Chapter 5 Operational Guidelines Supporting General Academic Regulations

(This set of Operational Guidelines supporting General Academic Regulations [GAR] is mainly applicable to postgraduate diploma, undergraduate and sub-degree programmes.)

1. Registration

(The following operational guidelines on second major, minor(s) and double counting are only applicable to students in undergraduate programmes. For details regarding curriculum structures for undergraduate programmes, please refer to this website. Frequently Asked Questions (FAQ) for Second Major/Minor(s) are available at this website for easy reference.)

1.1 Second Major

1.1.1 Undergraduate students of specified programmes are required to declare a major within their programme of study upon admission. Students who are admitted to a full-time undergraduate single degree programme (with no programme/curriculum restriction) may be permitted to enrol in a Second Major in addition to their First Major, subject to programme specific requirements and programme GPA requirement of normally 3.0 or above in the first year of study. Considering the compact curriculum of Double Degree (DD) programmes, students of DD programmes are normally not advised to take an additional Major on top of the two majors. For the list of eligible programmes with a Second Major, details of prescribed courses and requirements, please refer to the webpage here.

1.1.2 To facilitate planning, students will be required to indicate your intended Second Major, if applicable, before finishing the first year of study by submitting your online application in March of the respective academic year to obtain prior approval* of the relevant party or unit for taking a Second Major. Before making an application, you should study the details posted online carefully to ascertain whether you have met the programme requirements of taking a Second Major and consult the relevant Programme Leader/ Coordinator for guidance and advice.

**For FLASS and FEHD, applications for taking a Second Major will be approved by the unit which offers the Second Major. For FHM, applications for taking the Second Major will be endorsed by the Programme Leader of respective programmes, or the offering unit of Second Major, followed by the approval of Associate Dean (Undergraduate Studies).*

1.1.3 Online application form for taking a Second Major is available via The Portal (under 'Second Major/Minor(s)' on the left panel of the homepage). Applications made after the deadline will not be considered. After students' assessment results have been approved by the Chairperson of Academy Assessment Panel/ Head of course-offering unit, the student will be notified of the application result by the respective offering unit of the Second Major via student email account in August of the respective year. The result will also be available at the webpage of Second Major/Minor(s) and indicated in the DegreeWorks at The Portal for information. The submission procedures and deadline will be announced by the Registry via The Portal before March of the respective academic year.

1.1.4 Normally, the minimum credit requirement for a Second Major is 30 credit points out of the available credit points in the Elective domain. For programmes that require less than 30 credit points for the Electives domain, students may have to take extra credit points to fulfill the Second Major's requirement. Extra credit points of the electives (no matter whether it constitutes a Second Major or not) taken beyond the minimum credit points for graduation will be included in the Programme GPA calculation for award classification. When you have completed all the prescribed Second Major courses and requirements, you are required to declare the Second Major with the Registry in the final semester (within two weeks after the add/drop period according to the Academic Calendar of the respective academic year) of your study. Online declaration form and details can be found via The Portal (under 'Second Major/Minor(s)' on the left panel of the homepage). The submission/declaration procedures and deadline will be announced by the Registry via The Portal after the add/drop period. Declarations made after the deadline will not be processed.

1.1.5 Students who have declared a Second Major and completed both First and Second Majors will receive a single degree award (based on the First Major) with both majors recorded on their Transcript of Studies.

Please note that the completion of any Second Major will not lead to a Qualified Teacher Status. Teaching practice or immersion/internship will not be arranged/ involved for students of Second Majors.

1.1.6 If a student fails to fulfil the requirements of his/her First Major, he/she will not be allowed to graduate even though he/she has satisfied the requirements of his/her Second Major and all other conditions for graduation. If a student fails to fulfil the requirements of his/her Second Major but successfully completes the requirement of his/her First Major and all other conditions for graduation, he/she can opt for graduation without the Second Major. Students should be aware of their responsibilities to fulfil all the graduation requirements within the normal study period, and should also refer to the GAR (Section 8) on 'Period of Study'. The University does not guarantee that related arrangements such as course registration, timetable, examination schedule etc. will tally with students' study plans and if necessary, you would need to extend the period of study and pay additional fee on a pro-rata basis to complete the requirements for a Second Major.

1.1.7 There is no shifting of Second Major to become the First Major. If you wish to change your Second Major, you should meet the specific requirements and consult the relevant Programme Leader/ Coordinator for advice and approval, according to the GAR. Please follow the procedures for application for Change of Programme/Major/Minor or Mode as stipulated in this Chapter (Section 9).

1.1.8 If students fail to declare a Second Major within the period specified by the Registry, their completed courses / number of credit points will be counted towards the number of credit points in Electives fulfilled in their programme for graduation WITHOUT notification by the Registry. For detailed information on the requirements of Second Major and procedures for claiming a Second Major, please refer to the website of Second Major/Minor(s) via The Portal (under ‘Second Major/Minor(s))’ on the left panel of The Portal homepage).

1.2 Minor(s)

1.2.1 Students who are admitted to a full-time undergraduate degree programme[Note 1] (except those programmes with programme/ curriculum restriction) have the option of taking a Minor of 15 credit points (or two Minors) of taught courses for graduation with Minor(s).

For programmes, for example Double Degree programmes[Note 2], with no or insufficient credit points in Electives domain, if students wish to take minor(s), they will need to take extra credit points for the minor(s). The corresponding credit points and grades attained from the extra courses (no matter it constitutes a minor or not) will be included in the Programme GPA calculation for award classification. Normally, no teaching practice or internship will be involved in Minor subjects. For details of Minor(s) and prescribed courses and requirements for Minor(s), you may refer to the webpage here.

Note 1: If the individual undergraduate degree programme is also offered in part-time mode for which the curriculum is the same as its full-time mode, the students of the respective part-time programme may be allowed to take a minor. For enquiry, please contact the respective Faculty/ Programme Office.
Note 2: Starting from 2024/25 cohort, students of Double Degree programmes are allowed to take minor(s). Grades of the minor/elective courses taken in or after Semester 1, 2025/26 will be counted in their Programme GPAs.

1.2.2 You can choose to declare a Minor (or two Minors) when successfully completing requisite courses/requirement for a particular Minor (or two Minors) before graduation. The Minor(s) will be shown on your Transcript of Studies. When you have completed all the prescribed credit points for registering a Minor (or two Minors), you are required to declare the Minor(s) with the Registry in the final semester (within two weeks after the add/drop period according to the Academic Calendar of the respective academic year) of your study. Online declaration form and details can be found via The Portal (under 'Second Major/Minor(s)' on the left panel of the homepage). The submission procedures and deadline will be announced by the Registry via The Portal before the add/drop period.

1.2.3 If students fail to declare Minor(s) within the period specified by the Registry, their completed courses / number of credit points will be counted towards the number of credit points in Electives domain WITHOUT notification by the Registry. For detailed information on the requirements of Minor(s) and procedures for claiming Minor(s), please refer to the webpage of Second Major/Minor(s) via The Portal (under ‘Second Major/Minor(s)’ on the left panel of the Portal

homepage). Declarations made after the deadline will not be processed.

1.3 Double Counting

1.3.1 Double Counting is only used to fulfil the requirement of a domain (which is prescribed by the programme) but will not reduce the number of credit points a student needs to take overall in a programme. You are only allowed to double count up to a maximum of 9 credit points within a 5-year undergraduate degree programme and 6 credit points within a 4-year undergraduate degree programme (including Senior Year programmes[Note1]) to fulfil no more than two domain requirements within the programme. You are required to take another course(s) to meet the credit requirement of your programme. Double-counted credits can be made up by Major/Core/Minor/Free Elective. Where necessary, individual programmes may need to consider and specify what course(s)[Note2] that you should take to make up the shortfall of the credit requirements. For details of the course(s) in relation to double counting, you may refer to your Faculty's website or contact your Faculty.

Note 1: For Bachelor of Health Education (Honours) programme (2-year Full-time / 3-year Part-time), the double counting policy is only applicable to cohorts admitted in 2022/23 and thereafter.
Note 2: Course(s) required to be taken to make up the shortfall of the credit requirements must be made known to students by Faculty on the respective website before implementing double counting.

1.4 Student EdU Card (the "Card")

1.4.1 The Card is issued to all registered students of the University for the purpose of identification and physical access. Upon completion of the programme registration procedures, you will be assigned a unique student number and issued a Card. The front of the Card displays your photograph, name (English and Chinese), student number, level of study (except exchange students, visiting students and elderly students), programme code, mode of study and the valid date of the Card. For more information on the use of the Card, please refer to EdU Card Users' Guide. The Card is free-of-charge, but for Card replacement due to loss or damage, a fee of HK$100 will be charged.

