

## **REGULATIONS GOVERNING TAUGHT MASTER'S 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 The Postgraduate Studies Committee of the Senate of the University (hereinafter "the Committee") shall administer and manage all aspects of the progress of all students as required in these Regulations.
- 1.4 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 terms, each covering approximately 15 weeks of academic activities; and where necessary there may be a summer term. The actual term beginning and ending dates may however vary among programmes.

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

- 3.1 An applicant for admission to the Postgraduate Diploma/Master's Degree shall normally
  - (a) hold a relevant bachelor's degree with first or second class honours or at an equivalent standard awarded by a tertiary education institution recognised for this purpose by the University; or
  - (b) have obtained an equivalent qualification; or
  - (c) have provided satisfactory evidence of academic and professional attainment.
- 3.2 Applicants must have fulfilled the programme entrance requirement(s) stipulated for individual study programmes.
- 3.3 The admission of a student to the University is based on academic suitability and potential for a programme. There should be no discrimination on the grounds of sex, age, race, religion, ethnic origin or physical disability.
- 3.4 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 student with disabilities as far as possible. Applicants are therefore invited to contact the Registry 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 A student is designated as a Year 1, Year 2, Year 3, Year 4 or Year 5 student respectively in his/her first, second, third, fourth or fifth year of study at the University.
- 4.2 A student is respectively classified as a full-time or part-time student if he/she pursues a full-time or part-time postgraduate programme.

#### **5. Registration**

- 5.1 An applicant who has been offered admission to an approved programme of study is required to register with the Registry 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 and selection 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 studies 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. Part-time students are not eligible for scholarships or financial aid of the University.
- 5.5 A student who for special reasons seeks permission for deferment of his/her registration may apply in writing to the Registrar 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 the Registrar. They should familiarise themselves with the University regulations and the curricular structure of their programmes. They should pay particular attention to course and credit requirements, prerequisites for courses, and graduation requirements.
- 5.7 Each student is responsible for the accuracy of information he/she gives on the course enrolment form, which is the official record of course enrolment. Credits will not be granted for any course in which a student has not formally enrolled.

- 5.8 Upon first registration, each student is issued with a Student Identity Card free of charge. The student should take good care of the card. A fee will be charged for each replacement card.
- 5.9 A full-time student of the University is not allowed to pursue simultaneously any programme at another tertiary institution. A student in breach of this regulation is subject to having his/her studies at the University discontinued.
- 5.10 A full-time student should not take up any full-time employment, paid or unpaid, during the term.

## **6. Period of Study**

- 6.1 The normal study period for a programme will be specified in its programme curriculum.
- 6.2 A student is required to fulfil all the requirements for graduation within five years or otherwise specified by individual programmes, including any periods of leave of absence.
- 6.3 A student who for non-academic reasons intends to extend his/her period of study beyond the prescribed maximum number of years stipulated in Regulation 6.2 above is required to obtain prior permission from the Senate.

## **7. Course Requirements**

- 7.1 A student is required to complete before graduation 24 or more credits of courses as stipulated in the curriculum concerned.
- 7.2 A course is normally of 3 credits and should include approximately 40 hours of class contact or equivalent work.
- 7.3 A student should take courses in the order specified in the curriculum concerned unless a written application for doing otherwise has been approved by the Programme Director/Head of the Academic Unit concerned.
- 7.4 If there is a prerequisite for a course, a student must meet it before taking the course concerned.
- 7.5 If there is a co-requisite for a course, a student must take both courses in the same term.
- 7.6 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 programme, he/she is not allowed to enrol in the other course except otherwise approved as a substitute of the required course as prescribed by Regulation 12.6.
- 7.7 In exceptional circumstances, requirements specified in Regulations 7.4-7.6 above may be waived at the discretion of the Programme Director/Head of the Academic Unit concerned.

