

BBA (Hons) Programme

STUDENT HANDBOOK

2023 INTAKE

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Introduction

Undergraduate Programmes Office

The Undergraduate Programmes Office of the Faculty of Business plays a major role in coordinating programme-related matters such as admission, credit transfer/course exemption, study plan advising, course registration, examinations, scholarships and summer internships, etc. The office is located at Room SEK209, 2nd Floor, Simon and Eleanor Kwok Building, and the general enquiry email is bba@LN.edu.hk.

You are advised to check your Lingnan e-mail account regularly for new messages from the faculty and the university. Important and personal messages will be sent to you by e-mail or posted on the student intranet. Some of these e-mails will also be posted on the “News and Events” on the Undergraduate Programmes Office’s webpage at <https://www.ln.edu.hk/fb/ug/home>.



Business Departments

Under the Faculty of Business, we have FIVE Business Departments:-

	<u>Location</u>	<u>Tel</u>	<u>Email (@LN.edu.hk)</u>
1. Department of Accountancy (ACCT)	SEK201	2616 8171	actg
2. Department of Computing and Decision Sciences (CDS)	SEK212	2616 8100	cds
3. Department of Finance and Insurance (FIN&INS)	SEK203	2616 8196	fin_ins
4. Department of Management (MGT)	SEK102	2616 8329	dpmgt
5. Department of Marketing and International Business (MKT)	SEK101	2616 8239	mib

Aims and Learning Goals of the BBA Programme

1. Students have good communication skills.
2. Students are literate in IT knowledge and skills.
3. Students are able to adopt a holistic approach in strategic analysis and problem solving.
4. Students are able to analyze problems from an international and cross-cultural perspective.
5. Students are able to think creatively.
6. Students are able to think critically.
7. Students are able to demonstrate effective consideration of ethical issues in business situations.
8. Students are competent in compiling and analyzing quantitative and financial information for decision making.



https://www.ln.edu.hk/fb/ug/aims_and_learning_goals

University Requirements

<u>Course Category</u>	<u>No. of Credits</u>
Core Curriculum:	
- Common Core Courses	12
- Cluster Courses	15
Chinese Language	6
English Language	12
Free Electives	
- 9 courses (ACG Major)	24
- 8 courses (Other Majors)	27
Total	69 (ACG Majors) 72 (other Majors)

Requirements in Major Disciplines

<u>Course Category</u>	<u>No. of Credits</u>
Foundation Core	18
Functional Core	15
Capstone Course	3
Major Required and Elective Courses	
- 7 courses (ACG Major)	21
- 5 courses (Other Majors)	15
Total	57 (ACG Major) 51 (Other Majors)

Allocation of Programme Major

BBA students will choose their Major in Term 1 of their second year of study. They will be assigned to Majors in accordance with their order of preference of Programme Majors as well as their overall academic performance, as measured by cumulative GPA [i.e. Cumulative GPA obtained in the 1st year of study, including summer term(s)]. Given the resources limitation, the overall academic performance would be adopted as the overriding criterion in cases where insufficient places are available to accommodate all students wishing to study a particular major (i.e. students will be assigned to majors in descending order of their overall Cumulative GPA and fills majors from the top of the queue, downwards.)

Study Plan Advising

All BBA pre-major students are required to consult their Study Plan Advisor on their programme of studies before registration/ enrollment of courses in each term. The Study Plan Advisors will be responsible for advising BBA students on their study plan upon their admission.

