

**UOW COLLEGE HONG KONG**  
**ACADEMIC REGULATIONS FOR ASSOCIATE DEGREES**  
*(applicable to 2021/22 cohort onwards)*

**Glossary**

<b>Academic Board</b>	The Academic Board of UOW College Hong Kong
<b>Academic Year /Semester/Term</b>	The academic year is a period of twelve months, starting normally in September of each year. The academic year is divided into two Semesters and a Summer Term.
<b>Assessment</b>	The tests, coursework, examinations, and other activities used to assess a student's achievement of course intended learning outcomes and to assign marks/grades.
<b>Assessment Panels</b>	Faculty bodies responsible for assigning grades to students for their courses.
<b>Associate Dean</b>	The Associate Dean of the Faculty
<b>Award</b>	The award of Associate Degree by UOW College Hong Kong.
<b>College</b>	UOW College Hong Kong
<b>College Requirement</b>	A requirement set by the Academic Board for all students at a particular level of study, irrespective of programme.
<b>Course</b>	The basic units of instruction for which students are registered and for which grades may be assigned. Each course is identified by a unique course code which is composed of a letter code and a numeric code. The first digit of the numeric code indicates the course's level of academic difficulty. College courses are approved for inclusion in the course catalogue.
<b>Course Catalogue</b>	The official record of College courses maintained by the College.
<b>Course Examiner</b>	A course examiner is appointed by the Associate Dean of the Faculty for each course offered by the Faculty to coordinate the assessment of the course.
<b>Course Exemption</b>	A student may be granted an exemption from specific courses based on prior study. Credit units are <b>not</b> earned for an exempted course.
<b>Credit Transfer</b>	The assignment of credit units toward the credit unit requirements of a programme on the basis of prior studies completed at an appropriate level as recognised by the College. Credit units for transfer are normally assigned based on specific courses that are equivalent in content and standard.
<b>Credit Unit</b>	Each course is assigned a number of credit units. A credit unit is earned by approximately forty to fifty hours of student work.

<b>Dean</b>	The Dean of a Faculty.
<b>Enrolment</b>	The completion of specified procedures to attain student status of the College.
<b>Equivalent Course</b>	Equivalent courses are those courses of the same level where there is sufficient overlap in content that a student may register in the course to meet a programme requirement, to recover a failure or to improve a course grade.
<b>Examination Board</b>	College body responsible for classifying students' awards, recommending to Academic Board conferment of awards, and terminating the studies of students on academic grounds on behalf of Academic Board.
<b>Exclusive Course</b>	Exclusive courses are those where there is sufficient overlap in their content to make it inappropriate for students to earn credits for more than one of the courses. Students will be restricted from registration in a course when they have earned credit units for an exclusive course.
<b>Faculty</b>	"Faculty and equivalent bodies" as defined by the Academic Board. A student's "home faculty" is the faculty offering the programme in which the student is enrolled.
<b>Grade Point Average (GPA)</b>	<p>The GPA is obtained by adding all the quality points (i.e. grade points multiplied by the number of credit units) for all courses taken during the student's Associate Degree studies at the College, and then dividing the result by the total number of credit units taken. All course grades, unless excluded as approved by the Academic Board, are included in the calculation. The GPA calculation shall not be rounded. Any digits after the second digit to the right of a decimal point shall be truncated.</p> <p>When calculating the GPA for all courses taken at the time of calculation, it is known as the Cumulative GPA (CGPA). When calculating the GPA for a given semester/term, it is known as the Semester GPA (SGPA).</p>
<b>Graduation Date</b>	Each academic year has three graduation dates as set by the Academic Board for the graduation of students who have completed requirements for awards as determined by the Examination Board.
<b>Mode of Study</b>	A student is enrolled in a full-time or part-time mode of study. A student's mode of study governs his/her maximum and minimum study loads.
<b>Operational Grade</b>	A course grade assigned for administrative purposes to assist in the management of student records. Operational grades of IP, I, TR, Z, X, and WD do not count in the calculation of students' GPAs.
<b>Prerequisite</b>	A requirement that must be fulfilled before a student can register in a particular course.
<b>President</b>	The President of UOW College Hong Kong.