## **8. Change of Personal Particulars**

8.1 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 the Registry an application form for changing personal particulars, complete and return it to the Registry, together with the following documents:

- (a) written consent from the applicant's parent or guardian, if the applicant is under the age of 21, and
- (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.

8.2 A student should inform the Registry immediately of any change of address or other particulars.

## **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 similar course at an appropriate level offered by another tertiary institution may apply for credit transfer/course exemption.

### ***Credit Transfer***

The student will be exempted from taking the corresponding course offered by the University and granted with equivalent credits, if the application is approved.

### ***Course Exemption***

The student will be exempted from taking the corresponding course offered by the University, 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 but all exempted 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 30% of the required number of credits for the academic award.

9.6 The student is required to obtain from the Registry an application form for credit transfer/course exemption, complete and submit the application to the Head of the Academic Unit offering the course before the beginning of a term. All such applications must be accompanied by original supporting documents and their photocopies. The Registry will return the original supporting documents to the applicant after inspection.

9.7 The application should be approved by the Head of the Academic Unit concerned, who should forward it to the Registry within two weeks after the beginning of a term.

9.8 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.

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

10.1 A student who wishes to add or drop a course or change a course or section of a course after registration must complete a prescribed form obtainable from the Registry. The deadline is two weeks 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/Head of the Academic Unit concerned.

10.3 If the application is approved, the student must return the form with the signatures of endorsement and approval to the Registry by the specified deadline. Only under very special circumstances may a student apply in writing to both the Programme Director/Head of his/her Academic Unit and the Registrar 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. Class Attendance and Leave of Absence**

11.1 A student should attend required 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.

11.2 Students are expected to attend classes and other class activities punctually and regularly, to the satisfaction of the lecturers of courses. Each course may have specific requirements for student attendance. Appropriate sanctions, where necessary, would be approved by the Board of Examiners\* concerned.

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\* For the programmes/courses offered by the Departments of Chinese, Cultural Studies, English, History, Philosophy, Translation and Visual Studies, all examination matters will be dealt with by the Department Board or the Programme and Curriculum Committee concerned, and External Examiners shall be invited to attend relevant meetings. For the courses offered by the Centre for English and Additional Languages (CEAL) and Chinese Language Education and Assessment Centre (CLEAC), examination matters will be handled by the Boards of the Centres, and External Examiners shall be invited to attend relevant meetings.

- 11.3 A student who wishes to obtain leave of absence of more than three weeks should obtain prior permission from the programme concerned on the basis of a written application, stating the reasons for seeking leave of absence.
- 11.4 Leave of absence may be granted for a maximum period of 12 months. Any periods of leave of absence taken shall be included as part of the period of study.
- 11.5 In case of illness or other serious emergencies, a student who has been granted leave of absence may apply to the Programme Director/Head of the Academic Unit concerned for permission to carry out make-up work for assignments, tests and examinations. Such applications are subject to approval by the Programme Director/Head of the Academic Unit in consultation with the teachers concerned.
- 11.6 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.
- 11.7 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.

## **12. Course Assessment**

- 12.1 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. They may be required to submit a thesis/project report covering an element of research or creative work as defined by the respective programme requirements.
- 12.2 A student is required to complete all the course work and take all the prescribed tests and examinations.
- 12.3 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.
- 12.4 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.
- 12.5 Reassessment of a failed course is not allowed, except under extenuating circumstances.
- 12.6 A student must retake a failed required course or take a substitute course approved in writing by the Academic Unit concerned.

