

## **Regulations Governing Undergraduate Studies For Students Admitted in 2004 or before to Non-UGC-funded Degree Programmes**

### **1. Rules and Regulations**

- 1.1 Students are required to comply with all the rules and regulations stipulated by the University.
- 1.2 The University may from time to time make new rules and regulations or make amendments to existing rules and regulations. The Registrar will promulgate new rules and regulations and amendments to them by notices. Updated regulations should be regarded as the final authority.
- 1.3 Exemptions from the regulations, which may be made in exceptional cases or under special circumstances, are subject to approval by the Senate.

### **2. The Academic Year**

The University academic year starts at the beginning of September and ends at the end of August in the following calendar year. The academic year consists of two or three terms. The actual term beginning and ending dates may vary among programmes.

### **3. Admission of Students**

- 3.1 The admission of a student to the University is based on suitability and other factors which individual Departments/Programmes consider relevant to the study programme concerned. There should be no discrimination on the grounds of sex, age, race, religion, ethnic origin or physical disability.
- 3.2 The Senate will determine the entrance requirements and equivalent qualifications for individual programmes and admission procedures. Within University policy guidelines, Departments/Programmes should have autonomy in admitting their students as long as they fulfil the relevant entrance requirements.
- 3.3 Physically handicapped applicants are assessed in accordance with the same admission criteria. It is the intention of the University to provide aid and support to students with disabilities as far as possible. Applicants are therefore invited to contact the Lingnan Institute of Further Education (LIFE) for information concerning existing facilities for disabled persons at the University. Newly admitted students are also encouraged to inform the University of their needs so that timely assistance may be provided.

### **4. Student Classification**

- 4.1 Each student is designated as a Year 1, Year 2 or Year 3 student based on the number of credits obtained including those granted through credit transfer.
- 4.2 A student who has obtained 30 credits or 60 credits or above will be designated respectively as a Year 2 or Year 3 student in the following term.
- 4.3 A student who is granted 30 credits or above by credit transfer will be designated as a Year 2 student upon admission.
- 4.4 A student taking 12 or more credits in a term is categorised as a full-time student. A student taking 11 or fewer credits in a term is categorised as a part-time student.

## **5. Registration**

- 5.1 An applicant who has been offered admission to an approved programme of study is required to register with LIFE on a specified date and is considered to have been admitted to such programme on the date of his/her first registration. Thereafter, the student should register on the specified date before the beginning of each subsequent term until he/she graduates.
- 5.2 Registration includes payment of the fees due and enrolment of courses/sections. An applicant who fails to pay the prescribed fees or register on the relevant specified dates is considered as having forgone his/her place offered by the University. A student who wishes to continue his/her study at the University but fails to pay the prescribed fees after a lapse of ten days or fails to register before the last day for registration is considered as having withdrawn from studies at the University.
- 5.3 An applicant or a student is deemed to have been registered only after he/she has completed the registration procedure for the term concerned.
- 5.4 A student is required to pay the prescribed amount of tuition fee and all other relevant fees.
- 5.5 A student who for special reasons seeks permission for deferment of his/her registration may apply in writing to the Director of LIFE at least one week before the specified date for registration. A fee for late registration will be charged.
- 5.6 Students must follow registration procedures and any special instructions issued by LIFE. They should familiarise themselves with the University regulations and the curricular structure of their programmes. They must pay particular attention to course and credit requirements, prerequisites for courses, normal study loads, and graduation requirements.
- 5.7 Before the specified registration session, each student is required to consult his/her academic adviser on his/her programme of studies.
- 5.8 Credits will not be granted for any course in which a student has not formally enrolled. Any information entered into the student record system through a student's login account is recognised as input by the student. A student shall keep confidential use of his/her student account and password.
- 5.9 Upon first registration, each student is issued with a Student Identity Card free of charge. A fee will be charged for each replacement card. The student should take good care of the card and present it to staff for inspection as and when necessary.
- 5.10 A full-time student of the University is not allowed to pursue simultaneously any programme at any tertiary institution. A student in breach of this regulation is subject to having his/her studies at the University discontinued. In case a student wishes to take a course offered by another tertiary institution, prior approval by the Programme Director/Head of Department of his/her Major Programme should be obtained.