<b>Programme</b>	The structured academic programme offered by the College leading to a named Associate Degree award of the College into which students are enrolled.
<b>Receiving Programme</b>	The programme to which a student intends to transfer.
<b>Registration</b>	The inclusion of a student in the class list of a course.
<b>Required Course</b>	A course that must be passed to complete a programme.
<b>Substitute Course</b>	Under exceptional circumstances where a required course cannot be completed, a “substitute” course may be approved by the Associate Dean of the programme-offering Faculty for a student to replace the required course with another.
<b>Transcript</b>	The official academic record of a student’s progress through his/her programme, including grades assigned for courses.
<b>Vice President</b>	The Vice President of UOW College Hong Kong.
<b>Working Days</b>	Mondays to Fridays, excluding Saturdays, Sundays and public holidays, and excluding any day for which a Black Rainstorm Warning, Typhoon Signal Number 8 or above, or an “Extreme Conditions” Warning is issued in Hong Kong.

## **Academic Regulations for Associate Degrees**

These Academic Regulations are made by the Academic Board to govern student progress leading to the award of an Associate Degree of the College.

Only the Academic Board can amend the Regulations, or permit exceptions, exemptions, or variations from them. Any variation from the Regulations approved by the Academic Board for a particular programme is set out in the requirements for the programme on the College website.

The Regulations are supplemented by information on administrative procedures and about particular programmes to be found on the College website.

### **1. LANGUAGE OF INSTRUCTION AND ASSESSMENT**

Unless otherwise determined by the Academic Board for a specific course or programme, the medium of instruction and assessment at the College is English.

### **2. ADMISSION**

- 2.1 Admission to the College's programmes is based on academic performance and other relevant criteria. The College does not discriminate on the grounds of age, gender, sexual orientation, gender identity, nationality, social or ethnic origin, family status, creed, or disability. The College may have to consider whether its facilities are adequate, before admitting a disabled applicant.
- 2.2 To be eligible for admission to a College's programme, the applicant must satisfy the general entrance requirements for the level of the programme as specified by the Academic Board and the programme entrance requirements, if any, or be a "mature applicant" as defined in the general entrance requirements, and be able to demonstrate aptitude and suitability for the programme.
- 2.3 Meeting the entrance requirements does not guarantee admission to the College. The College's decisions on the admission of applicants are final.

### **3. ENROLMENT**

- 3.1 Upon admission to the College, a student is enrolled in a specific programme.
- 3.2 Unless otherwise approved by the Academic Board, a student who is admitted to full-time studies is expected to study full-time in the programme concerned and is not permitted to

enrol in full-time or part-time study for any other award qualification at any tertiary institution.

- 3.3 To maintain his/her enrolment, a student must conform to the College's rules and regulations and must pay all fees and charges owed to the College by the due date.

#### **4. LEAVE OF ABSENCE**

A student may take a leave of absence from his/her studies for an approved period. Periods of approved leave of absence may not be less than one full semester and may not accumulate to more than four semesters. Applications for leave of absence should be submitted for approval by the Associate Dean of faculty.

#### **5. CREDIT TRANSFER**

- 5.1 Transfer of credits may be granted to a student in recognition of prior studies completed at an appropriate level as recognised by the College. The transferred credits will be counted toward meeting the credit units required to earn an Associate Degree award of the College.
- 5.2 At least half of the credit units required for an Associate Degree award of the College must be earned by the successful completion of courses required by the programme of the College.
- 5.3 Credit units earned through credit transfer do not count in the calculation of a student's GPA, except where special arrangements have been made.
- 5.4 Credit units for transfer are normally assigned with respect to specific courses for work that is equivalent in content and standard. A grade "B-" or above in the course is required for credit transfer purpose; exceptions must be fully justified and approved by the Dean/Associate Dean of the home Faculty.
- 5.5 Transferred credits must have been earned no earlier than eight years before the date of enrolment at the College. Individual faculties may stipulate a more stringent requirement for credit transfer, as deemed appropriate.
- 5.6 Applications for credit transfer should be made in writing to the College Office for approval by the Associate Dean of the faculty offering the course for which credit transfer is sought. Applications for credit transfer for courses completed prior to entry to the College must be made before the start of the first semester according to the deadline set by the College Office. Applications for credit transfer for outside courses completed after admission to the College must be made immediately in the semester following attainment of the additional qualification.

## **6. COURSE REGISTRATION**

- 6.1 A student registering for courses must follow the instructions issued by the College. A student may also need to fulfil certain conditions stipulated by the College before he/she can proceed to register for courses.
- 6.2 Registration for some courses is restricted to students holding the necessary prerequisites.
- 6.3 The College reserves the right to restrict registration for courses, or permit registration only on a priority basis.
- 6.4 A student can add or drop a course during the add/drop period prescribed by the College. After the add/drop deadline, requests for late drop of courses will only be approved under exceptional circumstances, and such late requests must be submitted no later than the end of the teaching period for the relevant semester/term for approval by the Associate Dean of the course-offering faculty.
- 6.5 For approved late drop cases, a student will be assigned an X grade representing the late drop of the course and the X grade will be shown on his/her academic transcript.
- 6.6 A student intending not to register for any courses in a semester but who will subsequently continue his/her study should apply for a leave of absence no later than the end of the course add/drop period.
- 6.7 A student will be restricted from registration for a course when he/she has earned credit units for an exclusive course.
- 6.8 A student who has met all the requirements to graduate from a programme or reached his/her maximum period of study cannot register for further courses in subsequent semesters/terms.