Application Form for Replacement of Student EdU Card can be downloaded from the Registry Website (under 'Useful Forms').

1.5 Double Registration

1.5.1 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 this University or a post-secondary qualification at any institutions except with prior approval by the Registrar. You must apply to the Registrar in writing for double registration before registering for study for another qualification at the University/other institution. You are required to submit your written request (with supporting document(s) and justification(s)) to the Registry for processing. The Registrar will consider your request in consultation with the Programme Leader/Coordinator concerned. You will be notified of the result of your application by writing. Violation of the regulation may lead to discontinuation of your studies at the University. In case of doubt, please seek advice from the Registry.

1.5.2 For non-local students, please note that double registration may affect your study visa and/or status in the Hong Kong Special Administrative Region (HKSAR). You are advised to contact the Immigration Department of the HKSAR for enquiries or refer to the website of the Immigration Department of the HKSAR for information.

2. Fees

2.1 Tuition Fees

2.1.1 Students from UGC-funded programmes are normally required to pay tuition fees in two instalments by a stipulated due date, one in each semester. Students who have to extend their studies beyond the normal period of study in order to fulfil the requirements of the programme are required to pay additional fees on a pro-rata basis according to the number of courses/credits (including Field Experience). For programmes with the settlement of tuition fees not following the aforesaid arrangement, the fee calculation of the students concerned will be handled by the programme-offering unit. Students

may contact the programme-offering unit/Finance Office should they have any queries on the fee charge in regard to special study plans. For detailed information on the settlement of tuition fees, please refer to Chapter 6 (Student Finance) of the Student Handbook.

2.2 Other Fees

2.2.1 Some other fees specified in the table of 'Other Fees' in Chapter 6 (Student Finance) of the Student Handbook, such as Student Card Replacement, Application for Academic Documents/Credit Transfer/Change of Programme and Continuation Fee are not included in the Consolidated e-Billing. Consolidated e-Billing mainly includes fees/fines/charges issued by the Finance Office, such as tuition fees, immersion fees, hall fees and caution money. If you have any queries on the charge of the 'Other Fees' in Chapter 6, you are advised to contact the Finance Office for details.

2.2.2 Students must settle the tuition fees and/or other fees/charges in the Consolidated e-Billing by the due dates. If, for any reasons, you are unable to pay the fees by the due dates, you should contact the Finance Office before the due dates for assistance. Failure to pay the required fees by the due dates without prior approval from the University will result in serious consequences including withholding the issuance of academic documents, de-activation of student cards and suspension of access to the University's Library/other facilities/accommodation in the student hall. You will be treated as 'UNOFFICIALLY WITHDRAWN' from the programme and your student status will be suspended with immediate effect. For detailed information on 'Settlement of University Fees/ Charges', please refer to Chapter 6 (Student Finance) of the Student Handbook.

2.2.3 Re-instatement of the student status will not be considered for unofficially withdrawn students with prolonged overdue fees. You will be required to re-apply for admission by following the normal procedures. For detailed information on 'Settlement of University Fees/ Charges', please refer to Chapter 6 (Student Finance) of the Student Handbook.

3. Course Enrolment

3.1 It is the responsibility of students to ensure the completion of course registration before they take the full range of course activities including class attendance and all stipulated assessment tasks. If course registration is performed on-line via The Portal, you must ensure that the whole registration process has been completed. Incomplete course registration will lead to serious consequences: you will not be allowed to attend any activities of those unregistered courses or to take any related assessment tasks such as examinations and as a result your assignments/answer sheets will not be marked nor will grades be given/recorded on the Transcript of Studies. Students who have not registered for any course in a semester (excluding the summer semester) will be considered to have withdrawn from their programme at the University unless deferment of studies has been approved by the relevant Programme Leader/Coordinator (stipulated in GAR 4.1). Programme offices will report to the Registry by the end of Week 6 in each semester if there are any students who have not registered for any course.

3.2 Student who is treated as having unofficially withdrawn from the programme due to overdue fees will not be able to perform online course registration. The registered course(s), if applicable, will be removed for unofficially withdrawn students with prolonged overdue fees in the respective academic year.

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

3.4 The number of credit points assigned to a course is indicative of the hours of student effort, which include both contact hours and study time. In terms of contact hours, one credit point should normally be equivalent to one hour of teaching per week for 13 teaching weeks in a semester. This includes one online lesson out of the total of 13 lessons in a 3 credit-point course. The maximum number of online lessons for a course which is used to replace face-to-face contact time shall not exceed 1 lesson and the accumulated number of online hours shall not be used to replace the contact hours for more than one face-to-face lesson. In terms of study time, students are normally expected to engage in no less than 2 hours of independent learning per week for each contact hour.

3.5 Students shall complete before graduation the credit points required by their programmes of study. Students who wish to take credit points less than the minimum number of credit points or take credit points beyond the maximum number of credit points stipulated in a semester should obtain prior approval from their Programme Leader/Coordinator. For details of the number of credit

points in a semester required by your programme, please refer to the programme handbook or the Faculty's website. Likewise, students are not allowed to take zero credit point/course unless with prior approval (stipulated in GAR 7.3) from their Programme Leader/Coordinator. Students not taking any credit point/course in a semester without prior approval will be considered to have withdrawn from their programme at the University (stipulated in GAR 4.1 and Section 3.1 of this Chapter). Students who obtain approval of taking zero credit point/course or join the Student Exchange Programmes (Outbound) in a semester may be required to settle the tuition fees (if any) for the respective semester. No continuation fee is levied. However, a continuation fee per semester (referring to Chapter 6 - Student Finance) will be charged to students whose registration status should be retained for non-credit-bearing activities such as Field Experience or language assessments.

Note: To avoid missing deadline of settlement of tuition fees, students who join Student Exchange Programmes (Outbound) are strongly advised to settle the tuition fees (if any) for the respective semester before their departure. Exchange students whose tuition fees are charged on course/credit-point basis are required to settle the amount as specified in the consolidated e-billing statement or check with Finance Office or their Faculty/programme unit for the exact amount to be paid.

3.6 Classes for all programmes are normally scheduled from Monday to Saturday with possible scheduling of combined classes for programmes/courses of different modes of study such as full-time, part-time and mixed-mode. You may refer to your own timetable via The Portal after course registration.

3.7 Add/Drop Course(s)

3.7.1 Students can add or drop a course during the add/drop period or before the third class meeting. Online add/drop of courses will normally be performed during the add/drop period[Note 1] as specified in the academic calendar of the respective academic year (i.e. normally the first two weeks in a regular semester). For courses which are not available for online add/drop or the add/drop period of the course(s) concerned is not within the add/drop period as specified in the academic calendar, students should add or drop the course(s) through paper form by filling out the Application form for Change of Courses (Add/Drop) and follow the proper procedures as specified by your Faculty[Note 2].

Note 1: For the online add/drop period of the individual courses, students should refer to the intranet announcement on The Portal and information on the Registry website.
Note 2: Not Applicable to General Education (GE) courses. Students should contact the General Education Office for the add/drop procedures for GE courses.

3.7.2 Students are permitted to drop a course after the add/drop period (or after the second class meeting if applicable) but before the examination period or before the deadline for submission of final assignments, whichever applicable, only for strong personal reasons, such as serious illnesses. Students should apply in writing to the course lecturer concerned for recommendation and the Programme Leader/Coordinator for approval of the late drop. When the application is approved, the respective Programme Leader/Coordinator should inform the Faculty for necessary action. And the Faculty should inform the Registry for record and the course lecturer concerned for grade input. The grade W (Withdrawn) will be given by the course lecturer and recorded on the students' Transcript of Studies.

3.7.3 There will be no online add/drop arranged for summer courses. Students are advised to make use of the application form that could be downloaded from the Registry website (Current Students -> Course Registration -> Add/Drop Courses -> Application Form for Add/Drop Summer Courses) for adding or dropping the summer courses. The completed form should be returned to the General Education Office (for GE courses) / respective Programme Office (for courses other than GE courses) for further processing. Please contact respective Programme Office or General Education Office if you have further questions.

3.8 Academic Advising

Under the provision of Academic Advising (please visit this website for details), all undergraduate students are required to meet with your Academic Advisors in person at least once by the end of February every year to discuss your study plans and other academic-related matters. Students can monitor your academic progress and submit your study plans through the DegreeWorks platform. You should share with your advisors your study plan and/or degree audit report for the advising meetings to seek advice on the learning journey and career development. It is also important for you to review and update your own study

plan regularly whenever necessary.