## **6. Course Requirements**

- 6.1 A student is required to register for a Major Programme and in addition may register for one Minor Programme. The requirements for a Major Programme and a Minor Programme are specified in the curriculum concerned. A Minor Programme requires students to take at least 15 but not more than 30 credits of courses. A student may use the credits assigned for free electives in the curriculum of his/her registered programme of studies to take courses leading to a Minor Programme.
- 6.2 A student is also required to complete before graduation the following University-wide required courses except such requirement has been otherwise relaxed for his/her programme as specified in the curriculum:
- (a) 9 credits of General Education courses, 3 credits in each of Category A, B and C;
  - (b) 3 credits of Information Literacy course;
  - (c) 6 or 9 credits of English Language courses; and
  - (d) 6 credits of Chinese Language courses
- 6.3 A student should take courses specified in the curriculum concerned unless a written application for doing otherwise has been approved by the Programme Director/Head of the Academic Unit/Director of General Education and Core Curriculum concerned.
- 6.4 If there is a prerequisite for a course, a student must meet it before taking the course concerned.
- 6.5 If there is a co-requisite for a course, a student must take both courses in the same term.
- 6.6 If a course has another course as an exclusion under the situation when the two courses overlap significantly in content, a student is allowed to enrol only in one of the two courses during his/her period of study, unless he/she fails any one. Should the course be a required course in his/her Major or Minor Programme, he/she is not allowed to enrol in the other course except otherwise approved as a substitute for the required course as prescribed by Regulation 15.6.
- 6.7 In exceptional circumstances, requirements specified in Regulations 6.4, 6.5 and 6.6 may be waived at the discretion of the Programme Director/Head of the Academic Unit concerned.

## **7. Change of Personal Particulars**

- 7.1 A student should retain the full name(s) entered on his/her Hong Kong Identity Card or Passport. Under special circumstances, however, a student may obtain from LIFE an application form for changing personal particulars, complete and return it to LIFE, together with the following documents:
- (a) written consent from the applicant's parent or guardian, if the applicant is under the age of 21;
  - (b) a copy of the applicant's Hong Kong Identity Card or Passport, carrying the new name intended to be registered with the University; and
  - (c) a copy of the applicant's statutory declaration and/or birth certificate.

7.2 A student should inform LIFE immediately of any change of address or other particulars.

## **8. Maximum Study Load**

8.1 A student is required to take 90 or more credits of courses as stipulated in the student's programme curriculum before graduation.

8.2 The maximum study load is normally 18 credits in a term. To allow flexibility, a student may take up to 21 credits in a term with prior approval of the Programme Director/Head of Department concerned.

## **9. Credit Transfer and Course Exemption**

9.1 A student who has passed public, professional, or other examinations recognised by the University or has successfully completed a course at an appropriate level offered by the University or another tertiary institution may apply for credit transfer/course exemption.

### **9.2 *Credit Transfer***

9.2.1 In case there is a similar course being offered by the University, the student may be exempted from taking the course and granted with equivalent credits, if the application is approved.

9.2.2 In case there is no similar course being offered by the University, the student may be exempted from taking a free-elective course, or in some cases a General Education course if deemed appropriate, and granted with equivalent credits, if the application is approved.

9.2.3 A minimum grade C- is required for credit transfer of courses taken in associate degree programmes to undergraduate degree programmes.

### **9.3 *Course Exemption***

In case there is a similar course being offered by the University, the student may be exempted from taking the course, if the application is approved. However, credits are not granted, and the student has to take another course (may be a specified course or any other course) to make up for the total number of credits required for graduation.

9.4 No grade will be given (with exception specified in 11.5) but all exempted or recognised courses and the number of credits transferred will be shown in the student's transcript.

9.5 Normally, a student may not be granted credit transfer/course exemption for more than 50% of the required number of credits for the academic award or the Minor Programme.