## **7. MAXIMUM AND MINIMUM STUDY LOAD**

- 7.1 In each semester, a full-time student must register for courses summing to a total of at least 12 credit units, and for not more than 18 credit units; and a part-time student must register for courses summing to a total of no more than 11 credit units.
- 7.2 In the Summer Term, a student may register for courses but the total load must not exceed seven credit units.

- 7.3 Except where special arrangements are made for his/her programme, a student seeking an exception from the credit load limit stated in AR7.1 or AR7.2 should apply in writing to the Associate Dean of faculty.

## **8. MAXIMUM PERIOD OF STUDY**

- 8.1 A student shall, irrespective of his/her mode of study, complete all programme requirements within the following stipulated maximum period of study, inclusive of programme transfer, immediate readmission to a different programme following termination, any periods of leave of absence, and suspension of studies, unless approval is given by the Examination Board on exceptional grounds:

Associate Degree programmes: two times the normal study period for the respective programme

- 8.2 If a student applies for programme transfer involving a change of study mode, the new maximum period of study will be calculated on a pro-rata basis as determined by the College.
- 8.3 A student who cannot complete all programme requirements for graduation within the maximum study period will be required to discontinue his/her studies.
- 8.4 Requests for extension of study beyond the maximum study period will not be granted unless approval is given by the Examination Board on exceptional grounds.
- 8.5 A student whose study has been discontinued due to expiry of the maximum period of study is not allowed readmission to the same programme.
- 8.6 If a student is readmitted to the same programme after study withdrawal or termination of study (but has not exceeded the maximum period of study), his/her previous period of study should be counted in the calculation of the student's maximum period of study.

## **9. GRADING OF COURSES**

- 9.1 Courses are graded according to the following schedule:

Grade	Grade Point	Grade Definitions	
A+	4.3	Excellent	<p>An Excellent grade is awarded for performance that provides evidence of a superior level of attainment of the relevant course learning outcomes, demonstrating the attributes of a good grade plus (as applicable):</p> <ul style="list-style-type: none"> <li>▪ comprehensive mastery of theoretical knowledge and the ability to fully integrate theory with practice</li> <li>▪ skills to present and evaluate information for planning and investigative purposes</li> <li>▪ appreciation of the implications of major socio-political, cultural and economic issues</li> <li>▪ demonstrate a strong sense of responsibility, civic values, innovativeness and creativity in both group and independent work</li> <li>▪ most answers correct in assessments</li> </ul>
A	4.0		
A-	3.7		
B+	3.3	Good	<p>A Good grade is awarded for performance that provides evidence of a high level of attainment of the relevant course learning outcomes, demonstrating the attributes of a fair grade plus (as applicable):</p> <ul style="list-style-type: none"> <li>▪ solid understanding of theoretical knowledge and the ability to synthesise</li> <li>▪ good command of skills of presenting and evaluating information for planning and investigative purposes</li> <li>▪ sound understanding of major socio-political, cultural and economic issues</li> <li>▪ sense of responsibility in both group and independent work</li> <li>▪ many answers correct and some incorrect in assessments</li> </ul>
B	3.0		
B-	2.7		



C+	2.3	Fair	<p>A Fair grade is awarded for performance that provides evidence of a satisfactory level of attainment of the relevant course learning outcomes, demonstrating (as applicable):</p> <ul style="list-style-type: none"> <li>▪ knowledge, understanding and application of fundamental theories in the field of study</li> <li>▪ command of basic skills of presenting and evaluating information for planning and investigative purposes</li> <li>▪ basic understanding of major socio-political, cultural and economic issues</li> <li>▪ a commitment to ethical practice appropriate to the discipline</li> <li>▪ a combination of correct and incorrect answers in assessments</li> </ul>
C	2.0		
C-	1.7		
D	1.0	Marginal	A Marginal grade is given for performance that provides evidence for a barely adequate level of attainment of the relevant course learning outcomes to enable the student to progress without repeating the course
F	0.0	Inadequate	An Inadequate grade is given for performance that does not provide any evidence of attainment of the relevant course learning outcomes.
P (for P-F course only)		Pass	A Pass grade is given for performance that provides sufficient evidence of attainment of the relevant course learning outcomes.

