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University Mission Statement

Hong Kong Baptist University is committed to academic excellence in teaching, research and service, and to the development of whole person in all these endeavors built upon the heritage of Christian higher education.

1. Introduction

Welcome to the School of Continuing Education of Hong Kong Baptist University. The School was founded in 1975 and is one of the seven schools or faculties of the University. The educational objectives of the School are based on the notion "Learning is a lifelong process". The School has been providing people of all ages with ways and options for professional and academic advancement to meet the needs of the rapidly changing society.

You should have two Student Handbooks – “Part I General Regulations and Information” and “Part II Programme Information”. This is the Student Handbook on “General Regulations and Information” which includes the School’s general regulations for all HKBU-awarded Higher Diploma Programmes. The other Student Handbook focuses on information of your programme of study. Please read both handbooks carefully.

2. General Information

2.1 The Academic Year

The academic year starts in September and concludes by the end of August of the following calendar year. The academic year normally includes two semesters, each of which consists of thirteen weeks of classes (or sixteen weeks of academic work).
2.2  Medium of Instruction

The medium of instruction for formal classroom teaching is English, except for courses that are granted exemption. For courses related to Chinese language and culture, the medium of instruction is Chinese (Cantonese and/or Putonghua) and the materials and texts are in Chinese.

2.3  Certification of Academic Assessment

Testimonials

Testimonials are issued as proof of student status at the programme. Current students can make applications via the online platform at: mysce.hkbu.edu.hk/onlineRequest/testimonial or in person at the service counter of Kowloon Tong Campus Centre (Address: 4/F David C. Lam Building, Shaw Campus, Hong Kong Baptist University). A fee is charged for the issuance of testimonials.

Transcripts

Official transcripts serve to indicate students’ status, courses taken, grades attained, and grade point averages etc. Official transcripts bearing the signature of the Head of SCE Registry or his designate and the official stamp are the only form of official academic record to be issued to students of Higher Diploma Programmes. Official transcripts are sent directly to designated organization(s) or institution(s) upon a student’s request. They are not available to students as personal copies nor will they be dispatched through students. Unofficial transcripts can be obtained by students for personal references. Current students can make applications via the online platform at: mysce.hkbu.edu.hk/onlineRequest/transcript or in person at the service counter of Kowloon Tong Campus Centre. A fee is charged for the issuance of transcripts.

Diplomas

Graduates of the Higher Diploma Programmes, having completed all requirements and upon approval by the University Senate, will be given the diploma as the official document of graduation.
2.4 Changes and Modifications

The School reserves the right to review and amend courses on offer.

3. General Regulations for the Programmes

3.1 Admissions and Enrolment

3.1.1 Admission to the Higher Diploma Programmes is subject to satisfying the admission requirements of the relative Programme.

3.1.2 All students enrolled in the School are required to confirm enrolment on the Programme on a semester basis. They should complete the appropriate procedures and settle the tuition fees according to the official dates announced. Make-up procedures after the deadline must be approved by the Programme Director and may be subject to payment of late fees.

3.2 Registration of Courses

3.2.1 All students who have confirmed their enrolment on the Higher Diploma Programmes will automatically be registered on courses required by their programme of study.

3.2.2 Where appropriate, students must fulfill the pre-requisite in order to enrol in advanced courses. Permission for enrolling in advanced courses without pre-requisite will only be given at the discretion of the Programme Director under exceptional circumstances.

3.3 Withdrawing from Courses

3.3.1 Permission to withdraw from courses will only be given under exceptional circumstances, such as a student is suffering from physical, personal or academic problems, or other unforeseen circumstances deemed acceptable to the Programme.
3.3.2 Application in writing together with supporting documents should be submitted to the Programme Administration Team of Higher Diploma Programmes at least four weeks before the commencement of the semester examination for approval.

3.4 Units and Study Load

3.4.1 The number of units assigned to a course is indicative of the contact time with a teaching staff and/or the study time associated with that course on a weekly basis over a period of one semester.

3.4.2 In general, a single unit represents attendance once a week throughout the semester at a lecture lasting for 50 minutes. For field studies and laboratory classes, a unit generally represents at least two 50-minute sessions. Each unit presupposes an average of two hours’ preparation each week on the part of the student.

3.4.3 Normally, students are required to undertake courses prescribed on their Programme every semester. Study schedules which are semester-by-semester listings of courses to be taken are available in Student Handbook – “Part II Programme Information” of respective Higher Diploma Programmes.

3.4.4 In special circumstances when a student cannot fulfil the graduation requirements within the normal period of study and is granted extension of studies, he/she will be classified as “part-time” student when registering for less than 12 units in a semester during the extension period.

3.4.5 Unless prescribed in an approved study plan, a student may not register for more than 18 units in a semester. Students who wish to register for more than 18 units must obtain approval from the Programme Director. Students who wish to register for more than 21 units must obtain support from the Programme Director and apply to the Head of Registry in writing. Approval for a study load in excess of 21 units will only be given under exceptional circumstances.
3.4.6 Students placed on academic probation must work out and agree on a study plan with the Programme Director. Normally, this study plan will include a reduced study load according to the following guidelines:

a) Those with a failure of 0-4 units in the previous semester may be required to take not more than 17 units in the following semester.

b) Those with a failure of 5-7 units in the previous semester may be required to take not more than 15 units in the following semester.

c) Those with a failure of 8-10 units in the previous semester may be required to take not more than 12 units in the following semester.

3.5 **Attendance and Make-up Class Arrangement**

**Attendance**

3.5.1 Students are expected to attend all scheduled classes and/or activities for which they have registered. If absence is due to conditions beyond their control and they wish to establish that fact in order to justify for make-up work (e.g. papers, assignments), a written explanation together with supporting documents must be presented to the teaching staff for approval within five working days after the absence.

