially discontinued will be waived.

4. Course Enrollment

4.1 Students must ensure the completion of course registration before the course starts. Students who have not registered for any course in a semester (for full-time students) / two consecutive semesters (for part-time students) (excluding the summer semester) will be considered to have withdrawn from their programme at the University (as stipulated in 14.1) unless deferment of studies has been approved by the relevant Programme Leader/Coordinator.

4.2 Students are required to view the Consolidated e-Billing in The Portal which includes all fees/charges such as tuition fees, hall fees, caution money, etc. in one billing. Students should settle the payment on or before the specified deadline. Tuition fees paid are non-refundable.

4.3 Registration in some courses is restricted to students having the necessary prerequisites.

4.4 Students can add or drop a course during the add-drop period or before the third class meeting. Students are permitted to drop a course after the add-drop period but before the examination period or the deadline for submission of final

assignments or presentation, whichever applicable, only for strong personal reasons, such as serious illnesses; the grade W (Withdrawn) will be recorded on the students' transcript.

4.5 Failure to attend a course does not automatically result in the course being dropped. Please refer to para 13.1 for the regulation on Leave of Absence.

4.6 A visiting student is not enrolled in any particular programme, but may take courses. Students who have completed their programme but wish to take further courses will be considered as visiting students.

5. Change of Programme/Area/Strand or Mode of Study

5.1 New students will normally not be considered to transfer to another programme if the programmes are offered in the same mode of study and programmes of the same academic level during their first semester of registration.

5.2 A current student, who wishes for special reasons to change from one programme/area/strand or mode of study to another during the course of study should meet the stipulated requirements and consult the relevant Programme Leaders/ Coordinators for advice and approval.

6. Double Registration

6.1 Students who are enrolled in any full-time award-bearing programmes (lasting for one year or longer) of the University are not permitted to simultaneously register for another qualification at the University or a post-secondary qualification at any institutions except with prior approval by the Board of Graduate Studies. Violation of this regulation will lead to discontinuation of studies from the University. In case of doubt, students should seek advice from the Board of Graduate Studies (via the Graduate School).

7. Period of Study

7.1 The length of a programme is stipulated in the curriculum. To complete the curriculum, students are required to complete satisfactorily all the specified course requirements including coursework, school attachment, block practice, internship or similar programme required activities, as applicable.

7.2 Normally, there are two semesters in each academic year for academic activities, such as coursework, field experience, overseas immersion, internship and summer institute.

7.3 The maximum period of study for a programme will be determined as follows:

Normative Length of Programme	Maximum Period of Study
1 year	2 years
1.5 years	3 years
2 years	4 years
3 years	5 years
4 years	7 years

Remarks: The above table is not applicable to Research Postgraduate (RPg) programmes.

7.4 Students are expected to graduate within the stipulated period of study, inclusive of any change of programmes/majors, periods of leave of absence, deferment of study, suspension of study and Field Experience activities. Students who have to study beyond the normal study period has to pay for an extension fee by semester as specified by the respective programme. Students who fail to complete a programme within the maximum period of study will normally be required to discontinue their studies at the University (as stipulated in 12.1(iii)).

7.5 Students who wish to extend their period of study beyond the maximum programme duration are required to apply in writing to obtain prior approval from the Programme Leader/Coordinator. Likewise, students who wish to pursue a fast track to complete a programme below its normal period of study should

obtain prior approval accordingly.

8. Course Assessments and Grades

8.1 Grading System

8.1.1 Students' performance in each course (except Field Experience[#]) is expressed in terms of the following system:

Course Grade	Interpretation	Grade Point Equivalent
A+*	Distinction	4.33
A		4.00
A-		3.67
B+	Good	3.33
B		3.00
B-		2.67
C+	Satisfactory	2.33
C		2.00
C-	Below Satisfactory	1.67
D**		1.00
F	Fail	0.00

** Grade A+ is only given for outstanding performance in the course.*

*** Grade D is the minimum level required for course progression.*

[#] Pass or Fail will be given for grading Field Experience (not counted in Grade Point Average or Grade Point Equivalent calculation)

Operational Grade	Interpretation
DN	Distinction
CR	Credit
PS	Pass

FL	Fail
IP	In Progress
YC	Complete
IC	Incomplete
W	Withdrawn

8.1.2 Students' performance in the programme as a whole is described in a Programme Grade Point Average (GPA), which can be calculated by:

