

DEPARTMENT OF CHINESE, TRANSLATION AND LINGUISTICS

STUDENT HANDBOOK 2013-2014

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August 2013

I. THE DEPARTMENT OF CHINESE, TRANSLATION AND LINGUISTICS

The Department of Chinese, Translation and Linguistics 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 areas such as Chinese, translation and interpretation, comparative cultural studies, linguistics and language technology, culture and heritage management.

At the undergraduate level, our programmes include B.A. (Hons) in Chinese, B.A. (Hons) in Culture and Heritage Management, B.A. (Hons) in Linguistics and Language Technology, B.A. (Hons) in Translation and Interpretation, and a non-Government funded B.A. Honours programme in Language Studies (with specialization in Chinese, Linguistics and Language Technology, Translation and Interpretation, Japanese or Korean). In addition, the Department also offers minors in Chinese for Professional Purposes, Culture and Heritage Management, Japanese Studies, Korean Studies, Language Technology, Linguistics, Modern and Contemporary Chinese Literature, and Translation.

At the postgraduate level, the Department offers two non-Government funded M.A. programmes: M.A. in Chinese (with specialization in Chinese Language and Literature, Chinese for Professional Purposes, or Chinese for Educational Purposes) and M.A. in Language Studies (with specialization in Language and Law, Linguistics, Translation and Interpretation, or Translation with Language Information Technology). To motivate and support our students' enthusiasm for learning, scholarships are offered to those achieving excellent academic performance.

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

The Department encourages and promotes research in such areas as linguistics and language technology, the study of Chinese language and literature, and translation and cross-cultural studies. Research emphases in the Department include translation (machine and human), culture and heritage management, corpus linguistics, language and law, computer assisted language learning, phonetics, comparative literature, terminology and scholarship in Chinese and other Asian languages. The Department also maintains links with The Halliday Centre for Intelligent Applications of Language Studies (HCLS).

The Language and Cognition Laboratory (LCL) is established to be one of the best equipped cognitive/neurocognitive laboratories of language studies in the region, certainly the best in Hong Kong. It has all the research tools, basic as well as the advanced, and state-of-art research facilities (e.g., SR Research EyeLink 1000 system for recording eye-movement data and an EGI 128 Channel Geodesic System 300 for recording brainwave data) for carrying out cognitive/neurocognitive research in various aspects of language-related human cognitive capabilities (i.e., language acquisition, adult language learning, neurolinguistics, language comprehension and language production, etc.). The lab is committed to high quality research and to demonstrate deep interdisciplinary sophistication by equipping the CTL intellectual force to collect both natural and controlled data of basic research to uptake lines of multi-disciplinary research in language studies that comprise a critical strategy to ensure the sustainability of the existing areas of strengths of CTL. The lab aims to produce research results that provide essential knowledge and discoveries for language researchers to understand the universality and particularity of cognitive/neurocognitive mechanisms of language processing in Chinese, that distinguish competing language models, spanning through a wide spectrum of linguistic domains in Chinese (phonology, morphology, semantic, syntax, anaphora and pragmatic), and that implement Chinese learning environment (CSL) that optimally facilitate language learning through effective intervention techniques that lead to successful reading outcomes.

The Phonetics Laboratory of the Department was established in 1995. It serves both teaching and research needs for undergraduate and postgraduate (M.A., M.Phil., and Ph.D.) programmes of the department as well as research projects of the teaching staff. The lab's 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 basic research tools, namely EMMA AG500, Kay-PENTAX CSL4500, Scicon PC-quirer, EPG, HL Synthesizer, DSP Sonagraph 5500, and IAC soundproof booth, etc. for investigation of the acoustical, articulatory, perceptual, and physiological properties of speech sounds. The lab has received a number of research grants from the Research Grants Council of the Hong Kong Government in support of research projects.

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

The General Office of the Department of Chinese, Translation and Linguistics (CTL) is located in B7704, 7/F, Blue Zone, Lift 3, Academic 1 (AC1). If you have any queries, please contact the General Office in person or call 34428705 during office hours:

Monday - Friday 8:30 a.m. - 12:30 p.m.

1:45 p.m. - 5:15 p.m.

Saturday, Sunday & Public Holiday Closed

2. Electronic mail (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 programme leaders, class/year tutors, or course instructors through e-mail.

3. Blackboard and other course administration channels

Students are encouraged to use the Blackboard, an e-learning platform, to communicate with the course instructors/leaders, as well as among their fellow classmates. The Blackboard 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://ctl.cityu.edu.hk>. You can access the website for up-to-date information of the Department.

5. Academic advising

Programme leaders and class/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. Programme leaders, class 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. POSTGRADUATE PROGRAMMES

POSTGRADUATE CERTIFICATE/ POSTGRADUATE DIPLOMA/ MASTER OF ARTS IN CHINESE (CHINESE LANGUAGE AND LITERATURE/ CHINESE FOR PROFESSIONAL PURPOSES/ CHINESE FOR EDUCATIONAL PURPOSES) (PGC/ PGD/ MACH)

中文（中國語言及文學/專業中文/教學中文）深造證書/ 深造文憑/ 文學碩士

資歷名稱： 中文（中國語言及文學/專業中文/教學中文）深造證書 / 深造文憑 / 文學碩士
收費模式： 按修讀學分計算
畢業要求： 深造證書：12學分（除不得修讀CTL6507以外，任選12學分）
深造文憑：24學分（共同必修科6學分，專修必修科15至18學分，選修科0至3學分）
文學碩士：30學分（共同必修科6學分，專修必修科15至18學分，選修科/專題研習6至9學分）
修讀方式： 混合制
修讀時間： 一年至五年（文學碩士通常為兩年）
授課語言： 中文（廣東話或普通話）

課程主任： 吳耀宗博士 電話: 3442 5599 電郵: yeowcgwu@cityu.edu.hk

副課程主任： 陳學然博士 電話: 3442 4289 電郵: hokychan@cityu.edu.hk

科目主任： 吳耀宗博士(中國語言及文學) 電話: 3442 5599 電郵: yeowcgwu@cityu.edu.hk

楊宏通先生 (專業中文) 電話: 3442 8779 電郵: ctivan@cityu.edu.hk

陳月紅博士 (教學中文) 電話: 3442 8792 電郵: ctcyhc@cityu.edu.hk

專題研習

統籌人: 郭必之博士 電話: 3442 6273 電郵: bckwok@cityu.edu.hk

課程特色

本課程學術性與實用性並重，學員可專修「中國語言及文學」或「專業中文」或「教學中文」；設有必修科及選修科超過三十科，所涵蓋之學術領域與學科數目均為香港各院校中文碩士課程之冠，其中不乏本校獨有之科目。

選修科靈活性極強，除選定之專修外，可從其他專修任選一至三科，以配合個人興趣及工作所需，具備「副修」概念。

專修「中國語言及文學」之必修科涵蓋古典文學、古典文獻學、現當代文學、文學批評史、古代語文學五大範疇，均衡發展，無論研究、教學、應世，皆能深造自得，遊刃有餘。「中國語言及文學」專修已獲教育局及語常會認可為中國語文主修課程；學員符合政府規定條件者可向語常會申請學費津貼。

