

BBA (Hons) in Risk and Insurance Management Programme

Student Handbook

2025 Intake

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Introduction

Undergraduate Programmes Office (UPO)

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 *AD105, 1/F, Wong Administration Building, and the general enquiry email is bba@LN.edu.hk.

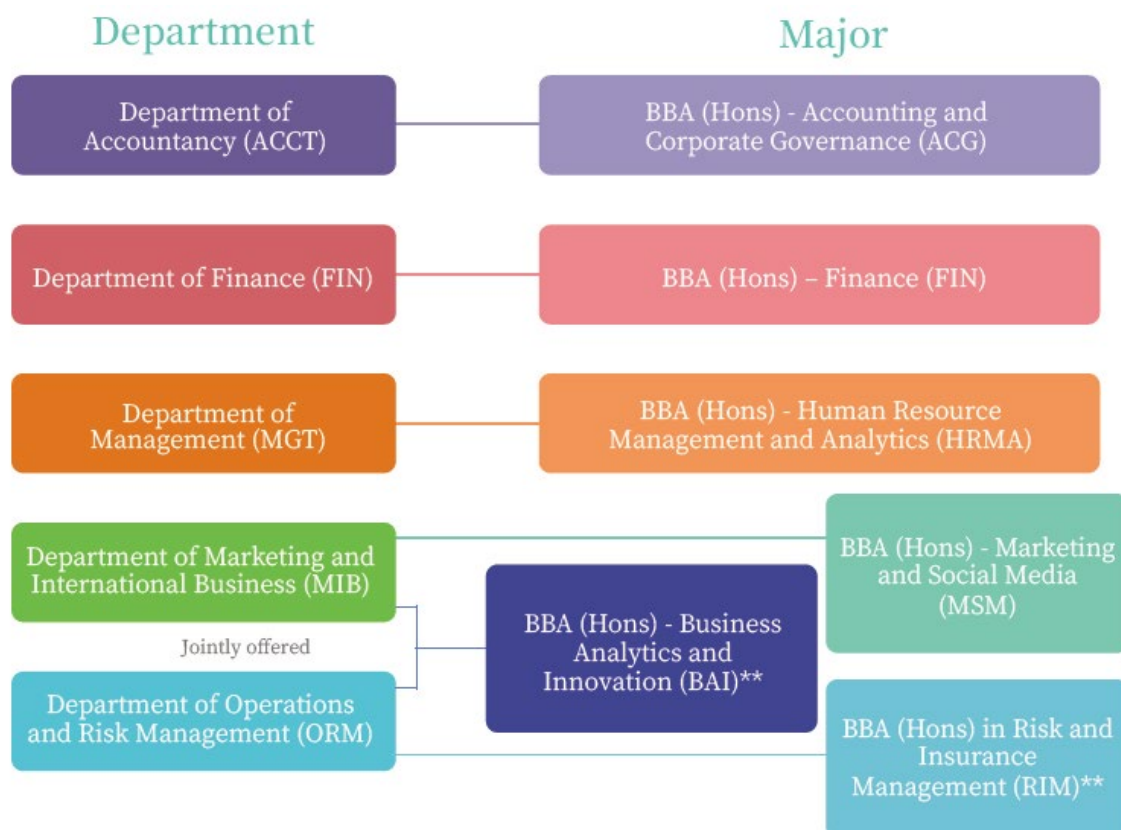


You are advised to check your Lingnan e-mail account regularly for new messages from the faculty and the university. Important and personal messages will be sent to you by e-mail or posted on the student intranet. Some of these e-mails will also be posted on the “News and Events” on the Undergraduate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

Business Departments and Majors

Under the Faculty of Business, we have FIVE Departments and we offer TWO BBA programmes with SIX majors:

	<u>Location</u>	<u>Tel</u>	<u>Email (@LN.edu.hk)</u>
1. Department of Accountancy (ACCT)	SEK201	2616 8165	actg
2. Department of Finance (FIN)	SEK203	2616 8100	fin
3. Department of Management (MGT)	SEK102	2616 8310	dpmgt
4. Department of Marketing and International Business (MIB)	SEK101	2616 8239	mib
5. Department of Operations and Risk Management (ORM)	SEK212	2616 8196	orm



**UGC-funded and self-financed programmes on offer

Aims of the BBA Programme

1. To provide high quality value-added business education with emphasis on the liberal arts approach.
2. To ensure students realise their potential and become competent, broad-based, well-rounded and socially responsible professionals ready for service in Hong Kong, the Chinese Mainland and beyond.
3. To gear up students to be professionals in the business field within which they operate.
4. To instill in students sensitivity to and respect for the ethical dimensions in business decisions.