Should you have any queries about the BBA Programme or you want to discuss your learning progress with your Study Plan Advisor, you are welcome to contact us. Contact details of the Study Plan Advisors are listed below:-

<u>Name</u>	<u>Tel.</u>	<u>Email (@LN.edu.hk)</u>	<u>Location</u>
Mr. LAM Wing-lun, Alan (Lecturer, Dept. of CDS)	2616 8094	alanlam	SEK212/11
Ms. CHAN Yee-wong, Yvonne	2616 8492	yvonnechan	SEK209
Ms. LAI Yuen-han, Phoebe	2616 8101	phobelai	SEK209
Mr. PANG Sze-yin, Arthur	2616 8323	szeyinpang	SEK209
Ms. SUNG Suet-yen	2616 8311	yensung	SEK209
Ms. TANG Man-ying, Juliana	2616 7829	julianatang	SEK209
Mr. NG Kai-man, Ken (for SF BBA-RIM programme)	2616 8198	ken.ng	SEK203/1

Academic Advising

You will also be assigned with an Academic Advisor. Initially, your Academic Advisor will be assigned to you randomly from the following list:-

<u>Name and Post</u>	<u>Dept</u>	<u>Tel</u>	<u>Email (@LN.edu.hk)</u>	<u>Location</u>
Prof. Agnes LO, Associate Professor of Teaching (1 st Term, 2023-2024)	ACCT	2616 8163	wylo	SEK201/10
Mr. WU Benjamin, Lecturer (2 nd Term, 2023-2024)	ACCT	2616 8183	benjaminwu	SEK201/16
Mr. Alan LAM, Lecturer	CDS	2616 8094	alanlam	SEK212/11
Mr. Wilson CHOI, Visiting Senior Lecturer	FIN&INS	2616 8950	wilsonchoi	SEK203/11
Prof. Nan WANG, Assistant Professor	MGT	2616 8333	nanwang2	SEK102/8
Prof. Clark CAO, Assistant Professor	MKT	2616 8231	clarkcao	SEK101/6

If you would like to seek academic advice, you may approach your assigned Academic Advisor directly or schedule a meeting with the Director of Undergraduate Business Programmes.

An email regarding the information of your initially assigned Academic Advisor will be sent to you by end of September 2023.

Once students have been allocated to a major, the Department who houses the major will assign a new academic advisor to you if necessary. From that point onward, the academic advisor of your host department shall be responsible for advising both your study plan and academic related matters.

BBA (Hons) Programme Structure – 2023 Intake

University Requirements

No. of Credits

(all courses carry 3-credit except otherwise stated)

Core Curriculum

Common Core (For details, please go to <http://www.ln.edu.hk/ccgeo/ilo.php>)

CCC8011	Critical Thinking: Analysis and Argumentation (R)	3
CCC8012	The Making of Hong Kong (R)	3
CCC8013	The Process of Science (R)	3
CCC8014	China in World History (R)	3

Cluster Courses (For details and the list of approved Cluster Courses, please go to <http://www.ln.edu.hk/ccgeo/clusterlist.php>)

CLA____	Creativity and Innovation	3
CLB____	Humanities and the Arts	3
CLC____	Management and Society	3
CLD____	Science, Technology, Mathematics and Society	3
CLE____	Values, Cultures and Societies	3

Note: Throughout your four-year studies, you are required to take 5 cluster courses with one from each cluster.

Chinese Language

LCC1010	Chinese Communication I (R)	3
LCC2010	Chinese Communication II (R)	3

English Language (For details, please go to <https://www.ln.edu.hk/reg/undergraduate-programmes/english-language-enhancement-elementary-curriculum>)

		<u>Group A</u>	<u>Group B</u>
LUE1001	University English I (R)	3	-
LUE1002	University English II (R)	3	3
	ELE Elective(s) (R)	3	6
	Discipline-related Professional Communication Course (R)	3	3

Notes: Students are grouped under two streams according to their HKDSE results in English language (or equivalent) and they are required to complete four English Language Enhancement (ELE) courses. Group A students are those who obtained level 3 in HKDSE English or equivalent while Group B students are those who obtained level 4 or above in HKDSE English or equivalent.

Free Electives

24 (Accounting and Corporate Governance students)

27 (Non-Accounting and Corporate Governance students)

Note: Students may select courses in any disciplines to obtain the total number of credits required in Free Electives for graduation, subject to timetable, course load and study scheme constraints. In addition to the Major study, BBA students can make use of free elective credits to take a Minor Programme (please refer to P.16 of this Enrolment Guide).