專修「專業中文」之必修科包括：兩岸三地實用文、專業中文講論會，以及自政府及公共行政中文、商務中文、傳媒中文、法律中文、中文創意寫作五類十科中必修三科；課程適合專業人士及行政人員修讀。

專修「教學中文」之必修科包括：漢語結構、中國語言及文學作品選讀、中國現當代文學專題、普通話教中文的理論與方法、對外漢語教學理論與方法、粵語與普通話對比研究。本專修適合有志於從事以普通話教授中文之學員進修，所有必修科均以普通話授課。

課程於星期一至五晚間上課，方便學員工餘進修。如條件許可，暑期亦開設兩至三科。除講課及導修外，另設有寫作坊及講論會，並邀請學者專家、業界先進作專題演講或出任客席講師。

入學條件

申請人必須具備認可之大學學士學位(任何主修科均可報讀)或同等學歷，並符合本大學之基本入學要求 (University General Entrance Requirements)；而其中文水平符合下列三項規定其中之一：

1. 攻讀大專時期曾修畢至少一科中文書面語科目 (上課時數不少於三十小時)；或
2. 於香港高級程度會考中國語文及文化科取得D級或以上成績，或同等學歷；或
3. 如未能證明符合上述 (1) 或 (2) 之規定，可參加本系特設之中文筆試，成績及格者即視為符合條件。筆試程度與香港高級程度會考相若，目的在測驗應試者之中文寫作及閱讀能力。

授課語言

本課程以中文(粵語或普通話)授課，申請人如兼擅粵語及普通話，更有利於學習。(本課程並不包含培訓普通話能力之專門科目。)

有意專修「教學中文」之申請人，必須具備良好之普通話水平，方能配合必修科目以普通話授課之規定。

課程之預期修習成效 (Programme intended learning outcomes)

(1) 中國語言及文學專修

修畢本課程後，學員應能：

1. 深入探索及評析中國語言、文學與文獻之課題；
2. 熟知中國語言及文學研究之最新趨勢，包括著名學者所作之評論詮釋；
3. 從不同視域評估中國文學與中國語言之應用；
4. 將中國語言及文學之知識以及傳意、賞析之能力應用於當世；
5. 從事中國語言及文學之學術研究並具備高度之研究才能與技巧。

(2) 專業中文專修

修畢本課程後，學員應能：

1. 深入分析中國語言之特質及其如何應用於香港與中國大陸之實務；
2. 通過對比及分析香港與中國大陸之專業中文以增強本身之專業中文素養；
3. 以專業水平撰寫各式專業中文文件並在商務中文、中文創意寫作、政府及公共行政中文、法律中文、傳媒中文五大範疇中能勝任一至多個範疇之高層次工作；
4. 與不同專業之知名人士及專家商榷專業中文之各種課題。

(3) 教學中文專修

修畢本課程後，學員應能：

1. 對中國語言及文學有深入認識；
2. 以普通話講授中文科目；
3. 將中國語言及文學之知識應用於不同教育領域；
4. 從事與中文教學及中國語文應用之相關研究。

課程結構

文學碩士學員(專修「中國語言及文學」或「專業中文」或「教學中文」)必須修讀最少30學分，包括：

1. 2科共同必修科 (各佔3學分)：CTL5711漢語綜論 及 CTL5713中國文化要義；
2. 5至6科專修必修科 (各佔3學分)；
3. 2至3科選修科 (各佔3學分) 或0至1科選修科(佔3學分)及CTL6507碩士專題研習* (6學分)。

* 碩士學生必須取得課程主任准許方可修讀碩士專題研習

深造文憑學員(專修「中國語言及文學」或「專業中文」或「教學中文」)必須修讀最少24學分，包括：

1. 2科共同必修科 (各佔3學分)：CTL5711漢語綜論 及 CTL5713中國文化要義；
2. 5至6科專修必修科 (各佔3學分)；
3. 0至1科選修科 (佔3學分)。

深造證書學員(不設專修)必須修讀最少12學分，規定如下：

除不得修讀CTL6507碩士專題研習以外，可自選任何4科。

為方便全職工作之學生，碩士課程可在五年內分階段修讀。學生可先取得深造證書或文憑，休學一段時間後再修讀剩餘之學分以獲取碩士學位，惟整個修讀過程必須在5年之內完成。

課程資料

共同必修科 Common Core Courses (每科佔3學分)

課程編號	課程名稱	備註
CTL5711	漢語綜論 Essential Concepts in Chinese Language	
CTL5713	中國文化要義 Essential Concepts in Chinese Culture	

專修必修科 Specialization Core Courses (每科佔3學分)

專修甲：中國語言及文學

課程編號	課程名稱	備註
CTL5701	中國古典文學專題 Topics in Classical Chinese Literature	C1
CTL5702	中國古典文獻學專題 Topics in Chinese Ancient Classics	C1
CTL5703	中國現當代文學專題 Topics in Modern and Contemporary Chinese Literature	C1
CTL5704	中國文學批評史專題 Topics in History of Chinese Literary Criticism	C1
CTL5707	中國古代語文學專題 Topics in Classical Chinese Philology	C1

專修乙：專業中文

課程編號	課程名稱	備註
CTL5712	兩岸三地實用文 Chinese Practical Writing in the Mainland, Hong Kong and Taiwan	C2
CTL6714	專業中文講論會 Seminar on Chinese for Professional Purposes	C2, PR
CTL5715	政府及公共行政中文 Chinese for Government and Public Administration	N1
CTL5716	政府及公共行政中文專題 Special Topics in Chinese for Government and Public Administration	N1
CTL5717	商務中文 Business Chinese	N1
CTL5718	商務中文專題 Special Topics in Business Chinese	N1
CTL5719	傳媒中文 Chinese for the Media	N1
CTL5720	傳媒中文專題 Special Topics in Chinese for the Media	N1
CTL5501	法律中文 Chinese for Law	N1

課程編號	課程名稱	備註
CTL5721	法律中文專題 Special Topics in Chinese for Law	N1
CTL5722	中文創意寫作 Chinese Creative Writing	N1
CTL5723	中文創意寫作專題 Special Topics in Chinese Creative Writing	N1

專修丙：教學中文

課程編號	課程名稱	備註
CTL5404	漢語結構 Chinese Linguistic Structures	C3
CTL5622	中國語言及文學作品選讀 Selected Readings in Chinese Language and Literature	C3
CTL5703	中國現當代文學專題 Topics in Modern and Contemporary Chinese Literature	C3
CTL5709	普通話教中文的理論與方法 Teaching Chinese in Putonghua: Theory and Methodology	C3
CTL5710	對外漢語教學理論與方法 Teaching Chinese as a Second Language: Theory and Methodology	C3
CTL5726	粵語與普通話對比研究 Contrastive Studies of Cantonese and Putonghua	C3

