

Extracts from the Student Handbook (Nov 2024)

3. ASSESSMENT AND EXAMINATION REGULATIONS

3.1 Course Assessment

- 3.1.1 Students shall be assessed for every course for which they have registered on the basis of their performance during the semester. Course assessment may consist of continuous assessment and examinations. Continuous assessment may consist of class participation and discussion, assignments, tests, quizzes, project, presentation, field work (placement or internship) and report. The weighting between continuous assessment and examinations will vary from course to course, ranging from 100% continuous assessment to 100% examinations.
- 3.1.2 The GPA system is adopted to reflect a student's performance. Letter grades are used in the grade reports and transcripts to indicate the results of assessment.
- 3.1.3 A student shall take all assessments, as prescribed in the course outline and teaching plan, in the form of written, practical or oral assessment, or any combination thereof.

3.2 Course Attendance Requirement for Examination

- 3.2.1 Individual teacher will determine the attendance requirement of the course and make the announcement to students at the beginning of the semester.
- 3.2.2 A student will normally not be allowed to sit for the course examination if his/her course attendance is below 80%. They will receive a Grade F in the course.

3.3 Absence from Examinations

- 3.3.1 A student shall attend an examination for each of the course s/he takes unless the course requires no examination. A student shall be required to observe the examination arrangements as stipulated by the College from time to time.
- 3.3.2 No supplementary examination will be granted to students. Only a student who misses the examination because of hospital confinement, illness, injury, or other personal emergencies may apply for supplementary examination by submitting an application form (REG-15) to the Registry with supporting evidence such as medical documents within 7 working days after the date of the concerned examination. A prescribed administration fee will be charged. The application is subject to the recommendation of the School Board and the approval of the Examinations Board. Normally, students are allowed to apply for the supplementary test or examination for the same course only once. The "Guidelines for Special Approval of Supplementary Test/Examination" is shown in Appendix 10.9.
- 3.3.3 If the application for a supplementary examination is approved, the supplementary examination will be arranged by the College within two weeks after (i) the student concerned has been released from the hospital or (ii) the release of academic results, whichever deemed appropriate. The examination will be regarded as an assessment for the first time and the actual grade attained will be awarded.

3.4 Re-taking a Course

- 3.4.1 Except for practicum courses, no re-assessment will be granted for students in all circumstances. Students who have failed a compulsory course are required to re-take the course. If the failed course is an elective, students may choose to re-take the same course or take another elective within the programme as a replacement.

(Note: Special consideration will be granted to programmes which re-assessment is required by the respective professional body/authority.)

- 3.4.2 Re-taking of failed courses or taking replacement courses should be completed within the maximum period of study.
- 3.4.3 A student shall be required to re-take a course if he or she fails the course.
- 3.4.4 A student shall be permitted to re-take the same course twice only within the maximum period of study. The student re-taking a course is required to pay the course fee and other related fees as appropriate.
- 3.4.5 When the student re-takes a course, only the grade of the latest attempt will be included in the calculation of GPA.
- 3.4.6 Re-taking of courses for grade improvement will be allowed only at the recommendation of the School Board for approval of the Examinations Board and subject to the following conditions:
- (i) the grade for a re-taken course will be capped at B;
 - (ii) the number of re-take of a course is limited to twice;
 - (iii) the number of re-taken courses by a student during his/her period of study is limited to ten;
 - (iv) GPA will be calculated by the sum of grade points of courses (including only the highest grade, not the last attempt) divided by the total number of credits earned (i.e. re-taken course counted once only).
- 3.4.7 In case the required course(s) to be re-taken by a student is/are no longer offered by the College as a result of curriculum changes, the Programme Team will assign equivalent replacement course(s) as approved by the School Board for the student concerned. Under these circumstances, only the credit units of the replacement course(s) will be counted towards calculation of GPA and the fulfillment of the requirements for graduation.

3.5 Academic Integrity

- 3.5.1 A student must maintain academic integrity in his/her studies and must not commit the following behaviour, otherwise he or she would be liable to disciplinary actions:
- (i) Submission of assignment that is not the student's own work;
 - (ii) Misconduct at examinations, including cheating, stealing of question papers, bribing, impersonation, disturbances at examination, obstruction of supervision, forgery of grade reports, conspiracy and the like.
- 3.5.2 The above cases will be reported to the School Dean concerned / Student Disciplinary Committee for investigation and submitted to the Registrar for record. If the case is proven, the School Dean / Student Disciplinary Committee will decide on the penalty with reference to the seriousness of the case and notify the Registry. The Registrar will inform the student concerned of the penalty in writing (by mail and by email).