3.9 Course Registration for Second Major

After submitting their applications for taking Second Major, respective students will be pre-registered in the Second Major course(s) starting from the first semester of their second year of study by the relevant course-offering unit (on condition of timetable conflict-free). If your application for taking Second Major is unsuccessful, you may drop the relevant course(s) for the Second Major during the add/drop period in the first semester of your second year of study, as necessary. If your application for taking a Second Major is approved, those courses being offered in the second semester of your second year of study and the subsequent semesters will also be pre-assigned[Note] by the course-offering unit on condition of timetable conflict-free. The department will inform you about the arrangement of pre-assignment before the main round of online course registration. You may contact your subject department for enquiry, if necessary.

Note: The pre-assignment of Second Major course(s), whether successful or not, is based on the available timeslot of the student's timetable.

3.10 Course Registration for Minor(s)

Students who are interested can plan their progress towards completion of the requirements for the relevant Minor(s) and register for the corresponding course(s) according to the list of Minors of respective academic year. Upon successful completion of the Minor requirements, students are required to claim the Minor(s) in the second semester of their final year of study via online declaration by themselves.

3.11 Course Registration for Field Experience and Experiential Learning Semester (for students admitted in 2019/20 to 2024/25)

Students of full-time Bachelor of Education programmes should complete a minimum of 7 credit points in each Field Experience and Experiential Learning Semester. They can only register the Field Experience[Note 1] and/or Experiential Learning Courses (including Co-curricular and Service Learning courses and Experiential Learning courses) and Honours Project/Capstone Project, but not other regular taught courses in this semester (stipulated in GAR 9.10.4). Normally, the maximum number of credit points for the Field Experience and Experiential Learning Semester are 13 credit points in Semester 2 of Year 3 and 13 credit points[Note 2] (or 10 credit points[Note 2] for students admitted in 2024/25) in Semester 1 of Year 5 respectively. Individual programmes may have specific

requirements on the range of credit points required for students. Please contact the respective Faculty for details. Students may take Learning Experience Outside the Classroom (CLOC) course(s) for recognition of approved activities/experience outside the classroom in the Field Experience and Experiential Learning Semester. The credit points of the CLOC course are NOT included in the calculation of minimum and maximum credit points stipulated for a semester. However, students should make sure that there will be no time conflict between the timetable of the CLOC course(s) and block practice period or regular class/activities. For more details on the CLOC courses, please refer to sections 3.13, 5.1 and 7.3.9 of this Chapter.

Note 1: Students of full-time Bachelor of Education programmes can also take FE elective course(s) under free elective domain during the Field Experience and Experiential Learning Semester as long as there is no time-clash with the compulsory FE course(s).
Note 2: The number of credit points does not include that of the Honours Project / Capstone Project which is a cross-semester course taken in Semester 1 and 2 of Year 5 but with its credit points counted in Semester 2 of Year 5 only.

3.12 Course Registration for Field Experience and Experiential and Service Learning Semester (<u>for students admitted in 2025/26 and thereafter</u>)

Students of full-time Bachelor of Education programmes should complete a minimum of 7 credit points in each Field Experience and Experiential and Service Learning Semester. They can only register Field Experience and/or Experiential Learning and Service Learning Courses (including Co-curricular and Service Learning courses and Experiential Learning courses on Entrepreneurship and Innovation) and Honours Project/Capstone Project, but not other regular taught courses in this Semester (stipulated in GAR 9.10.4). Normally, the maximum credit points for the Field Experience and Experiential and Service Learning Semester are 11 credit points in Semester 2 of Year 3 and 10 credit points[Note] in Semester 1 of Year 5 respectively. Individual programmes may have specific requirements on the range of credit points required for students. Please contact the respective Faculty for details. Students may take Learning Experience Outside the Classroom (CLOC) course(s) for recognition of approved activities/experience outside the classroom in the Field Experience and Experiential and Service Learning Semester. The credit points of the CLOC course are NOT included in the calculation of the minimum and maximum credit points stipulated for a semester. However, students should make sure that there will be no time conflict between the timetable of the CLOC course(s) and block

practice period or regular class/activities. For more details on the CLOC course, please refer to sections 3.13, 5.1 and 7.3.9 of this Chapter.

Note: The number of credit points does not include that of the Honours Project / Capstone Project which is a cross-semester course taken in Semester 1 and 2 of Year 5 but with its credit points counted in Semester 2 of Year 5 only.

3.13 Enrolment for Learning Experience Outside the Classroom (CLOC) Course

Students may take CLOC course(s) on a voluntary basis to enrich their learning experience outside classroom. The number of credit points assigned to the CLOC course can range from 1 credit point to 3 credit points, depending on the learning hours involved. The upper limit that can be accumulated is 6 credit points, exclusive of a) activities/experience which form credit-bearing components of or are embedded in the curriculum; b) credit-bearing courses such as Block Practice, Experiential Learning Courses, Co-curricular and Service Learning Courses; and c) Chinese Mainland/overseas student exchanges for which a transfer of credits has been approved. Upon successful completion of the CLOC course(s) on the approved list acknowledged by the University, students will be eligible to claim a maximum total of 6 credit points during the study period of their programmes. The credit points will not be included in the calculation of the GPA nor the credit points for fulfilling the graduation requirement but will be recorded on the students' Transcript of Studies.

4. Student Records

4.1 Change and/ Update of Personal Particulars

4.1.1 Your personal particulars recorded at the time of registration will be maintained in the University's permanent student records. During your study at the University, you should report any changes in your personal data to the University immediately. You can go to The Portal (Navigation: The Portal > e-SIS > Main Menu > Personal Information) to use online self-service for updating your address and/ or contact phone number at any time or complete the Application Form for Change of Personal Particulars which can be downloaded from the Registry website or obtained from the Student Records Service Desk at

the Information Centre. Final-year students are invited to provide/ update your personal email address online via The Portal (Navigation: The Portal > e-SIS > Main Menu > Personal Information > Update Personal E-mail Address) to facilitate future communication with the University on administrative matters and surveys (e.g. Institutional Research on Graduates, Graduate Employment Survey etc.) after expiry of your student status.

4.1.2 For changes of your Hong Kong Identity Card number, name, or date of birth during your study at the EdUHK, you should submit an Application Form for Change of Personal Particulars which must be supported by relevant legal documentary evidence. Any request for change of name by final-year students will need to be submitted to the Registry before the expiry date of their student status or the expiry date printed on their student card (whenever earlier). Application form for Change of Personal Particulars can be downloaded from the Registry website or obtained from the Student Records Service Desk at Information Centre. For graduates who have subsequently changed their names after expiry of their student status at the University, their requests will not be entertained.

4.1.3 Since most of the non-local students do not have a HKID Card at the time of registration, they are required to update their personal particulars by providing the Registry with their HKID number once they have obtained their HKID card. Students may come to the Student Records Service Desk of Information Centre to present their HKID card. Your HKID number links to the student registration and record system of the University, which in turn forms the basis of the administration of your study at the University. With incomplete personal data, there will be significant implications on the following:

(a) the assessment and record materials in relation to your programme/ courses as well as issuance of Transcript of Studies, Statement of Results and award certificates;

(b) your application for the i-Work system and correspondingly your eligibility to work on campus; and

(c) regular reporting to the Immigration Department of the HKSAR.

4.1.4 All graduates will automatically join the University's alumni network

and enjoy various alumni privileges. Upon graduation, your personal particulars will be transferred to the Alumni Affairs and Development Office (AADO) for maintaining a close connection between you and the University. If you do not want to be contacted for alumni affairs purpose upon graduation, please inform AADO separately. Information on alumni services and activities can be obtained from the AADO website.

4.2 Definitions of Local and Non-local Students

Referring to the Joint University Programmes Admissions System (JUPAS) website, according to the Education Bureau (EDB) of the HKSAR, local/ non-local students for the purpose of admission to post-secondary programmes are defined as follows:

Local Students The student is the holder of:	
LS1	HKID Card (Permanent)
LS2	Documents issued by the Immigration Department of the HKSAR showing right to land/ right of abode in Hong Kong
LS3	One-way Permit for entry to Hong Kong
LS4	Full-time employment visa / work permit
LS5	Dependant visa / entry permit (for students who were below 18 years old)[Note 1]
LS6	Visa / Entry permit for Quality Migrant Admission Scheme
LS7	Visa / Entry permit for Capital Investment Entrant Scheme
LS8	Visa / Entry permit for Admission Scheme for the Second Generation of Chinese Hong Kong Permanent Residents
LS9	Visa label for unconditional stay

Note 1: Students holding dependant visa/ entry permit who were below 18 years old when they were first issued with such visa / entry permit by the Immigration Department of the HKSAR.