選修科 Programme Electives (除碩士專題研習為6學分外，其他各科均為3學分)#

課程編號	課程名稱	備註
CTL5414	粵語語言學 Cantonese Linguistics	
CTL5511	法律中文專業寫作 Professional Chinese Writing for Legal Purposes	
CTL5705	漢學名著選讀 Selected Readings in Sinology	
CTL5708	文史哲專書選讀 Great Works of Chinese Literature, History and Philosophy	
CTL5725	對聯詩文寫作坊 Writing Workshop in Chinese Couplet, Classical Chinese Prose and Verse	
CTL5730	中國語言及文學專題研究 Special Topics in Chinese Language and Literature	
CTL6724	專業中文專題研究 Advanced Topics in Chinese for Professional Purposes	PR
CTL6507	碩士專題研習 Master's Project	N2
CTLxxxx	經課程主任/科目主任批准，可於語文學文學碩士課程中選修一科相關科目。	

備註

C1 專修甲必修科

C2 專修乙必修科

C3 專修丙必修科

PR Pre-requisite

如欲選修此課程的學員，必須先完成修讀以下任何一課程：CTL5501、CTL5715、CTL5716、CTL5717、CTL5718、CTL5719、CTL5720、CTL5721、CTL5722或CTL5723。

專修必修科除供本專修之學員修讀外，亦可供其他專修之學員選修。

N1 任擇三科作專修必修科，其餘七科可作為選修科。

N2 只限碩士學生選修，並必須取得課程主任批准。

POSTGRADUATE CERTIFICATE/ POSTGRADUATE DIPLOMA/ MASTER OF ARTS IN LANGUAGE STUDIES (LANGUAGE AND LAW/ LINGUISTICS/ TRANSLATION AND INTERPRETATION/ TRANSLATION WITH LANGUAGE INFORMATION TECHNOLOGY) (PGC/ PGD/ MALS)

語文學 (語言及法律/ 語言學/ 翻譯及傳譯/ 翻譯及語言資訊科技) 深造證書/ 深造文憑/ 文學碩士

Title of award: Postgraduate Certificate/ Postgraduate Diploma/ Master of Arts in Language Studies (Language and Law/ Linguistics/ Translation and Interpretation/ Translation with Language Information Technology)
語文學 (語言及法律/ 語言學/ 翻譯及傳譯/ 翻譯及語言資訊科技) 深造證書/ 深造文憑/ 文學碩士

Mode of funding: Non-government funded

Minimum no. of credits required for an award: Master of Arts: 30
Postgraduate Diploma#: 24
Postgraduate Certificate#: 12

Please refer to programme structure for details

Mode of study: Combined mode
Classes will be held in the evening and, if necessary, on Saturday afternoons

Normal duration: Normally 2 years for Master of Arts (up to a maximum of 5 years)
[Three of the specializations: Linguistics, Translation and Interpretation, and Translation with Language Information Technology can be completed in one year.]

		<u>Tel</u>	<u>Email</u>
Programme leader:	Mr. LEUNG Wing Kwong, Matthew	3442 8739	ctmleung@cityu.edu.hk

Subject leaders:			
Language & Law/ Translation with Language Information Technology	Mr. LEUNG Wing Kwong, Matthew	3442 8739	ctmleung@cityu.edu.hk

Linguistics	Dr. KWONG Oi Yee, Olivia	3442 9771	rlolivia@cityu.edu.hk
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Translation & Interpretation	Dr. SHEUNG Shing Yue, Richard	3442 8786	ctrsheun@cityu.edu.hk
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PGSK course coordinator (Linguistics):	Dr. KWONG Oi Yee, Olivia	3442 9771	rlolivia@cityu.edu.hk
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Admission requirements

The following programme entrance requirements, incorporating the University general entrance requirements, must be satisfied before an applicant is eligible for admission into the programme. Applicants must:

1. hold a degree from one of the tertiary educational institutions of Hong Kong funded by the University Grants Committee; or
2. hold a degree of a level equivalent to (a) above from a local or non-local institution recognized for this purpose by the University; or
3. have satisfied the academic requirements for corporate membership of a professional institution recognized for this purpose by the University; or
4. have obtained an equivalent qualification, or provided evidence of academic and professional attainments, acceptable for this purpose to the university.

Applicants may be required to take an entry test and/or interview.

Programme aims

The programme aims to:

1. provide students with an understanding of the nature of language and the various ways it impacts on society and culture in the context of Hong Kong;
2. create a framework that allows students the option to focus on a particular aspect of language and its interaction with a particular societal / cultural process, be it the structure of language, language and law, language and translation and interpretation, and language information technology and translation; and
3. sharpen the students' intellect to enable them to function more effectively as language professionals.

Programme intended learning outcomes (PILOs):

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

1. analyze the structure of language and the impacts language can have on society and culture in the context of Hong Kong;
2. reflect critically on the nature of language, and the issues of language as they impact on societal/cultural processes;
3. apply effective communication skills in their work places in their role as language professionals;
4. formulate generalizations on the processes and strategies involved in making discoveries in their respective fields of specialization;
5. (for students specializing in language & law) apply linguistic and conceptual tools learned to generate creative solutions to legal translation, legal writing, and bilingual legal drafting, and reflect critically on the transformation of Hong Kong from a unilingual to a bilingual legal system;
6. (for students specializing in linguistics) analyze the structure of language, generate innovative linguistic analyses, reflect critically on the social, cultural and psychological aspects of language use, and apply such knowledge in their work;
7. (for students specializing in translation & interpretation) apply a range of conceptual tools and skills learned to enhance their ability in generating creative solutions to translation and interpretation tasks, and reflect critically on the multifaceted issues involved in translation and interpretation; and

8. (for students specializing in translation with language information technology) apply a range of conceptual tools and skills learned, with a focus on state-of-the-art language information technology, to enhance their ability and efficiency in generating creative solutions to translation tasks, and reflect critically on the multifaceted issues involved in translation.

Programme structure

Students pay on a credit unit basis, in line with University policy, which will allow significant flexibility in the learning mode of the students. The programme structure is as follows:

No. of credit units required for the Master of Arts: 30 (including two 6-credit common courses)

No. of credit units required for the Postgraduate Diploma: 24

No. of credit units required for the Postgraduate Certificate: 12

All Master of Arts students must take:

- (i) 2 common courses: CTL5901 Language, Cognition, and Culture (3 credit units), and CTL5902 Language, Ideology and Society (3 credit units);
- (ii) 8 more courses (24 more credit units altogether) from the list of courses provided in Table I:
 - students graduating with the award in MA in Language Studies can take any 8 courses;
 - students graduating with the award in MA in Language Studies (with specialization in Language and Law, Linguistics, Translation and Interpretation, or Translation with Language Information Technology) must take the 5 core courses designated for a specific specialization, and 3 other courses from the remaining courses on the programme list*.

*A core course for one specialization can be a non-core course of the other specializations.

All Postgraduate Diploma students must take:

8 courses (24 credit units altogether) from the list of courses provided in Table I:

- students graduating with the award in PGD in Language Studies can take any 8 courses;
- students graduating with the award in PGD in Language Studies (with specialization in Language and Law, Linguistics, Translation and Interpretation, or Translation with Language Information Technology) must take the 5 core courses designated for a specific specialization, and 3 other courses from the remaining courses on the programme list#.