- 3.5.3 The student concerned may appeal against the decision to the Vice President (Academic) within 7 working days upon receipt of the letter/email. The Vice President (Academic) will then refer the case to the College's Student Appeals Committee for investigation, proper hearing and decision.
- 3.5.4 A student attending hearing of the Student Appeals Committee can ask a staff member or a fellow student/friend/relative of his/her own choice to accompany him/her. The decision of the Student Appeals Committee is final.

3.6 Plagiarism

- 3.6.1 Plagiarism is an attempt to pass off the work of others (in particular the writing of others), including online resources such as websites, electronic journals or articles in an online newspaper, as one's own.
- 3.6.2 The following points can be regarded as plagiarism if the source material is not properly quoted or acknowledged:
- (i) Verbatim use of source material
 - (ii) Paraphrase and translation of source material
 - (iii) Change of order and/or conversion to/from point form
 - (iv) Cite facts or research findings of others without proper quotes and acknowledgements
 - (v) Quote tables or graphs which contain data that are not collected by the writer himself or herself
 - (vi) Use of special terms/concepts or key concepts without attribution
- 3.6.3 Students should use "TURNITIN", software of originality checking, to avoid plagiarism. Assignments can be submitted to the "TURNITIN" account for review. A copy of the originality report must be printed out and attached to the assignment when it is being handed in to the course teacher for marking.
- 3.6.4 The College takes plagiarism very seriously and adopts zero tolerance to plagiarism. Students will receive a Grade F for the concerned course in the first attempt as warning and de-registration of studies in the second attempt.
- 3.6.5 It is students' responsibility to avoid plagiarism in their work. They should read the detailed guidelines and examples for the acknowledgement of sources as shown in Appendix 10.7.
- 3.6.6 While embracing the use of new technology in education, the College upholds the principle that students must adhere to high standards of academic integrity in all forms of assessments. The policy on academic integrity apply to the use of Generative AI in student work, which is listed in the "Generative AI and ChatGPT using Guidelines" in Appendix 10.8.

3.7 Grading Scheme

- 3.7.1 Assessment grades shall be awarded on a criterion-referenced basis. A student's overall performance in a course shall be graded as follows:

For students admitted in 2014/2015 or before		For students admitted in 2015/2016 and thereafter	
Grade	Range of Marks	Grade	Range of Marks
A+	≥ 90	A	≥ 85

A	85 – 89	A-	82 – 84
B+	80 – 84	B+	78 – 81
B	74 – 79	B	74 – 77
C+	68 – 73	B-	70 – 73
C	62 – 67	C+	66 – 69
D+	56 – 61	C	62 – 65
D	50 – 55	C-	58 – 61
F	≤ 49	D+	54 – 57
		D	50 – 53
		F	≤ 49

3.7.2 “F” is a course failure grade, whilst all others (“D” to “A+”) are course passing grades. No credit will be earned if a course is failed.

3.7.3 Letter grades are used in the grade reports and transcripts to indicate the results of assessment. A numeral grade point is assigned to each course grade as follows:

For students admitted in 2014/2015 or before		For students admitted in 2015/2016 and thereafter	
Grade	Grade Point	Grade	Grade Point
A+	4.5	A	4.0
A	4.0	A-	3.7
B+	3.5	B+	3.3
B	3.0	B	3.0
C+	2.5	B-	2.7
C	2.0	C+	2.3
D+	1.5	C	2.0
D	1.0	C-	1.7
F	0.0	D+	1.3
		D	1.0
		F	0.0

3.7.4 The award for passing of a course is based on outcome-based assessment criteria. Students who achieve the intended learning outcomes by the specific learning criteria of the course will be granted the relevant grade / grade point without any quota system.

3.7.5 The grade of a course is computed by summing up the weighted marks of assessment (coursework and examination). Grade D is the minimum level required for course progression. A student can earn the grade points of a course only if he/she has gained a pass (Grade D) or above in that course.

