

## **REGULATIONS GOVERNING UNDERGRADUATE STUDIES**

17. Program Registration
18. Course Registration
19. Credit Transfer
20. Transfer of Course Grades and Credits on Resumption of Studies
21. Assessment
22. Academic Honors
23. Academic Probation
24. Failure in a Core or Required Course Twice
25. Graduation and Degree Classification
26. Inter-departmental / Program Transfer
27. Program Withdrawal

## 17. Program Registration

Registration in a program is in two parts: program registration and course registration. All students are required to complete both registration procedures in each semester.

Program registration involves payment of tuition and other prescribed fees where appropriate and confirms students' enrollment status as a full-time student at the University. Failure to enroll in the program in any one semester will result in automatic withdrawal from the program and the University, unless a formal approval of Leave from Study has been obtained from the student's major department. A student must be officially registered in the program in the semester when he/she is being considered for graduation from that program.

Each student enrolled in a specific program is subject to the requirements of the major department and the University. Exemption from specific requirements is possible, but only in well-justified circumstances and with written permission from the major department.

Subject to the admission requirements of the minor programs and approval of the major department, students may apply to enroll in minor program(s) concurrently with their studies in the major program.

As a registered full-time student, one may apply for hall residence and financial aid, as well as acquire information about student life and the University.

### 17.1 Study Commitment

Students admitted are expected to study full-time for their degrees, and are cautioned that outside work commitments may impede their academic performance.

### 17.2 Double Registration

Unless prior permission from the Director of Admissions, Registration and Records is obtained, students are not permitted to concurrently register for another program at this University or at another post-secondary institution. Student enrollment lists are compared with those of other post-secondary institutions from time to time. If students are found to be registered elsewhere, they will normally be required to discontinue their studies at this University.

### 17.3 Leave from Study

Students are discouraged from interrupting their program of study. With sufficient justification, a student's major department may approve a Leave from Study of one semester. Requests for Leave from Study for two consecutive semesters require the approval of the relevant Dean. Leave from Study for more than two consecutive semesters will normally not be considered. Any exceptions to this policy require the approval of the Office of the Vice-President for Academic Affairs.

### 17.4 Duration of Study

Each program normally requires six semesters of full-time study, spreading over three years. For full-time programs that require eight semesters of study, the study will spread over four years. Permitted Leave from Study will not count toward the limits on registration. Special permission, on the recommendation of the major department, is required from the dean of the student's school to extend a program beyond the sixth semester, or the eighth semester in the case of four-year programs. If approval is not granted to extend the duration of study, a student cannot continue registering at the University and is then considered to have withdrawn from the University. Appeal against the dean's decision should be addressed to the Vice-President for Academic Affairs. Registration is normally not possible beyond the eighth semester, or the tenth semester in the case of four-year programs.

In the case that a student has completed all requirements of the degree program but not those for the dual program designation, the dean of the school may consider, on an individual case basis and with regard to the departments' course offering plan in that session, to approve extending his/her period of study into the one session immediately following. Further extension into the semester following that session is not allowed.

Similarly, if a student has completed all requirements of the degree program but not those for the minor program, the dean of school offering the minor program may consider, on an individual case basis and with regard to the department's/division's course offering plan in that session, to approve extending his/her period of study into the one session immediately following. Further extension into the semester following that session is not allowed.

A student elected to be a member of the Executive Committee of the Students' Union may, with the approval from the dean of his/her school,

reduce the semester study load during the term of office and extend the duration of study beyond the sixth semester (or the eighth semester in the case of four-year programs) for up to two semesters. A written application must be submitted to the dean within four weeks of the announcement of the election result. The applicant should not be on academic probation at the time of making the application. Otherwise, the dean has the discretion to deny the application.

Students permitted to study beyond the sixth semester (or the eighth semester in the case of four-year programs) will register as full-time students, be subject to all University regulations, and be entitled to all normal student services. Fees will be charged on a per-credit basis, with the maximum amount payable not exceeding the prevailing tuition fee for the semester (see 'Fees' on p. 14 for details). However, student housing will not be available to such students unless special permission has been obtained from the Director of Student Affairs.