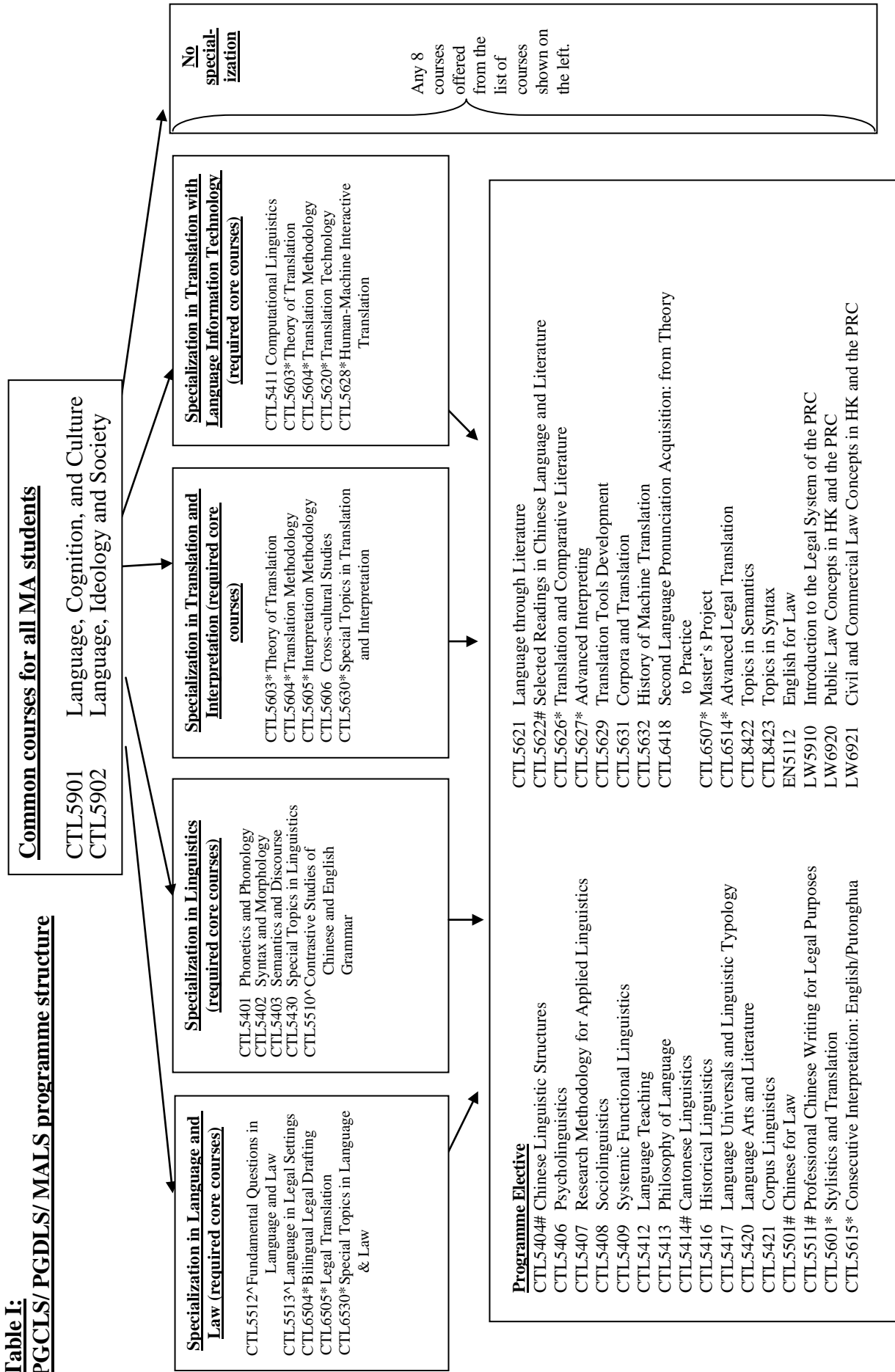
A core course for one specialization can be a non-core course of the other specializations.

All Postgraduate Certificate students must take:

- any 4 courses (12 credit units altogether) from the list of courses provided in Table I. There are not enough credit units for a specialization.

The programme is planned for students who will graduate with an award in Master of Arts. However, to accommodate the special needs and circumstances of the working adult part-time students, the programme puts in place an award ladder regulation that allows students to progress from lower awards to higher awards within a period of five years, e.g., a student who has completed 24 credit units in two years and obtained his/her Postgraduate Diploma can come back two years later by re-applying to the programme to get his/her MA.

Table I:
PGCLS/ PGDLS/ MALS programme structure



Remarks:

- All Master of Arts students must take the two common courses. If they want to specialize, they must take the 5 core courses designated for a specific specialization and 3 other courses. (A core course for one specialization can be a non-core course of the other specializations). Postgraduate Diploma students must take the 5 core courses designated for a specific specialization, and 3 other courses for the award of Postgraduate Diploma in a specialization. Postgraduate Certificate students must take any 4 courses. No specialization will be given to the award of a Postgraduate Certificate.
- Medium of Instruction and Assessment: Unless otherwise determined by senate for a specific course or programme, the medium of instruction and assessment at the university is English.
 - [^] Medium of instruction is English, supplemented by Chinese.
 - * English is the main medium of instruction and assessment, but Chinese is allowed in situations where English-Chinese translation and interpretation, bilingual legal drafting, or study of Chinese language, literature and culture, is involved.
 - # Chinese is the medium of instruction and assessment.

MASTER OF PHILOSOPHY/ DOCTOR OF PHILOSOPHY (MPHIL/ PHD)

Master of Philosophy programme (MPhil) and Doctor of Philosophy programme (PhD) consist of coursework and research studies leading to the submission of a thesis. Both degrees are offered in full-time and part-time mode.

Staff members in the Department are actively engaged in a number of research areas and candidates interested in the following broad areas are particularly encouraged to inquire further about the programme.

Areas and Topics

1. Chinese Language, Literature and Culture

- Chinese Classical Studies (*jingxue*)
- Chinese Culture
- Chinese Literary Criticism
- Chinese Philology
- Chinese Philosophy
- Classical Chinese Language
- Classical Chinese Literature
- Modern Chinese Literature and Culture

2. Comparative Literature, Cross-cultural Studies and Heritage Management

- Asian Literatures in English
- Chinese-Western Comparative Literature
- East Asian Studies of Literature and Culture
- Heritage Management
- Japanese Studies
- Korean Studies

3. Linguistics and Language Technology

- Applied Linguistics
- Chinese Linguistics
- Computational Linguistics
- Contrastive Linguistics
- Conversation Analysis and its Application
- Corpus Linguistics
- First/Second Language Acquisition

- Functional Linguistics
- Japanese and Korean Linguistics
- Lexicography
- Linguistics and Communication
- Linguistics and Cultural Studies
- Linguistics and Literature
- Morphology
- Philosophy of Language
- Phonetics
- Phonology
- Pragmatics
- Prosody
- Semantics
- Sociolinguistics
- Syntax
- Systemic Functional Linguistics
- Terminology
- Text Linguistics
- Tibeto-Burman Linguistics

4. Translation, Language and Society

- Computer-aided Translation
- Language and Law
- Machine Translation
- Translation and Literature
- Translation Studies

Applications

Applicants seeking admission to a research degree programme should satisfy the following minimum entrance requirements:

Master of Philosophy (MPhil)

- hold a relevant bachelor's degree with first or second class honours (or equivalent qualification) from a recognised university.