Non-local Students The student is a holder of the following documents issued by the Immigration Department of the HKSAR:	
NLS1	Student visa / Entry permit
NLS2	Visa / Entry permit under the Immigration Arrangements for Non-local Graduates
NLS3	Dependant visa / entry permit (for students who were 18 years old or above)[Note 2]

Note 2: EDB in November 2018 reviewed and redefined its definition of dependant visa / entry permit for non-local students, applicable to ALL JUPAS APPLICANTS in 2019 and thereafter, as students holding dependant visa / entry permit who were 18 years old or above when they were issued with such visa / entry permit by the Immigration Department of the HKSAR.

Students who do not hold any of the documents in LS1 – LS9 above are defined as Non-local students.

4.3 Visa/ Entry Permit

4.3.1 According to the Immigration Department of the HKSAR, "unless a person has the right of abode or right to land in the HKSAR, he/ she requires a visa/ entry permit to study in the HKSAR." Please caution that students must hold a valid visa/ entry permit to maintain their student status in order to study in the HKSAR, failing to do so meaning that it will be unlawful if students stay in the HKSAR to continue their studies.

4.3.2 To maintain active student status and continue studies at the University, it is the students' responsibility to take timely and appropriate action to extend their visa/ entry permit in accordance with the guidelines set by the Immigration Department of the HKSAR Government, ensuring that students submit their extended visa/ entry permit to the University before their current visa/ entry permit expires.

4.3.3 Students' attention is drawn to the following actions required:

(Students must arrange for the extension of their visa/ entry permit themselves and seek approval from the Immigration Department of the HKSAR Government within four weeks before their current visa/ entry permit expires. After receiving all necessary documents, the Immigration Department of the HKSAR normally takes two to three weeks to process the application for a visa/ entry permit extension. For detailed information, please visit the Immigration Department of the HKSAR's website for Online Application for Extension of Stay (for Other non-Permanent Residents) and Immigration Policy on Study.

(Students need to apply for a Testimonial for Extension of Student Visa online through the "Online Application Service" (Navigation: The Portal -> e-SIS -> Student Services -> Application for

Academic Documents) to support their application for the extension of their visa/ entry permit. The Application form for Academic Documents can be downloaded from the Registry's website.

(After they have successfully extended their visa/ entry permit, students must submit their new visa documents including (i) extended visa/ entry permit (??????????), (ii) landing slip (????) and (iii) Exit?entry Permit for Travelling to and from Hong Kong and Macao (????????????(??D))* to the University through the Visa Management System (VMS) for verification and student record updating **before their current visa/ entry permit expiry date**.
**document (iii) applicable to Chinese Mainland students only*

(Please be aware that if there is a change to their local/ non-local student status or type of visa/entry permit in HKSAR, students are required to submit the completed Application form for Change of Personal Particulars and produce an original copy of the relevant legal documents to the Student Records Service Desk at the Information Centre for verification immediately. Opening hours of Information Centre can be found here. For the adjustment in fee billing arising from the relevant change, please refer to the section on 'Tuition Fees Arrangements under Special Circumstances' of Chapter 6 'Student Finance' in this Handbook, and contact the Finance Office for enquiries. Students with anticipated changes to their conditions of stay in the HKSAR are strongly encouraged to contact their Programme Office for support.

(In case of need to defer or extend the normal/maximum study period, students are responsible for arranging an extension of their stay to continue their study in the HKSAR, subject to approval by the Immigration Department. For visa/entry permit extension, please refer to (a) to (c).

(If students have to defer their study being arranged in the first semester of study, their current student visa will be cancelled. The University will be required to report the case to the Immigration Department. It is students' responsibility to take timely and appropriate action to apply for a new valid student visa in accordance with the guidelines set by the Immigration Department before they can resume studies at the University. Students are required to submit the application for a new valid student visa to

study in the HKSAR by contacting the Global Affairs Office (GAO) by email at stuvisa@eduhk.hk or by phone at (852) 2948 7654 once they are ready to return to Hong Kong for study. It will normally take 6-8 weeks for the Immigration Department to process the visa application upon receipt of all the required documents. For details, please refer to the GAO or the Immigration Department website.

(If there are any changes to students' status, including a change of programme or withdrawal from programme, the University will be required to report the case to the Immigration Department.

4.3.4 Please be aware that students **without** a valid visa/ entry permit will no longer be eligible to study in the HKSAR. According to Section 17.2 of the General Academic Regulations, if students failed to provide a valid visa/entry permit by their current visa/entry permit expiry date, the following measures will be enforced:

(Student status will be treated as "SUSPENSION" from their study programme on their visa/ entry permit expiry date;

(Student card will be deactivated, meaning that their access rights to the Library/ other University facilities/ accommodation on campus will be suspended and they will not be allowed to attend any classes or examinations, or to participate in outside campus learning/ teaching activities e.g. field experience, student exchange programmes, immersion, internship or co-curricular learning. No assessment grades or results will be recorded on their transcripts.

(Students are required to provide their valid visa/ entry permit immediately through the Visa Management System (VMS) to prove their eligibility of study to reactivate their student status.

(If students do not take immediate action as required under Section 4.3.4(c) within one month from the suspension of their studies, they

will be deemed as not possessing a valid visa/ entry permit to study in the HKSAR, and their student status will be terminated immediately.

(After termination of their studies, re-instatement of the student status will not be considered. The tuition fees paid will not be refunded and students are required to return their student cards to the University and clear their lockers. The University will be required to report such a case to the Immigration Department of the HKSAR.

For enquiries on extension of visa/ entry permit, please contact the Global Affairs Office (GAO) at 2948 7654 or email: stuvisa@eduhk.hk. For enquiries on the application for Testimonial for Extension of Student Visa or the VMS System, please contact the Registry at 2948 6169 or email: visaext@eduhk.hk.

4.4 Leave of Absence

4.4.1 Class participation is an important element of learning in a programme. You should develop a strong sense of responsibility and be punctual in attending classes. The University places great emphasis on the punctuality and attendance of students. You are therefore expected to attend all scheduled classes and activities.

4.4.2 Students must seek approval from the Programme Leader/ Coordinator by submitting a leave application form, if they wish to take a leave of absence exceeding 7 days but less than one semester (stipulated in GAR 13.1). The relevant application form can be downloaded from the website of respective Academies / Graduate School / Faculties / Programmes. You should complete the form and follow the respective procedures for approval. Where necessary, individual courses/ course lecturers/ programmes/ departments will specify their attendance requirements. For the attendance requirement specific to your programme, please refer to the programme handbook.

4.4.3 Students who are absent from all of their registered courses for a prolonged period during a semester will be considered to have withdrawn from their programme unless their leave application or deferment of study has been approved by the relevant Programme Leader/Coordinator (as stipulated in GAR 13.4). Respective programme offices will report such cases to the Registry by the end of

Week 6 in each semester.

4.4.4 The University respects the rights of all religions. Should your religious affiliation prevent you from attending any scheduled academic activities associated with your programme of study in the University, please inform your Programme Leader/ Coordinator and/ or the Registry with documentary evidence in advance. The University will try to make appropriate adjustments as far as possible.

5. Study Load

5.1 Students should not overload their studies. Normally, full-time students should study taught courses between the range of 12 (except summer semester) and 18 credit points[Note] every semester whereas part-time students should study not more than 11 credit points (up to 12 for students admitted in 2019/20 and thereafter) in a semester. On top of the regular study load for Semester 1 and Semester 2, students can make use of the Summer Semester to take courses of second major/minor/General Education/Co-curricular and Service Learning (CSL), etc. and earn credits in order to fulfil the total number of credit points required in the programme. No maximum study load will be specified for Summer Semester. Students who want to study more than the maximum number of credit points required or less than the minimum number of credit points required in Semester 1 or Semester 2 should obtain prior approval from their Programme Leader/Coordinator. Please note that individual programme may have specific requirements on the range of credit points required for their students. Information may be obtained from the programme handbook or Faculty's website. The study load restriction does not apply to the enrolment of the CLOC course which may be taken outside class hours. However, students are advised not to overload themselves and commit too many activities in the same semester. Students may seek advice from the Academic Advisors as deemed appropriate.

Note: The students of the full-time Bachelor of Education programmes should take note of the minimum and maximum credits points allowed in the Field Experience and Experiential Learning Semester (for students admitted in 2019/20 to 2024/25)

/ Field Experience and Experiential and Service Learning Semester (for

students admitted in 2025/26 and thereafter). For details, please refer to section 3.11 and 3.12 of this Chapter.

5.2 Students whose Major Subject GPA in a semester is below 2.00 will receive an Academic Warning. Students who receive an Academic Warning* are not allowed to take the study load beyond the maximum credit points in the following semester or academic year. Those who wish to take more credit points than what is stipulated in the programme should seek prior approval from their Programme Leader/Coordinator.

