

Department of Linguistics and Translation 翻譯及語言學系



ENQUIRIES

ADDRESS

B7704, 7/F, Blue Zone (Via Lift 3),
Yeung Kin Man Academic Building,
City University of Hong Kong,
Tat Chee Avenue, Kowloon,
Hong Kong SAR

TEL (852) 3442 8705

FAX (852) 3442 0359

EMAIL LTenquiry@cityu.edu.hk

WEBSITE <http://LT.cityu.edu.hk>

Student Handbook
Undergraduate Studies
(Catalogue Term of 2018-2019)

DEPARTMENT OF LINGUISTICS AND TRANSLATION

STUDENT HANDBOOK (UNDERGRADUATE STUDIES)

2018-2019

<u>CONTENTS</u>		<u>Page</u>
I.	DEPARTMENT OF LINGUISTICS AND TRANSLATION	1
II.	COMMUNICATION CHANNELS	2
III.	MAJOR PROGRAMMES	
	<i>For students of 2018 entry</i>	
	• Overview of Curriculum	3
	• Foundation-year Programme (for 4-year normative degree students)	4
	• Major in Linguistics and Language Applications (LLA)	5
	• Major in Translation and Interpretation (TI)	10
IV.	MINOR PROGRAMMES	15
	• Minor in Linguistics and Language Applications	16
	• Minor in Translation	18
V.	ACTIVITIES FOR UNDERGRADUATE STUDENTS	
	• Exchange Programmes	20
	• Professional Internship Programmes	21
	• Study Tours	22
VI.	ACADEMIC REGULATIONS	
	• Academic Regulations for 4-year Undergraduate Degrees	23
VII.	PRACTICAL INFORMATION	
	• Academic Calendar 2018/19	47
	• Adverse Weather Arrangements	50
	• Useful Contact Information	53

August 2018

I. DEPARTMENT OF LINGUISTICS AND TRANSLATION

The Department of Linguistics and Translation offers programmes of study at both the undergraduate and postgraduate levels designed to address the growing needs of Hong Kong and other Chinese communities for language professionals well versed in linguistics and language applications, translation and interpretation.

At the undergraduate level, our programmes include B.A. in Linguistics and Language Applications and B.A. in Translation and Interpretation. In addition, the Department also offers minors in Linguistics and Language Applications, and Translation.

At the postgraduate level, the Department offers a non-Government funded M.A. programme: M.A. in Language Studies (with streams of General Linguistics, Corpus and Empirical Linguistics, Pedagogical Linguistics and Translation and Interpretation).

Apart from the taught programmes mentioned above, the Department also offers research degree studies toward M.Phil. and Ph.D. degrees in the core research areas of the Department.

The Department encourages and promotes research in such areas as general linguistics, language technology or intelligent linguistic applications and translation and interpretation studies. According to *QS World University Rankings by Subject*, Linguistics at City University of Hong Kong has been ranked among the top 50 universities worldwide for 8 consecutive years (from 2011 to 2018), and has risen to 26 since 2017. Research emphases in the Department include corpus and empirical linguistics, computer-assisted language learning, computational linguistics, discourse analysis, interpreting, translation (machine and human), syntax, semantics, phonetics and terminology.

The Department also maintains links with The Halliday Centre for Intelligent Applications of Language Studies (HCLS). Besides, the Department is operating three laboratories. The Language and Cognition Laboratory (LCL) is established to be one of the best equipped cognitive/neurocognitive laboratories of language studies in the region. It has all the research tools, basic as well as advanced, and state-of-the-art research facilities for carrying out cognitive/neurocognitive research in various aspects of language-related human cognitive capabilities. The Phonetics Laboratory was established in 1995. Its main research interests include phonetics and typology of the sounds of Chinese dialects, phonetic explanations for sound changes in Chinese, and phonetics in second language acquisition. It has a collection of research tools for investigation of the acoustical, articulatory, perceptual, and physiological properties of speech sounds. The Department also has a multipurpose laboratory with the most advanced equipment and facilities designed for professional training in simultaneous and consecutive interpretation as well as for language learning.

II. COMMUNICATION CHANNELS

1. The General Office

Students are welcome to approach the General Office of the Department if they have any questions about their studies.

Address: B7704, 7/F, Blue Zone (via Lift 3)
Yeung Kin Man Academic Building, City University of Hong Kong
Tel: (852) 3442 8705
Fax: (852) 3442 0358/ 3442 0359
Email: LTenquiry@cityu.edu.hk

2. E-mail

Information relevant to your studies will be disseminated to you via electronic mail. You should check your e-mail account frequently for such messages. You are also encouraged to communicate with major leaders, class/year tutors, or course instructors through e-mail.

3. Canvas and other course administration channels

Students are encouraged to use the Canvas, an e-learning platform, to communicate with the course instructors/leaders, as well as among their fellow classmates. The Canvas also serves as the platform for instructors to disseminate course-related information to students.

4. The Department's website

The address of the Department's website is <http://LT.cityu.edu.hk>. You can access the website for up-to-date information of the Department.

5. Academic advising

Major leaders and year tutors are glad to offer you academic advice throughout your period of study in the University. You are encouraged to communicate with them whenever you encounter problems related to your studies.

6. Joint staff-student consultative committees

Joint staff-student consultative committees are established to provide staff and students with an opportunity to exchange views on the content and organization of the programmes and courses, and to identify areas of special interest or concern. The consultative meetings focus mainly on academic matters and collective welfare of the students. Major leaders, year tutors and course leaders are invited to attend the meeting; student representatives are to be elected among students on an academic year basis. The committee normally meets twice a year but special meetings will be scheduled when required.

III. MAJOR PROGRAMMES

for students of 2018 entry

Overview of Curriculum

Degree Requirements	Normative 4-year Degree	Advanced Standing I / Transfer-in	Advanced Standing II (Senior- year Entry)
University requirement			
English	6 credit units	6 credit units	3 credit units
Chinese Civilisation – History and Philosophy	3 credit units	3 credit units	0 credit unit
Gateway Education requirement			
GE courses	12 credit units	6 credit units	3 credit units
College specified courses	9 credit units	6 credit units	6 credit units
College requirement	6 credit units	6 credit units	0 credit unit
Major requirement	Department foundation-year courses		
	9 credit units	3 credit units	0 credit unit
	Core courses		
	LLA: 30 credit units / TI: 24 credit units		
	Elective courses		
	LLA: 27 credit units / TI: 30 credit units		
Minor	Optional		
Free electives	If applicable		
Minimum number of credit units required for the award	120 credit units	90 credit units	LLA: 69 credit units TI: 66 credit units
Maximum number of credit units permitted	144 credit units	114 credit units	84 credit units
Normal period of study	4 years	3 years	2 years
Maximum period of study	8 years	6 years	5 years

Foundation-year Programme

Maximum Period of Study: 8 years (for normative 4-year degree)

Mode of Study: Full time

Year-One Tutor: Dr. LEE W.S. Vanti Tel Email
3442 6605 w.s.lee@cityu.edu.hk

Students admitted to the normative 4-year degree curriculum under the department-based admission model from 2016-17 onwards are required to complete satisfactorily (i) the three Department foundation-year courses as well as (ii) two College-foundation courses during the first year of study.

Students are advised to also complete in the first year of study some GE courses and College-specified courses.

Department foundation-year courses

Course Code	Course Title	Level	Credit Units	Remarks
LT1201	Introduction to Linguistics and Language Applications	B1	3	Compulsory for normative 4-year degree students.
LT1202	Discovering How Language Works in a University Setting	B1	3	Compulsory for normative 4-year degree and Advanced Standing I/ Transfer-in students.
LT1301	Introduction to Translation	B1	3	Compulsory for normative 4-year degree students.

College foundation-year courses

Please refer to the website of College of Liberal Arts and Social Sciences for details.

Major in Linguistics and Language Applications (LLA)

語言學及語言應用主修

Major (in English) : Linguistics and Language Applications
(in Chinese) : 語言學及語言應用

Degree (in English) : Bachelor of Arts
(in Chinese) : 文學士

Award Title (in English) : Bachelor of Arts in Linguistics and Language Applications
(in Chinese) : 文學士(語言學及語言應用)

Maximum Period of Study: 8 years (for normative 4-year degree)
6 years (for Advanced Standing I)
5 years (for Advanced Standing II)

Mode of Study: Full time

Major Leader: Dr. LUN Suen Caesar Tel 3442 8791 Email ctslun@cityu.edu.hk

Deputy Major Leader: Dr. LI Bin 3442 6267 binli2@cityu.edu.hk

Aims of Major

This major aims to educate students so that they will become language professionals who are familiar with linguistics and language-related applications. Students will also develop an analytical, critical and creative mind and an open attitude towards people from different cultures.