Doctor of Philosophy (PhD)

- hold a higher degree by research (or equivalent qualification) from a recognised university; or
- be a current MPhil student in the University who is seeking transfer to PhD candidature; or
- hold a taught Master's degree (or equivalent qualification) from a recognised university; or
- hold a Bachelor's degree with first class honours (or equivalent qualification) from a recognised university.

Equivalent qualifications mentioned above include relevant professional qualifications or other scholarly achievements recognised by the University. For further information and research degree regulations please visit the website of the Chow Yei Ching School of Graduate Studies: <http://www.sgs.cityu.edu.hk>.

IV. REGULATIONS AND GUIDELINES

You should observe the regulations and guidelines as stipulated by the University. The regulations and guidelines extracted below are for your reference only. You should refer to the most up-to-date information from the University website.

1. Academic Regulations for Taught Postgraduate Degrees (effective from Semester A 2012/13)

Glossary

Academic Transcript	The official academic record of a student's studies at the University, including grades assigned for courses.
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 programme in which the student is enrolled.
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.
Assessment	The tests, coursework, examinations and other activities used to assess students' progress through courses and to assign final grades.
Assessment Panels	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. 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 studies. 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 the delivery and assessment of the course.

Credit Transfer	The assignment of credit units toward the credit unit requirements of a programme on the basis of work done outside that programme. Credit units 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 Deans and other equivalent posts.
Enrolment	On entry to the University, students are enrolled in a programme of study.
Equivalent Course	Equivalent courses are those where there is sufficient overlap in content that students may, with approval, register in the course to meet a programme requirement, 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 credit units 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.
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 by the student during a specified period of time, 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 calculated for all courses taken at the time of calculation, it is known as the Cumulative GPA (CGPA). When calculated for a given semester, 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.

Mode of Study	Students are enrolled in a full-time, part-time or combined mode of study. Students' modes of study govern their maximum and minimum course loads.
Operational Grade	A course grade assigned for administrative purposes to assist in the management of student records. Operational grades of IP, I, S, 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.
Programme	The structured academic programme leading to a named award of the University into which students are enrolled.
Registration	The inclusion of a student in the class list of a course.
Required Course	A course that must be passed to complete a programme.
Senate	The University Senate of City University of Hong Kong.
Substitute Course	Where the normal course requirements of a programme cannot be completed, a "substitute" course may be approved by the home academic unit for a student, replacing the required course.
Taught Postgraduate	A student enrolled for a Postgraduate Certificate, Postgraduate Diploma, or Master's Degree.
University	City University of Hong Kong
University Award	An award of the University approved by Senate on completion of specified programme requirements.
University Requirement	A requirement set by Senate, irrespective of programme.
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.

These Academic Regulations are made by Senate to govern student progress leading to taught postgraduate awards approved by Senate. Regulations concerning courses and related arrangements also apply to exchange and visiting students. Regulations for studies leading to awards of bachelor's degrees and associate degrees, MPhil, PhD, and Professional Doctorates are published separately.

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

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

1. Language of Instruction and Assessment

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

2. Admission

- 2.1 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.
- 2.2 To be eligible for admission, the applicant must satisfy the general entrance requirements as specified by Senate and the academic unit's requirements, if any, and be able to demonstrate aptitude and suitability for studies at the University.
- 2.3 Meeting the entrance requirements does not guarantee admission. The University's decisions on the admission of applicants are final.

3. Enrolment

- 3.1 On entry to the University, students are enrolled in a specific programme of study, and in the full-time, part-time or combined mode of study.
- 3.2 To enrol for an additional CityU programme or a government-funded programme/place, students must apply in writing for approval by the University.
- 3.3 Students may apply for changing their programme of study according to the procedures stipulated by the University. If approved, the change will take effect from the following semester/year.
- 3.4 To maintain their enrolment, students must conform to the University's rules and regulations.

4. Leave of Absence

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.

5. Credit Transfer

- 5.1 The University may allow previous educational or vocational experience to be counted toward the credit units required to earn an award of the University and appear on students' transcripts.
- 5.2 At least half of the credit units required for an award of the University must be earned by the successful completion of courses required by the programme concerned.
- 5.3 Credit units earned outside the University and counted toward a University award do not count in the calculation of a student's GPA, except where special arrangements have been made.
- 5.4 Credit units for transfer are normally assigned with respect to specific courses for work equivalent in content and standard.
- 5.5 For students who have completed an award level at the University and wish to enrol in a higher award level within the programme, the previous credit units and grades earned from lower level awards within the same programme may count toward the higher award level being pursued and in the calculation of a student's GPA.
- 5.6 The following applies to credit transfer (i) between different taught postgraduate programmes at the University and (ii) between different streams of study at the same award level within the same programme:
 - a) Credit transfer should be limited to a maximum of 50% of the total credit units for the award being pursued.
 - b) Grades from the transferred credit units may be counted in the calculation of a student's GPA for the award being pursued.
- 5.7 Transferred credit units 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 transferred credit units, as deemed appropriate.
- 5.8 Applications for credit transfer should be made in writing for approval by the University. Applications for credit transfer for work completed prior to entry to the University must be made before the start of the first semester according to the deadline set by the University. Applications for credit transfer for outside work completed after admission to the University must be made immediately in the semester following attainment of the additional qualification.

6. Course Registration

- 6.1 Students registering for courses must follow the instructions issued by the University.
- 6.2 Registration for some courses is restricted to students holding the necessary prerequisites.
- 6.3 The University reserves the right to restrict registration in courses, or permit registration only on a priority basis.
- 6.4 Students can add or drop a course during the add/drop period prescribed by the University. Requests for late add/drop of courses require approval of both the course-offering academic unit and the home academic unit. Approved late drop of a course will be represented by an X grade.
- 6.5 If students remain registered for a course after the last date for dropping the course, as determined by the University, they will be assigned a course grade.
- 6.6 Students intending not to register in any courses in a semester but who will subsequently continue their studies should apply for a leave of absence no later than the end of the course add/drop period.
- 6.7 Students will be restricted from registration in a course when they have earned credit units for an exclusive course.
- 6.8 Students who have met all the requirements to graduate from a programme or have reached their maximum period of study cannot register for further courses in subsequent semesters/terms.

7. Maximum and Minimum Credit-Unit Load

- 7.1 In each semester, except the Summer Term, full-time students must register for at least twelve but not more than eighteen credit units; part-time students must register for not more than eleven credit units; and combined mode students must register for not more than eighteen credit units.
- 7.2 In the Summer Term, students may register for courses but the total load must not exceed seven credit units.
- 7.3 Except where special arrangements are made, students seeking an exception to AR7.1 or AR7.2 should apply in writing for approval by the Head of the home academic unit.

8. Maximum Period of Study¹

- 8.1 Students shall complete all programme requirements within the stipulated maximum period of study*, inclusive of programme transfer and any periods of leave of absence and suspension of studies.

¹ The Academic Regulations on the maximum period of study only apply to students admitted or transferred to a new programme in Semester A 2010/11 and thereafter.

* The respective programme document on the maximum study period stipulated for individual programmes shall be referred to.