9.6 A student is required to obtain from LIFE an application form for credit transfer/course exemption, complete and submit the application before the beginning of a term. For year courses, applications should be submitted before the beginning of the first term. All such applications must be accompanied by original supporting documents and their photocopies. LIFE will return the original supporting documents to the applicant after inspection.

9.7 The application should be submitted to the Head of the Academic Unit offering the similar course (except the Level 2 English course required in the student's programme curriculum, if any) or to the Programme Director/Head of Department of his/her Major Programme when no similar course is identified. For the Level 2 English course, the student should

submit the application for credit transfer/course exemption to the Programme Director/Head of Department of his/her Major Programme who will decide in consultation with the Head of English Department. In case the Programme Director/Head of Academic Unit considers that the course/examination taken may be considered a General Education course, he/she should refer the application to the Director of General Education and Core Curriculum.

- 9.8 The application should be approved by the Programme Director/Head of Academic Unit concerned/Director of General Education and Core Curriculum, who should forward it to LIFE within two weeks after the beginning of a term.
- 9.9 For an application in relation to a University-wide required course, as prescribed in Regulation 6.2, the Programme Director/Head of Academic Unit concerned/Director of General Education and Core Curriculum should consider the application in accordance with the common standard of exemption criteria approved by the Senate, if any.
- 9.10 A student should not enrol in a course for which he/she has been granted exemption (with or without credits). If the student has enrolled in a course and is subsequently granted exemption (with or without credits), he/she is not required to apply to drop the exempted course.
- 9.11 For a student who has pursued an associate degree or an undergraduate degree programme offered by the University, credits of recognised courses studied under the programme as approved by the Programme Director/Head of Department of his/her Major Programme are transferred to the undergraduate degree programme, subject to Regulations 9.2.3 and 9.5. For a student who has pursued an associate degree or an undergraduate degree programme not offered by the University, Regulations 9.1 to 9.10 will apply.

## **10. Adding and Dropping Courses and Changing Courses / Sections/ Tutorials**

- 10.1 A student who wishes to add or drop a course, or change a section or tutorial group of a course after registration, must complete a prescribed form obtainable from LIFE. The add/drop period shall start a few days before class commencement and end six calendar days after the beginning of the term concerned.
- 10.2 The student is required to obtain the endorsement of the teachers involved and the approval of the Programme Director/Heads of the Academic Units concerned.
- 10.3 If the application is approved, the student must return the form with the signatures of endorsement and approval to LIFE by the specified deadline. Only under very special circumstances may a student apply in writing to both the Programme Director/Head of his/her Department and the Director of LIFE for permission to add or drop a course after the stipulated deadline, but no student is allowed to drop a course after a lapse of one-third of the term.
- 10.4 A transaction fee will be charged for each entry to be altered if the application is approved. If the change is initiated by a teacher, no fee will be charged.
- 10.5 A student who adds a course or changes a course or section of a course without going through the prescribed procedure will not be given a grade or credits for the course.
- 10.6 A student who drops a course without going through the prescribed procedure will be given an "F" grade for the course.

## **11. Change of Major Programme**

- 11.1 A student is normally not allowed to change from one non-UGC-funded degree programme to another.
- 11.2 A student who wishes for special reasons to transfer from one Major Programme to another may consult his/her academic adviser. To apply for programme transfer, the student must complete a prescribed form obtainable from LIFE.
- 11.3 The approval of the Programme Director/Head of Department of the original Major Programme and the programme the student intends to join should be obtained.
- 11.4 No student is allowed to join a Major Programme without fulfilling its entrance requirements.
- 11.5 All courses taken under the original Major Programme, regardless of passed or failed, should be kept in the academic records of the student. Both grades and credits of these courses will be transferred automatically to the new Major Programme. The course credits earned will be counted towards fulfilment of curriculum and graduation requirements of the new Major Programme, where appropriate. All courses will be counted towards the calculation of Cumulative G.P.A..
- 11.6 Normally not more than 67% of the required number of credits for the award of the degree can be granted by credit transfer.
- 11.7 The periods of studies in both original and new Major Programmes will be counted within the maximum study period specified in Regulation 13.1.
- 11.8 A student may be advised to transfer to another programme if the Programme Director/Head of Department of the student's current programme, in considering his/her aptitude and suitability, deems it more appropriate to transfer the student to another programme.