3.5.2 Classes will be suspended in the event of typhoon or bad weather. Normally, classes will be cancelled upon hoisting of Typhoon Signal No. 8 or above or Black Rainstorm Warning Signal. Students should take note of the “*Arrangement of Classes/Examinations on the Approach of Typhoon/Rainstorm*” which can be found in Section 3.8 of this handbook.

**Make-up Class Arrangement**

3.5.3 Teaching staff will arrange make-up classes as a result of sick leave or other approved personal leave or cancelled classes due to bad weather. The teaching staff concerned will inform students
of the details of the arrangement. Teaching staff can decide to help students who cannot attend make-up classes with good reasons by meeting with them individually or in small groups.

3.6 Assessment

3.6.1 Students on the Higher Diploma Programmes are assessed by examinations and coursework.

3.6.2 A student who is found to have committed an act of academic dishonesty such as plagiarism, submission of material(s) for assessment which is not the student's own work, the use of fabricated or copied data for assessment, shall receive an F grade for the course. He/she may also be subject to further disciplinary action.

3.6.3 Students found to have committed academic dishonesty may be excluded from participating in the end-of-semester teaching evaluation for the course concerned.

3.6.4 Students should sit for all scheduled tests and examinations. A student failing to sit for any test/examination without official permission will be graded F for that particular test/examination.

3.6.5 An end-of-semester examination will normally be required for a course. In general, examinations are scheduled within the University examination period. For alternative arrangements, the teaching staff will notify the students with prior approval from the Programme Director.

Eligibility to Sit for Semester Examinations

3.6.6 Only students whose names are on the course enrolment record are permitted to sit for the semester examination of the course.
Make-up Examinations

3.6.7 A student who misses an examination because of extenuating circumstances such as illness, injury or other personal emergencies may apply in writing via application form with supporting document(s) to the Programme Director for a make-up examination. Applications should be made within three working days after the missed examination.

3.6.8 In case of illness or injury, the application should include a medical certificate recommending for sick leave on the date of the missed examination by a qualified medical practitioner.

3.6.9 When students apply to the Programme Director for make-up examinations, the following situations would normally not be considered:

a) Elective surgery scheduled to be held on an examination day;

b) Public examinations such as HKDSE Examination, GCSE, GCE, TOEFL, IELTS, SAT, GRE, GMAT, held on an examination day; or

c) Having forgotten or misread the examination timetable.

3.6.10 If the application is approved, the make-up examination will be arranged by the Programme within six weeks after the examination period.

3.6.11 No other arrangement will be made if the student is unable to attend the scheduled make-up examination.

3.6.12 The teaching staff should set a new examination question paper for the make-up examination. The Programme Director will decide if the grades for the make-up examinations should be downgraded.

3.6.13 A student who is absent from an examination and does not apply for a make-up examination or the application is disapproved, will receive zero mark for that examination.

Supplementary Examinations

3.6.14 Students who fail a course only due to failure of the end-of-semester examination of that course may be allowed to sit
for supplementary examination, as may be recommended by the Programme Director in consultation with the relevant teaching staff.

3.6.15 Students are only allowed to take supplementary examination for a maximum of one course per semester and Grade D is the maximum grade for the course after the supplementary examination.

3.6.16 For final year students, recommendation to take supplementary examination for any failed course in Semester 2 should be approved by the Senate.

3.7 Examination Regulations

3.7.1 Students are not allowed to sit for an examination if they:
   a) have not completed the proper enrolment procedures for a semester; or
   b) have not settled any fees due to the School.

3.7.2 Students should read the examination timetable carefully and take note of the date, time and venue of the examinations. Having forgotten or misread the examination timetable is normally not an excuse to apply for make-up examinations.

3.7.3 Students should arrive at the examination venue at least 10 minutes before the scheduled time of the examination. Once they are admitted into the examination venue, they should sit in accordance with the seat number assigned to them.

3.7.4 Students will not be allowed to enter the examination venue after the first 30 minutes of the examination.

3.7.5 Students are not allowed to leave the examination venue after they are admitted into the examination venue (except with the permission of the Chief Invigilator), during the first 30 minutes
after the examination has started, and the last 15 minutes of the examination.

3.7.6 Students should bring their Student ID Card (or HKID Card), which should be displayed at the top right-hand corner of the desk throughout the examination. Students without any such identification may not be allowed to sit for the examination.

3.7.7 Before entering the examination venue, students should make sure that unauthorised articles/items (e.g. books, manuscripts, notes, paper and all kinds of electronic/communication devices such as mobile phones, iPod, MP3 players, electronic dictionaries, databank watches) are taken out from their pockets and placed inside their bags. Mobile phones/electronic devices must be turned off.

3.7.8 Once they have entered the examination venue, students should place their bags under their seats immediately. Students should, before entering the examination venue, make sure that no unauthorised articles/items are placed in their pockets or on the body. They should also make sure that no unauthorised articles/items are put on the desk unless prior approval is given by the Chief Invigilator.

3.7.9 No pencil case/box should be placed on the desk. Students who bring a pencil case/box must place the stationery on the desk and put the pencil case/box under the seat.

3.7.10 Students must not turn over the pages of the examination question paper and must not start working until they are instructed to do so.

3.7.11 Students should remain absolutely silent once they enter the examination venue. They must not talk to or disturb other students. If they have questions, they should put up their hand and wait patiently for an Invigilator.

3.7.12 Students who wish to leave the examination venue temporarily during an examination session should:
   a) raise hand and wait for an Invigilator;
   b) leave only with the approval of the Invigilator.
Before leaving the venue, an Invigilator has the right to check whether the student has placed any unauthorised articles/items in his/her pocket(s).