Intended Learning Outcomes of Major (MILOs)

Upon successful completion of this major, students should be able to:

No.	MILOs	Discovery-enriched curriculum related learning outcomes		
		A1	A2	A3
1.	Apply knowledge of linguistics, language skills and modern language technology to their professional careers.	✓	✓	✓
2.	Perform, as proficient, effective and versatile communicators with a good understanding of the nature of language, language-related applications in a competitive and multilingual workplace.	✓	✓	

No.	MILOs	Discovery-enriched curriculum related learning outcomes		
		A1	A2	A3
3.	Benefit from their exposure to world languages and cultures when working with people in an international and culturally diverse workplace.	✓		
4.	Think analytically, critically and creatively, and apply their training in knowledge discovery, evaluating alternatives and formulating ideas, which may be innovative, to their study, work and life.	✓	✓	✓
5.	Continue to develop intellectually in a life-long learning process.	✓	✓	✓

A1: Attitude

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: Ability

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to real-life problems.

A3: Accomplishments

Demonstrate accomplishments of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

Major Requirement

1. Foundation-year courses

(Normative 4-year degree students are required to take all of the three courses (9 credit units). Students of Advanced Standing I/ Transfer-in students are only required to take LT1202 (3 credit units) while Advanced Standing II students are given full exemption.)

Course Code	Course Title	Level	Credit Units
LT1201	Introduction to Linguistics and Language Applications	B1	3
LT1202	Discovering how Language Works in a University Setting	B1	3
LT1301	Introduction to Translation	B1	3

2. Core courses (30 credit units)

Course Code	Course Title	Level	Credit Units
LT2203	Language in Society	B2	3
LT2204	Language and Mind	B2	3
LT2229	Linguistics I	B2	3
LT2231	Introduction to Language Technology	B2	3
LT3209	Syntax	B3	3
LT3210	Electronic Publishing	B3	3
LT3211	Semantics	B3	3
LT3212	Phonetics	B3	3
LT3214	Phonology	B3	3
LT3233	Computational Linguistics	B3	3

3. Elective courses (27 credit units; at least 12 credit units must be at B4 level)

Course Code	Course Title	Level	Credit Units
LT2206	Fundamentals of Statistics for Language Studies	B2	3
LT2306	Appreciating Written Texts	B2	3
LT2915	Introduction to Japanese Linguistics	B2	3
LT3199	Professional Internship I	B3	3
LT3213	Text Linguistics	B3	3

Course Code	Course Title	Level	Credit Units
LT3215	Pragmatics	B3	3
LT3216	Chinese Linguistics	B3	3
LT3220	Corpus Linguistics	B3	3
LT3222	Machine Translation	B3	3
LT3224	Computational Lexicography	B3	3
LT3232	Computer Programming for Language Studies	B3	3
LT3234	Language and Cognition	B3	3
LT3326	Comparative Study of Chinese and English	B3	3
LT3345	Discovering and Managing Terms	B3	3
LT3354	Computer-Aided Translation	B3	3
LT3399	LT Study Tour	B3	3
LT4216	Advanced Topics in Linguistics	B4	3
LT4218	Advanced Topics in Computational Linguistics	B4	3
LT4223	Experimental Phonetics	B4	3
LT4225	Computer Assisted Language Learning	B4	3
LT4226	Second Language Acquisition	B4	3
LT4227	First Language Acquisition	B4	3
LT4234	Linguistic Computing	B4	3
LT4235	Project	B4	3
LT4236	Extended Project	B4	6
LT4239	Conversation Analysis	B4	3
LT4241	Topics in Syntax	B4	3
LT4242	Topics in Semantics	B4	3
LT4243	Field and Research Methods in Linguistics	B4	3
LT4244	Sociolinguistics	B4	3
LT4245	Psycholinguistics	B4	3
LT4254	Psycholinguistics of Reading	B4	3
LT4255	Applied Psycholinguistics	B4	3

Course Code	Course Title	Level	Credit Units	Remarks
AIS2931	Japanese Language – Level 2	B2	3	The credits earned from a successful completion of the Asian or Global languages courses at level 2 or above will be counted to fulfil the major electives and the maximum credits to be counted are 3
AIS3932	Japanese Language – Level 3	B3	3	
AIS3933	Japanese Language – Level 4	B3	3	
AIS4994	Japanese Language – Level 5	B4	3	
AIS4995	Japanese Language – Level 6	B4	3	
AIS2974	Korean II	B2	3	
AIS3982	Korean III	B3	3	
AIS3983	Korean IV	B3	3	
LT2402	French 2	B2	3	
LT2406	Intensive French 1 and 2	B2	6	
LT3403	French 3	B3	3	
LT3404	French 4	B3	3	
LT2502	German 2	B2	3	
LT2506	Intensive German 1 and 2	B2	6	
LT3503	German 3	B3	3	
LT3504	German 4	B3	3	
LT2602	Spanish 2	B2	3	
LT2606	Intensive Spanish 1 and 2	B2	6	
LT3603	Spanish 3	B3	3	
LT3604	Spanish 4	B3	3	

Notes:

Students are required to take at least 9 credits from Core or Elective courses in each of the regular semesters of their 3rd and 4th years.

Major in Translation and Interpretation (TI)

翻譯及傳譯主修

Major	(in English) :	Translation and Interpretation
	(in Chinese) :	翻譯及傳譯
Degree	(in English) :	Bachelor of Arts
	(in Chinese) :	文學士
Award Title	(in English) :	Bachelor of Arts in Translation and Interpretation
	(in Chinese) :	文學士(翻譯及傳譯)

Maximum Period of Study: 8 years (for normative 4-year degree)
6 years (for Advanced Standing I)
5 years (for Advanced Standing II)

Mode of Study: Full time

Major Leader:	Mr. AU K.L. Kenneth	<u>Tel</u> 3442 8772	<u>Email</u> kenneth.au@cityu.edu.hk
Deputy Major Leader:	Dr. LI Bo	3442 5596	boli49@cityu.edu.hk

Aims of Major

This major aims to provide students with a professional education in translation studies, preparing them for career development as well as for academic study. It offers a variety of courses designed to broaden their intellectual horizons and to enhance their language ability, sharpen their linguistic and cultural awareness, and equip them with skills and knowledge for cross-cultural communication to meet the needs and challenges of globalization.

Intended Learning Outcomes of Major (MILOs)

Upon successful completion of this major, students should be able to:

No.	MILOs	Discovery-enriched curriculum related learning outcomes		
		A1	A2	A3
1.	Explore how language works to facilitate cross-linguistic and cross-cultural communication.	✓	✓	
2.	Explore the multifaceted problems inherent in translation and interpretation.	✓	✓	✓

No.	MILOs	Discovery-enriched curriculum related learning outcomes		
		A1	A2	A3
3.	Function as qualified, competent, and efficient translators/interpreters with professionalism, updated knowledge of translation studies, and a global perspective of the profession.	✓	✓	✓
4.	Perform as proficient, effective, and versatile communicators capable of a wide range of language-related tasks in a competitive and multilingual workplace.	✓	✓	✓
5.	Be efficient problem solvers, able to think analytically, critically, and creatively.	✓	✓	✓
6.	Demonstrate awareness and appreciation of cultural diversity, and confidence in working in international and culturally diverse workplace.	✓	✓	✓
7.	Uphold professional ethics without fear and discharge professional duties to the best of their knowledge and skill.	✓	✓	
8.	Demonstrate keenness to enrich their lives both as a professional and life-long learners.	✓	✓	

A1: *Attitude*
Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: *Ability*
Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to real-life problems.

A3: *Accomplishments*
Demonstrate accomplishments of discovery/innovation/creativity through producing/constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

Major Requirement

1. Foundation-year courses

(Normative 4-year degree students are required to take all of the three courses (9 credit units). Students of Advanced Standing I/ Transfer-in students are only required to take LT1202 (3 credit units) while Advanced Standing II students are given full exemption.)