## **12. Class Attendance and Leave of Absence**

- 12.1 A student should attend all lectures, tutorials and other class activities, tests and examinations and complete the work assigned by the teachers of the courses in which the student has enrolled.
- 12.2 Students are expected to attend classes and other class activities punctually and regularly, to the satisfaction of the teachers of courses. Each course may have specific requirements for student attendance. Appropriate sanctions, where necessary, would be approved by the Board of Examiners\* concerned.
- 12.3 A student who is unable to attend classes should inform the teacher concerned in writing at the earliest opportunity.
- 12.4 In the case of absence for more than two weeks owing to illness, a certificate from a registered medical doctor is required.

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\* For the programmes/courses offered by the Departments of Chinese, Cultural Studies, English, Philosophy and Translation, all examination matters will be dealt with by the Department Board concerned and External Examiners shall be invited to attend the relevant meetings. For courses offered by the Language Institute, examination matters will be handled by the Staff Committees of its Centres and External Examiners shall be invited to attend the relevant meetings.

- 12.5 A student who wishes to obtain leave of absence of more than two weeks for non-medical reasons should obtain prior permission from the Programme Director/Head of the student's Department on the basis of a written application, stating the reasons for seeking leave of absence. If the application is approved, the Programme Director/Head of the Department should send to the Director of LIFE a copy of the application letter together with his/her written approval.
- 12.6 In case of illness or other serious emergencies, a student who has been granted leave of absence may apply to the Programme Director/Heads of the Academic Units concerned for permission to carry out make-up work for assignments, tests and examinations. Such applications are subject to approval by the Programme Director/Heads of the Academic Units in consultation with the teachers concerned.
- 12.7 A student who has been absent without leave for a period exceeding thirty calendar days in the aggregate in any term will be considered as having unofficially withdrawn from studies at the University.
- 12.8 A student whose accumulated leave of absence exceeds one-third of the term should not be assessed and awarded credits for the courses enrolled in the term.
- 12.9 Notwithstanding the provisions in Regulations 12.6, 12.7 and 12.8, the Senate may in special circumstances exercise its discretion not to invoke these regulations or any part thereof in respect of a particular case.
- 12.10 A student may be required to take leave of absence if the condition of the student's health will constitute a definite hazard to the University community. Such a student should seek appropriate treatment. After the prescribed period of absence and before the student applies to resume classes, he/she should obtain a certificate signed by a registered medical doctor, stating that the student no longer constitutes a hazard to the University community.

### **13. Period of Study**

- 13.1 A student is required to register for and attend classes for at least three terms before graduation. He/she is required to fulfil all the requirements for graduation within six years from his/her first registration, or otherwise specified by individual programmes, including any periods of leave of absence and suspension of studies. He/she may register as a full-time or part-time student, or a combination within the maximum study period.
- 13.2 A student who for non-academic reasons intends to extend his/her period of study beyond the prescribed maximum number of years is required to obtain prior permission from the Senate.

### **14. Suspension of Studies and Withdrawal**

#### **14.1 *Suspension***

- 14.1.1 A student who, because of health or financial problems or for other valid reasons, wishes to suspend his/her studies until the end of the term for which the student is enrolled or the end of the following term, may apply to LIFE.

- 14.1.2 The student should obtain an application form from LIFE, complete and submit it together with the relevant supporting documents to LIFE.
- 14.1.3 The Director of LIFE will consult the Programme Director/Head of the Department concerned to decide whether or not to approve the application.
- 14.1.4 The period of suspension should normally not exceed one academic year. If the applicant fails to return to the University to resume studies at the end of the permitted period of suspension, the student will be considered as having unofficially withdrawn from the University effective on the first day after the end of the suspension period.