- 3.7.6 The GPA is obtained by adding all the grade points gained (grade points multiplied by the number of credit units of the courses concerned) and dividing the sum by the total number of credit units attempted except failed course(s) for which students have re-taken the course or taken a replacement course. Only the number of credit units of the latest attempt of the re-taking course will be counted. When calculated for a given semester, it is known as the Semester GPA (sGPA). When calculated for the minimum required credit units as prescribed for the programme, it is known as the Graduation GPA (gGPA). When calculated cumulatively for all courses attempted, it is known as the Cumulative GPA (cGPA).
- 3.7.7 Grades of all courses taken and re-taken, regardless of whether passed or failed, will be shown in the grade reports and transcripts.
- 3.7.8 If the letter grades are not applicable, the following codes are used which may be printed on the grade reports for releasing appropriate information to readers:

Code	Representation
AB	Absent from examination(s)
ABX	Absent from examination(s) under extenuating circumstances
I	Incomplete
CT	Credit Transfer
EX	Course Exemption
NR	Not yet reported (temporary grade)
T	Year course, eligible for progress
P	Pass a course assessed on a simple pass and fail basis
F*	Fail a course assessed on a simple pass and fail basis
W	Course(s) withdrawn

- 3.7.9 The code “I” is a temporary grade to be given to a student only when the required work for the course has not been completed due to justifiable reasons which are acceptable to the Examinations Board. The code “I” will be replaced by the actual grade earned after the student has completed the required work. Should the student fail to complete the required work within 6 weeks after the official announcement of the semester grades, he/she will be given Grade F. The grade marked as “I” is not included in the GPA calculation.
- 3.7.10 The code “NR” indicates that the grade for the course is not yet reported by the course teacher at the time the semester grade report is prepared. The “NR” grade is not included in the GPA calculation. The conversion of the “NR” grade to a normal letter grade should be made within 6 weeks after the official announcement of semester grades.
- 3.7.11 A student who has received any course with a code “T” in Semester 1 may continue to study the course in the following semester. The student’s grade will be shown in the second semester of the year course on grade reports and transcripts.
- 3.7.12 Courses assessed on a simple pass and fail basis shall be assigned a Grade P to indicate a pass and a Grade F* to indicate a fail. Credit units gained from such courses shall not be counted towards the GPA calculation.
- 3.7.13 Outstanding graduating students of sub-degree/bachelor’s degree programmes will receive the President’s Award. To be considered for the President’s Award, a student shall:

- (i) have attained the highest gGPA of not less than 3.6 among the graduates in the same academic year in each programme;
- (ii) with the condition that the student who has good track record in voluntary services to serve the College and/or the community; or;
has been granted important awards as honoured by the College and/or outside institutions; or
has had active participation in research or academic conference with proven record; and
- (iii) without disciplinary record.

Potential recipients will be recommended by the School Board, endorsed by the Student Affairs Committee and approved by the Management Board. The award will be presented at the annual Graduation Ceremony and recorded on the recipients' transcripts of studies.

- 3.7.14 Students who take four courses (12 credits) or more and achieve a semester GPA of 3.5 or above in a semester of study will be recommended for the Dean's List for the semester concerned. This honour will be recorded on their transcripts of studies.

3.8 Progression

- 3.8.1 A student who has passed all the courses required in a specific semester may progress to the next semester.
- 3.8.2 A student who is required by the Examinations Board to re-take the course may be permitted to carry the course to be re-taken to the next semester or academic year. In this case, he/she may progress to the next semester.

3.9 De-registration of Studies on Academic Grounds

- 3.9.1 A student shall be de-registered from his/her studies on academic grounds at the College:
- (iv) If he/she fails to meet the condition(s) stipulated in the offer letter issued at the time he/she applied for admission to the College; OR
 - (v) If he/she fails to attain sGPA at a level as stipulated below for three consecutive semesters:
 - (a) his/her sGPA falls below 1.75, or a higher level as determined by the programme concerned, for three consecutive semesters (*for students admitted before 2013/2014*)
 - (b) his/her sGPA falls below 2.0 for three consecutive semesters (*for students admitted in or after 2013/2014*); OR
 - (vi) If he/she fails the second retake of the same course; OR
 - (vii) If he/she fails to complete the graduation requirements within the maximum period of study.

3.10 Procedures for Appeals

3.10.1 Appeal against Assessment Results

- 3.10.1.1 A student wishing to appeal against the result of an assessment shall complete and submit an application form (REG-18) to the Registry and pay the prescribed fee within 3 working days after the official announcement of the semester grades. The fee shall be refunded to the student in the case of a positive grade adjustment after the appeal.
- 3.10.1.2 For appeal cases regarding assessment results, the School Dean will appoint a second marker (and a third marker if necessary) to re-mark the paper.
- 3.10.1.3 The School will inform the Registry the outcome of the mark review exercise and its recommendation for endorsement of the Chairman of the School Board. The student will be informed of the result by the Registry within 21 working days of the appeal. The decision is final.