Course Code	Course Title	Level	Credit Units
LT1201	Introduction to Linguistics and Language Applications	B1	3
LT1202	Discovering how Language Works in a University Setting	B1	3
LT1301	Introduction to Translation	B1	3

2. Core courses (24 credit units)

Course Code	Course Title	Level	Credit Units
LT2321	Culture and Translation	B2	3
LT2341	Fundamentals of Translation	B2	3
LT2370	Building Interpretation Skills	B2	3
LT3322	Reading Bilingual Literature	B3	3
LT3326	Comparative Study of Chinese and English	B3	3
LT3371	Developing Interpretation Skills	B3	3
LT3379	Practical Translation	B3	3
LT4380	Theory of Translation	B4	3

3. Elective courses (30 credit units; at least 12 credit units must be at B4-level)

Course Code	Course Title	Level	Credit Units
LT2203	Language in Society	B2	3
LT2204	Language and Mind	B2	3
LT2229	Linguistics I	B2	3
LT2253	Language Information Technology	B2	3
LT2305	Fundamentals of Style	B2	3
LT2306	Appreciating Written Texts	B2	3
LT3199	Professional Internship I	B3	3
LT3209	Syntax	B3	3

Course Code	Course Title	Level	Credit Units
LT3210	Electronic Publishing	B3	3
LT3211	Semantics	B3	3
LT3213	Text Linguistics	B3	3
LT3345	Discovering and Managing Terms	B3	3
LT3346	Bilingual Editing Skills	B3	3
LT3347	Commercial Translation	B3	3
LT3348	Translation for Government and Public Administration	B3	3
LT3349	Legal Translation	B3	3
LT3350	Translation for the Media	B3	3
LT3351	Literary Translation	B3	3
LT3352	Scientific and Technical Translation	B3	3
LT3354	Computer-Aided Translation	B3	3
LT3355	Audiovisual Translation	B3	3
LT3399	LT Study Tour	B3	3
LT4319	Advanced Audiovisual Translation	B4	3
LT4327	Issues in the History of Translation	B4	3
LT4361	Specialized Translation in Commerce and Finance	B4	3
LT4362	Specialized Translation in Law	B4	3
LT4363	Specialized Translation for Government and Public Administration	B4	3
LT4364	Specialized Translation for the Media	B4	3
LT4365	Advanced Literary Translation	B4	3
LT4366	Specialized Translation in Science and Technology	B4	3
LT4375	Consecutive Interpretation (English – Chinese)	B4	3
LT4376	Simultaneous Interpretation (English – Chinese)	B4	3
LT4377	Advanced Consecutive Interpretation (English – Chinese)	B4	3
LT4378	Advanced Simultaneous Interpretation (English – Chinese)	B4	3
LT4391	DEC Project in Translation	B4	6

Course Code	Course Title	Level	Credit Units	Remarks
AIS2931	Japanese Language – Level 2	B2	3	The credits earned from a successful completion of the Asian or Global languages courses at level 2 or above will be counted to fulfil the major electives and the maximum credits to be counted are 3
AIS3932	Japanese Language – Level 3	B3	3	
AIS3933	Japanese Language – Level 4	B3	3	
AIS4994	Japanese Language – Level 5	B4	3	
AIS4995	Japanese Language – Level 6	B4	3	
AIS2974	Korean II	B2	3	
AIS3982	Korean III	B3	3	
AIS3983	Korean IV	B3	3	
LT2402	French 2	B2	3	
LT2406	Intensive French 1 and 2	B2	6	
LT3403	French 3	B3	3	
LT3404	French 4	B3	3	
LT2502	German 2	B2	3	
LT2506	Intensive German 1 and 2	B2	6	
LT3503	German 3	B3	3	
LT3504	German 4	B3	3	
LT2602	Spanish 2	B2	3	
LT2606	Intensive Spanish 1 and 2	B2	6	
LT3603	Spanish 3	B3	3	
LT3604	Spanish 4	B3	3	

IV. MINOR PROGRAMMES

The Department offers the following minor programmes to students of the University.

- Minor in Linguistics and Language Applications
- Minor in Translation

Students taking these minors can increase their competitive edge in the job market, as well as to broaden their horizons to cope with the needs of the society.

Minor in Linguistics and Language Applications

語言學及語言應用副修

Co-ordinator:

Dr. LEE John S.Y.

Tel

3442 5597

Email

jsylee@cityu.edu.hk

Exclusive Majors: Linguistics and Language Applications/ Linguistics and Language Technology

Aims of Minor

This minor aims to let students learn the basics of the scientific study of language that will supplement their major curricula by:

1. broadening the intellectual horizons and experience on academic training of the students;
2. imparting to the students the basic knowledge about language;
3. introducing to the students areas of language applications such as discourse, language learning, or language technology

Intended Learning Outcomes of Minor (MINIOs)

Upon successful completion of this minor, students should be able to:

No.	MINIOs	Discovery-enriched curriculum related learning outcomes		
		A1	A2	A3
1.	Apply the knowledge of linguistics to the learning of another language.	✓	✓	✓
2.	Apply the structural aspects of language to the activities that involve the use of language.	✓	✓	✓
3.	Apply linguistics knowledge to the study of discourse, language acquisition or language technology.	✓	✓	✓

A1:

Attitude

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2:

Ability

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to real-life problems.

A3:

Accomplishments

Demonstrate accomplishments of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

Minor Requirement (15 credit units)

1. Core Elective Courses (3 credit units)

Choose one course out of two.

Course Code	Course Title	Level	Credit Units
LT2201	Introduction to Linguistics	B2	3
LT2229	Linguistics I	B2	3

2. Elective Courses (12 credit units)

Course Code	Course Title	Level	Credit Units
LT2203	Language in Society	B2	3
LT2204	Language and Mind	B2	3
LT2231	Introduction to Language Technology	B2	3
LT3209	Syntax	B3	3
LT3210	Electronic Publishing	B3	3
LT3211	Semantics	B3	3
LT3212	Phonetics	B3	3
LT3213	Text Linguistics	B3	3
LT3214	Phonology	B3	3
LT3215	Pragmatics	B3	3
LT3220	Corpus Linguistics	B3	3
LT3326	Comparative Study of Chinese and English	B3	3
LT4225	Computer Assisted Language Learning	B4	3
LT4226	Second Language Acquisition	B4	3
LT4227	First Language Acquisition	B4	3
LT4239	Conversation Analysis	B4	3

Minor in Translation

翻譯副修

Co-ordinator:

Dr. Dominic Glynn

Tel
3442 8739

Email
dsglynn@cityu.edu.hk

Exclusive Major: Translation and Interpretation

Aims of Minor

The minor aims to equip students with the essential conceptual, translation and linguistic tools for deepening understanding of source texts in their respective major disciplines and for facilitating communication of information and ideas across languages and cultures. It also provides them with a cluster of generic and transferable knowledge, skills, and techniques useful for their study.

Intended Learning Outcomes of Minor (MINIOs)

Upon successful completion of this minor, students should be able to:

No.	MINIOs	Discovery-enriched curriculum related learning outcomes		
		A1	A2	A3
1.	To explain how language works to facilitate communication across languages and cultures.	✓	✓	
2.	To demonstrate a firm grasp of the nature, principles and techniques of translation.		✓	✓
3.	To analyze and translate texts of various types and subject-matters.		✓	✓

A1: *Attitude*

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: *Ability*

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to real-life problems.

A3: *Accomplishments*

Demonstrate accomplishments of discovery/innovation/creativity through producing/constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

Minor Requirement (15 credit units)

1. Core Elective courses (3 credit units; select one course out of two)

Course Code	Course Title	Level	Credit units
LT2341	Fundamentals of Translation	B2	3
LT3379	Practical Translation	B3	3

2. Elective courses (12 credit units)

Course Code	Course Title	Level	Credit units
LT2321	Culture and Translation	B2	3
LT3322	Reading Bilingual Literature	B3	3
LT3345	Discovering and Managing Terms	B3	3
LT3346	Bilingual Editing Skills	B3	3
LT3347	Commercial Translation	B3	3
LT3348	Translation for Government and Public Administration	B3	3
LT3349	Legal Translation	B3	3
LT3350	Translation for the Media	B3	3
LT3351	Literary Translation	B3	3
LT3352	Scientific and Technical Translation	B3	3
LT3354	Computer-aided Translation	B3	3
LT4380	Theory of Translation	B4	3

V. ACTIVITIES FOR UNDERGRADUATE STUDENTS

Exchange Programmes

The Department organizes student exchange programmes with leading universities in Mainland China and Taiwan. Students may apply to go to these universities to study for one semester and earn credits towards their degrees. Credit transfer is at the discretion of the major leaders. For more details about the departmental exchange programmes, please visit the following website: <http://lt.cityu.edu.hk/DEC/activities-works/exchange>.

The University has also established exchange links with major universities around the world at college and institutional levels. Please visit the following websites for more information:

<http://www.cityu.edu.hk/class/exchange/content/default.aspx> and
http://www.cityu.edu.hk/gso/oes_introduction.htm

Our departmental student exchange coordinator is Dr. Alex C. Fang. His contact information is as follows:

Tel: 3442 8793
Email: acfang@cityu.edu.hk

Eligibility

Students enrolled in major programmes offered by the Department are welcome to apply for exchange programmes at departmental, college as well as institutional levels.

Professional Internship Programmes

Subject to the duration of the internship and the academic programme of the students, interns can register for LT3199 Professional Internship I (3 credits) or LT3299 Professional Internship II (6 credits). Internship courses can be considered as satisfying partly the programme elective and/or free elective requirements. The Internship can also be taken as a non-credit-bearing co-curricular activity.

Eligibility

The student interns are selected primarily from students who are enrolled in LT's major programmes.