Requirements in Major Programmes

Major courses can be taken when you have completed at least 5 Foundation Core courses or permission has been granted by the Director of Undergraduate Business Programmes. It is highly recommended that Functional Core courses are only taken when at least 3 Foundation Core courses have been completed. After completion of all core courses or with the permission of the Director of Undergraduate Business Programmes, students can proceed to take the Capstone course.

Foundation Core

BUS1102	Statistics for Business (R)	3
BUS1103	Financial Accounting (R)	3
BUS1104	Managerial Accounting (R)	3
BUS2105	Microeconomics for Business (R)	3
BUS2107	Legal Aspects of Business (R)	3
BUS2108	Global Business Environment (R)	3

Functional Core

BUS2201	Financial Management (R)	3
BUS2202	Organisational Behaviour (R)	3
BUS2205	Marketing Management (R)	3
BUS2206	Information Systems Management (R)	3
BUS2211	Operations Management (R)	3

Capstone Course

BUS4301	Strategic Management (R)	3
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(R) denotes required course

Major Required and Elective Courses*

21 (Accounting and Corporate Governance students)
15 (Non-Accounting and Corporate Governance students)

Minimum Credits for BBA Honours Degree: **126 (Accounting and Corporate Governance students)**
 123 (Non-Accounting and Corporate Governance students)

Details of Major Required and Elective Courses

A. MAJOR IN ACCOUNTING AND CORPORATE GOVERNANCE

Students will have to choose either the Professional Accounting Concentration or the Corporate Governance Concentration.

Professional Accounting Concentration

ACT2200	Intermediate Accounting I (R)
ACT2201	Intermediate Accounting II (R)
ACT3202	Cost Accounting (R)
ACT3203	Taxation I (R)
ACT3300	Company Law (R)
ACT3301	Auditing I (R)
ACT4354	Advanced Accounting (R)

Corporate Governance Concentration

ACT3203	Taxation I (R)
ACT3300	Company Law (R)
ACT3368	Corporate Financial Reporting (R)
ACT3369	Environmental, Social and Governance (ESG) Issues in Business and Accounting (R)
ACT4355	Corporate Governance and Business Ethics (R)
ACT4356	Securities Law and Regulations (R)
RIM2200	Principles of Risk Management (R)

B. MAJOR IN DIGITAL BUSINESS

(for students designated as Year 3 students upon admission in 2022-23 and after)

BAI3007	Introduction to e-Business (R) (coded as CDS3007 in 2024-25 or before)
BAI4009	e-Business Models and Start-ups (R) (coded as CDS4009 in 2024-25 or before)
MKT3301	e-Marketing (R)

Major Elective Courses (*6 credits to be taken*)

BAI3008	Business Analytics for e-Business (coded as CDS3008 in 2024-25 or before)
BAI3009	Social Media and Customer Relationship Management for e-Business (coded as CDS3009 in 2024-25 or before)
BAI4010	Web Programming for e-Business (coded as CDS4010 in 2024-25 or before)
CDS1001	Introduction to Programming for Data Science
MKT2242	Digital Innovation
MKT3001	Social Media Marketing
MKT3201	Consumer Behaviour

C. MAJOR IN FINANCE

FIN2200	Corporate Finance (R)
FIN2201	Hong Kong Monetary and Financial Systems (R)
FIN2300	Investment and Portfolio Management (R)

Major Elective Courses (*6 credits to be taken*)

ACT3203	Taxation I
ACT3367	Financial Statement Analysis
FIN2250	Introduction to Financial Econometrics
FIN3352	International Financial Management
FIN3353	Management of Financial Institutions
FIN3355	Derivative Securities and Hedging Strategies
FIN3356	Fixed Income Securities

D. MAJOR IN HUMAN RESOURCE MANAGEMENT AND ENTREPRENEURSHIP

CLA9019	Entrepreneurial Spirit and Opportunities (R)
HRM2200	Human Resource Planning and Staffing (R)
HRM3201	Compensation and Performance Management with Analytics (titled as Performance and Compensation Management in 2024-25 or before) (R)

Major Elective Courses (*6 credits to be taken*)

Students will have to choose at least one elective course from each of the two Categories, viz. the Human Resource Management Category and the Entrepreneurship Category.