3.7.13 Students who have completed their examination and wish to leave the examination venue early during an examination session should:

a) first check the answer book(s) and papers that they bear their names, student numbers, course code and section number (even if no attempt has been made to answer any questions);

b) raise hand and wait for an Invigilator;

c) leave only with the approval of the Invigilator.

3.7.14 At the end of the examination, students should:

a) promptly stop writing, put their pens down at once, remain seated and wait silently until the Invigilator has collected all answer books;

b) leave only when the Chief Invigilator tells them to do so;

c) not remove anything from the examination venue except personal belongings.

Penalty/Disqualification

3.7.15 Students have the sole responsibility to ensure that the examination regulations are observed and complied with. Students who are found to have breached any of the examination regulations might be subject to penalty or disqualification.

3.7.16 A student who has committed any of the following offences is subject to receiving an F grade for the course:

a) Copying other students’ work or any form of cheating inside or outside the examination venue;

b) Having unauthorised articles/items on the examination desk, in the pockets or on his/her body after entering the examination venue and during the examination session;
c) Removing articles/items other than personal belongings from the examination venue;

d) Leaving the examination venue without permission;

e) Disobeying instructions of an Invigilator.

In addition, such cases of breaching examination regulations will normally be subject to further disciplinary action.

3.7.17 A student who is absent from an examination without an acceptable reason and proper documentation evidence will receive zero mark for that examination.

### 3.8 Arrangement of Classes/Examinations on the Approach of Typhoon/Rainstorm

3.8.1 Typhoon

For classes/examinations that have not yet started

<table>
<thead>
<tr>
<th>When Typhoon Signal No. 8 or above is hoisted</th>
<th>Arrangements (See Note)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 6:15 a.m. and 11:00 a.m.</td>
<td>Classes/Examinations with commencement time at or before 1:30 p.m. will be cancelled. (Example: a 2-hour class which runs from 1:00 p.m. to 3:00 p.m. will be cancelled.)</td>
</tr>
<tr>
<td>Between 11:00 a.m. and 3:00 p.m.</td>
<td>Classes/Examinations with commencement time at or before 5:30 p.m. will be cancelled. (Example: a 2-hour class which runs from 4:00 p.m. to 6:00 p.m. will be cancelled.)</td>
</tr>
<tr>
<td>At or after 3:00 p.m.</td>
<td>Classes/Examinations with commencement time after 3:00 p.m. will be cancelled.</td>
</tr>
</tbody>
</table>

**Forecast on Issuing of Typhoon Signal No. 8:** If the Hong Kong Observatory announces that Typhoon Signal No. 8 will be issued at a prescribed period of time, classes/examinations which fall within that period will be cancelled.
For classes/examinations that have already started

If Typhoon Signal No. 8 or above is hoisted, all classes in progress will be suspended immediately; examinations which are in session will continue until the end of the session.

3.8.2 Rainstorm

For classes/examinations that have not yet started

If “Amber” or “Red” Rainstorm Warning Signal is in force before class/examination hours, students are expected to come to classes provided that it is permissible under the prevailing traffic and weather conditions.

<table>
<thead>
<tr>
<th>When “Black” Rainstorm Warning is issued</th>
<th>Arrangements (See Note)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 6:15 a.m. and 11:00 a.m.</td>
<td>Classes/Examinations with commencement time at or before 1:30 p.m. will be cancelled.</td>
</tr>
<tr>
<td></td>
<td>(Example: a 2-hour class which runs from 1:00 p.m. to 3:00 p.m. will be cancelled.)</td>
</tr>
<tr>
<td>Between 11:00 a.m. and 3:00 p.m.</td>
<td>Classes/Examinations with commencement time at or before 5:30 p.m. will be cancelled.</td>
</tr>
<tr>
<td></td>
<td>(Example: a 2-hour class which runs from 4:00 p.m. to 6:00 p.m. will be cancelled.)</td>
</tr>
<tr>
<td>At or after 3:00 p.m.</td>
<td>Classes/Examinations with commencement time after 3:00 p.m. will be cancelled.</td>
</tr>
</tbody>
</table>

For classes/examinations that have already started

If “Amber” or “Red” Rainstorm Warning Signal is issued, all classes/examinations in session will continue.

If “Black” Rainstorm Warning Signal is issued, classes/examinations that are in session will continue until the end of the session.

Note: Announcements made by the Education Bureau do NOT apply to the Higher Diploma Programmes.
3.9 **Assessment Grading System**

**Grading System**

3.9.1 Letter grades are used to indicate the results of assessment. The number of grade points gained by a student in a particular course corresponds to the letter grade.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Academic Performance</th>
<th>Grade Point Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>Marginal Pass</td>
<td>1.00</td>
</tr>
<tr>
<td>E</td>
<td>Conditional Pass</td>
<td>0.00</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not included in GPA calculation</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td></td>
</tr>
<tr>
<td>YR</td>
<td>Year Grade</td>
<td></td>
</tr>
<tr>
<td>NR</td>
<td>Not Yet Reported</td>
<td></td>
</tr>
<tr>
<td>PR</td>
<td>Project to be Resubmitted</td>
<td></td>
</tr>
</tbody>
</table>

**Grade A** (i.e. A and A-) indicates that the student has an excellent performance on all Intended Learning Outcomes (ILOs) and a thorough mastery of the course matter.

**Grade B** (i.e. B+, B and B-) indicates that the student has a good performance on all ILOs and is competent in knowledge of the course matter; or the student has an excellent performance on the majority of the ILOs and is competent in knowledge of the course matter.

**Grade C** (i.e. C+, C and C-) indicates that the student has a satisfactory performance on all ILOs and an acceptable level of knowledge of the course; or the student has a good performance on some ILOs which compensate for marginal performance on others, resulting in an overall satisfactory performance. In addition, the student should have an acceptable level of knowledge of the course.