(i) multiplying the Grade Point Equivalent[#] (GPE[#]) for each course by the number of credit points (CPs) of the course (GPE x No. of CPs of the course); then

(ii) adding the corresponding figures for all the courses in the programme; then

(iii) dividing that total by the total number of CPs in the programme (excluding Field Experience) as a whole, as indicated below:

$$\text{Programme GPA} = \frac{\text{Sum of (GPE x Course CPs) for all courses in the programme}}{\text{Total no. of CPs in a programme (excluding Field Experience)}}$$

[#] *Grade Point Equivalent - as given in the table in 8.1.1 above.*

8.1. 2.1 For the purpose of GPA calculation, the GPEs (Grade Point Equivalents) of any repeated courses and the corresponding credit points attempted will supersede those of the failed core courses.
(applicable to students admitted in 2010/11 or before)

8.1.3 Students' performance in a programme within a prescribed period of

time, excluding courses without grade point equivalent, is described in a Programme GPA, which is calculated by the sum of the product of GPE earned for each course attempted (including failed courses) and its credit points within a programme, divided by the total number of credits attempted within a programme:

$$\text{Programme GPA} = \frac{\text{Sum of (GPE x Course CPs) within a programme}}{\text{Total no. of CPs within a programme}}$$

8.2 Review of Course Grade

8.2.1 Resolving grade disagreements with the lecturers concerned

A student who disagrees with a course grade should approach the course lecturer or Field Experience Supervisor concerned immediately after the announcement of the assessment results approved by the Head of the course-offering unit. / Chairperson of the Academy Assessment Panel (AAP) for postgraduate programmes offered by academies of the University. The course lecturer or Field Experience Supervisor may recommend a grade adjustment if he/she finds any technical errors (such as wrong score entries, or calculation errors when totalling marks) or after hearing the student's representation. Recommendations for grade adjustments should reach the Chairperson of the Departmental Assessment Panel of the course-offering unit concerned / Recommending Officer of the AAP or Field Experience Coordinator concerned with justifications for approval by the Head of the course-offering unit. / Chairperson of the AAP. The student will be informed of the result as soon as possible.

8.2.2 Formal procedures on grade reviews

If the student remains dissatisfied with the outcome after contacting the course lecturer or Field Experience Supervisor according to the procedures in paragraph 8.2.1. In that case, he/she may request a formal review of his/her course grade(s), for one or more of the following reasons:

(i) the assessment result has been caused by a material error or

irregularity in marking;

(ii) the assessment was not conducted in accordance with the General Academic Regulations and the assessment scheme for the programme concerned; and

(iii) there are special circumstances that the student was unable to present to the relevant Head of the course-offering unit / Chairperson of the AAP before the decision was made.

8.2.3 The formal request for a grade review should be made by the student to the Dean of Graduate School (for MEd/EdD/RPg) / Faculty Dean (for taught master's programmes offered by faculties) / Academy Executive Co-Director(s) (for postgraduate programmes offered by academies) in writing within 14 working days after the announcement of the assessment results approved by the Head of the course-offering unit / Chairperson of the AAP.

8.2.4 Upon receipt of the request, the Faculty Dean/Dean of Graduate School/Academy Executive Co-Director(s) will pass it to the academy/faculty/department/centre/office concerned. In light of the course-offering unit's response, the Faculty Dean/Dean of Graduate School/Academy Executive Co-Director(s) will decide whether there are prima facie grounds for review. If so, the Faculty Dean/Dean of Graduate School/Academy Executive Co-Director(s) will inform the respective Head of the course-offering unit / Chairperson of the AAP for follow-up action.

8.2.5 The Head of the course-offering unit / Chairperson of the AAP will re-convene the Departmental Assessment Panel / Academy Assessment Panel meeting to hear the case. The student concerned will be invited to attend the hearing with the right to be accompanied by one other current student or staff member of the University. In cases of internal disagreements or other exceptional circumstances, an external view may be sought.

8.2.6 The Head / Academy Executive Co-Director of the course-offering unit after considering the case, including any recommendations from the

Departmental Assessment Panel / Academy Assessment Panel, if any, will inform the student of the result normally within one month of the student's request for review. After the review, grades may be upgraded, downgraded or remain unchanged. The decision of the Head / Academy Executive Co-Director of the course-offering unit is final.