- 12.7 A student may retake a required course passed with grade C+ or below or take a substitute course approved in writing by the Academic Unit concerned.
- 12.8 A student who has failed an elective course or passed the elective course with grade C+ or below may retake it or substitute it with another elective in a subsequent term. Students are required to register the substitution with the relevant programme office prior to commencement of the term.
- 12.9 A student may retake a course only twice. Course grades for all attempts, inclusive of any course substitute as stipulated in Regulations 12.6 to 12.8 above, will appear on the student's transcript, but only the final grade and weighted points obtained will be taken in the calculation of the student's G.P.As, and only the credits for the final attempt will be counted towards fulfillment of graduation requirements.
- 12.10 A student may retake only two courses passed with grade C+ or below.
- 12.11 For retaking a course, a student shall attend classes, complete assignments, take tests and attend the final examination, if any, as other students. In case a student shall retake a course in a different mode, such shall be considered and approved by the Postgraduate Studies Committee on an exceptional basis.
- 12.12 A student shall be charged additional tuition fees for retaking a course, in an amount to be determined by the Academic Unit concerned.
- 12.13 A student is not allowed to retake any credit bearing or non-credit bearing courses which he/she has previously taken and passed with B- or above.

### 13. Grading System

- 13.1 Letter grades are used to indicate a student's academic performance in a course.
- 13.2 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	Pass	C+	2.33
		C	2.00
		C-	1.67
F	Failure	F	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.

- 13.3 Grade F indicates failure. A student who receives the grade in the first term of a year course is not normally allowed to continue with that course in the second term.
- 13.4 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.
- 13.5 A Pass or Fail grade may only be given as specified in the approved syllabus of the course concerned.

**14. Grade Point Average (G.P.A.)**

**14.1 *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.

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

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

**14.2 *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.

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

- 14.3 Courses enrolled, whether passed or failed, will be taken in the calculation of Term or Cumulative G.P.A., but for courses which have been retaken, only the grade and weighted points obtained in the final attempt will be included in the G.P.A. calculation.
- 14.4 Courses which are exempted are not included in the calculation of Term or Cumulative G.P.A.

## **15. Withdrawal**

- 15.1 A student who wishes to leave the University before graduation must seek official withdrawal from the University. The student should complete and submit an application form obtainable from the Registry.
- 15.2 Approval will be granted by the Registrar only after proper clearance by relevant units.
- 15.3 A student who leaves the University without prior approval by the Registrar will be considered as having unofficially withdrawn from the University effective on the last day of the teaching term concerned.
- 15.4 An unofficially withdrawn student will not be issued any official documents of the University and will not be re-admitted.

## **16. Termination of Studies** [applicable to students admitted in 2008-09 or before]

The Senate may, on the recommendation of the Committee, terminate the studies of a student at any time on the grounds of the candidate's unsatisfactory performance or failure to comply with these Regulations. A student with studies terminated on academic ground is normally not allowed to be admitted to any programme of the University.

## **17. Academic Standing** [applicable to students admitted in 2008-09 or before]

The condition(s) on which a student will be given a warning or put on academic probation or the condition(s) for discontinuation of his/her studies at the University will be specified by individual programmes.

## **16. Student Progression** [applicable to students admitted in 2009-10 or after]

- 16.1 A student should be subject to an annual academic review after studying on a programme for a year.
- 16.2 A student will not be permitted to progress if his/her Cumulative G.P.A. is below 2.33 at the annual academic review.
- 16.3 A student whose Cumulative G.P.A. is below 2.33 in the term(s) before the annual academic review should be issued a warning concerning the need to improve his/her academic performance.
- 16.4 Individual programmes may set higher and additional requirements governing students' progression.

## **17. Discontinuation of Studies** [applicable to students admitted in 2009-10 or after]

- 17.1 The Senate may, on the recommendation of the Committee, discontinue the studies of a student at any time on the grounds of the candidate's unsatisfactory performance or failure to comply with these Regulations.

- 17.2 The studies of a student will normally be discontinued if,
- a) he/she obtains a Cumulative G.P.A. below 2.33 at the annual academic review; or
  - b) he/she fails to fulfill progression requirements specified in Regulation 16 or those specified for his/her programme; or
  - c) he/she fails to fulfill all requirements for graduation within the maximum study period.
- 17.3 A student with studies discontinued on academic grounds is normally not allowed to be admitted to any programme of the University.
- 17.4 Students' academic standing referred to in Regulation 17.2 is subject to the approval of the Senate upon the recommendation of the Committee.
- 17.5 Notwithstanding Regulation 17.4, a student whose studies had been discontinued may appeal through the Registrar against the decision. Details are stipulated in Section 9 of the Regulations Governing University Examinations.