17.5 **Joint Option** (*currently only for students in the Department of Mathematics*)

Students designated as pursuing a joint option require the approval of their admission to the option by the departments or schools jointly offering the option. They have the same priority of access to the courses specified in their option as do majors in those departments/Schools. Presently only the Mathematical Sciences Option within the Bachelor of Science program in Mathematics is designated as a joint option.

Other Mathematics students may wish to follow the curriculum of this joint option but have access to courses outside their major departments only after major and joint option students have been accommodated. Their access cannot be assured.

All students completing joint option requirements will be considered for the degree designation of that program, whether or not they were so designated previously. The class of honors, however, must be agreeable to both departments and their schools. Otherwise, the degree will be awarded by the Department of Mathematics only.

## 18. Course Registration

Course registration deals with the selection of and enrollment in appropriate courses for a specific semester. Students should select courses with reference to the curriculum requirements of their major program of study, and of the minor program(s) which they have enrolled in. Before enrolling in the course, students should acquaint themselves with the general rules for undergraduate course registration, read the course description carefully, and ensure that they meet the enrollment conditions as prescribed for the course.

Student course registration for a semester requires approval from their major department; in the case of course registration for a minor program, from the school or department that offers the minor program.

The student's program registration will be revoked without formal course registration.

Students should ensure that they have properly registered in the courses. Students whose names are not on the class enrollment list of a course will not be allowed to sit for the examination of that course and will not be awarded any grade for the course.

### 18.1 General rules for undergraduate course registration

#### a) Course Designations

Courses specified in the undergraduate programs are designated as Core (C), Required (R) or Elective (E). Core courses must be taken in the semester indicated or, with departmental approval, earlier. In certain circumstances and with the permission of the major department, courses designated as Required may be taken at other times. Elective courses are selected by the student in the areas designated in the curriculum subject to departmental approval, and options exist as to when they may be taken. For individual programs, some courses may not be allowed for elective credits.

#### b) Prerequisites, Corequisites, Exclusions and Background

If so specified for a course, the prerequisite is a specific level of attainment in public examinations, or a course which must be taken and passed before a student may register for credit in the specific course. The corequisite is a course which must be taken at the same time as the specific course. Unless the course-offering department has granted an exemption from the stated prerequisite and/or corequisite, students should ensure that they meet the prerequisite and/or corequisite requirement for course enrollment.

The background courses as identified in some course descriptions indicate the general level of desirable prior knowledge. It is the students' responsibility to ensure that they have the necessary background to undertake the course.

The exclusion stated for a course is a specific level of attainment in public examinations, or a course (including special topics and directed study courses) which, if taken previously or concurrently, precludes registration for credit in the specific course. Students should ensure that they have not taken the stated exclusions for a specific course.

#### c) Co-listed courses

A co-listed course is a course offered under more than one course code. There may be different assessment schemes or assignments for the different course registrations, which will be explained to students at the beginning of the semester. Students may only register for one of the co-listed versions of the courses, and can only earn the credits of the course for which they are registered.

#### d) Course Repeats

Students may not repeat a passed course for upgrading purposes. A given failed course (graded F) may only be repeated once. Though the previous F grade will be reflected in the student's record, the new grade obtained after repeating the course will replace the previous F grade in the calculation of the cumulative and graduation grade averages.

As failed courses shall not be credited toward a degree, a failed core or required course must be repeated.

#### e) Course Auditing

With the permission of the course instructor, a full-time student may register in a course as an auditor, that is, to attend a course and to participate in activities up to and including writing the final examination

but not receiving a regular letter grade. Subject to satisfactory completion of requirements set at registration by the instructor, the course will be designated AU on the student's transcript. Otherwise the course will be removed from the registration record. No course credit is given for audited courses.

## 18.2 General Education Requirements

Each undergraduate degree or minor program has specific course and credit requirements which students are required to complete for graduation. Part of the requirements for a degree program are the general education requirements, which require at least 18 credits of coursework in general education, inclusive of

- a) at least one course designated for general education by each of the other two schools offering undergraduate programs other than the student's own school, and
- b) at least 12 credits from the School of Humanities and Social Science, with at least one course in Humanities and one in Social Science.