Selected Participating Internship Partners since 2004

- Aberdeen Kai-fong Welfare Association Social Service Centre
- Asia One Product & Publishing Ltd.
- Ask It Ltd.
- Beijing Language and Culture University (PRC)
- Beijing Spirit Translation Co., Ltd.
- B.K. Norton, Ltd. (Taiwan)
- Bookman Books, Ltd. (Taiwan)
- China Daily Hong Kong Edition
- China Youth Development Foundation (PRC)
- Chinese YMCA of Hong Kong
- Ching Chung Hau Po Woon Primary School
- CJ China Ltd.
- The Commercial Press (HK) Ltd.
- The Commercial Press Shanghai Co.Ltd. (PRC)
- Consumer Council
- Cosmos Books Ltd.
- Department of Pediatrics, University of Florida College of Medicine-Jacksonville (US)
- E.C. Fix Technology Ltd.
- Etymon Communications and Brand Management Consultants
- The First Affiliated Hospital of Jinan University (PRC)
- Foreign Language Teaching and Research Press (PRC)
- Gowell Software Ltd.
- HANA Microelectronics Public Co. Ltd. (Thailand)
- Hong Kong Blind Sports Federation
- Hong Kong Committee for UNICEF
- Hong Kong Disneyland
- Hong Kong Equestrian Federation
- Hong Kong Football Association Limited
- Hong Kong Observatory
- International Scholars Exchange Centre Ltd.
- Jao Tsung-I Petite Ecole, The University of Hong Kong
- Laconic Freight International Ltd.
- Linking Publishing Co. Ltd.
- Mandarin House Chinese School (PRC)
- Metrobooks
- Misys International Banking Systems Ltd.
- Modern Educational Research Society
- Noah's Ark Lab. Huawei Technologies
- Otis Elevator Company (HK) Ltd.
- Oxford University Press (China) Ltd.
- Pearson Educations Asia Limited.
- ProTrans Language Services Ltd.
- Shandong University (PRC)
- Sports Services International
- SUP Publishing Logistics (HK) Ltd.
- 山東大學文學院 山東大學中文信息研究所
- Ta Kung Pao
- The Hong Kong Council of the Church of Christ in China
- Total Petrochemicals (Hong Kong) Ltd.
- Turenscape (PRC)
- Uniqlo Hong Kong, Ltd.
- Yew Chung Education Foundation
- Yilin Press (PRC)
- YMCA of Hong Kong
- Youth With A Mission

Study Tours

The Department organizes a number of non-local study tours which comprises pre-tour learning activities and a structured academic programme offered by a host university/institute. Providing students with a non-local learning experience, the course will boost students' interest in joining study tours to broaden their horizons in a global learning context.

VI. ACADEMIC REGULATIONS

The academic regulations for undergraduate degrees extracted below are for your reference. Students should also be familiar with other University regulations and guidelines accessible from the website of Academic Regulations and Record Office: <http://www.cityu.edu.hk/arro>.

Academic Regulations for Undergraduate Degrees

(Effective from Semester A 2017/18)

Please refer to the University website for the most updated guidelines.

Glossary

Academic Transcript	The official academic record of a student's undergraduate studies at the University, including grades assigned for courses.
Academic Year/Semester/Term	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.
Advanced Standing	Students with a recognized qualification may be admitted to the University with advanced standing. Students will be grouped as "Advanced Standing I" or "Advanced Standing II" depending on their entry qualifications.
Assessment	The tests, coursework, examinations and other activities used to assess students' progress through courses and to assign final grades.
Assessment Panel	University bodies responsible for assigning grades to students for their courses.
Course	The basic units of instruction into 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. University courses are approved for inclusion in the course catalogue.
Course Catalogue	The official record of University courses maintained by the University.
Course Exemption	Students may be granted an exemption from specific courses based on prior study. Credit units are not earned for an exempted course.
Course Leader	A Course Leader is appointed by the Head or Dean of an academic unit for each course offered by the academic unit with responsibility for delivery and assessment of the course.

Credit Transfer	The assignment of credit units toward the credit unit requirements of a degree on the basis of prior studies completed at an appropriate level as recognised by the University. Credit units for transfer are normally assigned based on specific courses that are equivalent in content and standard.
Credit Unit	Each course is assigned a number of credit units. A credit unit is earned by approximately forty to fifty hours of student work.
Dean	Dean refers to the head of a college/school.
Degree	The University's undergraduate curricula are organised into degrees. The bachelor's degree is normally granted upon completion of a programme of study, which typically includes a major, Gateway Education requirement, college/school requirements, University Language Requirements, free electives and/or minor.
Double Degree	The completion of a double degree programme or two degrees in accordance with the specified double degree options approved by the University.
Double Major	The completion of two majors offered by colleges/schools. The degree awarded for students taking a double major will be determined by the home major.
Enrolment	The completion of specified procedures to attain student status of the University.
Equivalent Course	Equivalent courses are those courses of the same level where there is sufficient overlap in content that students may register in the course to meet degree requirements, to recover a failure or to improve a course grade.
Examination Board	University bodies responsible for making decisions on students' academic standing, classifying students' awards, recommending to Senate conferment of awards, and terminating the studies of students on academic grounds on behalf of Senate.
Exclusive Course	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.
Gateway Education	The Gateway Education (GE) programme augments the specialized knowledge students receive in their majors by enabling them to achieve a breadth of knowledge through exposure to multiple disciplines. GE courses lay a solid foundation for personal growth and intellectual development.

Grade Point Average (GPA)	<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 undergraduate studies at the University, and then dividing the result by the total number of credit units taken. All course grades, unless excluded as approved by Senate, 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>
Graduation Date	Each academic year has three graduation dates as set by Senate for the graduation of students who have completed requirements for awards as determined by the College/School Examination Board.
Home Academic Unit	An academic unit refers to an academic department, college or school. A student's home academic unit is the department/college/school offering the degree or home major in which he/she is enrolled.
Major	A major field of study is the core competence area, comprising a structured group of courses which aims to create a broad and deep intellectual experience in an academic discipline. Each major shall be overseen by a Major Leader.
Minor	A minor consists of a structured group of courses that focuses on a particular academic discipline, allowing students to develop some depth of understanding in a subject area or topic of professional interest. Each minor shall be overseen by a Minor Leader.
Mode of Study	Students are enrolled in a full-time or part-time mode of study. Students' modes of study govern their maximum and minimum study loads.
Operational Grade	A course grade assigned for administrative purposes to assist in the management of student records. Operational grades of IP, I, TR, Z, AU, X and WD do not count in the calculation of students' GPAs.
Prerequisite	A requirement that must be fulfilled before a student can register in a particular course. Precursors are set for some courses. Precursors are not compulsory requirements, but students are advised to complete precursors before registering in these courses.
Registration	The inclusion of a student in the class list of a course.
Required Course	A course that must be passed to complete degree requirements.
Senate	The University Senate of City University of Hong Kong
Stream	Streams are sub-divisions under a major that designate the specialties of the subject discipline.

Substitute Course	Under exceptional circumstances where a required course cannot be completed, a “substitute” course may be approved by the Dean of the major/minor-offering academic unit for a student replacing the required course with another.
University	City University of Hong Kong
University Award	An award of the University approved by Senate on completion of specified degree requirements.
University Language Requirements	University Language Requirements refer to the English language requirement and Chinese language requirement stipulated by the Senate.
Working Days	Mondays to Fridays, excluding Saturdays, Sundays and public holidays and excluding a day throughout or for part of which a black rainstorm warning or Typhoon Signal Number 8 or above is issued by the Hong Kong Observatory.

Academic Regulations

These Academic Regulations are made by the University Senate to govern student progress leading to undergraduate degree awards approved by the University Senate. Regulations concerning courses and related arrangements also apply to exchange and visiting students.

These regulations do not apply to undergraduate degrees under the previous 3-year degree curriculum structure. Regulations for studies leading to awards of associate degrees, taught postgraduate degrees, MPhil, PhD, and professional doctorates are published separately.

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

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

1. Language of Instruction and Assessment

Unless otherwise determined by Senate for a specific course, the medium of instruction and assessment at the University is English.

2. Admission

- 2.1 To be eligible for admission to a bachelor's degree, the applicant must satisfy the general entrance requirements as specified by Senate and the academic unit's requirements, if any, or be a "mature applicant" as defined in the general entrance requirements, and be able to demonstrate aptitude and suitability for studying the degree/major.
- 2.2 Students with a recognized qualification may be admitted to the University with advanced standing.
- 2.3 Admission is based on academic performance and other relevant criteria. The University does not discriminate on the grounds of age, gender, sexual orientation, nationality, race, social or ethnic origin, family status, or disability.
- 2.4 Meeting the entrance requirements does not guarantee admission. The University's decisions on the admission of applicants are final.
- 2.5 Former bachelor's degree students of the University whose studies were discontinued either due to study withdrawal or termination by the University and wish to apply for readmission to the University must follow the normal admission procedures and other conditions specified by the University. If readmission is approved, all credit units and grades of the bachelor's degree level previously earned will be counted in the GPA calculation and if applicable, for fulfilling the degree requirements of the admitted degree. The student's previous period of study will also be counted in the calculation of his/her maximum period of study for the admitted degree.