- 8.2 If a student applies for change of study mode or programme transfer involving a change of study mode, the new maximum period of study will be calculated on a pro-rata basis as determined by the University.
- 8.3 Students who cannot complete all programme requirements for graduation within the maximum study period will be required to discontinue their studies.
- 8.4 Requests for extension of studies beyond the maximum study period will not be granted.
- 8.5 A student whose studies have been discontinued due to expiry of the maximum period of study is not allowed readmission to the same programme.
- 8.6 If a student is readmitted to the same programme after withdrawal or termination of studies (but has not exceeded the maximum period of study), his/her previous period of study should be counted in the calculation of the student's maximum period of study. The student's credit units and grades previously earned from the same programme are normally counted in the GPA calculation, and the final decision on acceptance of credit units and grades rests with the respective academic unit.

9. Grading of Courses

9.1 Courses are graded according to the following schedule:

Letter Grade	Grade Point	Grade Definitions	
A+	4.3	Excellent	Strong evidence of original thinking; good organization, capacity to analyze and synthesize; superior grasp of subject matter; evidence of extensive knowledge base.
A	4.0		
A-	3.7		
B+	3.3	Good	Evidence of grasp of subject, some evidence of critical capacity and analytic ability; reasonable understanding of issues; evidence of familiarity with literature.
B	3.0		
B-	2.7		
C+	2.3	Adequate	Student who is profiting from the university experience; understanding of the subject; ability to develop solutions to simple problems in the material.
C	2.0		
C-	1.7		
D	1.0	Marginal	Sufficient familiarity with the subject matter to enable the student to progress without repeating the course.

Letter Grade	Grade Point	Grade Definitions	
F	0.0	Failure	Little evidence of familiarity with the subject matter; weakness in critical and analytic skills; limited, or irrelevant use of literature.
P		Pass	“Pass” in a pass-fail course. Courses to be graded on a pass-fail basis for a programme are specifically identified under the programme in the course catalogue.

Operational Grades

IP	In Progress	An IP grade is shown where students will register for the same course in subsequent semesters to complete the assessment of the course.	
I	Incomplete	A grade of incomplete may be granted (1) where there are extenuating circumstances that have prevented a student from completing required work, or attending the examination; (2) at the discretion of the Assessment Panel. Where an “I” grade is assigned, the Assessment Panel will approve a schedule for the completion of work, or a supplementary examination. An “I” grade will be converted into an “F” grade four weeks after the “I” grade is first reported, unless an alternative grade has been assigned.	
S	Dissertation Submitted	In a dissertation-type course, an S grade is assigned by the Course Leader when a student’s dissertation has been submitted for assessment.	
TR	Credit Transfer	Assigned when a student is granted transferred credit units 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 period prescribed by the University.	

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.
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- 9.2 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, S, Z, AU, X, and WD do not earn credit units.
- 9.3 Grades of P, IP, I, S, 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 AR12.4.
- 9.4 Grades of P, IP, I, S, TR, Z, AU, X and WD are not counted in the calculation of a student's SGPA.

10. Illness or other Circumstances Related to Assessment

- 10.1 A student who 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 and no later than 5 working days of the scheduled date for completing the affected examination or assessment.
- 10.2 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.
- 10.3 If the case is justified and substantiated, the decision will be conveyed to the Assessment Panel which will determine whether to offer the student a make-up examination or coursework or other alternative assessment. Where assessments for more than one course are affected, it is the responsibility of the home academic unit to inform all relevant Assessment Panels. The Assessment Panel may also adjust the grade of the student if deemed appropriate.

11. Review of Course Grades

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

Informal Resolution

- 11.2 For review of course grades via informal resolution, the Course 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.
- 11.3 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.

- 11.4 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.
- 11.5 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.
- 11.6 Other than disagreement with the academic judgement of Course Leaders which does not constitute valid grounds for formal review by virtue of AR 11.7, if the student's concerns regarding course grades as stipulated in AR 11.2 cannot be resolved by informal means, the student may seek resolution via the formal procedures outlined below. However, informal review is not a prerequisite for the formal procedure.

Formal Procedures for Review

- 11.7 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.
- 11.8 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. For courses offered by the Chinese Civilization Centre and the English Language Centre, the request for formal review should be submitted to the respective Head of the Centre. The written application must:
- (i) state the grounds on which the request for review is made;
 - (ii) include a description of the relevant facts; and
 - (iii) provide supporting evidence.
- 11.9 Upon receipt of the formal request for review, the Dean of the College/School or the Head of the Centre 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 or the Head of the Centre, 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.
- 11.10 If, in the view of the Dean of the College/School or the Head of the Centre, there is a *prima facie* case, then he/she will refer the matter to the College/School/Centre Grade Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of course grade on the basis of the information and documents provided by the

student and other information available to the Committee. The Committee will record its proceedings and resolutions.

- 11.11 If the Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide the action to be taken. The Assessment Panel will report back to the College/School/Centre Grade Review Committee any decisions taken on cases referred via this procedure.
- 11.12 The decision on the formal review will be communicated in writing to the student by the Dean of the College/School or the Head of the Centre 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

- 11.13 Formal requests for review of course grades should normally be resolved at the College/School/Centre level. A student may only appeal against the decision of the College/School/Centre 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 Dean of Graduate Studies. Appellants should clearly indicate the grounds for appeal, and provide evidence in support of the appeal. The Dean of Graduate Studies will determine whether or not a *prima facie* case for appeal has been established. If, in the view of the Dean of Graduate Studies, 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 Dean of Graduate Studies to dismiss an appeal is final.
- 11.14 If, in the view of the Dean of Graduate Studies, there is a *prima facie* case, he/she will refer the matter to the Academic Review Committee for consideration.
- 11.15 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.
- 11.16 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 Dean of Graduate Studies and is final.
- 11.17 The College/School/Centre 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.

12. Students' Academic Progress and Academic Standing

Academic Standing

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

Standing	Definitions
Good Standing	Students are making satisfactory academic progress.
Academic Warning	Students' most recent academic performance has been unsatisfactory, or their overall academic average is below minimum requirements. Students on warning should seek advice from their academic advisor.
Probation	Students' most recent academic performance has been extremely unsatisfactory, or their overall academic average has continued to be below the minimum requirements for graduation. Students on Probation will be assigned an academic advisor by their home academic unit, and will not be permitted to register in courses in the following semester without the approval of the academic advisor. The home academic unit may also require students on Probation to take a reduced credit unit load in the following semester.
Academic Suspension	Students who cannot benefit from course registration in the next semester 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. On return from their suspension, students may be given the opportunity for one additional course repeat in each failed course to recover failure(s) as appropriate.
Operational Standing	
Review	A temporary status indicating that a student's performance may require a change of academic standing and has been referred to the student's home academic unit.

12.2 In accordance with the following rules approved by Senate, a decision on academic standing is made for all students at the end of each semester/term:

From	To	CGPA
	Good standing	> 1.99
Good standing	Academic warning	> 0.99 but < 2.00
	Review	< 1.00
Academic warning	Good standing	> 1.99
	Review	< 2.00
Probation/Academic suspension	Good standing	> 1.99
	Review	< 2.00

12.3 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.

Repeating Courses to Improve Grades

12.4 Unless otherwise specified, students may repeat a course, or an equivalent course, to recover a failure or to improve a course grade of C or below. After the first attempt, only two repeat attempts are 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.