Programs in the School of Engineering that have attained or are seeking professional accreditation are excepted from this structure. They require at least 12 credits of coursework in general education offered by Schools other than the School of Engineering, of which at least one course shall be in Humanities and one in Social Science.

In order that a course can be used to count toward the general education requirements, it must be selected from amongst the list of designated general education courses, and be taken in that academic year in which it is so designated. The list of general education courses designated for the 2006-07 academic year is given on p. 515.

GNED courses that carry a letter suffix can be used to count toward the respective general education requirement as follow:

<u>Letter suffix</u>	<u>To count toward the</u>
S	Science general education elective requirement
E	Engineering general education elective requirement
T	Science or Engineering general education elective requirement
B	Business and Management general education elective requirement
H*	Humanities and Social Science general education elective requirement

(\*Note: Such courses cannot be used to count toward the GEE (HUMA) or GEE(SOSC) requirement. Students must take at least one HUMA course and one SOSC course to meet the general education requirements.)

Courses used to satisfy other program requirements, whether or not they are designated as general education courses, will not also count toward satisfying the general education requirement.

## 18.3 Curriculum requirements

For students admitted in the 2006-07 academic year, the specific course and credit requirements for each undergraduate degree and minor program are presented in the respective departmental entries in this Calendar. Students are required to follow the curriculum as described in this Calendar unless they are advised by the University of any subsequent modifications.

For students admitted prior to the 2006-07 academic year, the degree and minor program requirements specific to their year of entry are published in a separate "Undergraduate Curriculum Handbook", which is available online from the VPAAO website at <http://www.ust.hk/vpao/>.

When selecting courses for registration in a semester, students should consult their departmental academic advisor and follow closely the pattern of study as set out for their program. In selecting elective courses, they should ensure that both the course and credit requirements for each elective type are met at the time of graduation. Students should note that the selection of and enrollment in some courses, including electives, may require the approval of the major department; or the minor department in the case of courses selected for the minor program.

Students with a need to follow a different pattern of study for a semester must consult the major department during the course registration period. They should be planning their study ahead in such a way that (i) they will have a manageable study load in that and subsequent semesters, (ii) they will have met the prerequisite requirement for enrolling in the core and required courses in subsequent semesters, and (iii) they can complete the program within the permitted duration of study.

#### 18.4 **Deviations from Curriculum**

Students are required to follow all course and credit requirements prescribed for their degree or minor program. Under exceptional circumstances, a deviation from the curriculum may become necessary in which a specific course is waived or substituted by another; or the requirements for an elective type is changed. The application for deviation from curriculum should be made to the department concerned during the course registration period. The request would be considered and approved by the school on the basis of individual merit.

When a course is approved to be waived and it carries credits, students should make sure that they will take, or have taken, additional course(s) and/or course(s) of higher-than-required credit value to meet the minimum total number of credits as required by their program of study; or with approval of the school, the university minimum total of 100 credits. In the event that waiving a course will result in the student graduating with less than the university minimum requirement of 100 credits and the student will not take extra course(s) to meet the 100-credit requirement, the application has to be approved by the Senate Committee on Undergraduate Studies.

#### 18.5 **Semester credit load for Executive Committee members of the Students' Union**

A student elected to be a member of the Executive Committee of the Students' Union may, with the approval from the dean of his/her School, reduce the semester credit load to a minimum of 6 credits per semester during the term of office as an executive committee member, and depart from the semester pattern of study for his/her curriculum. A written application must be submitted to the dean within four weeks of the announcement of the election results. The applicant should not be on academic probation at the time of making the application. Otherwise, the Dean has the discretion to deny the application.

During the period of reduced credit load, the student shall register as a full-time student; be subject to all University regulations including the policy on academic standing; be entitled to all normal student services including hall accommodation; and will be charged tuition on a per-credit basis, with the maximum amount payable not exceeding the prevailing tuition fee for the semester (see 'Fees' on p. 14 for details).

#### 18.6 **Course Registration Changes**

##### a) Course add/drop

Students may make changes to their course enrollment during the add/drop period which is scheduled at the beginning of each semester. Changes made in this period will not be reflected in the student's record. Requests for adding or dropping courses after the add/drop period will not be accepted except under extenuating circumstances. Students wishing to request course add/drop after the add/drop period are required to follow the same procedures as stipulated for course withdrawal.