**Grade D** indicates that the student has a marginally acceptable performance on the majority of the ILOs and is permitted to proceed to more advanced work in the course area.
Grade E is a temporary grade applicable only to the first-semester component of a year course. A student who receives the conditional grade may continue to study the course in the following semester. If the student obtains a passing grade in the following semester, the first-semester grade E will be converted to grade D. In the case of failure (F grade), withdrawal from, or discontinuation of that course in the following semester, the first-semester grade E will be converted to grade F.

Grade F indicates an unsatisfactory performance on the majority of the ILOs. A student with grade F in the first semester of a year course is not allowed to continue his studies in that course in the following semester.

Grade I is a temporary grade to be given only when the required work for the course has not been completed due to unavoidable reasons acceptable to the teaching staff. If the work is not completed within six weeks after the official announcement of the course semester grades, the grade I will be converted to grade F. Grade I is not included in the grade point average calculation.

Grade S indicates satisfactory completion of a course. It is not included in the grade point average calculation.

Grade U indicates unsatisfactory performance in a course. It is not included in the grade point average calculation. The use of this grade has to be approved by the University Senate.

Grade W is applicable to students who have been approved to withdraw from the course. Students who wish to withdraw from a course have to apply to the Programme Administration Team of Higher Diploma Programmes at least four weeks prior to the examination period for that semester for approval. Grade W is not included in the grade point average calculation.

Grade YR is a temporary grade applicable both to the first-semester component of a year course and to courses that span over more than one academic year. The YR grade indicates that the student will be assessed at the last semester of the course. The grade will be changed to the same grade that the student receives for the last semester of the course, or to a grade different from that of the last semester. If the student drops or withdraws from the course in the
last semester, the YR grade will be converted to grade W or any letter grade, depending on the student's performance up to the end of each semester preceding the last semester of the course. Grade YR is not included in the grade point average calculation.

**Grade NR** is a temporary grade. The NR grade indicates that the grade for the courses is not yet reported by the teaching staff at the time the semester grade report is prepared. Grade NR is not included in the grade point average calculation. The conversion of NR grade to a normal letter grade should be made within six weeks after the announcement of course grades.

**Grade PR** is a temporary grade applicable to final year students whose honours projects are found to be unsatisfactory on submission and on the recommendation of the respective Programme are granted an extended period up to the 1st of November of the same year for resubmission. If the project is considered satisfactory on resubmission, the grade will be converted to a letter grade not higher than C. Grade PR is not included in the grade point average calculation.

**Grade Point Average**

3.9.2 The Grade Point Average (GPA) system set by the University will be used. The GPA is an important indicator of the academic standing of a student. It is obtained by adding all the grade points gained and then dividing the sum by the total number of units attempted.

3.9.3 The semester GPA is calculated from all the grade points gained and the number of units attempted in a given semester. The cumulative GPA (cGPA) is calculated from the cumulative grade points gained and the cumulative number of units attempted.

3.9.4 Students must obtain a passing grade on all courses required in the Programme.

3.9.5 Students may only repeat courses with Grade F to retrieve the failure. Students, however, may be required to repeat courses with less than satisfactory grades to fulfil specific course or programme requirements.
3.9.6 For a course taken for more than once, only the highest grade will be included in the calculation of cGPA with effect from the semester in which the highest grade is attained. The number of units gained for the repeated course is counted once only. If the grades attained at different attempts are the same, it is the latest grade that is included in the cGPA calculation.

3.9.7 Students can only repeat the same course twice. There is no limit on the number of courses to be repeated.

3.10 Academic Results

3.10.1 Students’ academic results are officially recorded in the Academic Registry of the University at the conclusion of the entire Programme. During students’ course of study, online academic report will be released on mySCE (https://mySCE.hkbu.edu.hk) approximately five to six weeks after the examination period. Students should report any inaccuracy or inconsistency to the Programme Administration Team of Higher Diploma Programmes within three weeks after the reports have been released.

Academic Honours

3.10.2 For students taking 12 units or more in a semester

a) President's Honour Roll: Applicable to students with semester GPA of 3.50 and above and with no grades below C (nor Grade U) for a given semester.

b) Dean's List: Applicable to students with semester GPA of 3.00-3.49 and with no grades below C (nor Grade U) for a given semester.
Academic Problems

3.10.3 For students taking 12 units or more in a semester

a) **Academic Warning**: Applicable to students with semester GPA between 1.67 and 1.99 for a given semester.

b) **Academic Probation**: Applicable to students with semester GPA below 1.67 for a given semester.

c) **Academic Dismissal**: As required by the University Senate when the student’s semester GPA is below 1.67 for two consecutive semesters; or on other academic grounds.

3.10.4 For students taking less than 12 units in a semester

a) **Academic Warning**: Applicable to students with semester GPA below 2.00 for a given semester.

b) **Academic Probation**: Applicable to students with semester GPA below 1.67 for two consecutive semesters.

c) **Academic Dismissal**: As required by the University Senate when the student’s semester GPA is below 1.67 for three consecutive semesters; or on other academic grounds.

Repeat Study

3.10.5 Students with poor academic results may, at the discretion of the Programme, be required to repeat a year of study with the approval of the University Senate.

3.10.6 Students are required to fulfil certain conditions (to be prescribed by the Programme Director) during their repeating year. If they fail to meet the conditions, they may be recommended to the University Senate for dismissal by the Programme.

3.10.7 A student is allowed to repeat only once. However, it should be noted that provision of repeating Year 1 does not preclude the concessional year granted by the University Senate.
3.11 Transfer of Units

3.11.1 Students admitted to Year 1 of study may apply for transfer of units within two weeks of commencing their first semester of studies.