### OPERATIONAL GRADES

IP	In Progress	An IP grade is shown where a student will register for the same course in the subsequent semester/term to complete the assessment of the course.
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I	Incomplete	A grade of Incomplete may be granted (i) where there are extenuating circumstances that have prevented a student from completing required work or attending the examination; (ii) at the discretion of the Assessment Panel. Where an "I" grade is assigned, the Assessment Panel may approve a schedule for the completion of work, or a supplementary examination. An alternative grade should be assigned no later than four weeks after the "I" grade is first reported or as soon as practicable thereafter.
TR	Credit Transfer	Assigned when a student is granted transferred credits for the course.
Z	Exemption	Assigned when a student is exempted from the course.
X	Late Drop	Assigned when a student is permitted to drop the course after the add/drop deadline.
WD	Withdrawn	Assigned when a student has registered for the course in a semester/term and subsequently submitted a notification of withdrawal of studies.

- 9.2 Unless otherwise specified, the minimum grade to progress without repeating the course is D. Failure to achieve the minimum grade is regarded as failing the course.
- 9.3 A student assigned a grade of D or better, or a Pass grade in a pass-fail course, earns credit units for the course. Grades of F, IP, I, Z, X and WD do not earn credit units.
- 9.4 Grades of P, IP, I, TR, Z, X and WD are not counted in the calculation of a student's CGPA. Grades of F are counted, unless the fail is recovered under AR12.6.
- 9.5 Grades of P, IP, I, TR, Z, X and WD are not counted in the calculation of a student's SGPA.

## 10. ILLNESS OR OTHER CIRCUMSTANCES RELATED TO ASSESSMENT

- 10.1 A student who reasonably believes that his/her ability to attend an examination, or in-course assessment with a weighting of 20% or above, has been adversely affected by circumstances beyond his/her control must submit the case, with documentary evidence, to the Course Examiner of the course through the Faculty Office of the course-offering faculty, as soon as possible but no later than 5 working days of the scheduled date for completing the affected examination or assessment. Where assessments for courses offered by more

than one faculty are affected, the student should submit separate forms to the Faculty Offices of the course-offering faculties.

- 10.2 The Course Examiner of the concerned course will investigate the case. Only compelling reasons such as illness, hospitalization, accident, family bereavement or other unforeseeable serious personal or emotional circumstances will be considered. The decision of the Course Examiner is final and will be conveyed to the student in writing as soon as possible but no later than 10 working days following receipt of the case.
- 10.3 If the case is justified and substantiated, the decision will be conveyed to the Assessment Panel which will determine whether to offer the student a make-up examination or coursework or other alternative assessment. Where assessments for more than one course are affected, it is the responsibility of the home Faculty to inform all relevant Assessment Panels. The Assessment Panel may also adjust the grade of the student if deemed appropriate. The course-offering faculty will convey the Assessment Panel's decision on the make-up arrangements to the student in writing as soon as possible.
- 10.4 For in-course assessment with a weighting of 19% or below, the student should approach the Course Examiner directly within 5 working days of the scheduled date for completing assessment. The Course Examiner will decide, based on the documentary evidence submitted by the student, whether to grant a make-up or other alternative assessment to the student. Only compelling reasons such as illness, hospitalization, accident, family bereavement or other unforeseeable serious personal or emotional circumstances will be considered.

## **11. REVIEW OF COURSE GRADES**

- 11.1 Requests for review of course grades are governed by AR11.

### Informal Resolution

- 11.2 For review of course grades via informal resolution, the Course Examiner will consider requests on grounds of administrative error in recording or calculating the marks or result, or other circumstances that impact the course grade awarded.
- 11.3 A student should contact the Course Examiner within 5 working days of the announcement of grades by the College with a view to resolving the matter informally.
- 11.4 If a revision to the student's course grade is considered necessary, the Course Examiner should make a recommendation to amend the grade and seek the endorsement of the Chair

of the Assessment Panel. Any grades thus amended will be reported to the Assessment Panel at its next meeting.

- 11.5 The decision on the informal review will be communicated to the student by the Course Examiner no later than 13 working days following the announcement of grades by the College.
- 11.6 Other than disagreement with the academic judgement of Course Examiners which does not constitute valid grounds for formal review by virtue of AR 11.7, if the student's concerns regarding course grades as stipulated in AR 11.2 cannot be resolved by informal means, the student may seek resolution via the formal procedures outlined below. However, informal review is not a pre-requisite for the formal procedures.