8.3 Advanced Standing

8.3.1 Advanced standing will be granted to applicants who have completed a recognised programme at the University or other institutions before admission to the University's programme. Upon approval for advanced standing, the credits obtained from the recognised courses will be transferred to the programme of study and the minimum programme requirements in credits will be reduced. Students are allowed to complete the programme within a shorter period of time. Students who are admitted with advanced standing will not be eligible for credit transfer or course exemption at a later stage on the basis of their entry qualifications.

8.4 Credit Transfer

8.4.1 Credit Transfer may be granted for courses completed successfully at the University previously or another accredited tertiary institution.

8.4.1.1 The transferred courses will appear on the student's transcript. The credit points transferred will be counted towards the graduation requirements but will be excluded from the calculation of the student's GPA. Students may apply for credit transfer within the first two weeks of each semester in each academic year. For courses on offer in the summer semester, applications should be submitted one week before the commencement of the semester.

8.4.1.2 The total number of credit points transferred will not exceed 50% of the total credit points of the programme. For detailed arrangements, please refer to the guidelines as specified by individual programme.

8.4.1.3 Credits previously used to satisfy the requirements of other academic qualifications cannot be transferred.

8.5 Course Exemption

8.5.1 Course Exemption may be granted for courses completed in other institutions for recognised qualifications. Students who are so exempted must replace the exempted course with a course of the same credit value. The exempted courses will not appear on the student's transcript and will be excluded from the calculations of GPAs.

8.6 Late Submission of Assignment

8.6.1 Students who wish to submit an assignment later than the due date should obtain permission in advance from the course lecturer; otherwise, this will be treated as failure to submit the assignment as required.

8.6.2 The grade of all assignments submitted late with the approval of course lecturers may be lowered, on a case-by-case basis, by up to one full grade.

8.6.3 Students who fail to obtain prior approval will be given a "fail" grade (grade F) for late submission or non-submission of assignments.

8.7 Repeating Courses

8.7.1 Students may be required by the Board of Examiners to repeat the failed courses or courses with a low grade (i.e. C- or D) to fulfil programme graduation requirements.

8.7.2 Normally, students are not allowed to retake a course completed and passed in a previous semester, unless it is required by the Board of Examiners. They may be asked to take other courses to improve their GPA.

8.7.3 Students who repeat a failed course are normally required to retake the full range of course activities, including attendance at lectures and all

stipulated assessment tasks.

8.8 Academic Probation

8.8.1 Students will be put on academic probation in the next semester when their Semester GPA is below 2.00. They will not be allowed to take the study load beyond the maximum credit points (as specified by the programme) in the probation semester. Those who wish to take more credit points than what is stipulated in the programme should seek prior approval from their Programme Leader/Coordinator.

8.8.2 The academic probation status will be lifted, when a student obtains a Semester GPA of 2.00 or above at the end of the probation semester. Otherwise, probation shall continue to apply in the next semester unless 12.1(i) applies.

8.9 Field Experience

8.9.1 Field Experience is a salient component of some taught postgraduate programmes. Students should respect and observe the regulations of the schools/units/institute where they take their block practice, and display appropriate professional knowledge and attitude. Any misconduct, upon verification, will be subject to disciplinary action, up to and including immediate dismissal from the University.

8.9.2 Students' performance in Field Experience will be graded as follows: Students' overall performance in Field Experience will be based on the grade in the final Block Practice/Field Experience/Practicum or the overall grade in the Block Practice/Field Experience/Practicum (whichever applicable) adopting a grading system of pass/fail.

9. Research Project

9.1 Specific guidance for preparation, presentation (if applicable), submission, and assessment of research project is specified in the corresponding course outline.

9.2 The research project should be completed within the stipulated period as specified by the respective programme.

9.3 For completing dissertation and thesis or produce other publications, students should comply with Guideline on Ethics in Research as stipulated by the University's Human Research Ethics Committee.

10. Graduation Requirements

10.1 Students are responsible for the completion of all the graduation requirements of the programme in which they are officially enrolled. To graduate, students must:

(i) achieve the minimum number of credit points required by the programme and satisfy all other stipulated programme requirements such as Field Experience, language exit requirements, and Dissertation / Thesis / Research Project (if applicable);

(ii) obtain a Programme GPA of 2.00 or above; and

(iii) complete the requirements as prescribed by the programme.