##### b) Course withdrawal

After the add/drop period, requests to withdraw from courses will not be considered unless the withdrawal is due to extenuating circumstances beyond the control of the student. Students wishing to request for course withdrawal after the add/drop period will be required to provide the department with full justification for making the application. The request has to be endorsed by the course instructor first, and then be reviewed by the head of the department, and if supported, then by the dean of the school concerned, and finally the Office of the Vice-President for Academic Affairs.

Once the approval is given, the Withdrawal without Penalty Grade 'W' is recorded as the course grade.

## 19. Credit Transfer

The University has implemented a portable and transferable credit unit system, so that students' choice will not be confined to programs offered by one department of a particular institution.

Transfer credits may be granted to a student in recognition of studies completed successfully elsewhere according to prescribed procedures. Transfer credits from programs of other institutions attended by the student prior to admission to HKUST will only be granted if the prior study was properly disclosed in the student's application for admission.

Applications for credit transfer should be submitted to the student's major department. Transfer of credits into the major requirements of the degree program, including elective requirements, will be approved by the student's major department. Transfer of credits into non-major requirements such as general education courses and courses in English communication will be approved by the Office of the Vice-President for Academic Affairs in consultation with the academic units concerned. A separate application should be submitted to the minor program office and be approved by that office, if the credits are to be transferred into the requirements of a minor program.

All applications should be submitted to the appropriate office no later than one month after the commencement of the student's first semester of study following admission to, or return to study at, HKUST. Late application will not be considered. Official transcripts must be provided as evidence of the courses taken, supplemented by such other information as the office may require.

Courses accepted for transfer credits must normally be at a level more advanced than studies for the advanced level (A-level) examinations and be taught by a recognized institution. The approval of the total number of credits to be transferred should be made with regard to the university policy that no student shall be permitted to graduate unless he/she has completed a minimum of one year of full-time study at HKUST and obtained a minimum of 35 HKUST credits; and that students are not considered for completion of a minor program unless at least two-thirds of the credits counting toward the minor program requirements are HKUST credits.

Transfer credits granted will not be included in the calculation of grade averages.

## **20. Transfer of Course Grades and Credits on Resumption of Studies**

For students who have previously taken courses at this University and are subsequently admitted (or re-admitted) to a program of study, both the grades and credits of the courses they have taken previously will be transferred to the program of study they are admitted (or re-admitted) to. Such transfer of course grades and credits is restricted to courses which have been taken within five years prior to the students' admission (or re-admission) to the University; and that these credits must not have been used to earn any academic qualifications either at this University or elsewhere.



## 21. Assessment

### 21.1 Course Grading

The instructor in each course will announce the course grading scheme to the class in the first week of lectures. Grades given for each course are based on student performance in the final examination, tests, essays, reports, assignments, presentations and other forms of classroom participation, and laboratory exercises, although not all these elements may be present in each course. A failing grade in the laboratory component of a course, if any, may result in a failure in the whole course. The course grade should be determined on the basis of the work done by students during the semester and up to the point of grade posting. Students will not be given any grades for the course nor be allowed to sit for the examination of that course if their names are not on the class enrollment list. Final examinations are scheduled following the end of lectures.

### 21.2 Absence from Final Examination

Students who fail to attend a final examination as scheduled will be given zero mark for that examination. If the absence is due to extenuating circumstances beyond the student's control, such as medical emergencies, he/she may apply to the Admissions, Registration and Records Office (ARRO) within one week from the missed examination for a make-up examination to be held. For absence due to medical reasons, the student is required to submit certification issued by a registered medical practitioner. Appropriate documentation would be required for absences due to other reasons.

The ARRO will decide, in consultation with the Office of the Vice-President for Academic Affairs and the Department/Course Instructor concerned, whether the student's application should be approved. The student will be notified of the result of the application within one week from the date the application is lodged with ARRO. The make-up examination will be held within five weeks after the regular examination period. The format of the make-up examination will be decided by the course instructor concerned.