#### Formal Procedures for Review

- 11.7 Disagreement with the academic judgement of Course Examiners does not constitute a valid ground for formal review. For formal review of course grades, only requests with the following grounds will be considered:
- (i) there has been a procedural irregularity in the assessment process; for example, the assessment was not conducted in accordance with the Academic Regulations or with the arrangement prescribed for the course;
  - (ii) there exist circumstances that impacted the course grade awarded and that the student was unable to bring them to the attention of the Course Examiner prior to the assessment for valid reasons.
- 11.8 Any request for review of course grades must be made in writing to the Associate Dean of the faculty offering the course within 22 working days of the announcement of grades by the College. The written application must:
- (i) state the grounds on which the request for review is made;
  - (ii) include a description of the relevant facts; and
  - (iii) provide supporting evidence.
- 11.9 Upon receipt of the formal request for review, the Associate Dean of faculty will determine whether or not a prima facie case for review has been established. If, in the view of the Associate Dean of faculty, there is no prima facie case, then the request will be dismissed and the decision conveyed to the student no later than 32 working days following the announcement of grades by the College. The decision of the Associate Dean of faculty to dismiss the request is final.

- 11.10 If, in the view of the Associate Dean of faculty, there is a prima facie case, then he/she will refer the matter to the Faculty Grade Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of course grade on the basis of the information and documents provided by the student and other information available to the Committee. The Committee will record its proceedings and resolutions.
- 11.11 If the Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide on the action to be taken. The Assessment Panel will report back to the Faculty Grade Review Committee any decisions taken on cases referred via this procedure.
- 11.12 The decision on the formal review will be communicated in writing to the student by the Associate Dean of faculty with a brief statement of the reasons for the decision. The decision should be conveyed to the student no later than 54 working days following the announcement of grades by the College.

#### Appeal Procedures

- 11.13 Formal requests for review of course grades should normally be resolved at the faculty level. A student may only appeal against the decision of the Faculty Grade Review Committee on the basis of procedural irregularity in the review process within 10 working days following receipt of the decision on the formal review. A student may submit an appeal in writing to the Vice President. The appellant should clearly indicate the grounds for appeal and provide evidence in support of the appeal. The Vice President will determine whether or not a prima facie case for appeal has been established. If, in the view of the Vice President, there is no prima facie case, then the appeal will be dismissed and the decision conveyed to the student normally no later than 10 working days following receipt of the appeal. The decision of the Vice President to dismiss an appeal is final.
- 11.14 If, in the view of the Vice President, there is a prima facie case, he/she will refer the matter to a College Academic Review Committee for consideration.
- 11.15 If the College Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide the actions to be taken. The Assessment Panel will report back to the College Academic Review Committee any decisions taken on cases referred via this procedure.

- 11.16 The College Academic Review Committee should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing normally no later than 27 working days following receipt of the appeal case by the Vice President and is final.
- 11.17 The Faculty Grade Review Committees will submit a report of formal requests for review of course grades considered to the Academic Board annually. The College Academic Review Committee will submit an annual report to the Academic Board on all appeal cases received by the College Academic Review Committee.

## 12. ACADEMIC STANDING

### Academic Standing

- 12.1 Academic standing provides an indicator of students' academic progress on Associate Degree programmes and identifies students in academic difficulty needing academic advising and extra help. The four levels of academic standing are defined as follows:

Standing	Definitions
Satisfactory Progress	Student is making satisfactory academic progress.
Academic Warning	The student's academic performance has been unsatisfactory, or his/her overall academic average is below minimum requirements. A student on warning is asked to seek academic advice from his/her programme advisor.
Academic Probation	The student's academic performance has been extremely unsatisfactory, or his/her overall academic average has continued to be below the minimum requirements for graduation. A student on Academic Probation will be assigned an academic advisor by his/her home faculty and will not be permitted to register for courses in the following semester without the approval of the academic advisor. The home faculty may also require a student on Academic Probation to take a reduced study load and/or to fulfil specific conditions such as GPA attainments in the following semester.

Academic Suspension	A student who cannot benefit from course registration in the next semester/term may be suspended for an approved period of not less than one semester. Academic Suspension is designed to provide the student with an opportunity to resolve the problems that are preventing him/her from making academic progress. On return from his/her suspension, the student may be given the opportunity for one additional course repeat in each failed course to recover failure(s).
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12.2 The following standing is used for operational purposes:

Review: A temporary status indicating that a student's performance is unsatisfactory and has been referred to the student's home faculty for determining if a decision on academic standing needs to be made.