## 14.2 *Withdrawal*

- 14.2.1 A student who wishes to leave the University before graduation must seek official withdrawal from the University.
- 14.2.2 The student should complete and submit an application form obtainable from LIFE.
- 14.2.3 Approval will be granted by the Director of LIFE only after proper clearance by relevant units.
- 14.2.4 A student who leaves the University without going through the proper procedures will be considered as having unofficially withdrawn from the University effective on the last day of the teaching term concerned.
- 14.2.5 An unofficially withdrawn student will not be issued any official documents of the University and will not be re-admitted.

## 15. **Course Assessment**

- 15.1 A student is assessed for every course in which he/she has enrolled in the form of any one or any combination of the following: class work, written assignment, laboratory work, field work, research papers, projects, tests, written examinations, oral examinations and any other method(s) of academic assessment.
- 15.2 A student is required to complete all the course work and take all the prescribed tests and examinations.
- 15.3 A student who fails to attend a test or an examination without a good reason will not be given marks for that test or examination and no supplementary assessment will be given.
- 15.4 A student who is unable to sit for an examination but has medical or other compelling reasons acceptable to the Academic Unit responsible for the course concerned may apply in writing with documentary evidence to the Academic Unit concerned for a supplementary assessment. The application should be made at the earliest possible moment and no later than one week after the examination concerned was held. Further details are stipulated in Section 7 of the Regulations Governing University Examinations.
- 15.5 Reassessment of a failed course is not allowed, except under extenuating circumstances.
- 15.6 A student who has failed in a required course must retake it or take a substitute course approved in writing by the Academic Unit concerned.

- 15.7 A student who has failed an elective course may retake it or take an alternative elective in a subsequent term.
- 15.8 A student may retake a failed course only twice.
- 15.9 A student is not allowed to retake any credit bearing or non-credit bearing course which he/she has previously taken and passed under the non-UGC-funded undergraduate degree programme.

## 16. Academic Credits

- 16.1 The credit is a unit for measuring the amount of time in a particular course during which a student undertakes learning activities in the University, including lectures, tutorials and other forms of learning, together with the average amount of time he/she is expected to spend on his/her own.
- 16.2 A student will be given the appropriate number of credits for a course in which he/she has enrolled and passed.
- 16.3 The grades of all courses taken and retaken, regardless of passed or failed, will be shown in academic reports and transcripts.

## 17. Grading System

- 17.1 Letter grades are used to indicate a student's academic performance in a course.
- 17.2 Grades are awarded according to the following system:

Grade	Standard	Sub-divisions	Grade Points
A	Excellent	A	4.00
		A-	3.67
B	Good	B+	3.33
		B	3.00
		B-	2.67
C	Fair	C+	2.33
		C	2.00
		C-	1.67
D	Pass	D+	1.33
		D	1.00
F	Failure	F	0
ABS	Absent		0
I	Incomplete		0*
M	Merit		no grade point given*
VS	Very Satisfactory		no grade point given*
S	Satisfactory		no grade point given*
U	Unsatisfactory		no grade point given*
PASS/FAIL			no grade point given*

\*Not included in the calculation of grade point average.

- 17.3 Grade F indicates failure. A student who receives this grade in the first semester of a year course is not normally allowed to continue with that course in the second semester.

- 17.4 Grade I is a temporary grade which indicates that the course work or examination has not been completed for reasons acceptable to both the teacher and the Board of Examiners concerned. The assessment should be completed within four weeks after official release of the preliminary assessment results, and the grade I will be converted to a final grade which includes all assessment marks; otherwise, the grade I will be converted to grade F. The final grade will be used in the calculation of grade point averages.
- 17.5 A student who is absent from the term final examination will normally receive "ABS". If the student has a good reason which is acceptable to both the teacher and the Programme Director/Head of Academic Unit concerned, the student may be given a supplementary assessment. The ABS will be converted to the appropriate grade on completion of the assessment. If the student is not given any supplementary assessment, then a zero mark will be given to the final examination, and an appropriate final mark/grade will be arrived at taking into account all assessment marks.
- 17.6 A Pass or Fail grade may only be given as specified in the approved syllabus of the course concerned.

## 18. **Grade Point Average (G.P.A.)**

### 18.1 ***Term G.P.A.***

This is a figure ranging from 0 to 4.00 (A = 4.00) used to indicate the performance of a student in the term concerned.