12.5 Courses may be designated "dissertation-type" courses in the course catalogue. For dissertation-type courses, the catalogue will specify the normal duration for course registration and the maximum duration for course registration. Students are not permitted to repeat a dissertation-type course.

13. Conferment and Classification of Awards

Requirements for University Awards

13.1 To be granted an award of the University, students must successfully complete a programme of the University, including specific requirements of the named award for which they are registered, general University requirements, and college/school requirements, if any. The requirements for awards are set out on the University website.

13.2 Credit units earned for courses at a level below the postgraduate programme level are not normally counted toward requirements for an award.

- 13.3 Where two or more courses are defined as exclusive, the credit units earned for only one of the courses will count toward the requirements for the award.
- 13.4 Where the normal course requirements of a programme cannot be completed, a “substitute” course may be approved by the home academic unit for a student, replacing the required course.
- 13.5 The University may allow credit units earned by students registered for a particular programme of the University to be counted toward the requirements of another programme for which they register.
- 13.6 The University may allow exemption from courses required for an award of the University. Credit units toward the award are not given when an exemption is granted.
- 13.7 Students may be granted a taught postgraduate award only if they have achieved a CGPA of 2.00 or above.
- 13.8 Where a programme is designed to enable students to gain an intermediate award, students who meet the requirements for the intermediate award and who withdraw from the full programme may apply in writing to the University for conferment of the award. Such applications must be received within one calendar year of the student’s withdrawal from the programme.
- 13.9 Students completing the requirements for an award graduate on the following graduation date.

Classification of Awards

- 13.10 The University grants Master’s Degree/Postgraduate Diploma/Postgraduate Certificate awards with the following classifications:
- (i) Distinction
 - (ii) Credit
 - (iii) Pass
- 13.11 University awards are classified by the relevant College/School Examination Board, that makes a recommendation to Senate for the conferment of awards.
- 13.12 The various classifications are based on the CGPAs. The general guidelines² are as follows:

Classification of Award	CGPA
Distinction	3.5 or above
Credit	3.2 – 3.49
Pass	2.0 – 3.19

² Unless otherwise specified, the general guidelines on standard CGPA banding for classification of awards only apply to students admitted or transferred to a new programme in Semester A 2010/11 and thereafter.

- 13.13 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.
- 13.14 College/School Examination Boards classify awards with regard to, but not necessarily in strict conformity with, a student's CGPA.

14. Withdrawal of Studies

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.

15. Termination of Studies

- 15.1 The University has the right to terminate a student's studies for failure to maintain satisfactory academic progress as determined by the Examination Board or to comply with the policies and procedures of the University.
- 15.2 For termination of studies due to academic reasons, students may apply for readmission to continue their studies, with readmission to any programme occurring no earlier than one academic year after the termination. Upon readmission after termination of studies, students may be given the opportunity for one additional course repeat in each failed course to recover failure(s) as appropriate.

16. Review of Examination Board Decisions

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

Informal Resolution

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

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

Formal Procedures for Review

- 16.6 For formal review of an Examination Board's decision, only requests with the following grounds will be considered:
- (i) there has been a procedural irregularity affecting the Board's decision;
 - (ii) there exist circumstances that 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.
- 16.7 Students may submit a formal request in writing to the Dean of Graduate Studies 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.
- 16.8 The Dean of Graduate Studies will determine whether or not a *prima facie* case for review has been established. If, in the view of the Dean of Graduate Studies, 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 Dean of Graduate Studies to dismiss the request for review is final.
- 16.9 If, in the view of the Dean of Graduate Studies, 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.
- 16.10 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.
- 16.11 The decision on the formal review will be conveyed to the student in writing no later than 22 working days following receipt of the formal request for review.

Appeal Procedures

- 16.12 Formal requests for review of the Examination Board's decisions should normally be resolved by the 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.
- 16.13 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.
- 16.14 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.
- 16.15 The Academic Review Committee will submit a report of formal requests for review of Examination Board decisions and of appeals 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.

Approved by Senate on 1 June 2012

2. **Other regulations and guidelines**

Besides the academic regulations for Taught Postgraduate Degrees, student should also be familiar with the following regulations and guidelines, which can be accessed from the website of Chow Yei Ching School of Graduate Studies (SGS): <http://www.cityu.edu.hk/sgs>.

- CGPA Banding for Taught Postgraduate Award Classifications
- Code of Student Conduct and Disciplinary Procedure
- Normal & Maximum Study Period for Taught Postgraduate Programmes
- Policy on Intellectual Property
- Regulations on Tuition Fees
- Rules Governing Enrolment of Local and Non-local Students
- Rules on Academic Honesty
- Rules on Student Identity Card
- The Structure of University Academic Programmes
- Student Complaints Procedure
- University Assessment Policy and Principles for Taught Programmes

V. USEFUL INFORMATION

Academic calendar 2013/2014

Semester A 2013/2014

WK	S	M	T	W	T	F	S	Events	Public Holidays
	September							Semester A 2013/2014	
WK.1	1	2	3	4	5	6	7	2 Sep – 30 Nov Sem A 2013/14	20 Day following Mid-Autumn Festival
WK.2	8	9	10	11	12	13	14		
WK.3	15	16	17	18	19	20	21		
WK.4	22	23	24	25	26	27	28		
WK.5	29	30							
	October								
			1	2	3	4	5	2 Graduation date	1 National Day
WK.6	6	7	8	9	10	11	12		14 Day following Chung Yeung Festival
WK.7	13	14	15	16	17	18	19		
WK.8	20	21	22	23	24	25	26		
WK.9	27	28	29	30	31				
	November								
						1	2	30 Last day of teaching	
WK.10	3	4	5	6	7	8	9		
WK.11	10	11	12	13	14	15	16		
WK.12	17	18	19	20	21	22	23		
WK.13	24	25	26	27	28	29	30		
	December								
	1	2	3	4	5	6	7	2 - 7 Student Revision Period	25 Christmas Day
	8	9	10	11	12	13	14	9 – 21 Examination Period	26 Day following Christmas Day
	15	16	17	18	19	20	21	23 Dec - 11 Jan Semester Break	
	22	23	24	25	26	27	28		
	29	30	31						

Note: ■ represents public holidays including all Sundays.

Semester B 2013/2014

WK	S	M	T	W	T	F	S	Events	Public Holidays
	January, 2014								
				1	2	3	4	Semester B 2013/2014	
								13 Jan – 26 Apr Sem B 2013/14	1 First day of January
	5	6	7	8	9	10	11	31 Jan – 6 Feb Lunar New Year	31/1 – 3/2 Lunar New Year Holidays
WK.1	12	13	14	15	16	17	18	Break	
WK.2	19	20	21	22	23	24	25		
WK.3	26	27	28	29	30	31			
	February								
							1	14 Graduation Date	
	2	3	4	5	6	7	8		
WK.4	9	10	11	12	13	14	15		
WK.5	16	17	18	19	20	21	22		
WK.6	23	24	25	26	27	28			
	March								
							1		
WK.7	2	3	4	5	6	7	8		
WK.8	9	10	11	12	13	14	15		
WK.9	16	17	18	19	20	21	22		
WK.10	23	24	25	26	27	28	29		
WK.11	30	31							
	April								
			1	2	3	4	5	18 – 24 Easter Break	5 Ching Ming Festival
WK.12	6	7	8	9	10	11	12	26 Last Day of Teaching	18 Good Friday
WK.13	13	14	15	16	17	18	19	28 Apr – 3 May Student Revision	19 Day following Good Friday
	20	21	22	23	24	25	26	Period	21 Easter Monday
	27	28	29	30					
	May								
					1	2	3	5 – 19 Examination Period	1 Labour Day
	4	5	6	7	8	9	10	20 May - 7 Jun Semester Break	6 Buddha's Birthday
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
	25	26	27	28	29	30	31		

Note: ■ represents public holidays including all Sundays.