### 21.3 Supplementary Examinations

Supplementary examinations will be arranged for students who receive the Conditional Failure (E) grade. A supplementary examination will be scheduled approximately two weeks after the release of grades by departments. The grade for a supplementary examination will normally be D or F. Students who fail to attend the supplementary examination will receive an F grade for the course.

### 21.4 Grades for Undergraduate Courses

Students receive a grade in each course in which they are enrolled. Grades range in equal increments from A+ to E/F, with E/F carrying zero credit. The grades D- and D+ are not used as course grades and are omitted from the following table. For the purpose of calculating the grade averages, numerical grade points are assigned to each course grade, except AU, CR, DI, DN, I, P, PA, PP, PS and W which are not included in the calculation of the grade averages.

<u>Letter Grades</u>	<u>Grade Points</u>	<u>Definitions</u>
A+	12	] Excellent Performance
A	11	
A-	10	
B+	9	] Good Performance
B	8	
B-	7	
C+	6	] Satisfactory Performance
C	5	
C-	4	
D	2	Marginal Pass
(1) E	0	Conditional Failure
(2) F	0	Unconditional Failure
<u>Other Grades</u>		<u>Definition</u>
(3) AU		Audited
(4) CR		Credit
(5) DI		Distinction
(4) DN		Distinction
(6) I		Incomplete
(7) P		Pass, Ungraded
(5) PA		Pass, Graded
(8) PP		Permitted to Proceed
(4) PS		Pass, Graded
(9) W		Withdrawal without Penalty

Notes:

- (1) A student receiving the Conditional Failure (E) grade has an opportunity to take a supplementary examination.
- (2) A failed course (graded F) cannot be credited toward a degree, and a failed core or required course must be repeated.
- (3) The Audited (AU) grade will be assigned when an auditing student has completed, to the satisfaction of the instructor, the conditions established at registration as an auditor. If the conditions are not met, the course will be deleted from the student's record.
- (4) The DN, CR and PS grades can only be used in field experience courses that are taught by the Hong Kong Institute of Education and graded by the "Distinction/Credit/Pass/Fail" grading system.
- (5) The DI and PA grades can only be used in courses that are approved to be graded by the "Distinction/Pass/Fail" grading system.
- (6) An Incomplete (I) grade is used when work is necessarily delayed through no fault of the student, such as a medical problem or an equipment breakdown. This grade must be converted to a regular grade at least one working day before the start of the following semester; otherwise it is converted to F.
- (7) The P grade can only be given for courses that are indicated in the course description in this Calendar that they will be graded as such.
- (8) The Permitted to Proceed (PP) grade may be given in two-part or three-part project courses which are so indicated in the course description. When progress in thesis or project work is satisfactory but not scheduled for completion at the end of a semester, the PP grade will be used. It will be converted to the grade given at the end of the final part of the course. The PP grade is also used at the end of the first semester of a two-semester course. In this case, the PP grade is left unchanged when the final grade is recorded at the end of the second semester.
- (9) The Withdrawal without Penalty (W) grade is given when a student withdraws from a course after the add/drop period.

### 21.5 Grade Reports

After the examination period, students are required to check their own course grades which are available on the web-based student records system. Course grades will be posted on this web-based system as soon as they become available, but not later than six working days from the last day of the examination period for the semester. Printed grade reports are no longer issued to students.

### 21.6 Grade Review

A student may apply for a grade review in a course in which the student was enrolled in the semester just completed. This request should be made to the department offering the course within two weeks from the day on which grades are posted. If a review is granted, the grading will be reviewed by the course instructor or another member of the departmental faculty within three weeks after the date of grade posting. Grade changes can only be granted on the basis of clerical or administrative errors made during the grade computation process, or when the changes are permitted under university rules, such as changing the E, I or PP grade into a final grade. Requests based on other reasons need to be submitted to the VPAAO for approval, which will only be granted under exceptional circumstances. Any subsequent appeal against the departmental decision must be made to the dean of the school concerned within two weeks of receiving the decision. The dean's decision is final.

### 21.7 Grade Averages

There are three grade averages: the semester grade average (SGA), the cumulative grade average (CGA) and the graduation grade average (GGA). SGA is the combined grade average covering all courses taken in the semester and the session immediately following. CGA is computed based on all the courses taken by the student which are expected at the time of calculation to be applied towards the degree requirements in the current program. GGA is calculated at graduation from the courses that are presented for the award of a degree. When a student is to graduate with minor(s), all courses that count toward the minor program(s) must be included in the calculation of the GGA.