Term G.P.A.

$$= \frac{\text{Total weighted points for all courses taken in the term concerned}}{\text{Total number of credits enrolled in for the term concerned}}$$

where weighted points = grade points x the number of credits of the course concerned.

### 18.2 ***Year G.P.A.***

This is a figure ranging from 0 to 4.00 (A = 4.00) used to indicate the performance of a student in the year concerned.

Year G.P.A.

$$= \frac{\text{Total weighted points for all courses taken in the year concerned}}{\text{Total number of credits enrolled in for the year concerned}}$$

### 18.3 ***Cumulative G.P.A.***

This is a figure ranging from 0 to 4.00 (A = 4.00) used to indicate the overall performance of a student in all the terms up to date.

Cumulative G.P.A.

$$\text{Total weighted points for all courses taken}$$

=  $\frac{\text{Total number of credits enrolled in for all terms}}{\text{Total number of credits enrolled in for all terms}}$

18.4 Courses enrolled, regardless of passed or failed, will be included in the calculation of Term, Year or Cumulative G.P.A.

18.5 Courses which are exempted are not included in the calculation of Term, Year or Cumulative G.P.A.

## **19. Academic Standing**

19.1 A student will be subject to an academic review at the end of a term after having taken every 18 credits of courses (with exception stipulated in Regulation 19.3.2).

### **19.2 Academic Warning**

An academic warning will be issued to a student whose performance on the Major Programme is considered unsatisfactory by the Board of Examiners concerned.

### **19.3 Academic Probation**

19.3.1 A student will be put on academic probation in the following term(s) if his/her Cumulative G.P.A. is below 1.67.

19.3.2 A student on academic probation cannot take more than 12 credits of courses per term except with the consent of his/her academic adviser and the Programme Director/Head of the Department concerned. Approval will not be automatic, but in the case of approval, will not exceed 15 credits without the approval of the Academic Dean concerned. If a student's Cumulative G.P.A. is 1.0 or below, approval normally will not be granted for more than 12 credits, and will require the approval of the Programme Director/Head of the Department and the Academic Dean concerned. The performance of a student on probation will be reviewed at the end of the term when he/she has taken cumulatively 12 or more credits of courses since he/she has been put on probation, at which time if he/she obtains a Cumulative G.P.A. of 1.67 or above, probation will be lifted. Otherwise his/her studies will be discontinued as prescribed by Regulation 19.4.

### **19.4 Discontinuation of Studies**

19.4.1 The studies of a student will normally be discontinued if,

- (a) his/her cumulative grade point average is below 1.00 in any two academic reviews; or
- (b) he/she fails in more than half of the credits of all the courses in an academic review for any two academic reviews; or
- (c) he/she fails to have his/her academic probation lifted at the end of the term when he/she has taken cumulatively 12 or more credits since he/she has been put on probation; regardless of any intervening leave of absence or suspension of studies; or

(d) he/she fails thrice a required course\* specified in his/her Major Programme (for a student who changes his/her Major Programme, the failure under the original Major Programme is also counted); or

(e) he/she fails to fulfil all the requirements for graduation after six years or otherwise specified by his/her Major Programme as stipulated in Regulation 13.1.

19.4.2 A student whose studies had been discontinued on academic ground is not allowed to be re-admitted to the same programme he/she previously pursued at the University.

19.4.3 Students' academic standing referred to in Regulation 19.4.1 is subject to the approval of the Senate upon the recommendation of the Board of Examiners concerned.

19.4.4 Notwithstanding Regulation 19.4.3, a student whose studies had been discontinued may appeal through the Director of LIFE against the decision. Details are stipulated in Section 9 of the Regulations Governing University Examinations.

## **20. Academic Honours**

20.1 Dean's List - A student who obtains 24 credits or more in an academic year (with 12 credits or more in any one term in the academic year), scores a Year G.P.A. of 3.30 - 3.69, and has no F (Failure), Fail, U (Unsatisfactory) or I (Incomplete) grades in any courses enrolled for in the academic year concerned will be placed on the Dean's List.