- 2.6 A bachelor's degree student whose study has been discontinued due to expiry of the maximum period of study or non-completion of all the degree requirements for graduation within the maximum number of credit units permitted is not allowed readmission to any degree of the bachelor's level.
- 2.7 Former bachelor's degree graduates of the University pursuing a second bachelor's degree are required to fulfil a minimum of 60 credit units of new courses not taken in the first degree. The detailed degree requirements for such admittees require approval of the Head of the home academic unit.

3. Enrolment

- 3.1 On entry to the University, students will be admitted to an academic unit. They will be enrolled in a degree with a specified or an undeclared major.
- 3.2 Students having an undeclared major shall declare their home major in accordance with the specified time and procedures prescribed by the University.
- 3.3 Any subsequent change of the home major should be submitted for approval in accordance with the procedures announced by the University. If approved, the change will take effect from the following semester.
- 3.4 Unless otherwise approved by the University, students who are admitted for full-time studies are expected to study full-time in the degree concerned and are not permitted to enrol in full-time or part-time study for any other award qualification either at the University itself or at any other tertiary institution.
- 3.5 To maintain their enrolment, students must conform to the University's rules and regulations.

4. Degree Requirements

- 4.1 The minimum graduation requirement for a normative 4-year bachelor's degree is 120 credit units, subject to the requirements of individual colleges/schools. Students may take additional courses exceeding the minimum graduation requirement, but the maximum number of credit units completed should not exceed 144. For a bachelor's degree with a normal study duration longer than 4 years, the minimum credit units for graduation and the maximum credit units for the degree shall be approved by the Senate based on individual programme needs.
- 4.2 Except for those students who are pursuing a double major/double degree or those who have been granted special permission to exceed the maximum number of credit unit limit, students who cannot complete all the degree requirements for graduation within the maximum number of credit units permitted will be required to discontinue their studies.

- 4.3 Of the required graduation units, all students must complete a major and satisfy the Gateway Education requirement, University Language Requirements, college/school requirements, and any other requirements stipulated by the cognizant academic unit, with the balance to be fulfilled by minor(s) or free electives.
- 4.4 Double counting of courses is permissible between the home major and college/school requirements, as well as between the minor and college/school requirements. However, the credit units would count only once toward the total credits attained by the student, regardless of the number of requirements the course serves to fulfil.
- 4.5 College/School Requirement
- Individual colleges/schools may specify additional requirements for the degrees offered.
- 4.6 Major
- 4.6.1 Students must pursue an area of knowledge in depth through completion of the requirements for a major. The major requirement, plus any college/school requirement, should fall within the range of 54 – 72 credit units; and the major should not be less than 27 credit units. However, the college/school may propose a higher limit to meet the requirements of professional accreditation, or for a degree with a normal study duration longer than 4 years, subject to Senate’s approval.
- 4.6.2 A major may be sub-divided into streams to designate the specialties of the subject discipline. Students may select one or more streams in the major as provided in the curriculum, subject to fulfilment of any stipulated conditions.
- 4.7 Gateway Education Requirement
- 4.7.1 To fulfil their degree requirements, students must complete a minimum of 30 credit units of courses as specified by the University in fulfilment of the Gateway Education requirement.
- 4.7.2 Gateway Education courses cannot be prescribed as prerequisites for enrolling in any major or minor.
- 4.7.3 Double counting of courses is permissible between the College/School-specified courses under the Gateway Education requirement and the requirement of (i) minor, or (ii) second major, or (iii) double degree. However, the credit units would count only once toward the total credits attained by the student, regardless of the number of requirements the course serves to fulfil.
- 4.8 Minor
- 4.8.1 Students with a home major may choose to declare a minor, which is optional, in accordance with the procedures announced by the University. A minor requires 15 to 18 credit units. Credits earned to fulfil the minor

requirement cannot be used toward meeting the requirement for a major and/or other minor(s) taken by the student.

4.8.2 Declaration of minors should be made before the submission of the application for graduation, and all requirements for the minor(s) should be met by the time of graduation.

4.8.3 Students who cannot complete their declared minor(s) but have fulfilled their degree requirements can still graduate. The completed courses from the unfulfilled minor may be counted toward the degree as free electives as appropriate.

4.9 University Language Requirements

Students are required to fulfil the English language requirement and Chinese language requirement, as appropriate, in accordance with the requirements stipulated by the University.

4.10 Free Electives

After fulfilling the credit unit requirements for the major, Gateway Education requirement, college/school requirements, University Language Requirements, and minor (optional), students may choose free electives to fulfil their degree requirements, and must do so if their cumulative credit load is below the minimum graduation requirement for the respective degree.

5. Double Major and Double Degree

5.1 Double Major

5.1.1 Students with a home major may declare a second major within their second and third years of study in accordance with the procedures announced by the University. Such requests require approval from the Heads of the academic units offering the two majors, and are subject to the fulfilment of stipulated conditions, including the attainment of a minimum CGPA of 3.00 at the end of the semester when the declaration is submitted.

5.1.2 Students are required to fulfil the degree requirements associated with the home major and the major requirement for the second major. Some overlap in the courses required for the two majors is allowed provided that at least 27 credit units in new courses are completed for the second major.

5.1.3 Students who cannot complete their second major but have fulfilled the degree requirements for the home major may still apply for graduation. The completed courses from the unfulfilled second major may be counted toward the degree as free electives or used for fulfilling requirements for a minor as appropriate.

5.1.4 Students who cannot complete their second major within the stipulated maximum credit limit may still continue to pursue the double major. Any further course registration exceeding the maximum credit unit limit must be self-financed.

5.2 Double Degree

5.2.1 Students may enrol in a double degree programme at entry to the University, or declare a double degree selected from among the specified double degree options in accordance with the procedures announced by the University. For the latter, students should attain a minimum CGPA of 3.30 at the end of the semester when the declaration is submitted and fulfil any other stipulated conditions. The declaration requires approval of the Heads of the academic units offering the two degrees.

5.2.2 A second degree will normally require one more year of study on a self-financing basis.

5.2.3 Attainment of a double degree requires a minimum of 150 credit units. Some overlap in the courses required for the two degrees is allowed provided that at least 30 credit units in new courses are completed for the second degree.

5.2.4 Students who cannot complete a double degree but have fulfilled the requirements for a single degree may still apply for graduation. The completed courses from the unfulfilled degree may be counted toward the completed degree as free electives or used for fulfilling requirements for a second major or a minor as appropriate.

6. **Advanced Standing**

6.1 Students admitted with advanced standing may complete the degree with a minimum of 60 or 90 credit units, subject to the requirements of individual degrees/majors.

6.2 Colleges/Schools may stipulate a reduced credit unit requirement for students admitted with advanced standing with regard to the college/school and major requirements, but the degree requirements should comply with the minimum credit requirement for graduation (i.e., 90 credit units for Advanced Standing I and 60 credit units for Advanced Standing II) as stipulated by the University.

6.3 All the regulations related to degree requirements, double major and double degree presented in AR4 and AR5 above also apply to students admitted with advanced standing unless otherwise specified.

6.4 Students Admitted with Advanced Standing I

6.4.1 Advanced Standing I students have to achieve a minimum requirement of 90 credit units for graduation subject to the requirements of individual colleges/schools, and the maximum number of credit units completed should not exceed 114.

6.4.2 Such students should fulfil the following minimum degree requirements, in addition to any other requirements stipulated by the cognizant academic unit:

- (i) A major
- (ii) College/School requirements, if any
- (iii) Gateway Education requirement of 21 credit units
- (iv) University Language Requirements

6.5 Students Admitted with Advanced Standing II

6.5.1 Advanced Standing II students have to achieve a minimum requirement of 60 credit units for graduation subject to the requirements of individual colleges/schools, and the maximum number of credit units completed should not exceed 84.

6.5.2 Such students should fulfil the following minimum degree requirements, in addition to any other requirements stipulated by the cognizant academic unit:

- (i) A major
- (ii) College/School requirements, if any
- (iii) Gateway Education requirement of 12 credit units
- (iv) University Language Requirements

6.6 Students Admitted with Advanced Standing Pursuing a Double Major or Double Degree

6.6.1 Students admitted with Advanced Standing I may declare a double major within their first and second years of study. Students admitted with Advanced Standing II may declare a double major within their first year of study.

6.6.2 Attainment of a double degree requires a minimum of 120 and 90 credit units for Advanced Standing I and Advanced Standing II students respectively.