**applicable to students of degree programmes with a major subject study.*

6. Period of Study

6.1 Students are required to complete their programme of studies 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 cannot complete a programme within the maximum period of study will be required to discontinue their studies at the University. You must apply in writing to obtain prior approval from the Programme Leader/Coordinator if you wish to extend your period of study beyond the maximum programme duration or pursue a fast track to complete a programme below its normal period of study. Information on the maximum period of study for a programme can be obtained from Section 8.3 and 8.4 of GAR in Chapter 4 ‘Rules and Regulations’. For student-athletes admitted to Bachelor of Health Education Programme or 4-/5-year full-time undergraduate programme from 2022/23 academic year onwards, please refer to Table 1 below for the maximum period of study.

Table 1

Programme	Length of Programme	Maximum Period of Study (applicable to student-athletes

		admitted from 2022/23 academic year onwards)
Bachelor of Health Education Programme	Full-time: 2 years Part-time: 3 years	6 years
Four-year Full-time Undergraduate Programme	4 years	7 years
Five-year Full-time Undergraduate Programme	5 years	8 years

** mandatory military service periods are not counted into the period of study*

6.2 Students who have to extend their studies beyond the normal period of study in order to fulfil the requirements of the programme are required to pay additional fees on a pro-rata basis according to the number of courses/credits (including Field Experience). Correspondingly, students who pursue a fast track to complete a programme are required to pay full tuition fees of the programme within the approved period of study. Neither reduction nor refund of fees will be arranged despite the shortened study period.

6.3 It is optional for students to take courses in Summer Semester unless fixed in the programme curriculum.

6.4 Students who have successfully completed their programme are not allowed to extend their period of study for taking additional courses or joining further extra-curricular activities in the programme. If necessary, they may apply for admission as Visiting Students to take course(s). Please refer to Section 4.6 of GAR in Chapter 4 ‘Rules and Regulations’.

7. Assessment-related

7.1 Method

(Please refer to the Registry website for details of the Policy on Student Assessment.)

7.1.1 The focus of assessment is to provide the opportunity for students to demonstrate their progress in relation to the key outcomes as defined by the University, programmes and courses.

7.1.2 Assessments include a full range of assessment tasks in both formative and summative forms. Multiple assessment methods must be employed in a course so that lecturers could assess students' performance through various means.

7.1.3 The overall course-based assessment load will be commensurate with the credit points and nature of the assessment task(s) of a course.

7.1.4 Timely feedback on all assessments will be available to students within a period of time depending on the course concerned but no later than one month after submission.

7.1.5 Full details of the methods of assessment for individual courses and the weightings assigned to each component of assessment will be stipulated in each course outline. Related assessment criteria will be given to students by the course lecturer within the first two class meetings.

7.2 Late Submission of Assignment and Absence from Assessment Activities

7.2.1 Students should follow the deadline for submission of assignments and present themselves for tests, examinations and prescribed assessment activities at the appointed time.

7.2.2 Applications for late submission of assignment from students supported by valid reasons may be approved by the course lecturer. However, final-year students intending to apply for late submission of assignment for any courses taken in the final semester of their programme of study should seek advice from the course lecturer concerned on the new submission deadline and ensure that the course grade will be released on schedule according to the University's Academic Calendar and/ Grade Release Schedule announced by the

Registry at the Registry website. Otherwise, their graduation will be delayed if grade submission from the course-offering unit is postponed. The course lecturer concerned may need to explain to the student the consequence of possible delay in graduation if he/she seeks approval of late submission of assignments, if necessary. Please refer to Grade Release Schedule for the important dates of grade submission deadlines, grade release dates as well as dates of Board of Examiners (BoE) meetings.

7.2.3 Students who are unable to complete a class test/examination/other assessment task should apply to the Head of course-offering unit through the course lecturer for special consideration. The application must be accompanied by original copies of any relevant documentary evidence, including medical certificates in cases of illness or disability.

7.2.4 If the Head of course-offering unit is satisfied that a student's absence from or inability to complete a class test/examination/other assessment task has a valid cause, the student will be permitted to complete further assessment work in a form to be determined by the Head of course-offering unit in consultation with the course lecturer. The grade of the further assessment work so prescribed may be lowered, on a case-by-case basis, up to one full grade.

7.2.5 If the Head of course-offering unit, after considering all available information, decides to reject a student's request for special consideration, the student will be accorded a fail grade (grade F) in the unattended component(s) of assessment for the course.

7.3 Course Assessments and Grades

7.3.1 Students' performance in each course is expressed in terms of the Course Assessment and Grading System with details in Section 9 of GAR in the Student Handbook.

7.3.2 Students will be put on academic probation in the next semester when their Semester GPA is below 2.00. When a student obtains a Semester GPA of 2.00 or above at the end of the probation semester, the academic probation status will be lifted. Otherwise, probation shall continue to apply in the next semester. A student who fails to have probation lifted after he/she has been put on academic probation for two consecutive semesters will normally be required to discontinue his/her studies.

Note: Normally, students with a GPA below 2.0 in Summer Semester will not be put on academic probation in Semester 1; Students with a GPA below 2.0 in Semester 2 will not be put on academic probation in Summer Semester but in Semester 1 of the following academic year. In other words, GAR Section 9.9 on academic probation will only be applied in Semester 1 or Semester 2 (except those students enrolled in a programme with a fixed Summer Semester).

7.3.3 An academic warning will be issued to students of undergraduate degree programmes (which have a Major Subject) whose Major Subject GPA is below 2.00.

7.3.4 When releasing assignment grades to individual students, course lecturers should include the statement that “These Grades are Provisional / NOT FINAL and subject to further moderation.” Overall course grades will be approved and confirmed final at the time of the formal grade release of the University.

7.3.5 Overall course grades will be announced via Grade Enquiry after the approval of the Chairperson of Academy Assessment Panel/ Head of course-offering unit, according to the online grade release date announced at the Registry's website (under "Current Students" ? "Examination" ? "Grade Release Schedule") and The Portal. Students can view their course grades from "Grade Enquiry"/ DegreeWorks via The Portal. Students can also download their grade results from the "Grade Enquiry" function free of charge or apply for the official transcript of studies which requires an application fee. Please note that if you have unsettled outstanding University fees, your access to the Grade Enquiry/ DegreeWorks will be suspended until the fees are settled.

7.3.6 For the Cross-faculty Core Course comprising 3 course components, the assessment result of individual course component will be approved by the Chairperson of Academy Assessment Panel/ Head of the relevant hosting department through the corresponding Academy/ Departmental Assessment Panel. Upon approval, the assessment result of each course component will be announced according to the Grade Release Schedule. Students who fail any of the course components will be required to retake the respective course component, subject to the decision of the Board of Examiners.

7.3.7 Students are strongly advised to check "Grade Enquiry" via The Portal or Mobile App ("MyEdUHK") from time to time. Grades should be released by the course-offering unit for graduating class students of full-time undergraduate programmes no later than June of the respective year. Should course grades not available by the end of June of the respective year, graduating class students can contact the relevant course-offering unit for enquiry.

7.3.8 Students who wish to take extra course(s) offered in other programmes of the University, which is not required by their current Programme, should seek approval from the relevant Head of course-offering unit/ Subject Coordinator and their Programme Leader/Coordinator before course registration. The credit points earned will not be counted towards the graduation requirements. The assessment result will not be included in the programme GPA calculation but will be included in the cumulative GPA and will be presented in your transcript of studies. You may download the application form from the Registry website. A copy of the approved application form should be sent to the Registry via the respective Faculty for record.

7.3.9 Students may take CLOC courses for recognition of approved activities/experience outside the classroom on a voluntary basis and earn a maximum of 6 credit points during their study period of the programmes. The credit points earned will not be included in the calculation of GPA nor the credit points for fulfilling the graduation requirement. However, the successfully completed CLOC course(s) with the earned credit points and the grade “YC” (i.e. Complete) will be recorded on the students’ Transcript of Studies. For final-year students who plan to take CLOC course(s) in their final semester should note that their graduation will be delayed if the grades of the CLOC course(s) cannot be available according to the Grade Release Schedule of graduating class announced by the Registry at the Registry website.

7.4 Academy/Departmental Assessment Panel (A/DAP) and Board of Examiners (BoE)

7.4.1 The course lecturers’ feedback (such as the grade/mark/score) attached on assignments may not be equated to the final course grade that would be released formally via The Portal (Grade Enquiry). Assessment results in a course will be approved by the Chairperson of

AAP or Head of the course-offering unit through the A/DAP which is to assure course assessment quality and to oversee the student assessment, including double marking, grade moderation etc., within the course-offering unit. After approval, the course grades are announced via The Portal according to the date of online grade release announced at the Registry website. If you wish to request for a review of a course grade, you should refer to the GAR, 'Review of Course Grade' (Section 9.2).