3.11.2 Normally, a student’s transferred units should not be more than one-half of the total units required for graduation.

3.11.3 The School reserves the right to refuse to grant units for courses which are not deemed to be equivalent to the University courses and for courses with grades below the equivalence of Grade C in the University grading system.

3.11.4 Students may be required to sit for proficiency test(s) or qualifying examination(s) prior to the granting of transfer units.

3.11.5 Units transferred are recorded without inclusion in GPA calculations.

3.12 Academic Honesty

3.12.1 The University upholds a high standard of academic honesty and all students have an obligation to understand and follow honest academic practices in pursuing their studies at the School. As far as assessment is concerned, all work submitted for assessment by a student is accepted on the understanding that it is the student’s own effort without falsification of any kind. (Source: HKBU Policy for Assessment of Student Learning)

3.12.2 Any case of suspected academic misconduct will be scrupulously investigated by the School, in order to safeguard the integrity and credibility of its awards and to ensure fairness for all students. Any substantiated breach of the established requirements for honest practice – whether intentional or due to a failure to take reasonable care – will result in disciplinary action being taken against those involved. Penalty/disciplinary action may include:

a) substantial downgrade of the work;

b) a failing grade for the work involved;
3.12.3 Academic misconduct includes the following actions: –
   a) plagiarising;
   b) breaching the examination regulations;
   c) inventing or falsifying data, evidence, references, experimental results or other materials which are presented in a student’s work submitted for assessment;
   d) failing to observe ethical/responsible research protocol when collecting data for work with research component;
   e) submitting work which has been done by another person on behalf of a student;
   f) impersonating another student or allowing another student to impersonate him/her in an examination;
   g) taking any other action which gives a student an improper advantage in his/her assessment and unduly disadvantages other students; and
   h) self-plagiarising – submitting the same piece of work for more than one course or the same course taken in different semesters.

3.12.4 Information and resource in avoiding plagiarism can be found at the following websites:
   • http://hkbu.libguides.com/citation
   • http://ar.hkbu.edu.hk/curr/avoid_plagiarism/

3.13 Suspension, Withdrawal and Dismissal

Suspension

3.13.1 Under special circumstances, a student may apply and be permitted to suspend his/her studies for a period of up to two semesters. This is granted in cases of health problems, financial
difficulty, urgent family affairs or other circumstances as deemed acceptable by the School.

3.13.2 In all cases, supporting documents together with an explanatory letter must be submitted to the Programme Director, normally no later than four weeks before the commencement of the semester examination for approval.

3.13.3 For successful applications, students will be notified of the effective date and end date of the period of suspension.

3.13.4 Upon expiration of the suspension period, the student must resume study. If the student fails to report to the Programme Administration Team of Higher Diploma Programmes according to the schedule, he/she will be classified as having unofficially withdrawn from the School.

3.13.5 Any fee paid will not be refunded for suspension of study after the commencement of the semester.

Withdrawal

3.13.6 Students intending to discontinue their study prior to graduation must apply for official withdrawal. A student who leaves the School without following the proper procedures will be considered as having unofficially withdrawn. No official documents will be issued to such a student, and he/she will not be re-admitted in the future.

3.13.7 For official withdrawal, students must complete the clearance procedures as stated in the “Application for Official Withdrawal for Students enrolled in HKBU Award Programmes”. Students must settle any outstanding tuition fee/other fees before an official withdrawal status is given by the School.

Dismissal

3.13.8 The School may at any time, by action of the University Senate, require any student to terminate his/her study in the Programme either on academic or disciplinary grounds, or on other grounds deemed as appropriate.
3.13.9 The University Senate may also dismiss a student whose conduct or general influence is considered harmful to the institution. Such a student will normally not be considered for re-admission.

3.14 Graduation Requirements

3.14.1 Students are approved for graduation by the University Senate after fulfilling all the graduation requirements. Students have to successfully complete the 63 units required by the Programme and have attained a cumulative GPA of at least 2.00.

3.14.2 Students who have course, unit or GPA deficiencies may be granted summer study or supplementary examination or a concession of one additional year to complete their studies by the University Senate.

Supplementary Examinations and Summer Study

3.14.3 Students who do not satisfy the graduation requirements may be allowed to take summer study/supplementary examination in order to make up for their unit-deficiency or GPA-deficiency for graduation. The grade received in the supplementary examination will replace the F grade for the course and the maximum grade given is D.

3.14.4 Students must attain a cumulative GPA of 2.00 or above on all courses attempted including summer study and supplementary examination for graduation.

3.14.5 The offering of summer study and supplementary examinations is subject to the approval of the Programme Director.

Concessional Year of Study

3.14.6 For students who cannot complete the graduation requirements within the normal study period because of academic problems, a concession of one additional year to complete their studies may be allowed. This concession is subject to the approval of the University Senate. The additional year of study should
immediately follow the students’ final year of study in the Programme.

**Award Classifications**

3.14.7 Upon completion of all requirements, students will be awarded the Higher Diploma with classifications of *Distinction*, *Merit* or *Pass*.

3.14.8 The various classifications are based on the cumulative GPA. The general guidelines are as follow:

<table>
<thead>
<tr>
<th>cGPA</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.40-4.00</td>
<td>Distinction</td>
</tr>
<tr>
<td>2.67-3.39</td>
<td>Merit</td>
</tr>
<tr>
<td>2.00-2.66</td>
<td>Pass</td>
</tr>
</tbody>
</table>

3.14.9 In all cases of classification of awards, the cGPA cited above are indicative. The University Senate reserves the right, upon the recommendation of the School, to make exceptions in the application of these indicative GPA.