3.10.2 Appeal against Academic Decisions

- 3.10.2.1 A student may appeal against an academic decision on the following grounds:
 - (i) there has been an administrative/procedural irregularity which affected the Board's decision;
 - (ii) there exist any extenuating circumstances, for valid reasons, that the appellant was unable to bring to the Board's attention prior to its deliberations.
- 3.10.2.2 The following grounds for appeals against an academic decision are not to be considered:
 - (i) a study overload;
 - (ii) lack of language proficiency;
 - (iii) the amount of work the student has done; and
 - (iv) general unspecified grievances.
- 3.10.2.3 A student wishing to appeal against an academic decision shall complete and submit an application form (REG-18) to the Registry and pay the prescribed fee within 7 working days after the official announcement of the academic decision to the student. The application must state the grounds on which the request for appeal is made and provide supporting evidence.
- 3.10.2.4 The Registry will refer the appeal to the Student Appeals Committee for investigation, proper hearing and decision. If deemed necessary, the Student Appeals Committee will seek clarification/information from the School concerned. The decision of the Student Appeals Committee is final.

3.11 Graduation Requirements

- 3.11.1 To be considered for the award of a qualification, a student shall:
 - (i) Have completed the minimum required credit units as prescribed for the programme with a Cumulative Grade Point Average (cGPA) of at least 2.0 for students who are admitted before 2013/2014; or with a Graduation Grade Point Average (gGPA) of at least 2.0 for students who are admitted in or after 2013/2014.

- (ii) Have achieved GPA of 1.0 or above for all courses in the programme;
- (iii) Have satisfied the requirements of the graduation project/practicum, if any, as prescribed for the academic programme;
- (iv) Have completed all the programme requirements (including but not limited to Work-Integrated Learning Programme / Co-operative Education Scheme / Community Service Programme / General Education Framework including the completion of an online learning pack for National and Values Education (NAVE) and receive a passing grade; and
- (v) Have attained a valid score of 6.0 in IELTS Academic or equivalent. Students who have attempted IELTS at least once and cannot attain a valid score of 6.0 may choose to enrol in the ENG4001 English Enrichment Course and can meet the graduation requirement on English language proficiency by successfully completing the course ENG4001. *(for bachelor's degree level programmes only).*

(Students would be considered as having fulfilled the requirement if they have obtained a score in IELTS or equivalent at the commencement of the programme.)

3.12 Classification of Awards

- 3.12.1 For bachelor's degree programmes, a student who satisfies the conditions for graduation shall be awarded a Bachelor degree with one of the following classifications:

Classification	cGPA / gGPA*	
First Class Honours	3.50 – 4.00	
Second Class Honours Upper Division	3.00 – 3.49	
Second Class Honours Lower Division	2.70 – 2.99	2.50 – 2.99 [#]
Third Class Honours	2.30 – 2.69	2.30 – 2.49 [#]
Pass	2.00 – 2.29	

* *Classification of students' awards is based on cGPA for students who are admitted before 2013/2014; or gGPA for students who are admitted in or after 2013/2014.*

[#] *Only applicable to students of the following intake cohorts:*

First Year Entry

BHSc (N major) – admitted in or after 2014/2015

Other bachelor's degree programmes – admitted in or after 2015/2016

Senior Year Entry

BHSc (N major) – admitted in or after 2016/2017

Other bachelor's degree programmes – admitted in or after 2017/2018

- 3.12.2 For sub-degree programmes, a student who satisfies the conditions for graduation shall be awarded a Higher Diploma/ Associate Degree with one of the following classifications:

Classification	cGPA / gGPA*
Distinction	3.50 – 4.00
Credit	2.50 – 3.49
Pass	2.00 – 2.49

** Classification of students' awards is based on cGPA for students who are admitted before 2013/2014; or gGPA for students who are admitted in or after 2013/2014.*

3.13 Award of Qualifications

- 3.13.1 Students who fulfill the graduation requirements as specified in Section 3.11 shall be recommended for conferment of the award. Grades of students will be presented to the Examinations Board for recommending the classification of students' awards based on cGPA / gGPA as specified in Section 3.12. The awards are approved by the Academic Board upon the recommendation of the Examinations Board.