Summer Term 2014

Week	S	M	T	W	T	F	S	Events	Public Holidays
	June								
	1	2	3	4	5	6	7	Summer Term 2014	
WK.1	8	9	10	11	12	13	14	9 Jun – 26 Jul Summer Term 2014	2 Tuen Ng Festival
WK.2	15	16	17	18	19	20	21		
WK.3	22	23	24	25	26	27	28		
WK.4	29	30							
	July								
			1	2	3	4	5	15 Graduation Date	1 HK SAR Establishment Day
WK.5	6	7	8	9	10	11	12	26 Last Day of Teaching	
WK.6	13	14	15	16	17	18	19	28 Jul – 2 Aug Student Revision	
WK.7	20	21	22	23	24	25	26	Period	
	27	28	29	30	31				
	August								
						1	2	4 – 9 Examination Period	
	3	4	5	6	7	8	9	11 – 30 Term Break	
	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		
	31								

Note: ■ represents public holidays including all Sundays.

Adverse weather arrangements

Typhoon signals

Typhoon signal No. 1 or No. 3	When Typhoon Signal No. 1 or No. 3 is <u>first</u> issued, all CityU classes and examinations will continue as normal. All offices will remain open. For other activities on campus, please watch for announcements or contact the organizer. <i>(For cases when Typhoon Pre-No. 8 or above was previously issued and subsequently replaced by Signal No. 1 or No. 3, students should refer to the "Typhoon Signal Pre-No. 8 or Above" table presented below for arrangements of various activities.)</i>
Typhoon signal pre-No. 8 or above	The following arrangements regarding cancellation or continuation of activities (e.g. classes, examinations, etc.) apply to situations when Typhoon Signal Pre-No. 8 or above is issued. When such warning signals are replaced by lower warning signals or are cancelled subsequently, please also refer to details presented in the table below for arrangements of various activities.

Typhoon Signal Pre-No. 8 or Above	CityU Classes & Examinations*	SCOPE Classes & Examinations*	Scheduled Activities on Campus	CityU Offices
Issued when activity already in progress				
	Examinations already in progress should continue unless the Chief Invigilators are otherwise advised by ARRO or SCOPE or SGS as appropriate. Teaching and all other activities being held on campus should be terminated as soon as practicable.			All staff, other than those of the CDFO who are required to perform emergency duties and those who have special prior arrangements with their offices, should be released in stages in accordance with the Departmental arrangement.
Issued before activity commences				
At or after 7 am	Cancel morning and afternoon sessions [#]		Cancel morning session [#]	Close morning session
At or after noon	Cancel afternoon and evening sessions [#]		Cancel afternoon session [#]	Close afternoon session
At or after 4 pm			Cancel evening session [#]	Close evening session

* The term "CityU classes and examinations" shall mean teaching activities and examinations of CityU award-bearing programmes, including Associate Degree programmes held at Telford Annex. The term "SCOPE classes & examinations" shall mean classes/examinations of courses and non-CityU award-bearing programmes and other activities run by SCOPE.

"Morning session" refers to all sessions with commencement time before 1:30 pm
 "Afternoon session" refers to all sessions with commencement time at or after 1:30pm but before 6:30 pm
 "Evening session" refers to all sessions with commencement time at or after 6:30 pm

Rainstorm warning

Rainstorm Amber or Red Warning	When Rainstorm Amber or Red Warning is <u>first</u> issued, all CityU classes and examinations will continue as normal. All offices will remain open. For other activities on campus, please watch for announcements or contact the organizer. <i>(For cases when the Rainstorm Black Warning was previously issued and subsequently replaced by the Amber or Red Warning, students should refer to the "Rainstorm Black Warning" table presented below for arrangements of various activities.)</i>
Rainstorm Black Warning	The following arrangements regarding cancellation or continuation of activities (e.g. classes, examinations, etc.) apply to situations when Rainstorm Black Warning is issued. When the Black Warning is replaced by lower warning signals or is cancelled subsequently, please also refer to details presented in the table below for arrangements of various activities.

Rainstorm Black Warning Signal	CityU Classes & Examinations*	SCOPE Classes & Examinations*	Scheduled Activities on Campus	CityU Offices
Issued when activity already in progress				
	Continue as normal unless otherwise advised by organizers			Offices open as normal. Staff already on duty shall continue.
Issued before activity commences				
At or after 7 am	Cancel morning session [#]			Offices will normally open 2 hours after the signal is cancelled. Staff shall report duty within 2 hours of signal cancellation unless it is less than 2 hours from the normal closing hour of the offices. Staff already on duty shall continue.
At or after noon	Cancel afternoon session [#]			
At or after 4 pm	Cancel evening session [#]			

* The term "CityU classes and examinations" shall mean teaching activities and examinations of CityU award-bearing programmes, including Associate Degree programmes held at Telford Annex. The term "SCOPE classes & examinations" shall mean classes/examinations of courses and non-CityU award-bearing programmes and other activities run by SCOPE.

"Morning session" refers to all sessions with commencement time before 1:30 pm

"Afternoon session" refers to all sessions with commencement time at or after 1:30pm but before 6:30 pm

"Evening session" refers to all sessions with commencement time at or after 6:30 pm

Useful contact information

- **Chow Yei Ching School of Graduate Studies**
Enquiries: (852) 3442 5588 (Admissions)
(852) 3442 9014 (Student Records)

Fax no.: (852) 3442 0187 (Admissions)
(852) 3442 0237 (Student Records)

- **Alumni Relations Office (ARO)**
Enquiries: (852) 3442 6075
Fax no.: (852) 3442 0115
Email: aro@cityu.edu.hk

- **Student Development Services (SDS)**
Enquiries: (852) 3442 8090
Fax no.: (852) 3442 0230
Email: sds@cityu.edu.hk

- **Mainland and External Affairs Office (MEAO)**
Enquiries: (852) 3442 8009 or 3442 7373
Fax no.: (852) 3442 0299 or 3442 0301
Email: meao@cityu.edu.hk

- **Computing Services Centre (CSC)**
Enquiries: (852) 3442 6284
Fax no.: (852) 3442 0366
Email: csc@cityu.edu.hk

- **Finance Office (FO)**
Enquiries: (852) 3442 6493 (General Office)
(852) 3442 6337 (Student Accounts)

Fax no: (852) 3442 0355 (General Office)

- **Student Residence Office (SRO)**
Enquiries: (852) 3442 1200
Fax no.: (852) 2794 7716
Email: sro@cityu.edu.hk (General Enquiry)