11. Award Classification

11.1 The Board of Examiners recommends classifications of award in accordance with the following guidelines:

Award Classification	Overall GPA
Distinction	3.40 and above
Credit	2.70 – 3.39
Pass	2.00 – 2.69

**Award Classification is not applicable to Research Postgraduate and Doctor of Education Programmes.*

12. Discontinuation of Studies

12.1 A student will normally be required to discontinue his/her studies at the University if he/she:

(i) fails to have probation lifted after he/she has been put on academic probation for two consecutive semesters; or

(ii) has received warning(s) but has failed to improve to meet the expectations of the University with respect to professional and personal behaviour; or

(iii) has exceeded the maximum period of study without prior approval as stipulated in 7.4; or

(iv) has simultaneously registered for another qualification at the University or a post-secondary qualification at any institutions without prior approval as stipulated in 6.1; or

(v) fails to meet the graduation requirement as prescribed by the Programme.

12.2 Normally, students who are required to discontinue their studies at the University will not be considered for re-admission to the same programme in the following three academic years.

13. Leave of Absence

13.1 In exceptional circumstances where students need to take a leave of absence for 30% of scheduled classes/lectures or more, students should inform their course lecturers and are required to obtain prior approval from the Programme Leader/ Coordinator by submitting a leave application form.

13.2 Students who are absent for 30% of scheduled classes/lectures or more in a course without prior permission (as stipulated in 13.1) will be given a grade F (Fail) by their course lecturers. The grade F will be recorded on the students' transcript.

13.3 Where necessary, individual courses / course lecturers / programmes / departments may specify their attendance requirements.

13.4 Students who are absent from all of their registered courses for a prolonged period without prior permission or applying for deferment of study (as stipulated in 13.1 and 14.1) during a semester will be considered to have withdrawn from their programme.

14. Deferment and Withdrawal

14.1 Students can apply for deferment of study if there is a genuine need. The period of deferment in each application is normally one semester. The deferment period is included in the maximum period of study (as stipulated in 7.3). A continuation fee per semester is required upon approval of the application. Students who have not settled the continuation fee will be considered to have withdrawn from the programme of study at the University (as stipulated in 4.1). No re-instatement of student status will be considered for withdrawal students.

14.2 Students who fail to return to the University to resume studies at the end of the approved period of deferment will be considered to have withdrawn from the programme, effective on the day following the deferment period.

14.3 Students who wish to withdraw from studies shall submit a withdrawal form to the University. Effective date of withdrawal is given 3 working days from the date of submission of the completed form.

15. Residence Requirements (applicable to Taught Postgraduate, Research Postgraduate and Doctor of Education Students)

15.1 Definition of Residence

15.1 A student is classified as being in residence if he/she is attending course(s) required by the programme and/or receiving face-to-face supervision on a regular basis.

15.1.2 A student who is in Hong Kong, China, except for absences not exceeding three weeks continuously and not exceeding one month aggregate in any one academic year (the period between the semesters is excluded) shall be deemed to be receiving regular supervision, and provided he/she is also attending course(s), if required, shall be regarded as in residence.

15.1.3 A student who could not fulfil the conditions as stipulated in 15.1.1 and 15.1.2 shall normally be deemed to be not receiving supervision, and shall be regarded as not being in residence. In cases where the student would nevertheless receive adequate supervision on a regular basis while away from Hong Kong, China or where the absence from Hong Kong, China is related to an academic purpose, an application should be made beforehand to the academy/faculty/Graduate School for approval of the Programme Director/Leader, with the endorsement of the Supervisor(s) (where applicable), to specify the student as being in residence during that period of absence.

15.2 Residence Requirements

15.2.1 Except for conditions provided in 15.1.2, approved leave as given in 15.1.3, or granted leave of absence / deferment of study, students are required to be in residence during their period of study. A student not in residence for a continuous period of more than one month will be considered as withdrawn from the programme.

15.2.2 Residence requirements may be waived for part-time students for up to six months in any academic year, upon the written approval of the Supervisor(s) and the Faculty Dean/Dean of Graduate

School/Academy Executive Co-Director(s).