7.4.2 The Board of Examiners (BoE) will mainly consider overall performance of students, determine cases for discontinuation of studies and determine the award classifications for graduating students according to the GAR. You may refer to the webpage for the schedule of the BoE meetings for respective programmes. If you wish to request for a review of the Board of Examiners' Decisions on Discontinuation, you should refer to the GAR, 'Review of Board of Examiners' Decisions on Discontinuation' (Section 16), and 'Procedures for Appealing Against the Decisions of Board of Examiners for Discontinuation of Studies or the Decisions of Student Disciplinary Committee or Academic Departments for Disciplinary Actions or the Decisions of Equal Opportunities Complaint Committee' under the 'Rules and Regulations' in this Student Handbook for details. Late applications and applications without providing the BoE with new/additional information will normally not be considered.

8. Credit Transfer, Advanced Standing and Course Exemption

8.1 Credit Transfer and Advanced Standing

(For those cases of credit transfer arising from change of programme/major/minor or mode of study, please read in conjunction with information on the relevant webpage here and section 9 of this Chapter.)

8.1.1 Credit transfer may be granted for courses completed successfully at the University previously or another accredited tertiary institution. 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. The total

number of credit points transferred (including Block Entry Credits (Advanced Standing)) will not exceed 50% of the total credit points of the programme (except the situation stipulated in 8.1.4 (g) below). Under such principle, credit transfer is normally not applicable to students admitted to senior years of undergraduate programmes and top-up degree programmes.

8.1.2 Students may apply for credit transfer within the first two weeks of each semester in each academic year through submitting the application form and supporting document to the Registry. For courses on offer in summer semester, applications should be submitted two weeks before the commencement of the semester. Previously approved cases for credit transfer are available at Qualification Recognition and Credit Transfer webpage for reference. Also, application forms and procedures can be obtained from the Student Records Service Desk at Information Centre or downloaded from Qualification Recognition and Credit Transfer webpage.

8.1.3 Applicants have to take the full range of course activities, including but not limited to lectures, tutorials and assessment tasks of the courses, until they have received the official notification of result from the Registry. It will normally take 2 to 4 weeks to process an application. Therefore, students are suggested applying for credit transfer as early as possible within the first two weeks of each semester or two weeks before the commencement of summer semester. Late applications will only be considered on condition that there was enough time to complete the application process (normally 4 weeks) before the end of the courses concerned.

8.1.4 Guidelines on the granting of Credit Transfer are specified as follows:

(a) Only qualifications of equivalent or higher level studies at the University, local or non-local institutions will be accepted for credit transfer.

(b) Programme Committees and academic departments/ course-offering units may prescribe specific requirements and a time-limit for eligibility for credit transfer. The latest requirements and time-limits are listed in Qualification Recognition and Credit Transfer webpage.

(c) Normally, no credit transfer will be granted to General Education (GE) courses except for courses having prior study

arrangement with the University, such as block credit transfer of GE courses of Student Exchange Programmes. No credit transfer will be granted to substitute a failed or a completed course.

(d) No credit transfer will be granted to Field Experience (FEX) courses. Please consult your Field Experience Coordinator for questions relating to field experience.

(e) Cross-faculty Core Courses (CFCC) and Final Year Project (both Honours Project and Capstone Project) are excluded from granting credit transfer.

(f) For undergraduate students undertaking Student Exchange Programmes (Outbound), block credit transfer of up to 18 credits points per regular semester or up to 9 credit points for students who completed Outbound Summer Programmes in specific domains will be granted upon successful completion of the University level accredited credit-bearing courses at the host institutions. Completing 4-week+ Exchange Programmes will be also granted block credit transfer. For detailed information, please visit Block Credit Transfer Policy for Full-time Undergraduate Programmes webpage.

(g) For senior year full-time undergraduate students who are admitted in 2022/23 and thereafter undertaking Student Exchange Programmes (Outbound), block credit transfer of up to 6 credits in specific domains (regardless of the number of outbound exchange programmes they have undertaken) will be granted upon successful completion of the University level accredited credit-bearing courses at the host institutions. For detailed information, please visit Block Credit Transfer Policy for Full-time Undergraduate Programmes webpage.

(h) Unless otherwise approved, students who are admitted with Block Entry Credits (Advanced Standing) will not be eligible for subsequent credit transfer on individual course(s) on the basis of their entry qualifications. (also see 8.1.1 & 8.2.1)

(i) Applicants may be requested to take an assessment or test in order to ascertain that the level of work completed has met the requirements of programmes, Faculties, Academies and/or

academic departments/ course-offering units.

For details, please refer to the Qualification Recognition and Credit Transfer webpage.

8.1.5 Applicants may appeal against the final decision on credit transfer. To appeal, the applicant shall write to the Registry with justifications and additional information/evidence either within 14 working days of being notified of the decision or the latest day on which the appeal can be processed completely before the end of the courses concerned, whichever is the shorter. Applicants are advised to consult the academic department /course-offering unit regarding the credit transfer requirement in more details and/ or the required supplementary information before appealing.

8.2 Course Exemption

8.2.1 Students may be granted an exemption for course(s) completed in other institutions for recognised qualifications. Students admitted to Senior Year programmes from 2023/24 onwards may be granted an exemption from specific course(s) based on prior study at the University. 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 of Studies and will be excluded from the calculation of GPAs. Students who wish to apply for course exemption should submit their requests by writing to their Programme Leader/Coordinator for approval and special arrangement, if applicable.

9. Change of Programme/Major/Minor or Mode of Study

9.1 New students will normally not be considered to transfer to another programme if the programme is offered in the same mode of study and programmes of the same academic level, in particular the UGC-funded undergraduate programmes, during their first semester of registration. Current students, who wish for special reasons to change from one programme/major/minor or mode of study to another during the course of study should meet the stipulated requirements.

9.2 Applications for change of programme are limited to programmes offered by the same fund-type *(i.e. Change of programme from a UGC-funded programme to another UGC-funded programme or from a self-funded programme to another self-funded programme)* and the programme changes should normally be made on the same academic level. If a student wishes to change to another fund-type programme and/or programme with a different academic level, he/she should submit an admission application to the Admissions, Registrations and Academic Planning Section of the Registry (https://www.eduhk.hk/acadprog/) *(Except for those students from a UGC-funded programme who wish to transfer to a self-funded programme or those students from Master of Philosophy who wish to transfer to Doctor of Philosophy, or vice versa).*

9.3 There are two rounds of application exercise in an academic year and applications must be made within the periods specified in the application procedures below or any period specified by the respective Faculty. Before making an application, you should study carefully the details posted on the respective programme's website to ascertain whether you have met the entrance requirements of the accepting programme/major/minor/mode of study and consult the relevant Programme Leader/Coordinator for guidance and advice. Application forms can be obtained from the Student Records Service Desk at Information Centre (Room 11, Ground Floor, Cho Kwai Chee Foundation Building, Tai Po Campus) or downloaded from the Registry's website.

9.4 Application Procedures

A student who wishes to apply for transfer is required to

(a) check carefully whether he/she has met the entrance requirements of the accepting programme/major/minor, and whether the major/minor he/she intends to take is among the eligible combinations.
(Details of the entrance requirements for each programme are posted on the respective programme's website.)

(b) consult the relevant Programme Leaders/Coordinators of both the releasing and accepting programmes/majors/minors for advice and initial approval; and

(c) complete the application form with recommendation of the Programme Leader/Coordinator of the releasing programme/Major/Minor (Section IV of the form) and submit the completed form together with a photocopy of the student's transcript (obtainable from Grade Enquiry in Teaching & Learning via The Portal) and any other documentary proof

to support the application to the Academic Regulations and Records Section of the Registry via the Student Records Service Desk of Information Centre during the periods stipulated below for processing. Late or incomplete applications will not be considered.

9.5 Submission Period for applications for change of programme/major/minor or mode of study (if applicable)

(a) 1-30 November of the current academic year (for transfer to be effective in Semester 2 of the current academic year); and

(b) 1-31 March of the current academic year (for transfer to be effective in Semester 1 of the next academic year); or

(c) Other deadlines to be specified by relevant Faculty.

9.6 Application for change of mode of study[Note] will be approved by the Programme Leader/Coordinator of the releasing programme provided that the same programme curriculum is offered. Otherwise, it may be considered as the application for change of programme.

Note: Students enrolling in the part-time PGDE programme who wish to change to full-time mode during their course of studies for a variety of reasons (e.g. unable to meet the block teaching practice requirements or no longer be able to teach in schools) are advised to submit their applications for transfer from part-time to full-time mode by mid-January of the respective year in order to transfer with effect from the following academic year. Some of these students' applications may be rejected or considered alongside new applicants for the sake of fairness and equity. Please note that approval of applications for switching to full-time mode of the PGDE programme is subject to the following factors: (a) very limited study places in Full-time PGDE programmes; (b) the intake quota is subject to very tight control by the HKSAR Government; (c) some subjects may not be offered in the full-time mode; and (d) some subjects may have changed their minimum entry requirements in the coming academic year.