3.13.2 Intermediate Exit Award

Students may exit from the bachelor's degree programme with a Higher Diploma/ Associate Degree which shares a common curriculum with the first two years of studies in the bachelor's degree programme. A student shall become eligible for an intermediate exit award if he/she has completed the minimum required credit units and all the graduation requirements as prescribed for the respective Higher Diploma/ Associate Degree programme. Students are required to submit an application for intermediate exit award to the Registry before the commencement of the semester in which the last course required for the award of Higher Diploma/ Associate Degree is taken for approval by the Programme Leader and the School Dean. Failure to do so may result in a delayed processing of the graduation assessment for the intermediate exit award. The College would only consider the said applications for programmes which allow intermediate exit award as stipulated in the concerned programme documents. A student's decision for an intermediate exit award shall be irreversible.

3.14 Examination Regulations

- 3.14.1 Students may not be allowed to sit for an examination if they:
- (i) Have not completed the proper course enrolment procedures;
 - (ii) Have not satisfied attendance requirements as stipulated in Section 3.2 Course Attendance Requirement for Examination; OR
 - (iii) Have not settled all payments due to the College.
- 3.14.2 Students should normally arrive at the examination venue at least 10 minutes before the scheduled time of the examination, and be seated in accordance with the seat numbers assigned to them. Candidates will not be allowed to enter the examination room/hall 30 minutes after the commencement of the examination and he/she has to retake the course(s) when the course(s) is/are offered.
- 3.14.3 Students are not allowed to leave the examination venue during the first and the last 30 minutes of the examination.

- 3.14.4 Students should bring their Student Identity Cards and HKID cards to the examination. These documents should be placed on the top right-hand corner of the desk throughout the examination. Students without any such identification may not be allowed to sit for the examination.
- 3.14.5 Unless otherwise approved by the Chief Invigilator, no unauthorized aids / materials should be put on the desk. Such items should be placed at the front or rear of the examination centre or under the desk or chair as instructed by the Chief Invigilator before the examination commences.
- 3.14.6 The unauthorized aids / materials include, but not limited to:
- (i) Sheets or bits of papers containing information related to the curriculum;
 - (ii) Relevant information as sheets of papers or text written or pasted onto permitted aids such as calculators or rubbers;
 - (iii) Own scratch papers with a pre-written draft;
 - (iv) Books relevant to the subject in questions;
 - (v) Electronic devices such as mobile phones, smart watches, tablet computers, calculators with a capacity exceeding the permitted contents or programmability and wearable devices that could be attached to the body or clothing, etc.
- 3.14.7 Students should remain absolutely silent throughout the examination and must not speak or do anything to disturb other students. If they have questions, they should put up their hands and wait patiently for an invigilator.

3.15 Disciplinary Action

- 3.15.1 A student who has committed any of the following offences during the examination period is subject to penalties recommended by the School Dean:
- (i) Plagiarism (use of other people's work without proper acknowledgement);
 - (ii) Copying other students' work;
 - (iii) Committing any form of cheating inside or outside the examination centre;
 - (iv) Bringing unauthorized aids / materials into the centre without permission;
 - (v) Removing articles other than personal belongings from the examination centre;
 - (vi) Leaving the examination centre without permission;
 - (vii) Continuing to write after the end of an examination;
 - (viii) Disobeying the instructions of an invigilator; OR
 - (ix) Violating the examination regulations.
- 3.15.2 Such cases will be reported right after occurrence to the Registrar for record and the School Dean concerned for investigation.
- 3.15.3 The student concerned will be interviewed by the School Dean (or his/her designates as deemed appropriate). If the case is proven, the Dean will decide on the appropriate penalties including deduction of examination marks, downgrading, disqualification of the results, re-taking the course, de-registration of studies and so on. The Dean will notify the Registrar of his/her findings. The matter will be brought to the attention of the School Board and Examinations Board. If necessary, the case will also be referred to the Student Disciplinary Committee.
- 3.15.4 The student concerned may appeal against the decision to the Vice President (Academic) within 7 working days upon receipt of the letter/email. The Vice President (Academic) will then refer the case to the College's Student Appeals Committee for investigation, proper hearing and decision.

- 3.15.5 A student attending hearing of the Student Appeals Committee can ask a staff member or a fellow student/friend/relative of his/her own choice to accompany him/her. The decision of the Student Appeals Committee is final.

3.16 Arrangement of Examinations on the Approach of a Tropical Cyclone/Heavy Persistent Rain

- 3.16.1 Regulations are listed in Appendix 10.1 General Arrangements for Classes and Examinations during Adverse Weather.