20.2 President's List - A student who obtains 24 credits or more in an academic year (with 12 credits or more in any one term in the academic year), scores a Year G.P.A. of 3.70 or above, and has no F (Failure), Fail, U (Unsatisfactory) or I (Incomplete) grades in any courses enrolled for in the academic year concerned will be placed on the President's List.

20.3 In case a student has an I (Incomplete) grade in a course which is converted into an appropriate grade, his/her Term G.P.A. and Year G.P.A. will be calculated again. The student will be awarded the Dean's List/President's List when the new Year G.P.A. meets the minimum G.P.A. required and the student fulfils other criteria.

20.4 President's Award - The graduate who scores the highest Cumulative G.P.A. (or the graduates who score the same highest Cumulative G.P.A.) among graduates of both UGC-funded and non-UGC-funded undergraduate degree programmes will be bestowed the President's Award(s) at the Congregation.

## **21. Graduation Requirements**

21.1 A student should have attended at least three terms at the University. Any period of suspension of studies is not included.

21.2 A student should apply for evaluation for graduation within one month from the commencement of the term in which he/she wishes to be considered for award with the Major Programme concerned. The student shall at the same time declare his/her Minor Programme, if any.

21.3 A student should have completed 90 or more credits of courses and fulfilled all other graduation requirements as stipulated in the curriculum of his/her Major Programme. The

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\* A "required course" here refers to a course specified in the Major Programme of a student which the student is required to take and pass. This does not include any "required option/electives" and General Education courses.

University reserves the right to make amendments to academic programmes from time to time as approved by the Senate.

- 21.4 A student should have obtained a Cumulative G.P.A. of at least 1.67.
- 21.5 A student who has fulfilled the requirements of a Minor Programme for which he/she has registered will graduate with the Minor.
- 21.6 A student may graduate upon completion of all requirements at the end of any term in an academic year, although the conferment of awards is held annually.
- 21.7 A student's eligibility for graduation is subject to Senate approval.

## **22. Degree Classification**

- 22.1 An honours degree programme student who has fulfilled the requirements for graduation will be awarded a bachelor's degree with one of the classifications set out in Regulation 22.2. These are given according to the students' Cumulative G.P.A. on all courses and University distribution guidelines.
- 22.2 There is a minimum Cumulative G.P.A. for each class below which a student will not be given the classification concerned, as follows:

<b>Honours Degree Classification</b>	<b>Minimum Cumulative G.P.A.</b>
(1) First Class Honours	3.50
(2) Upper Second Class Honours	3.00
(3) Lower Second Class Honours	2.50
(4) Third Class Honours	2.00
(5) Pass	1.67

The attainment of the minimum Cumulative G.P.A. does not mean automatic conversion to the corresponding class of honours.

## **23. Special Cases**

Where a student is unable, through illness or other extenuating circumstances, to complete some or all of the course requirements and/or examinations in the final term, or does not have the likelihood of completing the degree requirements, the Board of Examiners may make an overall judgment based on his/her performance in the courses completed and recommend the student for a degree with no classification. The acceptance of such an award by a student will render him/her ineligible to present himself/herself for any subsequent consideration for the same bachelor's degree.

## **24. Academic Dress for Graduates**

### **24.1 Gown**

A black robe of a simple traditional shape.

## 24.2 *Hood*

A black hood of 90 cm long with red and grey silk lining throughout, and with an edge lining of the discipline colour as follows:

<b>Degree</b>	<b>Colour</b>
Bachelor of Arts (BA)	Yellow
Bachelor of Business Administration (BBA)	Blue
Bachelor of Social Sciences (BSocSc)	Green

## 24.3 *Cap*

A black cap of mortar-board pattern with a black tassel.

## 25. **Testimonials, Transcripts and Academic Awards**

### 25.1 *Testimonials*

25.1.1 A student who wishes to have a letter certifying his/her student status or attendance records may apply to LIFE for such a testimonial.

25.1.2 A student who wishes to have a personal recommendation or reference letter should approach a teacher who knows him/her well.