Human Resource Management Category

HRM3202	Global Talent Management (titled as Training and Development in 2024-25 or before)
HRM3352	Global Leadership Development (titled as Leadership and Teamwork in 2024-25 or before)
HRM4350	Industrial Relations and Employment Law (titled as Industrial Relations from Term 2, 2019-20 to Term 1, 2023-24)
HRM4358	Be Future Ready ! Work and Organisation in the Digital Era (titled as Work and Organisation in Term 1, 2023-24 or before)

Entrepreneurship Category

BUS4002	Entrepreneurship in Action and Practice
CLC9010	Getting to Yes through Negotiation
HRM3353	Quality and People
HRM4351	Management of Innovation and Change

E. MAJOR IN MARKETING AND SOCIAL MEDIA

MKT3201	Consumer Behaviour (R)
MKT3203	Marketing Research (R)

Major Elective Courses (*9 credits to be taken*)

CLC9022	The Digital Economy and Social Media
MKT2221	Marketing in the Chinese Mainland
MKT2231	Advertising and Integrated Marketing Communications
MKT2241	International Business Management
MKT3001	Social Media Marketing
MKT3301	e-Marketing
MKT3351	Retailing and Distribution Management
MKT4312	Strategic Brand Management

Free Electives

Students may select courses in any disciplines to obtain the total number of credits required for graduation, subject to timetable, course load and study scheme constraints.

(R) denotes required course(s).

Study Plan Checklist (2023 Intake)

In order to graduate, you are required to complete the courses list below with a minimum cumulative GPA of 1.67:-

University Requirements	No. of Credits		Enrolled In	Grade Obtained
	Group A	Group B		
LCC1010 Chinese Communication I (R)	3			
LCC2010 Chinese Communication II (R)	3			
LUE1001 University English I (R)	3	-		
LUE1002 University English II (R)	3			
Discipline-related Professional Communication Course (R)	3			
ELE Elective (R)				
(1)	3	3		
(2)	-	3		
Common Core Courses				
CCC8011 Critical Thinking: Analysis and Argumentation (R)	3			
CCC8012 The Making of Hong Kong (R)	3			
CCC8013 The Process of Science (R)	3			
CCC8014 China in World History (R)	3			
Foundation Core				
BUS1102 Statistics for Business (R)	3			
BUS1103 Financial Accounting (R)	3			
BUS1104 Managerial Accounting (R)	3			
BUS2105 Microeconomics for Business (R)	3			
BUS2107 Legal Aspects of Business (R)	3			
BUS2108 Global Business Environment (R)	3			
Functional Core				
BUS2201 Financial Management (R)	3			
BUS2202 Organisational Behaviour (R)	3			
BUS2205 Marketing Management (R)	3			
BUS2206 Information Systems Management (R)	3			
BUS2211 Operations Management (R)	3			
Capstone Course				
BUS4301 Strategic Management (R)	3	3		
Major Required and Major Elective Courses				
(1)	3	21		
(2)	3	(ACG)		
(3)	3	OR		
(4)	3			
(5)	3	15		
(6) (ACG student only)	3	(Non-ACG)		
(7) (ACG student only)	3			
Cluster Courses (one course from each cluster)				
(1)		15		
(2)				
(3)				
(4)				
(5)				
Free Electives				
(1)		24		
(2)		(ACG)		
(3)		OR		
(4)				
(5)		27		
(6)		(Non-ACG)		
(7)				
(8)				
(9) (Non-ACG student only)				
Course Exemption (no credit) and/or Credit Transfer obtained (if any)				
Minimum Credits for Honours Degree:			126 (ACG major)	
			123 (Non-ACG students)	

(R) denotes required courses

Study Plan for Year One BBA Students (2023 Intake)

You are advised to enroll in following courses (30 credits) in your 1st Year of study^(Note 1). Please note that this is NOT an enrolment record, but a study plan suggested by the Director of Undergraduate Business Programmes. However, the actual enrolment in a course is subject to the availability of places at the time of your web registration.