**Scholastic Awards**

3.14.10 Student(s) having awarded the classification of Distinction and is the top two percent of graduate(s) (rounding to the nearest integer, but at least one award would be given for each programme) with the highest cGPA in the graduating class of their programme will be granted the Scholastic Award of that programme for that year. If the percentage of graduates eligible for the award exceeds the limit of two percent because there are graduates with the identical cGPA, all graduates concerned will be granted the Scholastic Award of that programme.

3.14.11 For programme of which no graduate is awarded the classification of Distinction, the Programme Director may provide strong justifications on academic grounds to nominate, for consideration of the University Senate, the graduate who has attained the highest cGPA in the programme and whose cGPA is not less than 3.20 to receive the Scholastic Award.
3.14.12 The University Senate reserves the right to refuse granting Scholastic Award to students who have satisfied the above award criteria but have breached the University’s standards of conduct.

3.15 **Student Enquiries and Appeals Regarding Academic Matters**

3.15.1 Students may address queries on academic matters to the Programme Director, or any member of the teaching staff as relevant. The usual channel is for students to consult the teaching staff when the query is about work in a particular course, the Programme Director when the matter is related to the Programme as a whole or academic policies and procedures. If the query has the potential to become a matter for appeal, students should submit their official enquiries in writing to the Programme Director.

**Student Appeals against Course-Based Assessment**

3.15.2 Students who wish to appeal against the result of course-based assessment should follow the following procedures:

a) A student who wishes to appeal against course-based assessment including examination grades should first appeal in writing to the Programme Director within three weeks after release of the course semester grades.

   The teaching staff or a review panel shall review the case and report to the Programme Director, giving explanations. The student should be informed of the decision within six weeks since he/she lodges an appeal.

b) If the student is not satisfied with the decision of the re-assessment, he/she may appeal in writing to the Head of Registry of the School within two weeks after receiving the decision from the Programme Director, giving full reasons in support of the appeal. A fee will be charged for the appeal.
c) The Head of Registry shall arrange to review the case and determine if there are grounds for re-consideration:

- If there are insufficient grounds for the appeal, the appeal will be refused and the decision is final.
- If the appeal is accepted, the case shall be reconsidered in consultation with the teaching staff and the Programme Director to make a final decision. If deemed appropriate, an Appeal Panel will be convened to review the case to make a final decision.

Student Appeals against Academic Decisions

3.15.3 Upon the recommendation of the School, the University Senate may require students with poor academic results to repeat a year of study or be dismissed. A student who wishes to appeal against such academic decisions should do so in writing to the Head of Registry before the deadline set for the completion of clearance procedures, giving full reasons in support of the appeal. A fee will be charged for the appeal.

The Head of Registry shall arrange to review the case and determine if there are grounds for re-consideration:

a) If it is considered that there are no grounds for the appeal, the original decision requiring repeating a year of study or dismissal will be upheld and the decision is final.

b) If the appeal is accepted, an Appeal Panel will be convened to consider the case. A decision of the Appeal Panel to uphold the original decision of requiring repeating a year of study or dismissal is final. Any recommendation of the Appeal Panel to revoke the original decision shall be subject to ratification by the University Senate.
3.16 Other Rules

3.16.1 Classes are normally scheduled from 8:45 am to 6:00 pm, Monday to Saturday. Students are advised to check Programme notice boards and mySCE (https://mySCE.hkbu.edu.hk) for information on updated class schedule.

3.16.2 Students are forbidden to smoke, drink alcohol, gamble or engage in illegal activities inside the School premises. Any unruly behaviour or misconduct will result in immediate dismissal with no refund of fees (Please see “Standards of Conduct” in Section 4 of this handbook).

3.16.3 Unauthorised extracurricular activities and political activities inside or outside the School are strictly forbidden.

3.16.4 Students are expected to demonstrate modesty and decency with respect to dress and hairstyle at all times.

3.16.5 Students are expected to respect all teaching and non-teaching staff at all times.

3.16.6 Students should take good care of all School property. When damage occurs, they must report it to the School immediately. Appropriate compensation may be required from the person responsible for the damage.

3.16.7 Students are expected to value their personal integrity and therefore demonstrate honesty at all times.

3.16.8 All students are expected to purchase or secure their own personal copies of required textbook materials. Photocopied textbooks will not be allowed in classes since copyright laws prohibit the photocopying of textbooks.

3.16.9 Each enrolled student is issued a Student ID Card, which includes photo, name, student number and library barcode. A fee will be charged for the replacement of a lost or mutilated card. Lending the Student ID Card to anyone, or failure to present it when requested by the School, is a violation of School regulations and the cardholder is subject to disciplinary action. Each student is personally liable for the use of this card.
4. **Standards of Conduct**

As members of the University community, all Higher Diploma Programme students are expected to behave as responsible persons with high standards of honesty and conduct.

4.1 Students are required to observe the following Standards of Conduct that are considered appropriate to the educational purposes and Christian principles of the University:

a) Students are to exhibit a regard for the rights of others at all times.

b) Students are to show respect for the safety and property of other persons as well as of the University.

c) Students are expected to value their personal integrity and therefore to demonstrate honesty at all times.

d) Students are expected to show respect to the University administrators, faculty, teaching staff at all times and to maintain a friendly relationship with other students.