### 25.2 *Transcripts*

25.2.1 A student who wishes to apply for transfer or admission to another educational institution or for employment may apply to LIFE for an official transcript.

25.2.2 An official transcript shows the relevant particulars of a student, title of Major Programme, title of Minor Programme, title of Discipline Concentration/Supporting Specialisation, all courses taken, grades obtained, grade point averages, academic scholarships, academic awards and disciplinary actions taken, if any.

25.2.3 An official transcript will bear the signature of the Registrar of the University and be sent directly by LIFE to the institution or prospective employer upon the student's request and payment of the prescribed fees and postage.

25.2.4 An official transcript is not issued to a student as a personal copy or to any private individual.

25.2.5 A student who has unofficially withdrawn from the University or has unpaid accounts or obligations due to the University will not be issued any transcript or testimonial.

### 25.3 *Academic Awards*

25.3.1 By virtue of the Lingnan University Ordinance, Lingnan University is empowered to confer Degrees upon the approval of the University Senate on students who have fulfilled the requirements of an approved programme of studies.

- 25.3.2 Degrees are conferred at the annual Congregation.
- 25.3.3 The certification of an academic award is in both Chinese and English and shows the full name of the recipient, the title of the award with the classification where appropriate, and the title of the Major Programme concerned. The title of the Minor Programme and Discipline Concentration/Supporting Specialisation, if any, is not shown.
- 25.3.4 The certification of award bears the signatures of the Chairman of the Council, the President and the Registrar of the University, and the University seal.
- 25.3.5 University may withhold the conferment of an academic award to a student who has unpaid accounts or unreturned materials on loan due to the University, or who has not met any other obligations due to the University.

## 26. Course Coding System

- 26.1 Each course is identified by a unique course code which is composed of a letter code and a number code. The course code normally indicates the area of study, the intellectual demand placed on students and the recommended sequence of study. A sub-code in the form of a small letter may be added to the number code where necessary to denote the topic the course covers.
- 26.2 Notwithstanding the above, when a course is listed under the General Education Programme, it will also be assigned a General Education course code.

### 26.3 *Letter Code*

- 26.3.1 This is the first part of the course code consisting of three characters which normally represents the study area of the course concerned. The following letter codes denote their corresponding areas of study:

<b>Letter Code</b>	<b>Subject Area</b>
ACT	Accounting
BUS	General Business
CDS	Computing and Decision Sciences
CHI	Chinese
CPT	Computing Studies
CRE	Creativity
CUS	Cultural Studies
ECO	Economics
ENG	English
ENT	Entrepreneurship
FIN	Finance
FRE	French
GEA	General Education - Category A
GEB	General Education - Category B
GEC	General Education - Category C
GED	General Education - Category D
HRM	Human Resource Management
HST	History
INL	Integrated Learning
ISM	Information Systems
ITB	International Business

JAP	Japanese
LCC	Language and Communication - Chinese
LCE	Language and Communication - English
MGT	Management
MKT	Marketing
PED	Physical Education
PHI	Philosophy
POL	Political Science
RIM	Risk and Insurance Management
SOC	Sociology
SPA	Spanish
SCI	Sciences
SSC	Social Sciences
TRA	Translation
VIS	Visual Studies

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26.3.2 Subject to the approval of the Senate, a course code may consist of two three-character letter codes to indicate the teaching department(s) and/or the programme(s) of the course.

#### 26.4 *Number Code*

This is the second part of the course code which consists of three digits.

26.4.1 The first digit of the number code indicates the level for which the course is intended. Level 0 and 1 (i.e. 000 - level and 100 - level) courses are usually of an introductory or foundation nature and are normally to be taken in the first year of study for bachelor's degree programmes. Level 2 (i.e. 200 - level) courses are usually intermediate level courses and are normally to be taken in the second/third year of a three-year full-time programme. Level 3 (i.e. 300 - level) courses usually involve more advanced study skills and are normally taken in the third year.

26.4.2 Nonetheless, the first digit in the General Education course code denotes the Category of the course, *viz.* 100 for Category A and Category D, 200 for Category B and 300 for Category C.

26.4.3 The second and third digits are serial numbers assigned to the course.

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