Category	Course Code		Course Title	No. of Credits	Courses required to be taken in 1 st Term	Courses required to be taken in 2 nd Term
English (Note 2)	Group A	LUE1001	University English I (R)	3	✓	--
		LUE1002	University English II (R)	3	--	✓
	Group B	LUE1002	University English II (R)	3	✓	--
			ELE Elective (R)	3	--	✓
Chinese (Note 2)	LCC1010		Chinese Communication I (R)	3	Either 1 st or 2 nd term	
Foundation Core	BUS1102		Statistics for Business (R)	3	Either 1 st or 2 nd term	
	BUS1103		Financial Accounting (R)	3	Either 1 st or 2 nd term	
	BUS2105		Microeconomics for Business (R)	3	Either 1 st or 2 nd term	
Common Core (Note 3)	CCC8011		Critical Thinking: Analysis and Argumentation(R)	3	Either 1 st or 2 nd term	
	CCC8012		The Making of Hong Kong (R)	3	Either 1 st or 2 nd term	
Cluster	Two courses from 5 Clusters			3	Either 1 st or 2 nd term	
				3	Either 1 st or 2 nd term	
Total credits taken:				30	15	15

(R) denotes required course(s)

Note 1:

Your Study Plan Advisor will confirm with you your study plan via **DegreeWorks** (See below Registration Materials for the DegreeWorks User Guidelines). The study plan advising period is scheduled on **15 to 18 Aug 2023**. If you cannot complete your study plan and seek approval from your advisor you **will not be allowed to enroll any courses**. Before the course registration date (i.e. **23 August 2023**), you are requested to familiarize yourself with the **Banner System**. The add/drop course periods in 2023-2024 Academic Year are **29 August – 7 September 2023 (1st term)**, and **9 – 18 January 2024 (2nd term)**.

For course registration, please refer to the Registry's website: <https://www.ln.edu.hk/reg/undergraduate-programmes/course-registration>

You can find the following useful information in the website which could help you to complete the course registration:

1. **Course Offering List** – check the CRN, course code and name, sections, time, venue and instructor;
2. **Course Description** – check the brief introduction of each course and their prerequisites, co-requisites and exclusion/ restriction (if any);
3. **Banner Registration Procedure and Demonstration** – show you how to use Banner System to do the registration;
4. **DegreeWorks User Guidelines for Academic Advising** – show you how to use DegreeWorks System.



Students have the responsibility to ensure that the requirements concerning course prerequisites, co-requisites and exclusion/ restriction are met unless such are waived at the discretion of the Programme Director/Head of the Academic Unit concerned under exceptional circumstances. The student alone will be responsible for any consequences if he/she chooses to take a course contravening the requirements without special approval.

Note 2:

Non-local students are required to contact Ms Yvonne CHAN of Undergraduate Programmes Office (Tel: 2616 8492, Email: yvonnechan@LN.edu.hk) about the schedule of their English and/or Chinese assessment sessions.