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 use AI technology to solve business problems.
4. Students are able to adopt a holistic approach in strategic analysis and problem solving.
5. Students are able to think critically.
6. Students are competent in compiling and analyzing quantitative information and business analytics to support decision making.
7. Students are able to think creatively.
8. Students are able to demonstrate entrepreneurial mindset and use inter-disciplinary knowledge for creating innovative solutions.
9. Students are able to analyze problems from an international and cross-cultural perspective.
10. Students are able to demonstrate effective consideration of social responsibilities and ethical issues in business situations.

**The Undergraduate Programmes Office (UPO) is temporarily relocated to AD105, 1/F, Wong Administration Building from 14 Jul 2025 (Monday) until further notice.*

Study Plan Advising

All BBA students are required to consult their Study Plan Advisor on their programme of studies before registration/ enrollment of courses in year 1. 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 by phone or by e-mail. Contact details of the Study Plan Advisors are listed below:

Name	Location	Tel	Email (@LN.edu.hk)
Prof. LAM Wing Lun, Alan (Assistant Professor of Teaching, Dept of ORM)	SEK212/5	2616 8094	alanlam
Prof. YICK Ho Yin, Martin (Professor of Teaching, Dept of ORM)	SEK212/7	2616 8157	hoyinyick
Ms. CHAN Yee Wong, Yvonne	*AD105L	2616 8492	yvonnechan
Ms. CHENG Fai Suen, Frankie	*AD105	2616 8503	frankiecheng
Ms. FUNG Ka Wai, Kayley	*AD105	2616 7829	kayleyfung
Ms. LAI Wai Shan, Connie	*AD105L	2616 8323	connielai
Ms. LAI Yuen Han, Phoebe	*AD105L	2616 8101	phoebelai
Ms. LAM Wing Sun, Zita	*AD105	2616 8322	zitalam3
Ms. SUEN Hoi Yee, Gillian	*AD105	2616 8311	gilliansuen

Academic Advising

If you wish to seek academic advice, you may directly approach your Academic Advisor listed below. The department will assign a new academic advisor to you in Year 2. From that point onward, the academic advisor from your host department will be responsible for advising you on your study plan and all academic-related matters:

Name and Post	Major	Location	Tel	Email (@LN.edu.hk)
Prof. YICK HO Yin, Martin <i>Professor of Teaching</i>	RIM	SEK203/4	2616 8157	hoyinyick

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BBA (Hons) in Risk and Insurance Management Programme Structure

University Requirements

No. of Credits
(all courses carry 3-credit except otherwise stated)

Core Curriculum

Common Core

(For details, please go to <https://www.ln.edu.hk/reg/undergraduate-programmes/core-curriculum>)

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
CCC8015	Generative Artificial Intelligence (R)	3

Clusters

(For details and the list of approved Cluster Courses, please go to <https://www.ln.edu.hk/occ/cc/prog-structure/clusters>)

CLA____	Creativity and Innovation	
CLB____	Humanities and the Arts	
CLC____	Management and Society	12
CLD____	Science, Technology, Mathematics and Society	
CLE____	Values, Cultures and Societies	

Note: Students are required to complete 4 Cluster courses in total.

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-ele-curriculum>)

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

(R) denotes required course

Requirements in Major Programmes

Major required courses are not recommended to be taken until at least 3 Foundation Core courses have been completed. It is highly recommended that Functional Core courses are not taken until 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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Major Required Courses

RIM2200	Principles of Risk Management (R)	3
RIM2201	Principles of Insurance (R)	3
RIM2202	Fundamentals of Actuarial Science (R)	3
RIM2250	Personal Risk and Financial Planning (R)	3
RIM3350	Life and Health Insurance (R)	3
RIM3351	Property and Liability Insurance (R)	3
RIM3352	Reinsurance (R)	3

Free Electives

24

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. Students who opt to pursue the Insurance Technology Concentration are required to use 6 Free Elective credits to take the additional RIM courses, with the remaining 18 credits for other Free Electives.