16. Suspension of Student Activities

16.1 Field Experience Coordinators will report to the relevant Associate Dean to seek his/her approval in consultation with the Director/Co-director of School Partnership and Field Experience to suspend any student immediately from Field Experience/practicum placed by the University, should they and/or school personnel have major concerns about the behaviour of the student on block practice or on other Field Experience/practicum activities. Students of teacher education programmes who demonstrate that they are unsuitable to enter the profession will be prevented from joining Field Experience/practicum or suspended from continuing such activities.

16.2 The relevant Associate Dean has the authority to prevent or suspend a student from other activities such as overseas immersion, internship, summer institute and academic exchange if the student, on the report of the Programme Leader/ Coordinator, is found to be unsuitable.

16.3 Conversely, if an Field Experience Coordinator has strong grounds for concern that a student is experiencing serious bodily or emotional harm on account of the Field Experience/practicum placement, he/she will report this to the relevant Associate Dean for his/her approval to remove the student immediately from the placement school.

16.4 The decision of suspension will be relayed in confidence to the relevant programme personnel. If the student is dissatisfied with the decision, he/she can appeal to the relevant Faculty Dean.

17. Review of Board of Examiners' Decisions on Discontinuation

17.1 A student who is required to discontinue his/her studies by the Board of Examiners under the General Academic Regulations will be notified by the

Secretary of the Board of Examiners immediately after the decision for discontinuation is made, and be advised to

(i) send new/additional information he/she might have to the Chairperson of the Board of Examiners for consideration; and/or

(ii) ask for an opportunity to present his/her case before the Board of Examiners by the stipulated deadline, if he/she so wishes.

17.2 The Chairperson of the Board of Examiners, after consideration of the student's submission, will decide if there are grounds for the case to be re-considered by the Board of Examiners. If the student asks for a hearing before the Board of Examiners, the Chairperson will decide whether to invite the student to appear before the full Board of Examiners, or to form a separate panel to hear the case, if deemed appropriate. The Panel should involve at least the Chairperson of the Board of Examiners or a senior academic staff member nominated by the Faculty Dean/Dean of Graduate School/Academy Executive Co-Director(s) as Chairperson, the Programme Leader/ Coordinator, and the relevant teaching staff from the subject department(s).

17.3 The Panel, after hearing of the case, will convey its recommendation to the Board of Examiners for the final decision. Depending on the recommendation, the Board of Examiners may make decisions through one of the following ways:

(i) decision by circulation; or

(ii) a full Board of Examiners meeting to be convened.

17.4 The decision of the Board of Examiners will then be conveyed to the student accordingly.

17.5 If the student feels that there is perceived injustice in the above procedures governing the review of the decision of the Board of Examiners on discontinuation, he/she can make an appeal to the Students' Appeal Committee following the prevailing procedures stipulated in the Student Handbook. The decision of the Students' Appeal Committee will be final.

18. Dismissal

18.1 Students who, upon verification, are found to have committed serious violations of the University's regulations or Laws of the Hong Kong Special Administrative Region of the People's Republic of China, will be subject to dismissal by the University immediately after the findings have been substantiated.

18.2 Students who do not have the right of abode or the right to land in the Hong Kong Special Administrative Region (HKSAR) are required to obtain a visa or entry permit for study in the HKSAR. If a student fails to maintain a valid visa or entry permit by the expiry date, his/her student status will be suspended and his/her Student Identity Card will be disabled on the visa expiry date. Failure to provide the University with a valid visa or entry permit for study within one month after suspension of studies will lead to termination of studies, and the University will be required to report all such cases to the Immigration Department of the HKSAR.

19. Academic Honesty

19.1 Students are required to carry out all academic activities honestly and in good faith. Any act that contravenes standards of academic honesty such as plagiarism, impersonation, cheating in examinations and collusion is strictly prohibited by the University.

19.2 Any alleged cases of academic misconduct will be handled by the Head of the academic department concerned, who will then conduct a thorough investigation. An investigation report should be sent to the relevant Associate Dean who will consider whether there are prima facie grounds for referring the case to the Student Disciplinary Committee for further consideration, decision and action. Any proven act of academic misconduct may result in suspension of studies, postponement of graduation, dismissal from the University or other forms of penalties.