Note 3:

The Common Core Courses (CCC) assigned by the Core Curriculum and General Education Office (CCGEO) are **fixed and cannot be dropped**. Students can switch the CCC section/tutorial subject to seat availability shown on the registration system. For details, please refer to <https://www.ln.edu.hk/ccgeo/>



Important Information (extracted)

Students are advised to check regularly on the updated information concerning changes in curriculum/ regulations, etc. from the web of Lingnan University (<http://www.LN.edu.hk>). For your easy reference, we extracted some important information from the University website and the Regulations Governing Undergraduate Studies as below:

Information for Current Students



<https://www.ln.edu.hk/current-students>

Regulations Governing Undergraduate Studies



https://www.ln.edu.hk/f/upload/44091/rgaus_4yr.pdf

5. Registration

- 5.8 Each student is required to meet in person with his/her academic adviser to consult him/her on his/her programme of studies at least once a term, including one meeting before the specific course registration session, if any. If a student is on overseas/Mainland exchange studies, he/she is required to seek advice from his/her academic adviser through other means. For other exceptional circumstances under which a student is unable to meet the academic adviser in person, approval has to be sought from the Programme Director or Head of Department concerned for other arrangements. For a student approved to take double Majors, in addition to the academic adviser of the first Major, he/she is required to meet the academic adviser of the second Major.
- 5.9 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.
- 5.11 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^(Note 1) should be obtained.

Note 1 The role of the Programme Director/Head of Department is taken up by the Associate Dean (Undergraduate Studies) of the Faculty of Arts for a student whose Major has not been allocated or a student registered for an interdisciplinary Major or a student-designed Major offered by the Faculty of Arts. This is applicable to various sections of the Regulations concerning studies of the student, e.g. registration, course requirements, study load, credit transfer/exemption, adding/dropping courses, change of programme, leave of absence/suspension/withdrawal, academic standing, etc

6. Course Requirements

- 6.1 A student is required to register for a study programme and a Major programme^(Note 2) and in addition may register for one or two Minor programme(s). The requirements for a study programme and a Minor programme are specified in the curriculum concerned.

Note 2 Study programmes are designed in accordance with the undergraduate programme framework that requires completion of courses of 120 or more credits. Examples of study programmes are Bachelor of Arts (BA) in Chinese, BA in Global Liberal Arts, Bachelor of Business Administration (BBA), BBA - Risk and Insurance Management, LEO Dr David P. Chan Bachelor of Science (BSc) in Data Science, and Bachelor of Social Sciences (BSocSc). Majors consist of courses in the major disciplines in respective study programmes. Examples of Majors are Chinese, Global Liberal Arts, Marketing, Risk and Insurance Management, Data Science, Economics, Psychology, "Social and Public Policy Studies".

- 6.2 A student with good academic achievements may register for another Major programme^(Note 3) upon approval by the Programme Directors/Heads of Academic Units of both the first and the second Majors. BBA/BSocSc students should not be allowed to register for two Major(s) under the same study programme. The student shall have achieved a Cumulative G.P.A. of 3.0 or above by the time when the application is made. The application can be made during the second year of study. The student approved to register for double Majors may need to study for more than 4 years in order to fulfill the requirements for attaining double Majors.

Note 3 Any Major programmes could be taken as a second Major except otherwise specified by the academic unit concerned. Each Major programme consists of 48 or more credits. To attain a second Major under the BBA/BSocSc programme, a student has to complete foundation, functional and research project/capstone courses specified in the curriculum, in addition to the courses specific for the Major programme.

- 6.8 If there is a prerequisite for a course, a student must meet it before taking the course concerned.

8. Normal Study Load

- 8.2 The normal study load of a full-time first year student should be 15 in a term and the maximum study load should be 30 credits in an academic year. Nevertheless, the Programme Director/Head of Department concerned can grant instant approval to a student to exceed the maximum study limit by 1 credit. Moreover, a first year student who has failed course(s) may take extra credits to make up the number of credits of the failed course(s) in the summer term in the first year with special approval from the Programme Director/Head of Department concerned. The extra credits shall be limited to six and will not be counted in the maximum study load of the following year.