INSURANCE TECHNOLOGY CONCENTRATION

Students who opt to pursue this concentration are required to complete two Concentration courses:

RIM2203 Risk Modeling and AI Applications

RIM3355 Big Data Analytics and Insurance Technologies

Minimum Credits for BBA (Hons) in RIM Degree:

126

Study Plan Checklist (2025 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	18			
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					
CCC8011 Critical Thinking: Analysis and Argumentation (R)	3	15			
CCC8012 The Making of Hong Kong (R)	3				
CCC8013 The Process of Science (R)	3				
CCC8014 China in World History (R)	3				
CCC8015 Generative Artificial Intelligence (R)	3				
Foundation Core					
BUS1102 Statistics for Business (R)	3	18			
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	15			
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 Courses					
(1) RIM2200 Principles of Risk Management (R)	3	21			
(2) RIM2201 Principles of Insurance (R)	3				
(3) RIM2202 Fundamentals of Actuarial Science (R)	3				
(4) RIM2250 Personal Risk and Financial Planning (R)	3				
(5) RIM3350 Life and Health Insurance (R)	3				
(6) RIM3351 Property and Liability Insurance (R)	3				
(7) RIM3352 Reinsurance (R)	3				
Clusters (Students are required to complete 4 out of the 5 available Cluster Courses)					
(1)		12			
(2)					
(3)					
(4)					
Free Electives					
(1)		24			
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					
Course Exemption (no credit) and/or Credit Transfer obtained (if any)					
Minimum Credits for Honours Degree:		126			

(R) denotes required courses

Study Plan for Year One BBA in RIM Students (2025 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	
	CCC8015		Generative Artificial Intelligence (R)	3	Either 1 st or 2 nd term	
Cluster	One course from 5 Clusters			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 **12 to 18 August 2025**. 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. **21 August 2025**), you are requested to familiarize yourself with the **Banner System**. The add/drop course periods in 2025-2026 Academic Year are **29 August – 8 September 2025 (1st term)**, and **6 – 15 January 2026 (2nd term)**.

For course registration, please refer to the 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 Undergraduate Programmes Office (Tel: 2616 8492, Email: bba@LN.edu.hk) about the arrangement of the English and/or Chinese assessment.

Note 3:

The Common Core Courses (CCC) assigned by the Office of the Core Curriculum (OCC) 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/occ>.



Important Information (extracted)

Students are advised to check regularly on the update 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/reg/f/page/59370/arup4_2020-21%20%282024%29.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 study programme should be obtained.

6. Course Requirements

- 6.1 A student is required to register for a study programme and a Major programme ^(Note 1) 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.
- 6.2 A student with good academic achievements may register for another Major programme ^(Note 2) upon approval by the Programme Directors/Heads of Academic Units of both the first and the second Majors. BBA 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.
- 6.5 A student is required to complete before graduation the University-wide required courses including Core Curriculum ^(Note 3), English and Chinese languages, as specified in the curriculum of his/her study programme. In addition, a student is required to fulfil the requirements of the Integrated Learning Programme and Service-Learning before graduation.
- 6.8 If there is a prerequisite for a course, a student must meet it before taking the course concerned.

Note 1 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 in Risk and Insurance Management, Bachelor of Liberal Arts in Global Development and Sustainability, 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, Global Development and Sustainability, Marketing, Risk and Insurance Management, Data Science, Economics, Psychology, "Social and Public Policy Studies".

Note 2 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. Nonetheless, for BSocSc students allowed to register for two Majors in the BSocSc programme, they are allowed to double count the foundation and capstone courses required for all students on the BSocSc programme and these are not counted in the maximum number of credits for double counting.

Note 3 Students are assigned to take CCC8011 Critical Thinking: Analysis and Argumentation, CCC8012 The Making of Hong Kong and CCC8015 Generative Artificial Intelligence (applicable from 2024-25 Year 1 and 2026-27 Senior Year intake) in the first year, and CCC8013 The Process of Science and CCC8014 China in World History in the second year (or the third year for those designated as Year 3 students upon admission).