Glossary

Academic Board	The major academic forum of the University for the oversight and development of all academic matters of the University.
Academic Year/ Semester	An academic year consists of two semesters. Normally, Semester 1 commences in early September and ends in mid December while Semester 2 starts in early January and ends in June. The last numbered week in each semester is reserved for assessment purposes.
Academy Assessment Panel	The Panel considers possible moderation of grades in a course of the Academy, monitors grade distribution, and endorses the assessment results of courses/clusters of courses/courses with a similar nature for approval by the Chairperson of the Academy Assessment Panel/Academy Executive Co-Directors.
Advanced Standing	It may be granted to applicants who have completed a recognized programme at the University or other institutions before admission to a post-secondary programme.
Assessment	The student's academic performance will be assessed in summative and formative processes, which may include written assignments, portfolios, artifacts, class tests, performance tasks and examinations. Its precise nature will be specified in the course description.
Board of Examiners	The University's board recommends award classifications, determine the remedial work for problem cases and cases of special circumstances that need special consideration, and decide cases for the discontinuation of studies.
Course	A course is a unit of study with a particular lecturer or teaching team. Most courses are assigned three credit points.
Core Course	The course that must be completed by the students to meet the curriculum requirements.
Course Code	The code given to a course.
Course Exemption	Course Exemption may be granted for courses completed in other institutions for recognized qualifications. The exempted courses will not appear on the student’s transcript and will be excluded from the

	calculation of GPAs.	
Course Lecturer	Staff delivering the course.	
Course Registration	The enrolment of a student in a course.	
Credit Transfer	Credit Transfer may be granted for courses completed successfully at the University previously or another accredited tertiary institution. The credit points transferred will be counted towards the graduation requirements but will be excluded from the calculations of GPAs.	
Credit Point/Credit	All programmes of study adopt a credit point system. Credit points show how much the successful completion of a course will contribute to the qualification of which it is a part. The number of credit points assigned to a course is indicative of the hours of study it requires. One credit point should normally be equivalent to 13 hours of teaching and learning activities.	
Departmental Assessment Panel	The Panel considers possible moderation of grades in a course, monitors grade distribution and endorses the assessment results of courses/clusters of courses/courses with similar nature for approval by Head of course–offering unit.	
Elective Course	Any of the courses other than core courses in a programme.	
Field Experience	Field Experience is observation of teaching in schools and subsequently teaching practice in schools or other institutions.	
Grade Point Average (GPA)	GPA	Students' performance in the programme as a whole or within a prescribed period of time, excluding courses without grade point equivalent, will be set out in a Programme GPA.
	Semester GPA (SGPA)	A student's GPA obtained in a semester.
	Year GPA (YGPA)	A student's GPA obtained in an academic year.
	Programme GPA (PGPA)	A student's GPA obtained within a programme.

Graduation Date	For students of Research Postgraduate Programmes, Doctor of Education and Taught Postgraduate Programmes who successfully complete all the graduation requirements of their programme by the end of Semester 1, a graduation date is set by the Academic Board (AB). For all other students who successfully complete all the graduation requirements by the end of Semester 2 or summer semester, another graduation date is set by the AB.	
Operational Grade	A course grade assigned for administrative purposes to assist in the management of student records. Operational grades do not count in the calculation of students' GPAs. Definitions are explained as follows:	
	IP (In Progress)	An IP grade is shown where students will register in subsequent Semesters to complete the assessment of the course.
	YC (Complete)	Successful completion of a designated course.
	IC (Incomplete)	Incompletion of a designated course.
	W (Withdrawn)	Assigned when a student has registered for the course in a semester and subsequently submitted a notification of withdrawal from the Course.
University/ EdUHK	The Education University of Hong Kong.	
Mode of Study	The full-time or part-time pattern of study.	
The Portal	The University's portal for staff and students.	
Programme	The structured combination of courses which leads to a specified award.	
Registration	The enrolment of a student in a programme.	
Statement of Results	The official letter certifying a student's completion of a programme, programme mode and duration and impending graduation.	
Taught Postgraduate Students	The students who are enrolling in taught master programmes.	
Testimonial	The official document certifying a student's enrolment in a programme, year of enrolment, programme mode and duration.	

Transcript	The official academic record of a student's full updated list of course grades attained in a programme.
Visiting Student	Students who have completed their programme but wish to take further courses will be considered visiting students. Local and non-local applicants who do not wish to enroll in a full programme of study in the University but plan to take selected course(s) within one or more programmes may also apply for admission as Visiting Students. Visiting students shall not register in any particular programmes, but may only take courses. Visiting students are not eligible for any formal academic award. Those who have successfully completed the course assessment will receive a transcript.