- 8.3 The normal study load of a second year or above full-time student in a term should be in the range of 15 to 18 credits and the maximum study load in an academic year should be 33 credits. The maximum study load for a second year or above full-time student approved to take double Majors is 36 credits in an academic year. Nevertheless, the Programme Director/Head of Department concerned can grant instant approval to students to exceed the maximum study limit by 1 credit. In exceptional circumstances, approval can be granted by the Dean^(Note5) concerned for a student to take an extra course of 3 credits in excess of the maximum study load in an academic year upon recommendation of the Programme Director/Head of Department concerned.

Note 5 For the Bachelor of Arts (Hons) in Global Liberal Arts (GLA) and the Bachelor of Science (Hons) in Data Science programmes, the role of the Dean is taken up respectively by the Programme Director of the GLA programme and the Dean of the Faculty of Business. This is applicable to various sections of the Regulations concerning the students on the respective programmes, inter alia, course registration, course requirements, study load, credit transfer/exemption, adding/dropping courses, change of programme, leave of absence/suspension/withdrawal, academic standing, etc..

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 the relevant procedure as prescribed by the Registry. The add/drop period shall start four days before class commencement and end six calendar days after the beginning of the term concerned.
- 10.2 Only under very special circumstances may a student apply in writing to both the Programme Director/Head of his/her Department 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**.
- 10.3 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.
- 10.4 A student who drops a course without going through the prescribed procedure will be given an "F" grade for the course.

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 days owing to illness, a certificate from a registered medical doctor is required.
- 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.

18. Grading System

- 18.2 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
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.

19. Grade Point Average (GPA)

- 19.1 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.

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

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

* credits of relevant courses only

- 19.3 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.

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

* credits of relevant courses only

20. Academic Standing

20.1 Academic Probation

- 20.1.1 A student will be put on academic probation in the following term(s) if his/her Cumulative G.P.A. is below 1.67.
- 20.1.2 A student on academic probation cannot take more than 12 credits of courses per term except otherwise approved.

20.2 Discontinuation of Studies

- 20.2.1 The studies of a student will normally be discontinued if,
 - (a) his/her term grade point average is below 1.00 for any two terms; or
 - (b) he/she fails in more than half of the credits of all the courses he/she takes in a term for any two terms; 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^(Note 8) specified in his/her Major Programme (for a student who changes his/her study programme or Major programme, the failure under the original study programme or Major programme is also counted); or
 - (e) he/she fails to fulfil the requirement(s) for progression as stipulated in his/her Major Programme, if any; or
 - (f) he/she fails to fulfil all the requirements for graduation within the maximum period of study as stipulated in Regulation 13.2.

Note 8 A "required course" here refers to a common core course in the Core Curriculum, a required language course or a course specified in the Major programme of a student which the student is required to take and pass.

21. Academic Honours

- 21.1 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 in for the academic year concerned will be placed on the Dean's List.
- 21.2 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 in for the academic year concerned will be placed on the President's List.

22. Graduation Requirements

- 22.3 A student should have completed 120 or more credits of courses and fulfilled all other graduation requirements as stipulated in the curriculum of his/her study programme. A student should also fulfil the requirements of the Integrated Learning Programme and Service-Learning. A student should pass the Information Technology Fluency Test^(Note 9). The University reserves the right to make amendments to academic programmes from time to time as approved by the Senate. These should be fulfilled within the maximum study period as prescribed in Regulation 13.2.
- 22.4 A student admitted in the 2017-18 academic year or after (except for those admitted to Year 3 in 2017-18) shall meet the English language graduation requirement by attaining a minimum overall band score in the International English Language Testing System (IELTS) applicable to his/her Major^(Note 10) before he/she can graduate. This shall be fulfilled within ten terms (eight terms for a student admitted to Year 2 and six terms for a student admitted to Year 3). Nevertheless, exceptional approval for fulfilling the requirement in a longer period can be granted by the Dean concerned on a case-by-case basis under exceptional circumstances and upon recommendation by the Programme Director/Head of Department concerned. A written application has to be submitted to the Programme Director/Head of Department concerned three months before the end of the aforementioned period.
- 22.5 A student should have obtained a Cumulative G.P.A. of at least 1.67.