7. Course Registration

- 7.1 Students registering for courses must follow the instructions issued by the University. Students may also need to fulfil certain conditions stipulated by the University before they can proceed to register for courses.
- 7.2 Registration for some courses is restricted to students holding the necessary prerequisites.
- 7.3 The University reserves the right to restrict registration in courses, or permit registration only on a priority basis.
- 7.4 Students can add or drop a course during the add/drop period prescribed by the University. 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 Head of the course-offering academic unit.
- 7.5 For approved late drop cases, students will be assigned an X grade representing the late drop of the course and the X grade will be shown on the students' academic transcript.
- 7.6 Students intending not to register in any courses in a semester but who will subsequently continue their study should apply for a leave of absence no later than the end of the course add/drop period.
- 7.7 Students will be restricted from registration in a course when they have earned credit units for an exclusive course.
- 7.8 Under exceptional circumstances where a required course cannot be completed, a "substitute" course may be approved by the Dean of the major/minor-offering academic unit for a student replacing the required course with another. The approved substitute course can be used to recover a failure for the required course.
- 7.9 Credit units earned for courses at a level below the bachelor's degree level are not normally counted toward requirements for an award.
- 7.10 Students who have applied for graduation and fulfilled the degree requirements in the specified graduation semester/term; or completed the maximum credit units allowed; or reached their maximum period of study, cannot register for further courses in subsequent semesters/terms.

8. Credit Transfer

- 8.1 Transfer of credits may be granted to students in recognition of prior studies completed at an appropriate level as recognised by the University. Transfer credits

will be counted toward meeting the credit units required to earn an award from the University.

- 8.2 Notwithstanding AR8.1 above, students admitted with advanced standing will not be entitled to any credit transfer on the basis of their previous qualifications attained prior to their admission to the University. Instead, students may be granted exemption from specific courses based on prior study.
- 8.3 Credit units for transfer are normally assigned with respect to specific courses for work equivalent in content and standard.
- 8.4 Transfer credits must have been earned no earlier than eight years before the date of enrolment at the University. Individual academic units may stipulate a more stringent requirement for transfer credits, as deemed appropriate.
- 8.5 The maximum number of transfer credits that students can obtain throughout their studies, including transfer credits for study exchange or arrangements under joint programmes with other institutions, is as follows:
 - Normative 4-year Degree: 60 credit units
 - Advanced Standing I: 45 credit units
 - Advanced Standing II: 30 credit units
 - Degree with a normal study duration longer than 4 years: Half of the credit units required for the award of the degree
 - Double Degree: Half of the credit units required for the award of the double degree
- 8.6 Transfer credits do not count in the calculation of a student's GPA, except where special arrangements have been made such as credit transfer arrangements under joint programmes with other institutions.
- 8.7 Students may apply for credit transfer in accordance with the procedures announced by the University.

9. Course Exemption

- 9.1 Students may be granted an exemption from specific courses based on prior study. Credit units are not earned for an exempted course.
- 9.2 Students who have been granted course exemptions are required to fulfil the minimum credit requirement for their respective degrees in order to graduate.
- 9.3 Students may apply for course exemptions in accordance with the procedures announced by the University.

10. Maximum and Minimum Study Load

- 10.1 In each semester, full-time students must register for courses summing to a total of at least 12 credit units, and for not more than 18 credit units; and part-time students must register for courses summing to a total of no more than 11 credit units.
- 10.2 In the Summer Term, students may register for courses but the total load must not exceed seven credit units.
- 10.3 Except where special arrangements are made, students seeking an exception from the credit load limit stated in AR10.1 or AR10.2 should apply in writing for approval by the Head of the home academic unit.

11. Duration of Study

- 11.1 Students may take a leave of absence from their 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 Head of the home academic unit. Under exceptional circumstances where a student needs to take a leave of absence accumulating to more than four semesters, such a request should be approved by the Dean.
- 11.2 Students shall, irrespective of their mode of study, complete all the degree requirements within the stipulated maximum period of study (i.e., eight years for normative 4-year degree, six years for Advanced Standing I, and five years for Advanced Standing II), inclusive of any change of majors, periods of leave of absence and suspension of studies. The maximum period of study for individual double degrees and for degrees with a normal study duration longer than 4 years shall be stipulated by the cognizant academic units.
- 11.3 Students who cannot complete all the degree requirements for graduation within the maximum study period will be required to discontinue their studies. Requests for extension of study beyond the maximum study period will not be granted.

12. Withdrawal of Study

Students who wish to withdraw from studies should submit a withdrawal notification to the University. 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.

13. Termination of Study

- 13.1 The University 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 University.

- 13.2 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; or
 - (ii) The student's academic progress is unsatisfactory and is unable to meet the conditions stipulated by the home academic unit after being put on Academic Probation for two consecutive semesters.
- 13.3 Irrespective of AR13.2, the Examination Board may prescribe any other criteria for terminating a student's study.
- 13.4 Notwithstanding AR13.2 and AR13.3 above, students' studies will be terminated if they fail to pass a required course, or its equivalent/substitute course, after three attempts.
- 13.5 For termination of studies due to academic reasons, students may apply for readmission to the University, with admission to any degree study occurring no earlier than one academic year after the termination. Upon readmission after termination of study, students may be given one additional opportunity to pass each required course they have failed in their three previous attempts.

14. Assessment

14.1 The award of any degree qualification shall be based on a student's performance in such examinations or other tests of learning or ability which have been approved by the University for the courses constituting the degree and award concerned.

14.2 Grading of Courses

14.2.1 Courses are graded according to the following schedule:

Grade	Grade Point	Grade Definitions	
A+	4.3	Excellent	The qualifiers, such as "Excellent", "Good", "Fair" etc., define student performance with respect to the achievement of course intended learning outcomes (CILOs).
A	4.0		
A-	3.7		
B+	3.3	Good	
B	3.0		
B-	2.7		
C+	2.3	Fair	
C	2.0		
C-	1.7		
D	1.0	Marginal	
F	0.0	Failure	
P (Pass-fail course only)		Pass	

[Note: A grade with an asterisk (e.g., B+*) is excluded from the calculation of GPA. The credits earned will not be counted toward the minimum credit requirement for graduation but will be counted toward the maximum number of credit units permitted.]

14.2.2 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.

14.2.3 The following grades are used for operational purposes:

Grade	Grade Descriptions	
IP	In Progress	An IP grade is shown where students will register for the same course in the subsequent semester/term to complete the assessment of the course.
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 “T” 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 “T” grade is first reported or as soon as practicable thereafter.
TR	Credit Transfer	Assigned when a student is granted transfer credits for the course.
Z	Exemption	Assigned when a student is exempted from the course.
AU	Audit	An audited grade is assigned when an auditing student has completed the conditions established at registration as an auditor. No assessment is made or grade awarded for auditing.
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 from the University.

14.2.4 Students assigned a grade of D or better, or a Pass grade in a pass-fail course, earn credit units for the course. Grades of F, IP, I, Z, AU, X and WD do not earn credit units.

14.2.5 Grades of P, IP, I, TR, Z, AU, 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 AR14.4.

14.2.6 Grades of P, IP, I, TR, Z, AU, X and WD are not counted in the calculation of a student's SGPA.

14.3 Students' Academic Standing

14.3.1 Academic standing provides an indicator of students in academic difficulty needing academic advising and extra help. The three levels of academic standing are defined as follows:

Standing	Definitions
Academic Warning	Students' academic performance has been unsatisfactory, or their overall academic average is below minimum requirements. Students on warning should seek advice from their academic advisor.
Academic Probation	Students' academic performance has been extremely unsatisfactory, or their overall academic average has continued to be below the minimum requirements for graduation. Students on Academic Probation may be required to take a reduced study load and/or to fulfil specific conditions such as GPA attainments in the following semester.
Academic Suspension	Students 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 students with an opportunity to resolve the problems that are preventing them from making academic progress.

14.3.2 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 academic unit for determining if a decision on academic standing needs to be made.
--------	---

14.3.3 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	SGPA		CGPA	Academic/Operational Standing
Nil	1.00 to 1.69	and	1.00 to 4.30	Academic warning
	0 to 0.99	or	0 to 0.99	Review
Academic warning	1.70 to 4.30	and	0 to 1.69	Academic warning
	0 to 1.69	and	Any	Review
Academic probation/ Academic suspension	0 to 1.69	or	0 to 1.69	Review

14.3.4 In making decisions on students' academic standing, the Examination Board has the right, upon the recommendation of the students' home academic unit, to make exceptions from the above rules.

14.3.5 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.

14.4 Repeating Courses to Improve Grades

Unless otherwise specified, students may repeat a course, or an equivalent course, to recover a failure or to improve a course grade of D, subject to the concerned academic unit's course offering schedule and availability. Only two repeat attempts may be permitted. Course grades for all attempts will appear on the student's academic transcript, but only the final grade earned will be included in the calculation of the student's CGPA.

14.5 Illness or Other Circumstances Related to Assessment

14.5.1 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 his/her home academic unit following the procedures stated on the University website, as soon as possible but no later than 5 working days of the scheduled date for completing the affected examination or assessment.

14.5.2 The home academic unit of the student will investigate the case, in consultation with the course-offering academic unit. 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 home academic unit 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.

14.5.3 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 academic unit to inform all relevant Assessment Panels. The Assessment Panel may also adjust the grade of the student if deemed appropriate. The course-offering academic unit will convey the Assessment Panel's decision on the make-up arrangements to the student in writing as soon as possible.