9.7 For students who require a valid visa/entry permit to study in the HKSAR, any transfer of programme or mode of study approved by the University will be reported to the Immigration Department of the HKSAR via the Global Affairs Office for visa endorsement before the transfer or the change comes into effect. Please note that any transfer of programme or mode of study may affect students' applications for extension of visa/entry permit. For details of the

Immigration Guidelines, you may refer to the website of the Immigration Department of the HKSAR.

9.8 Application fee for each application for transfer is HK$50 (non-refundable). The Registry will inform the student of the result of his/her application for transfer of programme before the commencement of the effective semester/academic year. Student should remain in the releasing programme until he/she is notified of the application result. The student is required to complete his/her studies successfully in the releasing programme before transferring to the accepting programme approved to him/her. For more details, please refer to the Registry website.

9.9 Please note that the period of study to be completed in your accepting programme is counted from the date of admission of the releasing progamme. (Also see GAR 8.5 for the maximum study period.) You may need to extend your study beyond the normal length of the programme by writing to obtain prior approval from the Programme Leader/Coordinator and upon approval, you may be required to pay additional tuition fee on a pro-rata basis.

10. Deferment and Withdrawal

10.1 Deferment of Study

10.1.1 You can apply for deferment of study if there is a genuine need. You may be required to provide supporting documents such as original copy of medical records. The minimum period of deferment in each application is one semester and the maximum duration for accumulative approved deferment within a programme can be up to two academic years, depending on the duration of programme that student studies.

10.1.2 You are required to submit your application to the relevant Programme Leader/Coordinator for approval via the Registry. The form can be downloaded from the website or obtained from the Student Records Service Desk at Information Centre (Room 11, Ground Floor, Cho Kwai Chee Foundation Building, Tai Po Campus). You will be informed of the result by the Registry once it is available. The deferment period is included in the maximum period of study (stipulated in GAR 8.5). If

application for deferment of study is made and approved during the course of study (i.e. after the add/drop period but before the examination period or the deadline for submission of final assignments, whichever is applicable), all the courses registered in the respective semester will be removed. Otherwise, an F grade will be given to the student and recorded on the transcript (stipulated in GAR 4.4). Students should obtain recommendation from the course lecturer and approval from the Programme Leader /Coordinator for late drop of the course with supporting document such as medical certificate. If the application is approved, an operational grade “W” will be recorded on students’ transcript (stipulated in GAR 4.3).

10.1.3 The tuition fees paid will NOT be refunded nor carried forward upon resumption of studies if your application for deferment of studies is received after the first half of the semester (based on the Academic Calendar of the respective academic year). If you have outstanding fees by the time you apply for deferment of studies, you are required to settle the outstanding fees upon resumption of studies. For details, please refer to Chapter 6 (Student Finance) of the Student Handbook. In addition, you may have to retake incomplete course(s) of that academic year upon resumption of studies (including field experience). Moreover, you may be required to extend your study beyond the normal length of the programme and pay additional tuition fee on a pro-rata basis.

10.1.4 For students who require a valid visa/entry permit to study in the HKSAR, please note that your deferment of study may affect your applications for extension of visa/ entry permit. You may refer to the website of the Immigration Department of the HKSAR for details. You should apply to the Immigration Department of the HKSAR for an extension of visa/ entry permit, if necessary. A valid visa/ entry permit has to be obtained from the Immigration Department of the HKSAR when resuming studies. After you have successfully extended your visa/ entry permit, you are required to provide your new visa/ entry permit documents including (i) extended visa/ entry permit (??????????), (ii) landing slip (????) and (iii) Exit-Entry Permit (????????????(??D))* to the University through the Visa Management System for verification and student record updating before your current visa/ entry permit expiry date. For details, please visit the Registry’s website.

** document (iii) applicable to Chinese Mainland students only*

10.1.5 A non-refundable continuation fee* per semester is required and should be settled within 2 weeks upon approval of the application. Should you fail to settle the continuation fee, you will be regarded as having withdrawn the application for deferment of studies and considered to have withdrawn from your programme at the University (as stipulated in GAR 4.1) or you will be given a grade F (Fail) for the registered course(s) by your course lecturer (as stipulated in GAR 13.2).

**HK$300 per semester (for UGC-funded programmes) / HK$1,500 per semester (for self-financed programmes)*

10.1.6 Students who are required to perform mandatory military service as required by student's nation should apply for deferment of study. The approved deferment period will be excluded from the period of study, as stipulated in Section 8.3 and 8.4 of GAR in Chapter 4 'Rules and Regulations' and the associated continuation fee (stipulated in Section 10.1.5) required for deferment of study will correspondingly be waived.

10.2 Withdrawal of Study

10.2.1 If you decide to withdraw from study, you should notify the University as soon as possible by completing the withdrawal form. You are strongly recommended to seek advice from your Programme Leader/Coordinator and the counselling service of the Student Affairs before submitting your withdrawal form.

10.2.2 The withdrawal form is available at the Student Records Service Desk of Information Centre or downloadable from the webpage. You must return your Student Identity Card (EdU Card) and clear the locker (if applicable). In addition, you should ensure that all outstanding fees, including library fines and hostel fees, and items on loan from the University have been settled prior to your withdrawal. Failure to do so will result in the deduction of caution money and/or withholding the issuance of academic documents. You are reminded to generate the unofficial transcripts as your record via The Portal (Grade Enquiry). Please note that you are required to pay the full tuition fees for the whole semester regardless of your effective date of withdrawal in the

respective semester.

10.2.3 If you have withdrawn from your programme of study, you will have to re-apply for admission by following normal admission procedures.

11. Examination-related

11.1 Assessment of academic performance normally comprises coursework, block practice (if appropriate) and examination. You will be informed of the assessment criteria by the course lecturers concerned in the first two class meetings.

11.2 Written examinations for courses are usually held after the end of teaching period. As specified in the Academic Calendar, the examination periods are in early December (Semester 1) and late April (applicable to graduating classes of full-time undergraduate programmes) / early May (Semester 2).

11.3 For examinations taken by a large number of students and administered by the Academic Regulations and Records Section of the Registry, students of the same course may be allocated to different examination venues. Full-time students may be required to attend examinations in the morning, afternoon or evening sessions. If there are part-time or mixed mode students/students undergoing block practice and sitting for an examination, the examination will normally be arranged in the evening session/on Saturday. Students may need to take their examinations on two or more consecutive days. For some students, they may need to attend two examinations on the same day.

11.4 For examinations administered by the Registry, (a) the consolidated Examination Timetable will be posted on the Registry's website normally three weeks before the examination period; and (b) you can also check your individual Examination Timetable together with your examination seat number(s) via The Portal normally two weeks before the examination period.

11.5 Under special circumstances, amendments to the centralised examination timetables would occasionally be made after the announcement. Students should check regularly the examination timetables on the website for any possible amendments. Please refer to the information posted online.

11.6 You are strongly advised to arrive at the examination venue fifteen minutes before the scheduled time. The seat allocation list will also be posted at the entrance of the venue. If you need to check your seating arrangement, please arrive at the examination venue thirty minutes before the examination starts. You must bring your Student Identity Card (EdU Card) for attendance checking by the invigilators(s). If students with special educational needs require any special examination arrangements, please contact the Academic Regulations and Records Section of the Registry at 29486177, well before the examination so that there will be adequate time to make necessary arrangements.

11.7 For examinations NOT administered by the Registry, you should follow the arrangements as announced by the course lecturers concerned. As individual courses may have their own patterns of class meeting schedule for different reasons, course lecturers may flexibly arrange the examinations during class, if necessary, which could be earlier than the examination periods as specified in the Academic Calendar. They may take place in the classrooms or other venues as decided by the course lecturers. For these examinations, enquiries should be addressed to the course lecturers concerned.

11.8 Examination Arrangements During Bad Weather

11.8.1 The University has established special examination arrangements in the event of tropical cyclone and rainstorm (Please refer to the Chapter 15 of the student handbook.). If an examination administered by the Registry is cancelled because of bad weather, you may check the Registry's website for the Contingency Examination Schedule which is posted normally three weeks before the examination period. For examinations that are NOT administered by the Registry, you should contact the course lecturer(s) or the Department(s) concerned for the contingency arrangements.

11.9 Student Conduct at Examinations

11.9.1 You must follow the instruction of the invigilator(s). Please refer to the Guidelines Governing the Invigilation of Examinations. Violation of any regulations will be subject to disciplinary action by the University (Also see GAR Section 18 for 'Academic Honesty').