In the calculation of SGA and CGA, each course is given a weight equal to its credit value. However, in computing the GGA, courses taken by students in their first year of study are given half weight<sup>(1)</sup>. Students who are granted credit transfer on entry of 10 or more credits are ineligible for the half-weight concession. The weighting determined on entry will not be adjusted subsequently. Transfer credits and courses graded AU, CR, DI, DN, I, P, PA, PS, PP or W are omitted from the calculation of all three grade averages.

All grade averages are reported using numerical points ranging from 0.00 to 12.00.

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(1) This rule on GGA calculation only applies to students admitted in 2001-02 or after. For students admitted prior to 2001-02 but after 1996-97, a weight of one is given to courses numbered below the 200-level, and a weight of two to courses numbered at the 200-level or above. For students admitted prior to 1997-98, each course is given a weight equal to its credit value in the computation of the GGA.

## 22. Academic Honors

The academic honors are bestowed to students to recognize their outstanding academic attainment both on a continuous basis and upon graduation.

### 22.1 Dean's List

Undergraduate students will be placed on the Dean's List at the end of a semester as an award for their accomplishment of a semester grade average (SGA) of at least 10.00 calculated from at least twelve credits enrolled and completed in the semester; and no failure in any course enrolled for the semester.

### 22.2 Academic Achievement Medal

The Medal is awarded to the graduate(s) with outstanding academic performance in the year of their graduation. To be considered as a recipient of the award, a student should

- a) be graduating from a bachelor's degree program; and
- b) have no record of course failures during his/her study at HKUST; and
- c) have achieved a final cumulative grade average (CGA) of at least 10.75. The final CGA should include at least 60 (for three-year programs) or 80 (for four-year programs) HKUST credits in the calculation.

### 22.3 Humanities and Social Science Dean's Award

This Dean's Award is awarded to students who have completed the minor program offered by the School of Humanities and Social Science with outstanding academic performance. The Humanities and Social Science Dean's Award will be noted on the student's transcript, when the student

- a) has completed the requirements for graduation, including all requirements for the minor program; and
- b) has achieved a cumulative grade average of 10.0 or above in all courses presented in completion of the requirements of the minor program; all of these courses must be taken at HKUST.

### 23. Academic Probation

A student will be put on academic probation in the following semester when his/her semester grade average (SGA) is below 3.50 (C-).

Students on academic probation must take a reduced study load and seek academic counseling from their academic advisor/counselor in the department. If necessary, they should also see the Counselor of the Student Affairs Office.

The Department will decide on the reduced study load, with reference to the following guideline:

- students who failed 0-4 credits in a semester must not take more than 17 credits in the following semester;
- students who failed 5-8 credits in a semester must not take more than 15 credits in the following semester;
- students who failed 9-12 credits in a semester must not take more than 12 credits in the following semester.

The Admissions, Registration and Records Office will be kept informed of the reduced study load and/or other course(s) of action that the Department has decided upon for the students on probation.

The academic probation will be lifted, when the student obtains an SGA of 3.50 or above at the end of the probation semester. Otherwise the probation will continue to apply to the student in the following semester.

Students who have been on academic probation for two consecutive semesters and fail to lift their probation in the third semester will be dismissed. Those who fail to obtain, in two consecutive semesters, a passing grade in any of the courses registered will also be dismissed. Letters will be sent directly by the Admissions, Records and Registration Office to notify the students concerned. Appeals against the dismissal decision must be supported by substantiative evidence and be submitted to the Office of the Vice-President for Academic Affairs within two weeks of receiving notice of the decision.

For students who had previously enrolled in a regular program at HKUST, their academic record prior to re-admission will be taken into consideration in the assessment of their academic standing after re-admission. Re-admitted students who were in poor academic standing (i.e. SGA being below 3.50) in the last semester preceding re-admission will be put on academic probation in the first semester upon re-admission. If they fail to achieve an SGA of at least 3.50 at the end of that semester, they will be dismissed from the university.