Note 9 Successful completion of BUS1110 Introduction to Information Literacy course is regarded as fulfilled the requirement for passing the Information Technology Fluency Test.

Note 10 An overall band score of 6.5 in IELTS (Academic) was set as the university-wide English language minimum graduation requirement while an overall band score of 7.0 in IELTS (Academic) was set as the requirement for English and Translation Majors and an overall band score of 6.0 in IELTS (Academic) was exceptionally approved for the Chinese Major and the Interdisciplinary Major in Chinese Literature, History and Philosophy. Students may meet the requirement anytime before graduation but it is strongly recommended that students take IELTS after completion of the four English Language Enhancement (ELE) courses. Students whose IELTS score is below the required threshold shall retake IELTS. There is no limit on the number of retakes. More details of the graduation requirement are stipulated in the Registry webpage on English Language Requirements.

23. Degree Classification

23.2 There is a minimum Cumulative G.P.A. for each class below which a student will not be given the classification concerned, as follows:

Honours Degree Classification	Minimum Cumulative G.P.A.
(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.

Links to Items of University Graduation Requirements (other than Programme Requirements)

English Language Graduation Requirements



https://www.ln.edu.hk/reg/undergraduate-programmes/english-language-requirements_from-2021-22

Information Technology Fluency Test (ITF Test)



<https://tlc.ln.edu.hk/itfp>

Integrated Learning Programme (ILP)



<https://www.ln.edu.hk/osa/ilp>

Service-Learning Graduation Requirement (SLR)



<https://www.ln.edu.hk/osl/home/service-learning-graduation-requirement>

Other Information

Online Tutorial on Plagiarism Awareness

In order to enhance students' understanding of plagiarism, all new undergraduate students (including senior years admittees) are required to complete an online mini-course entitled 'Online Tutorial on Plagiarism Awareness' by the end of their first year in Lingnan. Completion will be indicated by ticking a check-box at the end of the tutorial. The students will be blocked from the next course registration if they have not completed the 'Online Tutorial on Plagiarism Awareness'. For details, please go to <https://www.ln.edu.hk/cht/tlc/support-for-students/avoiding-plagiarism>



Minor Programmes

BBA students can make use of free elective credits to take a minor programme. For updated details of specific requirements of individual Minor Programmes, please go to <https://www.ln.edu.hk/reg/undergraduate-programmes/programme-of-studies/minor-programmes-under-4-year-system>



Student Enhancement Programme

The aim of Student Enhancement Programme is to enhance the learning, knowledge, leadership, networking, and whole-person development of selected business students.

Participating students will be engaged in a variety of activities, including:

- 1) in-house seminars and workshops,
- 2) seminars organised by professional bodies,
- 3) mock interview sessions,
- 4) job preparation programme,
- 5) lunch-time discussion groups on business issues,
- 6) meetings with CEOs and alumni,
- 7) field trips and company visits,
- 8) open competitions on business plan or case writing,
- 9) service for the community, and
- 10) training in social etiquette.

BBA Summer Internship Programme

The Undergraduate Programmes Office organizes BBA Summer Internship Programme (SIP) on an annual basis for non-final year BBA students. The Programme enables students to gain real-world experience in their chosen areas of study. The Programme will allow students to practice what they have learned in classes and to share their internship experiences with classmates. It is expected that the internship experience will further improve students' marketability upon graduation. For the updated information, you can visit the website of Undergraduate Programmes Office at https://www.ln.edu.hk/fb/ug/summer_internship_programme_overview



Student Exchange Programme

The University has established the Student Exchange Programme to provide our students with opportunities to gain an international outlook and exposure, and to analyse problems from a cross-cultural perspective. This Programme allows our students to study in our partner institutions in Mainland China or overseas for one term. For details and application, please go to Office of Global Education and Interdisciplinary Studies (OGEIS)'s website at <https://www.ln.edu.hk/ogeis/>



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