## **18. Graduation Requirements**

- 18.1 A student will be evaluated for graduation at the conclusion of the term in which he/she may satisfy all the conditions for an award. If a student is not allowed to graduate, he/she will be re-evaluated for graduation at the end of subsequent terms.
- 18.2 The student should have fulfilled all graduation requirements stipulated in the curriculum of his/her programme. The University reserves the right to make amendments to academic programmes from time to time as approved by the Senate.
- 18.3 The cumulative grade point average that a student should have obtained for graduation will be specified by individual programmes and this shall not be below 2.67.
- 18.4 A student is required to graduate as soon as he/she satisfies all the conditions for an award.
- 18.5 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.
- 18.6 A student's eligibility for graduation is subject to Senate approval.

## **19. Intermediate Awards**

- 19.1 Some programmes are designed to enable students to gain intermediate awards, if they fail or do not wish to complete the requirements of the final award of the programme. The requirements for the intermediate awards will be specified by individual programmes.

- 19.2 Acceptance of an intermediate award implies an intention not to complete the final award. Where students seek readmission to complete the award, readmission cannot be guaranteed. Where students are readmitted and go on to complete the award, their transcripts will indicate that the intermediate award has been superseded.

## **20. Award Classification**

- 20.1 Distinction will be awarded when a student achieves a Cumulative G.P.A. of 3.50 or above, and has fulfilled the requirements for graduation of a master's degree programme.

- 20.2 There is no classification for an intermediate award.

## **21. 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 judgement 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 degree.

## **22. Academic Dress for Graduates**

### **22.1 Gown**

A black robe with a 7.5 cm width of red velvet facing outlined on both sides edged with bright silver cord braid. Bell-shaped sleeves with two stripes of grey velvet edged with bright silver cord braid.

### **22.2 Hood**

A black hood of 110 cm long with red and grey silk lining throughout, edged with a 7.5 cm width of velvet in red and trimmed with red silk for master's degree graduates. No hood for graduates of intermediate awards.

### **22.3 Cap**

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

## **23. Testimonials**

- 23.1 A student who wishes to have a letter certifying his/her student status or attendance records may apply to the Registry for such a testimonial.
- 23.2 A student who wishes to have a personal recommendation or reference letter should approach a teacher who knows him/her well.

## **24. Transcripts**

- 24.1 A student who wishes to apply for transfer or admission to another educational institution or for employment may apply to the Registry for an official transcript.
- 24.2 An official transcript shows the relevant particulars of a student, title of his/her programme, all courses taken and retaken regardless of passed or failed, grades obtained, grade point averages, academic scholarships, academic awards and disciplinary actions taken, if any.
- 24.3 An official transcript will be sent direct by the Registry to the institution or prospective employer upon the student's request and payment of the prescribed fees and postage.
- 24.4 An official transcript is not issued to a student as a personal copy or to any private individual.
- 24.5 Official transcripts shall not be issued to students who have not completed a term of study.
- 24.6 A student who has pursued the programme for less than six months or 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. Academic Awards**

- 25.1 By virtue of the Lingnan University Ordinance, Lingnan University is empowered to confer Diplomas/Degrees upon the approval of the University Senate on students who have fulfilled the requirements of an approved programme of studies.
- 25.2 Diplomas/Degrees are conferred at the annual Congregation.
- 25.3 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 and the title of the study programme concerned.
- 25.4 The certificate of award bears the signatures of the Chairman of the Council, the President and the Registrar of the University, and the University seal.
- 25.5 The 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.

Updated in November 2011