14.6 Dean's List

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

15. Review of Assessment Decisions

15.1 Review of Course Grades

15.1.1 Requests for review of course grades are governed by AR15.1.

Informal Resolution

15.1.2 For review of course grades via informal resolution, the Course Leader will consider requests on grounds of administrative error in recording or calculating the mark or result, or other circumstances that impact the course grade awarded.

15.1.3 A student should contact the Course Leader within 5 working days of the announcement of grades by the University with a view to resolving the matter informally.

15.1.4 If a revision to the student's course grade is considered necessary, the Course Leader 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.

15.1.5 The decision on the informal review will be communicated to the student by the Course Leader no later than 13 working days following the announcement of grades by the University.

15.1.6 Other than disagreement with the academic judgement of Course Leaders which does not constitute valid grounds for formal review by virtue of AR 15.1.7, if the student's concerns regarding course grades as stipulated in AR15.1.2 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 procedure.

Formal Procedures for Review

- 15.1.7 Disagreement with the academic judgement of Course Leaders does not constitute valid grounds 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 impact the course grade awarded that the student was unable to bring them to the attention of the Course Leader prior to the assessment for valid reasons.
- 15.1.8 Any request for review of course grades must be made in writing to the Dean of the college/school offering the course within 22 working days of the announcement of grades by the University. 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.
- 15.1.9 Upon receipt of the formal request for review, the Dean of the college/school will determine whether or not a *prima facie* case for review has been established. If, in the view of the Dean of the college/school, 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 University. The decision of the Dean of the college/school to dismiss the request is final.
- 15.1.10 If, in the view of the Dean of the college/school, there is a *prima facie* case, then he/she will refer the matter to the College/School 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.
- 15.1.11 If the Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide the action to be taken. The Assessment Panel will report back to the College/School Grade Review Committee any decisions taken on cases referred via this procedure.
- 15.1.12 The decision on the formal review will be communicated in writing to the student by the Dean of the college/school 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 University.

Appeal Procedures

- 15.1.13 Formal requests for review of course grades should normally be resolved at the college/school level. A student may only appeal against the decision of the College/School 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. Students may submit an appeal in writing to the Associate Provost (Academic Planning and Undergraduate Education). Appellants should clearly indicate the grounds for appeal, and provide evidence in support of the appeal. The Associate Provost (Academic Planning and Undergraduate Education) will determine whether or not a *prima facie* case for appeal has been established. If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), 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 Associate Provost (Academic Planning and Undergraduate Education) to dismiss an appeal is final.
- 15.1.14 If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is a *prima facie* case, he/she will refer the matter to the Academic Review Committee for consideration.
- 15.1.15 If the 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 Academic Review Committee any decisions taken on cases referred via this procedure.
- 15.1.16 The 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 Associate Provost (Academic Planning and Undergraduate Education) and is final.
- 15.1.17 The College/School Grade Review Committees will submit a report of formal requests for review of course grades considered to Senate via the Quality Assurance Committee annually. The Academic Review Committee will submit an annual report to Senate via the Quality Assurance Committee on all appeal cases received by the Academic Review Committee.

15.2 Review of Examination Board Decisions

- 15.2.1 Requests for review of an Examination Board's decision on academic standing or final award are governed by AR15.2. The academic judgement of the Board shall not be subject to review.

Informal Resolution

- 15.2.2 For review of an Examination Board's decision via informal means, the University will only consider requests on grounds of administrative error in recording, transcribing, or reporting of the result.
- 15.2.3 A student should attempt to resolve the matter informally by contacting the Major Leader within 5 working days of the publication of the academic standing or final award by the University through the University administrative information system. However, informal review is not a pre-requisite for the formal procedure.
- 15.2.4 If an amendment to the decision on academic standing or award classification is considered necessary, the Major Leader should make a recommendation via the Head of the academic unit 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.
- 15.2.5 The decision on the informal review will be communicated to the student by the Major Leader no later than 8 working days following receipt of the formal request for review.

Formal Procedures for Review

- 15.2.6 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 impact the Board's decision that the student was unable to bring them to the attention of the Board prior to its deliberations for valid reasons.
- 15.2.7 Students may submit a formal request in writing to the Associate Provost (Academic Planning and Undergraduate Education) within 22 working days of the publication of the Examination Board's decision by the University. 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.
- 15.2.8 The Associate Provost (Academic Planning and Undergraduate Education) will determine whether or not a *prima facie* case for review has been established. If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), 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 Associate Provost (Academic Planning and Undergraduate Education) to dismiss the request for review is final.

- 15.2.9 If, in the view of the Associate Provost (Academic Planning and Undergraduate Education), there is a *prima facie* case, he/she will refer the matter to the 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.
- 15.2.10 Where the case involves the request for an appeal against the decision of the College/School Grade Review Committee lodged by the same student within the same semester/term, a nominee of the Associate Provost (Academic Planning and Undergraduate Education) will be appointed to handle the case to avoid allegation of bias.
- 15.2.11 If the 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 Academic Review Committee any decisions taken on cases referred via this procedure.
- 15.2.12 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

- 15.2.13 Formal requests for review of the Examination Board's decisions should normally be resolved by the Academic Review Committee. A student may only appeal against the decision of the Committee on the basis of procedural irregularity in the review process. Students may submit an appeal in writing to the Provost within 10 working days following receipt of the decision regarding the formal review. Appellants should clearly indicate the grounds for appeal and provide evidence in support of the appeal.
- 15.2.14 If the Provost 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 Provost any decisions taken on cases referred via this procedure.
- 15.2.15 The Office of the Provost should 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.
- 15.2.16 The Academic Review Committee will submit a report of formal requests for review of Examination Board decisions and of appeal cases received to

Senate via the Quality Assurance Committee annually. The Provost will submit an annual report to Senate via the Quality Assurance Committee on all appeal cases received by him/her.

16. Application for Graduation and Requirements for Awards

- 16.1 Each academic year has three graduation dates as set by Senate. Students should file an application for graduation during their intended graduation semester/term in accordance with the procedures announced by the University.
- 16.2 Students who have applied for graduation but do not successfully complete all their academic requirements by the end of the intended graduation semester/term must reapply for graduation.
- 16.3 In order to be awarded a degree, a student shall:
- (i) complete the minimum credit unit requirements for the degree;
 - (ii) achieve a CGPA of 1.70 or above; and
 - (iii) fulfil other requirements stipulated in the University's regulations and procedures.
- 16.4¹ Students who have declared a second major shall fulfil the second major requirements, and achieve a minimum CGPA of 1.70 in the second major in order for them to be granted the award.

17. Conferment and Classification of Awards

- 17.1 The University offers the following undergraduate degrees with honours: Bachelor of Arts, Bachelor of Arts and Science, Bachelor of Business Administration, Bachelor of Engineering, Bachelor of Laws, Bachelor of Science, Bachelor of Social Sciences, and Bachelor of Veterinary Medicine.
- 17.2 The degree awarded to students will be determined by the student's home major. The award title to be shown on the student's award certificate will be the degree and the home major. If a student has completed a double major, one award certificate will be issued and the second major will also be shown on the award certificate. For students who have completed a double degree, the two degree designations will appear on one award certificate.
- 17.3 University awards are classified by the relevant College/School Examination Board, which makes a recommendation to Senate for the conferment of awards.

¹ The minimum CGPA requirement mentioned in AR16.4 only applies to students who declare a second major from the 1st round 2015/16 exercise onwards.

17.4 The University grants bachelor's degree awards with the following classifications:

- (i) First Class Honours
- (ii) Upper Second Class Honours
- (iii) Lower Second Class Honours
- (iv) Third Class Honours
- (v) Pass

17.5 The various classifications are based on the CGPAs. The general guidelines are as follows:

<u>Classification of Award</u>	<u>CGPA</u>
First Class Honours	3.50 or above
Upper Second Class Honours	3.00 – 3.49
Lower Second Class Honours	2.50 – 2.99
Third Class Honours	2.00 – 2.49
Pass	1.70 – 1.99

17.6 In all cases of classification of awards, the CGPAs cited above are indicative. The Examination Board has the right, upon the recommendation of the respective academic unit, to make exceptions in the application of the indicative GPAs.

17.7 College/School Examination Boards classify awards with regard to, but not necessarily in strict conformity with, a student's CGPA.

17.8 The above guidelines also apply in determining the classification of awards for a double degree, and the classifications to be awarded should be endorsed by both the College/School Examination Boards concerned.