12. Graduation and Exit Requirements

12.1 Information Technology Competency in Education/ Digital Competency Requirement

12.1.1 Changes in emerging technologies have placed at the forefront the development of knowledge, skills and attitudes that will equip students with the required level of Information Technology Competency in Education (ITCE) (for students admitted in 2023/24 or before) / Digital Competency Requirement (DCR) (for full-time students admitted in 2024/25 and for part-time students of teacher education programmes admitted in 2024/25 and 2025/26 only) to succeed in learning and teaching. In recognition of the impacts of technologies, students admitted in specific programmes have to pass IT e-Portfolio Checking or complete the Student Teacher Education Program (STEP) Note1, Note2 or complete the Artificial Intelligence Literacy (AIL) program Note1, Note2 for graduation. For details, please visit https://www.eduhk.hk/mit/en/dcr and https://lttc.eduhk.hk/for-students/dc-requirement/.

Note 1: Only applicable to students admitted in or after 2020/21.
Note 2: STEP and AIL are only offered in the academic year 2024/25. After 2024/25, students can only take IT e-Portfolio Checking to fulfill ITCE/DCR until graduation year.

12.1.2 Students of the teacher education programmes listed below are subject to the Artificial Intelligence Competency Exit Requirement or Artificial Intelligence and Digital Competency for Education Graduation Requirement:

Programmes	Graduating in Semester 2 of the 2026/27 academic year	Graduating in the 2027/28 academic year or thereafter
Full-time Bachelor of Education (except Early Childhood Education) programmes	Students are subject to the Artificial Intelligence Competency Exit Requirement in addition to the ITCE / Digital Competency	Students are subject to the Artificial Intelligence and Digital Competency for Education Graduation Requirement,

Full-time Double Degree programmes	Graduation Requirement.	which replaces the ITCE / Digital Competency Requirement.
Part-time Postgraduate Diploma in Education (Primary) / (Secondary) programmes		
Part-time Bachelor of Education (Special Needs) programme [for students practising in primary/secondary schools]		

12.2 Language Proficiency

12.2.1 Language Graduation and Exit Requirements for Full-time Undergraduate Students

The University recognises the importance of language proficiency. As such, all students are expected to develop and demonstrate the ability to communicate effectively in Chinese, English and Putonghua. Students of full-time undergraduate programmes (except senior-entry students, and students of top-up degrees and conversion programmes) are subject to Language Exit Requirement (LER) (admitted in 2024/25 or before) / Language Graduation Requirement (LGR) (admitted in 2025/26 or after) for English and LER for Putonghua. Students are required to complete language enhancement programmes in Chinese, English and Putonghua, under which some language assessments (e.g. International English Language Testing System (IELTS), Putonghua Shuiping Ceshi (PSC), Tertiary Putonghua Test (TPT), etc.) are conducted to diagnose and track students' language proficiency development.

Senior-entry students (admitted in 2025/26 only) are subject to LER for English and are required to complete language enhancement

programme in English, under which IELTS are conducted.

For the details of LGR/ LER such as attainment and exemption guidelines as well as relevant procedures, please refer to the CLE website. Upon students' submission of the LGR/ LER assessment results to CLE, the Registry will update the attainments on students' Transcript of Studies after the Board of Examiners (BoE) for the final semester of the last year of study.

12.3 Field Experience and Exit Requirements for Teachers' Professional Conduct and Ethics (applicable to programmes leading to Qualified Teachers Status)

12.3.1 Students who receive a failure grade in a Teaching Block Practice will be put on FE probation. Normally, the minimum period for FE Probation is one semester. A Case Conference will be convened to discuss the case, review evidences after investigation and recommend remedial work for every failure case. The student concerned is required to fulfil the remedial work and produce a report with evidences to show how he/she has addressed the recommendations. The FE probation status will be lifted, upon the Chairperson's endorsement of the student's report. The students will not be allowed to conduct Teaching Block Practice until FE Probation is lifted.

12.3.2 If a student's overall performance in Teaching Block Practice is assessed by the placement school as "Unsatisfactory", a Case Conference will be convened to discuss the case, review evidences after investigation, and recommend appropriate follow-up actions and improvement plans. Possible recommendations on the follow-up actions arising from the Case Conference may include an oral or written warning, FE course result downgrading, a fail grade for the FE course, FE Review Period, FE Probation Period, referral to the Student Disciplinary Committee, etc.

12.3.3 Students of part-time/mixed-mode programmes are required to submit teaching timetable before the field experience supervision period in order to verify their fulfilment of the field experience requirements and to proceed and complete the FE as scheduled. Should students fail to submit their teaching timetable or incomplete FE as scheduled without special approval, they will be given a failure grade in FE. Upon the advice from Director of SPFE, the eligibility of the student to retake the FE in next year will be subject to the Board of Examiner's consideration and endorsement. Additional tuition fees for retaking or taking

outstanding FE course(s) beyond the normal period of study will be charged as appropriate.

12.3.4 Regardless the reason for failure in the Field Experience (including 12.3.1, 12.3.2 and 12.3.3 stated above), the failed result will be recorded in the student's transcript of studies.

12.3.5 Starting from the 2024/25 cohort, students admitted to the teacher education programmes may be required to fulfil the “Exit Requirements for Teachers’ Professional Conduct and Ethics”, which consists of three components: a) Fulfilment of assessment requirements of Field Experience; b) Satisfactory completion of two required courses related to Teachers’ Professional Conduct and Ethics; and c) Fulfilment of relevant co-curricular requirement.

12.4 Other Specific Graduation Requirements

12.4.1 Students are required to complete all the graduation requirements specified in Section 10 of the GAR. In addition to fulfilling the University's requirement on graduation, students are responsible for the completion of all the graduation requirements such as Immersion, Internship, Final Year Project, Honours Projects, Capstone Projects, Co-curricular and Service Learning Course (CSLCs), non-credit bearing language enhancement course, digital competency etc. as prescribed by the programme in which they are officially enrolled. Students should obtain the relevant information on the programme specific requirements from the Programme Handbook or make enquiry to the respective Faculty Office if they have any questions[Note].

Note: Students are advised to visit the websites of EDB directly for teacher-related matters such as 'Teacher Registration' and 'Appointment Matters'.

13. Academic Documents

13.1 The following types of academic documents are only issued to students upon application and payment of fees, unless otherwise specified. You can apply for academic documents online via The Portal (Navigation: The Portal > e-SIS > e-

SIS > Student Services > Application for Academic Documents) or by downloading the application form from the Registry's homepage under 'Forms Download' or obtain it from the Student Records Service Desk at Information Centre (Room A-G/F-11, Cho Kwai Chee Foundation Building (Block A), Tai Po Campus). Please complete the form clearly and return it in person or by post to the Student Records Service Desk of Information Centre with the payment slip. For final-year students, please read Information about Academic Documents before submitting the application. Regarding the application fees for those documents, please refer to the section on 'Other Fees' of 'Student Finance' in the Student Handbook. If you have any unsettled outstanding University fees/ loan items incurred during your study, upon graduation or withdrawal of studies, the University will withhold the issuance of all types of academic documents (as specified below) to you.

(a) Transcript of Studies

Transcript of Studies is an official document containing the full updated list of course grades attained by you in the programme. You can print your assessment results of each semester during the course of study via Grade Enquiry at The Portal after the announcement of assessment result approved by the Chairperson of Academy Assessment Panel/ Head of course-offering unit. If you wish to obtain an official copy of the results, you may submit your application and payment of fees to the Registry.

(b) Testimonial

A standard Testimonial is issued by the University upon your request certifying your enrolment in the programme, the year of enrolment, the programme mode and duration only. Graduates or current students may send the requests for testimonials with application and payment of fees to the Registry for processing.

(c) Statement of Results

One copy of the Statement of Results is issued free of charge to you after you have satisfied the graduation requirements. It is an official letter certifying your completion of programme, the programme mode and duration, and your impending graduation.

(d) Award Certificate

Upon successful completion of a programme of study, you will be issued an award certificate according to the schedules determined by the University, which is available at the Registry's website. No

duplicate copies of award certificates will be issued. You may request for a certified true copy of the certificate on payment of the required fee and presentation of the original certificate. If your original certificate is lost or damaged, you may apply for a replacement of certificate. Please note that replacement of certificate is only applicable to graduates of higher/postgraduate diploma or undergraduate or professional doctorate/taught/research postgraduate programmes (except joint degree programme such as BACEE and Professional Development Programmes) with supporting documents and payment of the required fee. For more details, please refer to the online application form.

For personal reference letter, you should approach the lecturing staff direct during the course of study. Otherwise, no personal reference letter (except the standard testimonial) will be issued to graduates.