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 Programme Director/Head of Department 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 academic adviser concerned.

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 12 for student attendance. Appropriate sanctions, where necessary, would be approved by the Board of Examiners ^(Note5) 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.

Note 5 For BA programmes/courses offered by the Faculty of Arts, all examination matters will be dealt with by the Department Board concerned. For courses offered by the CEAL and the CLEAC, examination matters will be handled by the Boards of the Centres. For courses directly offered by the Office of Core Curriculum and the OSL, examination matters will be overseen respectively by the Core Curriculum Committee and the Service-Learning Programme Committee. For science courses offered by the Science Unit, examination matters will be overseen by the Board of Science Unit. For music and performing arts courses offered by the Wong Bing Lai Music and Performing Arts Unit (WBLMP), examination matters will be overseen by the Board of WBLMP.

13. Period of Study

- 13.1 A student is required to register for and attend classes for at least four terms before graduation. Summer terms and any periods of gap year and suspension of studies are not included in the minimum period of study.
- 13.2 A student is required to fulfil all the requirements for graduation within the maximum study period, viz. fourteen terms (twelve terms for a student admitted to Year 2 and ten terms for a student admitted to Year 3) from his/her first registration, with the exception of the English language graduation requirement(s) (achieving a required score in IELTS for students admitted from 2017-18 except for those admitted to Year 3 in 2017-18, and taking the Password Test twice for students admitted from 2021-22) which should be fulfilled within ten terms (eight terms for a student admitted to Year 2 and six terms for a student admitted to Year 3). Summer terms are not included in the maximum period of study. Any periods of leave of absence, gap year, suspension of studies, and on approved exchange programmes are included in the maximum period of study. A student may register as a full-time or part-time student, or a combination within the maximum study period.

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.

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

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, gap year or suspension of studies; or
- (d) he/she fails thrice a required course ^(Note 7) 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 7 A "required course" here refers to a common core course in the Core Curriculum, a required language course or a course specified in the study 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 8). 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 9) before he/she can graduate. Additionally, a student admitted from the 2021-22 academic year or after shall take the Password Test twice according to the stipulated timeframe ^(Note 10) before he/she can graduate. These 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(s) 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 8 Successful completion of BUS1110 Introduction to Information Literacy course is regarded as fulfilled the requirement for passing the Information Technology Fluency Test.

Note 9 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. Upon approval by the Programme Director/Head of Department concerned, elite student-athletes admitted from the 2022-23 academic year are required to attain an overall band score of 5.5 in IELTS (Academic) to fulfil the English language graduation requirement. Students may meet the requirement by attaining a required score in IELTS or an equivalent qualification anytime before graduation but it is strongly recommended that students take IELTS after completion of the English Language Enhancement (ELE) courses. Students whose IELTS score is below the required threshold may 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.

Note 10 Upon approval by the Programme Director/Head of Department concerned, elite student-athletes admitted from the 2022-23 academic year are required to take the Password test once in their first term of studies. Details on taking the Password test for all undergraduate students 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)

Integrated Learning Programme (ILP)

Complete a minimum of 75 / 60 / 45 ILP units (for Year 1, Year 2 and Senior Year Entry respectively)



Service-Learning Graduation Requirement (SLR)

Complete at least one credit-bearing Service-Learning course



Information Technology Fluency Test (ITF Test)

Pass the IT Fluency Test (ITFT); or
Students who have successfully completed (or got credit transferred for) the course Introduction to Information Literacy (BUS110/BUS1110) will be exempted from taking the ITF Test.

<https://www.ln.edu.hk/tlc/support-for-students/itfp>



English Language Graduation Requirements

Attain at least an overall band score of 6.5 in IELTS



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/upo>.



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 (OGE)'s website at <https://www.ln.edu.hk/oge/>.



Undergraduate Programmes Office
Faculty of Business

The information contained in this booklet is correct at the time of press (August 2025).
Lingnan University reserves the right to make alterations to the contents without prior notice.

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🌐 <https://www.ln.edu.hk/fb/upo>