Revised by the Senate on 30 March 2018

VII. PRACTICAL INFORMATION

Academic Calendar 2018/19

Semester A 2018/19

WK	S	M	T	W	T	F	S	Events	Public Holidays	
	September, 2018								<u>Semester A 2018/19</u>	
							1			
WK.1	2	3	4	5	6	7	8	3 Sep – 1 Dec Teaching Period		
WK.2	9	10	11	12	13	14	15			
WK.3	16	17	18	19	20	21	22			
WK.4	23	24	25	26	27	28	29		25 Day following Mid-Autumn Festival	
	30									
	October									
WK.5		1	2	3	4	5	6	2 Graduation Date	1 National Day	
WK.6	7	8	9	10	11	12	13			
WK.7	14	15	16	17	18	19	20		17 Chung Yeung Festival	
WK.8	21	22	23	24	25	26	27			
WK.9	28	29	30	31						
	November									
					1	2	3			
WK.10	4	5	6	7	8	9	10			
WK.11	11	12	13	14	15	16	17			
WK.12	18	19	20	21	22	23	24			
WK.13	25	26	27	28	29	30				
	December									
							1	1 Last Day of Teaching		
	2	3	4	5	6	7	8	3 – 8 Student Revision Period		
	9	10	11	12	13	14	15	10 – 22 Examination Period		
	16	17	18	19	20	21	22			
	23	24	25	26	27	28	29	24 Dec – 12 Jan 2019 Semester Break	25 Christmas Day	
	30	31							26 Day following Christmas Day	

Semester B 2018/19

WK	S	M	T	W	T	F	S	Events	Public Holiday
	January, 2019							Semester B 2018/19	
			1	2	3	4	5		1 First day of January
	6	7	8	9	10	11	12		
WK.1	13	14	15	16	17	18	19	14 Jan – 27 Apr Teaching Period	
WK.2	20	21	22	23	24	25	26		
WK.3	27	28	29	30	31				
	February								
						1	2		
	3	4	5	6	7	8	9	4 – 9 Lunar New Year Break	5 – 7 Lunar New Year Holidays
WK.4	10	11	12	13	14	15	16	15 Graduation Date	
WK.5	17	18	19	20	21	22	23		
WK.6	24	25	26	27	28				
	March								
						1	2		
WK.7	3	4	5	6	7	8	9		
WK.8	10	11	12	13	14	15	16		
WK.9	17	18	19	20	21	22	23		
WK.10	24	25	26	27	28	29	30		
	31								
	April								
WK.11		1	2	3	4	5	6		5 Ching Ming Festival
WK.12	7	8	9	10	11	12	13		
WK.13	14	15	16	17	18	19	20	19 – 25 Easter Break	19 Good Friday
	21	22	23	24	25	26	27	27 Last Day of Teaching	20 Day following Good Friday
	28	29	30					29 Apr – 4 May Student Revision Period	22 Easter Monday
	May								
				1	2	3	4		1 Labour Day
	5	6	7	8	9	10	11	6 – 20 Examination Period	
	12	13	14	15	16	17	18		13 Day following Buddha's
	19	20	21	22	23	24	25	21 May – 8 Jun Semester Break	Birthday
	26	27	28	29	30	31			

Summer Term 2019

Week	S	M	T	W	T	F	S	Events	Public Holidays	
	June, 2019								<u>Summer Term 2019</u>	
							1			
	2	3	4	5	6	7	8		7 Tuen Ng Festival	
WK.1	9	10	11	12	13	14	15	10 Jun – 27 Jul Teaching Period		
WK.2	16	17	18	19	20	21	22			
WK.3	23	24	25	26	27	28	29			
	30									
	July									
WK.4		1	2	3	4	5	6		1 HK SAR Establishment Day	
WK.5	7	8	9	10	11	12	13			
WK.6	14	15	16	17	18	19	20	15 Graduation Date		
WK.7	21	22	23	24	25	26	27	27 Last Day of Teaching		
	28	29	30	31				29 Jul – 3 Aug Student Revision Period		
	August									
					1	2	3			
	4	5	6	7	8	9	10	5 – 10 Examination Period		
	11	12	13	14	15	16	17	12 – 31 Term Break		
	18	19	20	21	22	23	24			
	25	26	27	28	29	30	31			

Note: ■ represents public holidays including all Sundays.

Adverse Weather Arrangements

Arrangements for Typhoons and Rainstorms

This Note sets out arrangement and basic guidelines for cancellation of University activities under adverse weather conditions. The Director of Campus Development and Facilities will monitor announcements made by the Hong Kong Observatory and when appropriate advise the University community through the campus public address system. Please refer to the University's website for updates of the arrangements: <http://www.cityu.edu.hk/fmo/awa>.

For Students, Faculty, and Other Academic Teaching Staff

1 Suspension of Classes and Examinations

- 1.1 If Typhoon Signal No. 8 or above is issued ("Typhoon Signal") or the Hong Kong Observatory announces that Typhoon Signal No. 8 or above will be issued within 2 hours ("Announcement"), classes and examinations will be suspended as appended below:

Signals issued	Classes / examinations of	Sessions suspended
At or after 7 am	CityU*	Morning sessions with commencement time before 2:00 pm
	School of Continuing and Professional Education (SCOPE ⁺)	
At or afternoon	CityU*	Afternoon sessions with commencement time at or after 2:00 pm but before 6:30 pm
	SCOPE ⁺	
At or after 4 pm	CityU*	Evening sessions with commencement time at or after 6:30 pm
	SCOPE ⁺	

- 1.1.1 If Typhoon Signal No. 8 or above is issued or the Hong Kong Observatory announces that Typhoon Signal No. 8 or above will be issued within 2 hours when activities are already in progress, classes, interviews, admission tests, student enrolment and all other activities being held on campus should be terminated as soon as practicable. However, examinations already in progress should continue except for situations which endanger students and warrant immediate termination of the examinations as determined by the Academic Regulations and Records Office (ARRO) / Chow Yei Ching School of Graduate Studies (SGS) / the School of Continuing and Professional Education (SCOPE) in consultation with DFM. For an emergency situation in the examination venue which poses immediate danger to students, the Chief Invigilator may terminate the examination and report to ARRO / SGS / SCOPE subsequently.

- 1.1.2 Students and visitors are advised to leave as soon as practicable.
- 1.1.3 Announcements made by the Government’s Education Bureau relating to suspension of classes for schools, post-secondary colleges and technical institutes etc. do not apply to the University.
- 1.1.4 For institutional event organizers who wish to make media announcements on arrangements for their events which involve the public, please refer to the “Publicity Advisory and Other Services on Adverse Weather Arrangements” on the Communications and Public Relations Office homepage (<http://www.cityu.edu.hk/cpro>).

1.2 If **black rainstorm warning** is issued at the following hours, classes and examinations will be suspended as appended below:

Signals issued	Classes / examinations of	Sessions suspended
At or after 7 am	CityU*	Morning sessions with commencement time before 2:00 pm
	SCOPE ⁺	
At or after noon	CityU*	Afternoon sessions with commencement time at or after 2:00 pm but before 6:30 pm
	SCOPE ⁺	
At or after 4 pm	CityU*	Evening sessions with commencement time at or after 6:30 pm
	SCOPE ⁺	

- 1.2.1 If black rainstorm warning is issued during a class or examination period, all classes and examinations already in progress will continue unless otherwise advised by the ARRO or SCOPE or SGS, as appropriate.
- 1.2.2 Interviews, admission tests, student enrolment and all other activities should continue to be held for candidates / applicants who have arrived on campus. Outdoor activities should be cancelled.
- 1.2.3 Students and visitors should be advised to stay until the black rainstorm warning has been cancelled and traffic conditions have improved.
- 1.2.4 Announcements made by the Government’s Education Bureau relating to suspension of classes for schools, post-secondary colleges and technical institutes etc. do not apply to the University.

2 Arrangements for Postponement of Examinations and other Activities

- 2.1 The ARRO or SCOPE or SGS, as appropriate, would have set aside make-up dates for examinations or student enrolment sessions that were cancelled or terminated. Concerned parties should refer to the relevant published schedule.
- 2.2 The SGS will reschedule the MPhil / PhD / Professional Doctorate oral examinations and inform relevant parties of the make-up dates for the examinations cancelled or terminated owing to typhoon or rainstorm.

- Notes: *
- * The term “Classes and Examinations of CityU” shall mean teaching activities and the examinations of CityU award-bearing programmes.
 - + The term “Classes and Examinations of SCOPE” shall mean classes / examinations of courses and non-CityU award-bearing programmes and other activities run by SCOPE.

Useful Contact Information

- **Student Development Services (SDS)**
Tel: (852) 3442 8090
Email: sds@cityu.edu.hk

- **Career and Leadership Centre (CLC)**
Tel: (852) 3442 5591
Email: clc.careercentre@cityu.edu.hk

- **Academic Regulations and Records Office (ARRO)**
Tel: (852) 3442 2300

- **Admissions Office (ADMO)**
Tel: (852) 3442 9094

- **Global Services Office (GSO)**
Tel: (852) 3442 8009 or 3442 7373
Email: gso@cityu.edu.hk

- **Computing Services Centre (CSC)**
Tel: (852) 3442 8340
Email: csc@cityu.edu.hk

- **Finance Office (FO)**
Tel: (852) 3442 6493 (General Office)
(852) 3442 6337 (Student accounts)

- **Student Residence Office (SRO)**
Tel: (852) 3442 1111
Email: sro@cityu.edu.hk