12.3 The decision of an academic standing will be determined at the end of a semester for students who are in academic difficulty and have taken courses to a total of more than three credit units on the basis of their last academic standing (if any) and the GPAs attained at the time when the decision is made. Detailed rules are as follows:

Last Academic Standing	GPAs attained at the time of decision			Academic/Operational Standing
	SGPA		CGPA	
Satisfactory progress	1.70 to 4.3	and	1.70 to 4.3	Satisfactory progress
	1.00 to 1.69	and	1.00 to 4.3	Academic warning
	0 to 0.99	or	0 to 0.99	Review
Academic warning	1.70 to 4.30	and	1.70 to 4.30	Satisfactory progress
	1.70 to 4.30	and	0 to 1.69	Academic warning
	0 to 1.69	and	Any	Review
Academic Probation/ Academic suspension	1.70 to 4.30	and	1.70 to 4.30	Satisfactory progress
	0 to 1.69	or	0 to 1.69	Review

12.4 In making decisions on a student's academic standing, the Examination Board has the right, upon the recommendation of the student's home faculty, to make exceptions from the above rules.

- 12.5 If so required by the Examination Board, an academic standing decision may also be specially determined for a particular student at the end of the Summer Term.

#### Repeating Courses to Improve Grades

- 12.6 Unless otherwise specified, a student may repeat a course, or an equivalent course, to recover a failure or to improve a course grade of D, subject to the concerned faculty's course offering schedule and availability. Only two repeat attempts may be permitted during the study of one programme. Students studying the same course on re-admission basis are allowed another maximum of two repeat attempts. Course grades for all attempts will appear on the student's transcript, but only the final grade earned will be included in the calculation of the student's CGPA. Throughout the study of one programme, no repeat attempt is permitted for a course with a grade C- or above.

#### President's List

- 12.7 At the end of Semester A and Semester B, or for part-time students on the completion of the second of these two semesters, a student's GPAs are calculated. Where a student over that period has (i) earned 12 credit units or more from courses taken at the College, (ii) achieved a GPA of 3.70 or above, (iii) not failed any course, and (iv) subject to the President's endorsement, the student is placed on the President's List.

### **13. CONFERMENT AND CLASSIFICATION OF AWARDS**

#### Requirements for College Awards

- 13.1 To be granted an Associate Degree award of the College, a student must successfully complete an Associate Degree programme of the College, including specific requirements of the named award for which they are registered, general College requirements, and faculty requirements, if any. The requirements for awards are set out on the College website for each programme.
- 13.2 Credit units earned for courses at a level below the programme level are not normally counted toward requirements for an award.
- 13.3 Where two or more courses are defined as exclusive, the credit units earned for only one of the courses will count toward the requirements for the award.
- 13.4 Under exceptional circumstances where a required course cannot be completed, a "substitute" course may be approved by the Associate Dean of the programme-offering



Faculty for a student replacing the required course with another. The approved substitute course can be used to recover a failure for the required course.

- 13.5 The College may allow credit units earned by students enrolled in a particular programme of the College to be counted toward the requirements of another programme for which they are enrolled.
- 13.6 A student may be granted an exemption from specific courses based on prior study. Credit units are not earned for an exempted course.
- 13.7 A student may be granted an award of Associate Degree only if he/she has achieved a CGPA of 1.70 or above.
- 13.8 A student completing the requirements for an award graduates on the next following graduation date.

#### Classification of Awards

- 13.9 The College grants Associate Degree awards with the following classifications:

<b>Award</b>	<b>Classification</b>
<b>Associate Degree</b>	Distinction Credit Pass

- 13.10 The Associate Degree awards for programmes offered by the College are classified by the Examination Board, which makes a recommendation to the Academic Board for the conferment of awards.

## **14. WITHDRAWAL OF STUDIES**

A student who wishes to withdraw from studies should submit a withdrawal notification to the College. Withdrawal will normally take effect from the date of submission of the notification. However, notification submitted during or after the examination period will take effect only from the following semester/term.

## 15. TERMINATION OF STUDIES

- 15.1 The College has the right to terminate a student's study for failure to maintain satisfactory academic progress as determined by the Examination Board or to comply with the policies and procedures of the College.
- 15.2 The Examination Board may terminate the study of a student under the following circumstances:
- (i) The student's SGPA is below 1.00 for two consecutive enrolled semesters;
  - (ii) The student's academic progress is unsatisfactory and is unable to meet the conditions stipulated by the home faculty after being put on Academic Probation for two consecutive semesters;
  - (iii) The student fails to pass a required course, or its equivalent/substitute course, after three attempts; or
  - (iv) The student fails to complete all programme requirements for graduation within the approved maximum study period.
- 15.3 Irrespective of AR15.2, the Examination Board may prescribe any other criteria for terminating a student's study.