Students who were dismissed from HKUST more than once cannot be considered for re-admission.

#### **24. Failure in a core or required course twice**

Students must take and pass all core and required courses specified for their program of study. Students who have failed twice in core/required course(s) will be dismissed, unless the Department recommends and the School approves alternative actions based on individual exceptional circumstances. In any case, the School must notify the Admissions, Records and Registration Office (ARRO) of such a decision before the start of the following semester. Otherwise, letters will be sent directly by the ARRO to notify the students concerned of the dismissal. Appeal against the dismissal decision must be supported by substantiative evidence and be submitted to the Office of the Vice-President for Academic Affairs within two weeks of receiving notice of the decision.

## 25. Graduation and Degree Classification

### 25.1 Consideration for graduation

To be considered for the award of a bachelor's degree, a student shall have obtained grade D or better (or CR, DI, DN, P, PA, PS where appropriate) in the courses required by the program, and have accumulated the minimum total number of credits as specified by the program. For students who are granted transfer credits, a minimum of one year's full-time study at HKUST and a minimum of 35 HKUST credits are required for consideration of a degree award. A student will be awarded a bachelor's degree only for the program in which the student has officially registered.

To be considered for completion of a minor program, a student must have officially registered in that minor program and completed all of its requirements, and have attained the specified minimum grade average in courses taken within that minor program. If the student has been granted credit transfer into the minor program, at least two-thirds of the credits counting toward the minor program requirements must be HKUST credits.

### 25.2 Policy on granting of dual program designation on a single degree

Notwithstanding 25.1 above, a student may be considered for the award of dual program designation on a single degree (for example, the BBA in Economics and Marketing) upon completion of the program requirements of two program designations (for example, Economics and Marketing) and upon approval by both departments offering the programs. In the case of a joint designation involving two schools, school level approval is necessary. The dual program designation will be awarded only for the programs in which the student has officially registered.

The number of program designations to be awarded is limited to two only and the programs that make up the dual designation must all lead to the same undergraduate degree (BBA or BEng or BSc). The student must complete the program requirements of both program designations within the normal period of study, i.e. three years for students admitted without credit transfer. (If approval has been granted to extend the period of study for reasons unrelated to pursuit of the dual program designation, this restriction will apply to the extended period).

### 25.3 Degree classification

- a) All undergraduate programs are honors degree programs and the degrees are classified as follows:
  - First Class Honors
  - Second Class Honors, Division I
  - Second Class Honors, Division II
  - Third Class Honors
  - Pass
- b) The classification of a student's degree shall be based on the graduation grade average (GGA), the recommendation of the student's major department and the board of the school in accordance with the standards specified by the Senate. In the case of a joint option, the classification shall be agreeable to the schools jointly administering the program.
- c) In addition to obtaining the required GGA, students being considered for the award of First Class Honors must also meet the additional requirement that they must not have any uncleared course failures (i.e. "Failure" (F) grades not subsequently converted into a passing grade) during their study at the University.
- d) In determining the class of honors for a degree with dual program designation, the requirements of both programs will be given equal weight, for example, by including in the calculation of the graduation grade average (GGA) the grades in all courses required by both programs. Surplus courses may be excluded from the GGA only by agreement of both programs, and the class of honors to be awarded must be jointly recommended.
- e) The final decision on the degree classification is made by the University Senate.

## **26. Inter-departmental / Program Transfer**

A student may change from one program of study to another with the permission of the major department to which the student wishes to transfer. Normally, the transfer will not be effected until the following semester. In special cases when immediate transfer is justifiable academically, the receiving department may, in consultation with its dean, grant immediate transfer. When the student is transferred from one program to another, the entire course grade and credit record of the student will be carried forward to the new (transfer-in) program and will be used in the calculation of grade averages. The transfer-in department will decide on the courses and the number of credits the student is required to complete for graduation from the new program.

## **27. Program Withdrawal**

Students who withdraw or are required to withdraw from the University must complete the clearance procedures with the Admissions, Registration and Records Office, the Library, the Student Affairs Office, the Finance Office and the department.

Students who wish to withdraw from the minor program must apply to the minor program office before the deadline specified by that minor program.