4.2 The following examples of misbehaviour, while not exhaustive, are intended to give a student an idea of what kind of behaviour is equivalent to a breach of the Standards of Conduct of the University and would therefore result in disciplinary action.

a) Dishonesty in completing assignments and examinations, including plagiarism and cheating.

b) Obstruction or disruption of learning, teaching, research or administration such as talking, eating or drinking in classrooms and using of mobile phone during lectures.

c) Disorderly behaviour related to drunkenness.

d) Smoking in any enclosed or non-smoking areas on campus.

e) Use or possession of illegal drugs or illegal drug paraphernalia.
f) Gambling on campus.
g) Stealing, defacing or destroying properties of another person or of the University.
h) Unauthorised entry into or occupation of University facilities.
i) Forgery or falsification of or use of forged or falsified documents.
j) Misuse of University documents.
k) Indecent behaviour.
l) Assault on or defamation of or sexual and other form of harassment towards or battery against the person of any staff or student member of the University or of any visitor to the University.
m) Failure to provide identification to any staff upon request.
n) Failure to observe rules and regulations governing the use of various facilities and resources provided by the University.
o) Violation of local law or ordinance.

4.3 Students who fail to comply with the University’s Standards of Conduct will be brought before the Programme Director or his/her designate for inquiry and depending on the seriousness of the matter, be given one or more of the following sanctions:

a) Censure

b) Written reprimand

c) Written warning

d) Restitution

e) Suspension of the right to use certain facility within certain period

f) Order to provide voluntary service on campus

g) Disqualification from serving as office bearers of student organisations and/or sitting on University committees for a specific period
h) Barred from examination for specified period
i) Probation
j) Suspension of study
k) Dismissal
l) Others

4.4 No Smoking Campus

The Smoking (Public Health) (Amendment) Ordinance 2006 has become effective from 1 January 2007. Starting from the date, all indoor and outdoor areas of the University have been designated as no smoking areas where smoking is prohibited. Offenders will be subject to a maximum fine of HK$5,000.

5. Student Life

Co-curricular and Extra-curricular Activities for Whole Person Education

5.1 The University is devoted to delivering whole person education that fosters spiritual, intellectual, humane, social and physical development of our students as expressed in the HKBU Graduate Attributes (http://chtl.hkbu.edu.hk/main/hkbu-ga/). By actively engaging in their chosen academic discipline and participating in meaningful co-curricular and extra-curricular activities, it is envisaged that students will become the whole persons that will benefit and lead our society. In conjunction with the academic programme, many opportunities for extracurricular activities will be provided to help enrich students’ educational experience. Every student is encouraged to take an active role in activities organised by the student organisations. Joining any such organisation is entirely voluntary. The activities may involve payment of a membership fee when students become members of a student organisation.

5.2 The HKBU Student Union aims at promoting activities in the best interests of all students in the University. Students may choose to join the Student Union on a voluntary basis and follow all rules
and regulations set by the Office of Student Affairs of the University.

Orientation Activities

5.3 In order to enhance students’ sense of belonging and enrich their University life experience, new students are introduced at the Student Orientation to important aspects of the programme, including the academic issues, rules and regulations, various services, activities and organisations relating to campus life.

6. Support Facilities and Services

Library

6.1 Students have access to the Au Shue Hung Memorial Library (Main Library), the Shek Mun Campus Library (SMCL), and the SCE Resource Library (Room 901, SCE Tower). Both the Main Library and the SMCL provide various types of study space, including group study rooms that can be booked online in advance. The Library provides access to a comprehensive collection of English and Chinese e-resources (including databases, e-journals and e-books), as well as printed materials. These resources can be searched from a single convenient tool called OneSearch on the Library homepage.

6.2 In order to familiarise students with Library services and to enhance their research skills, librarians conduct instructional programmes including orientations and course-based library workshops. Additionally, students can seek help from librarians individually either in-person or through various online channels.

Information Technology

6.3 Students are entitled to computer facilities and services such as email, wifi and e-learning provided by the Office of Information Technology (ITO) of the University.
6.4 For the scope of IT services, please refer to the ITO webpage: http://ito.hkbu.edu.hk/.

English Support Service

6.5 English Support Service is a comprehensive provision of assistance to students on the learning and use of English primarily in the University setting. Through different channels and initiatives such as English Enhancement Workshops, it offers students instruction or support to help them become more confident and competent English users. It also aims to guide students towards a greater awareness and understanding of their potential in enhancing their own English proficiency, and point them to resources that will facilitate this self-directed and self-driven learning process. Students may approach the Programme Administration Team of Higher Diploma Programmes for more information.

Sports

6.6 Students can enjoy all the sports facilities provided by the University which include the Wai Hang Sports Centre, the Dr. Stephen Hui Sports Hall and Sports Hall in Madam Kwok Chung Bo Fun Sports and Cultural Centre, the Joint Sports Centre and the Sports Centre at Shek Mun Campus.

Counselling and Guidance

6.7 A team of trained and experienced counsellors of the College of International Education (CIE) and the Counselling and Development Centre of the University are ever ready to provide assistance to students in defining and accomplishing their personal and academic goals, and fully actualising their potential in social, emotional, intellectual and career development. Services include individual and group counselling, assessment, psychological testing and developmental workshops. Students may approach the Programme Administration Team of Higher Diploma Programmes for more information or make an
appointment with the CIE counsellors directly (tel: 3411 3303; email: ciesdc@hkbu.edu.hk). All information provided will be kept in strict confidence.

Employment Guidance and Information
6.8 Career guidance and individual consultation can be sought from the counsellors of the CIE by appointment. Students also have access to the services provided by the Career Centre of the University. A wide range of services and programmes are offered to help students plan for their career as well as their job search.

Health Services
6.9 With the substantial subsidy from the University, students could enjoy on-campus medical and off-campus dental. Payment is involved for consultation and treatment. For detailed information, please go to the website of the University’s Office of Student Affairs: http://sa.hkbu.edu.hk/cls/welfare-and-services/medical-and-dental-services.