## 16. REVIEW OF EXAMINATION BOARD DECISIONS

- 16.1 Requests for review of an Examination Board's decision on academic standing or final award are governed by AR16. The academic judgement of the Board shall not be subject to review.

### Informal Resolution

- 16.2 For review of an Examination Board's decision via informal means, the College will only consider requests on grounds of administrative error in recording, transcribing or reporting of the result.
- 16.3 A student should attempt to resolve the matter informally by contacting the Programme Leader within 5 working days of the publication of the academic standing or final award by the College. However, informal review is not a pre-requisite for the formal procedure.
- 16.4 If an amendment to the decision on academic standing or award classification is considered necessary, the Programme Leader should make a recommendation via the Associate Dean

of faculty to this effect and seek the endorsement of the Chair of the Examination Board. Any Examination Board decision thus amended will be reported to the Examination Board at its next meeting.

- 16.5 The decision on the informal review will be communicated to the student by the Programme Leader no later than 8 working days following receipt of the informal request for review.

#### Formal Procedures for Review

- 16.6 For formal review of an Examination Board's decision, only requests with the following grounds will be considered:

- (i) there has been a procedural irregularity affecting the Board's decision;
- (ii) there exist circumstances that impacted the Board's decision that the student was unable to bring to the attention of the Board prior to its deliberations for valid reasons.

- 16.7 A student may submit a formal request in writing to the Vice President (Academic) within 22 working days of the publication of the Examination Board's decision. The application must:

- (i) state the grounds on which the request for review is made;
- (ii) include a description of the relevant facts; and
- (iii) provide supporting evidence.

- 16.8 The Vice President will determine whether or not a prima facie case for review has been established. If, in the view of the Vice President, there is no prima facie case, then the request will be dismissed and the decision conveyed to the student no later than 10 working days following receipt of the request. The decision of the Vice President to dismiss the request for review is final.

- 16.9 If, in the view of the Vice President, there is a prima facie case, he/she will refer the matter to the College Academic Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of Examination Board's decision on the basis of the information and documents provided by the student and other information available to the Committee. The Committee will record its proceedings and resolutions.

- 16.10 If the College Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the case and decide whether changes to the student's academic standing or award classification are required. The Examination Board will report back to the College Academic Review Committee any decisions taken on cases referred via this procedure.
- 16.11 The decision on the formal review will be conveyed to the student in writing no later than 22 working days following receipt of the formal request for review.

### Appeal Procedures

- 16.12 Formal requests for review of the Examination Board's decisions should normally be resolved by the College Academic Review Committee. A student may only appeal against the decision of the Committee on the basis of procedural irregularity in the review process. A student may submit an appeal in writing to the President within 10 working days following receipt of the decision regarding the formal review. The appellant should clearly indicate the grounds for appeal and provide evidence in support of the appeal.
- 16.13 If the President determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the case and decide whether changes to the student's academic standing or award classification are required. The Examination Board will report back to the President any decisions taken on cases referred via this procedure.
- 16.14 The Committee Secretary appointed by the Chair shall record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing within 22 working days following receipt of the appeal and is final.
- 16.15 The College Academic Review Committees will submit a report of formal requests for review of Examination Board decisions and appeal cases received to the Academic Board annually. The President will submit an annual report to the Academic Board on all appeal cases received.

## **17. PROGRAMME TRANSFER**

- 17.1 A student may change from his or her current programme of study to another programme of the same level. To change his or her programme, the student must apply in writing to

the College Office following the College procedures for approval. If approved, the change will take effect from the following semester.

17.2 Applications are considered only if the following criteria are met:

- (i) The student should have met the standard entrance requirements of the receiving programme.
- (ii) The receiving programme must have sufficient capacity to accommodate the student.
- (iii) The student must have a good attendance record and be demonstrably engaged with his/her studies.
- (iv) The student must not have a record of serious misconduct or academic honesty issues during his or her study in the current programme.
- (v) The student must have settled all fees in relation to his or her current programme.

17.3 If the application is approved, the student's previous GPA will be handled as follows:

- (i) The results of the core and generic courses of the current programme which do not exist in the curriculum of the receiving programme will be dropped from the calculation of the CGPA of the receiving programme.
- (ii) The results of the core and generic courses shared in the current and the receiving programmes and General Education courses and those courses taken to fulfil English and Chinese language requirements with grade B or above will be included in the calculation of CGPA of the receiving programme. For courses with grade B- or below, the student will have the options to have the results included in or excluded from the calculation of the CGPA for the receiving programme; in the latter case, the credits and grades achieved in those courses will be annulled, and the student concerned will have to re-take those excluded course(s) and satisfactorily complete the assessments to fulfil graduation requirements, with no capping on grades to be attained.

17.4 Students transferred to any programme will start with an academic status of "satisfactory progress".

17.5 Upon transfer to the new programme, the student may retake the same course(s) for which he or she has failed twice in the previous programme, subject again to another maximum of two repeat attempts but within the maximum period of study allowed for the completion of all programme requirements (refer to AR8.1).

## 18. RE-ADMISSION

- 18.1 Former associate degree students of the College whose studies were discontinued either due to study withdrawal or termination by the College may apply for re-admission to the College by submitting a new application for admission.
- 18.2 Students whose studies at the College have stopped due to termination by the College or self-withdrawal may apply for admission to any other programme of the College without time constraint. However, a student who withdrew from a programme or was terminated from the programme due to academic reasons may only apply for re-admission to the same programme no earlier than nine months after the withdrawal/termination. Upon re-admission, the prevailing curriculum of the programme should be followed.
- 18.3 A student admitted to a new programme may apply for transfer of credits earned in his or her previous programme according to AR5.
- 18.4 A student re-admitted to the same programme will have the previous results of courses with grade B or above included in the calculation of CGPA. For courses with grade B- or below, the student will have the options to have the previous results included in or excluded from the calculation of the CGPA; in the latter case, the credits and grades achieved in those courses will be annulled, and the student concerned will have to re-take those excluded course(s) and satisfactorily complete the assessments to fulfil graduation requirements, with no capping on grades to be attained.
- 18.5 Students re-admitted to any programme will start with an academic status of “satisfactory progress”.
- 18.6 Upon re-admission, the student may retake the same course(s) for which he or she has failed twice in the previously terminated/withdrawn programme, subject again to another maximum of two repeat attempts but within the maximum period of study allowed for the completion of all programme requirements (refer to AR8.1).

*Date of approval by Academic Board: 11 October 2023*

## TERMS OF REFERENCE AND CONSTITUTIONS OF FACULTY GRADE REVIEW COMMITTEE AND COLLEGE ACADEMIC REVIEW COMMITTEE (AR11 AND AR16)

No individual shall be a member of a review committee who:

- is a member of the Assessment Panel (except the Associate Dean of faculty) or Examination Board which made the decision under review;
- was a member of a review committee at formal review stage, where the same case is currently under appeal;
- has any personal interest in the student requesting the review or lodging the appeal.

In order to expedite the process of selecting appropriate committee members in accordance with the above, it is recommended that a pool of eligible individuals be nominated as **potential members**, out of which the required number for each meeting of the committee shall be selected by the Chair.

The period of the appointment is two years.

### 1. FACULTY GRADE REVIEW COMMITTEE

#### Terms of Reference

- To decide whether a student has established grounds for review of course grades, in accordance with AR11.7
- To refer substantiated cases to the appropriate Assessment Panel(s)
- To dismiss requests for review where cases are not substantiated
- To receive reports from Assessment Panels in relation to cases referred by this committee
- To identify any academic quality or wider issues raised by each case
- To report annually to the Academic Board on review cases considered

#### Constitution

- Chair: Associate Dean of faculty (or nominee)
- Members: One full-time academic staff member from the faculty  
(nominated by Dean or Associate Dean of faculty)  
*A pool of 5 academic staff members will be appointed as potential members*  
One full-time academic staff from another faculty  
(nominated by the Dean or Associate Dean of other faculty)
- Secretary: Administrative staff member of the faculty

## 2. COLLEGE ACADEMIC REVIEW COMMITTEE

### Terms of Reference

- To decide whether a student has established grounds for review of Examination Board decisions, in accordance with AR16.6
- To refer substantiated review cases to the appropriate Examination Board(s)
- To decide whether a student has established grounds for appeal against Faculty Grade Review Committees, in accordance with AR11.13
- To refer substantiated appeal cases to the appropriate Assessment Panel(s)
- To dismiss requests for review/appeal where cases are not substantiated
- To receive reports from Examination Boards/Assessment Panels in relation to cases referred by this committee
- To identify any academic quality or wider issues raised by each case

### Constitution

- Chair: Vice President
- Members: Two full-time academic staff appointed by the Academic Board Chairman
- Secretary: To be appointed by the Chairman of the Academic Board

Review committees may advise Panels on actions considered appropriate in each case, but they should not make any recommendations that may lead to a worsening of the student's position. Review committees may also recommend that, in the interests of equity of treatment, a Panel reconsider its decisions in relation to other students (i.e., not only the student(s) who made the review request or appeal).