Printing Services
6.10 Students are assigned a print quota at the beginning of each academic year as follows:
Year 1     HK$120
Year 2     HK$150

Students can carry forward their unspent quota to their next year of study. However, all remaining print quota will expire as graduate. When students complete or withdraw their studies, their print quota will be automatically forfeited. No claim or refund on the remaining print quota will be entertained.
7. Financial Aids and Scholarships

**Financial Assistance Scheme for Post-secondary Students (FASP) and Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)**

7.1 The Student Financial Office (SFO) of the Government offers financial assistance in the form of non-means-tested loan and means tested loan or grant to needy full-time eligible students. The beneficiaries are expected to repay their loans within a specified period after graduation or leaving the University. The Programme Administration Team of Higher Diploma Programmes may assist applications for the financial assistance scheme.

For more details, please visit the SFO website at [http://www.wfsfaa.gov.hk/sfo](http://www.wfsfaa.gov.hk/sfo) or call the 24-hour enquiry line at 2802 2345.

**Continuing Education Fund**

7.2 The Government has a Continuing Education Fund (CEF) to subsidise students to pursue continuing education and training courses. Eligible applicants will be reimbursed 80% of the course fee, subject to a maximum sum of HK$10,000, on successful completion (with at least 70% attendance and attaining 50% of overall marks) of a reimbursable course. Some of the courses of the Higher Diploma Programmes have been included in the list of reimbursable courses for CEF purposes. Eligible students may apply for reimbursement of tuition fees.

For more details, please visit the CEF website at [http://www.wfsfaa.gov.hk/cef](http://www.wfsfaa.gov.hk/cef) or call the 24-hour enquiry line at 3142 2277.

**Scholarships**

7.3.1 Self-financing Post-secondary Scholarship Scheme

The Self-financing Post-secondary Scholarship Scheme (SPSS), set up by the HKSAR Government, offers scholarships and awards to outstanding students pursuing full-time self-financed sub-degree or degree (including top-up degree) programmes offered at the University.
7.3.2 HSBC Vocational Education Scholarship Programme

The Scholarships, donated by the Hongkong Bank Foundation, are awarded to students with outstanding academic performance from disciplines which best meet the vocational education training needs in Hong Kong. Preference will be given to students from disadvantaged backgrounds.

8. Fees and Charges

In general, the miscellaneous fees and charges of Higher Diploma Programmes follow the terms and arrangements as stipulated in HKBU Miscellaneous Fees and Charges which can be referred in the Finance Office homepage (http://fohome.hkbu.edu.hk/fopage.html). All fees and charges are approved by the School and are subject to annual review. The School reserves the right to revise them without further notice. All fees are non-refundable and non-transferable unless specified otherwise.

**Tuition Fee**
The tuition fee for the Higher Diploma Programmes is HK$94,500. The fee is payable by four equal instalments before the start of each semester respectively.

**Late Charge for Delay of Tuition Fee Payment**
A student who has not paid the required tuition fees by the due date, or by a later date for which the permission of the Programme Director has been obtained in advance, will be charged a penalty of HK$300 per instalment. Thereafter, the student will be considered as unofficially withdrawn. All applications for deferred payment should be made by completing an application form with supporting document(s) at least one week before the payment due date.
Certification of Official Receipts
Students would be issued a receipt which can be downloaded from mySCE (https://mySCE.hkbu.edu.hk) after payment for each instalment. Students may apply for a Certification Letter for Tuition Fee to certify the tuition fee paid if deemed necessary. Students should submit the Form “Application for Certificate Letter for Tuition Fee” with the handling fee to the School at the Kowloon Tong Campus Centre for further handling.

Caution Fee
A caution fee of HK$300 will be payable upon admission of the Programme and will be refunded only when a student has completed at least one academic year and withdraws officially from the Programme, less deduction, if any, made by the University for outstanding debts (e.g. library book fines, late charges) not previously settled.

Graduation Fee (exclusive of regalia rental)
A graduation fee of HK$300 will be payable on approval for graduation. In accordance with the practice of the University, the full amount or the balance of the caution fee paid on first registration will be used to set off against the graduation fee. Where the balance is insufficient to set off against the entire HK$300, a student must pay the difference before the official diploma would be issued.

Transcript Fees
Official Transcript
HK$70 (per copy)
Unofficial Transcript (Student Copy)
HK$50 (per copy)

Testimonial Fees
Normal issuance of testimonial
HK$50 (per copy)
Testimonial for loss of diploma
HK$120 (per copy)

Appeal Fee
Appeal against academic decision
HK$200
Replacement Charge
Student ID Card HK$100

Continuation Fee
For each semester HK$300

Charges for late completion of official withdrawal
A penalty will be charged to and payable upon approval for a student who completes the official withdrawal after leaving the School:

For 1 month to 1 year HK$200
For more than 1 year Hk$400

Locker Fees
Rental HK$50
Penalty for not returning locker/illegal occupancy HK$100
Fines for opening locker HKS20

Other Administrative Fee
Reinstatement for student status HK$400

Additional Print Quota
Students may purchase additional print quota at HK$30 per unit, from ITO Service Centre at Level 3 of Sir Run Run Shaw Building in Ho Sin Hang Campus. Payment would be made through Octopus. Newly purchased quota will be activated within an hour. For urgent need, students can print with Octopus cards in ITO managed User Computing Centers.

Fine for Overdue Library Books
A student who returns books after the due date for return will have to pay a fine in accordance with the Library Regulations in force.
Medical Consultation Fee
A fee of HK$20 per visit will be payable by students who go to the Health Services Centre of the University for treatment.

HKBU Student Union Membership
Students will have to pay a fee of HK$15 for the HKBU Student Union Development Fund when they first join the Student Union. A membership fee of HK$103 will be charged per year.

9. General Enquiries

Registry, School of Continuing Education

- Telephone 3411 5467
- Fax 3411 5479
- Email scereg@hkbu.edu.hk