General Regulations for Undergraduate Degree Programmes

1. Admission, Enrolment and Registration

1.1. Admission to undergraduate degree programmes is subject to satisfying both the stipulated General College Admission Requirements and Programmes Admission Requirements.

1.2. All students enrolled in the College are required to register for subjects in accordance with the study plan of their programmes in every semester.

Registration of Subjects

1.3. Students enrolled with the College will automatically be registered in subjects that are required by their programme of study. For registration of elective subjects, students should use the Online Course Selection System to register subjects of their own choice during a designated period.

Adding/Dropping of Subjects after Subject Registration

1.4. Adding and dropping of subjects are allowed during the stipulated period at the beginning of each semester.

Withdrawing from Subjects

1.5. Permission to withdraw from subjects after the deadline for dropping subjects will only be given under exceptional circumstances, such as a student is suffering from physical, personal or academic problems, or other unforeseen circumstances deemed acceptable to the subject instructor or programme coordinator.

1.6. Applications should be submitted to the Academic Registry at least four weeks before the commencement of the semester examination.

2. Credits and Study Load

Credits

2.1. The number of credits assigned to a subject is indicative of the contact time with a teacher and/or the study time associated with that subject on a weekly basis over a period of one semester.
2.2. In general, a single credit represents attendance once a week throughout the semester at a lecture lasting 50 minutes. For field studies and laboratory classes, a credit generally represents at least two 50-minute sessions. Each credit presupposes an average of two hours preparation each week on the part of the student.

**Study Load**

2.3. Normally, students are required to register for all subjects prescribed in the study plan of a particular programme for each semester. Study plans are semester-by-semester listings of subjects to be taken.

2.4. A student will be classified as full-time when registering for a minimum of 15 credits per semester. However, in order to facilitate students’ job hunting in the second semester of year 4, some subjects of that semester may be taught in earlier semesters. Under such circumstances, year-4 students with a study load of less than 15 credits are also classified as full-time.

2.5. When a student cannot complete the graduation requirements within the normal period of study and is granted extension of studies, he/she will be classified as part-time when registering for less than the full-time load in a semester.

2.6. A student may not register for more than 22 credits in a semester unless required by the programme. Students who wish to register for more than 22 credits must obtain approval from the appropriate Dean of the Division. Approval for a study load in excess of 22 credits will only be given under exceptional circumstances.

2.7. Students placed on academic probation must work out and agree on a study plan with the Coordinator of their Programme. The study plan may include a reduced study load according to the following guidelines:

   a) Those with a failure of 0-6 credits in the previous semester may be required to take no more than 18 credits in the following semester;
   b) Those with a failure of 7-9 credits in the previous semester may be required to take no more than 15 credits in the following semester.

3. **Class Attendance**

3.1. Students are expected to attend all scheduled classes for which they have registered. If absence is due to conditions beyond their control and they wish to establish that fact in order to justify make-up work (e.g. papers, assignments), a written explanation together with supporting documents must be presented to the subject instructor for approval.
3.2. A student who

a) has been absent without approval for more than 15 percent of scheduled classes, or
b) has attended less than 70 percent of scheduled classes (including approved and unapproved absences) may be penalized as the instructor deems appropriate (for example, not allowed to sit for the final examination).

3.3. A student who is more than 15 minutes late for a class may be counted as absent.

3.4. Official leave of absence applies only to cases where the Academic Registrar/Deputy Academic Registrar has given specific written approval.

4. **Assessment and Examinations**

4.1. Students on the undergraduate degree programmes are assessed by class participation, examinations and coursework.

4.2. A student who is found to have committed an act of academic dishonesty in respect of any part of a subject-based assessment such as plagiarism in written assignments, submission of material(s) for assessment which is not the student’s own work, the use of fabricated or copied data for assessment, shall receive zero marks for the part found plagiarised.

4.3. For more serious or repeated cases, the student concerned shall be given an F grade for the whole subject and disciplinary action may be sought from the Student Disciplinary Committee.

4.4. Any student found to have committed academic dishonesty shall be excluded from participating in the end-of-semester teaching and learning evaluation for the subject concerned.

4.5. Students should sit for all scheduled tests and examinations. A student failing to sit for a test or examination without official permission will be graded F for the occasion.

4.6. A semester or year examination will normally be required for a subject. In general, examinations are scheduled within the College examination period by the Academic Registry as a two- or three-hour closed-book written examination. For alternative arrangements, the subject instructor must obtain approval of the Programme Coordinator and the Dean and submit the details to the Academic Registry for record.
4.7. Subject instructors should follow the assessment method specified in the programme document or as approved by the Division.

Eligibility to Sit for Semester Examinations

4.8. Only students whose names are on the subject enrolment record and whose attendance is satisfactory in accordance with the regulations are permitted to sit for the semester examination in the subject.

Make-up Examinations

4.9. A student who misses an examination because of extenuating circumstances such as illness, injury or other personal emergencies may apply in writing to the Academic Registrar/Deputy Academic Registrar for a make-up examination. Applications should be made within five working days after the missed examination.

4.10. In case of illness or injury, the application should include a medical certificate completed by a qualified medical practitioner.

4.11. When students apply to the Academic Registry for make-up examinations, the following situations would normally not be considered valid:

   a) Elective surgery scheduled to be held on an examination day;
   b) Public examinations such as A-Level Examination, TOEFL, SAT, GRE, GMAT, professional examinations, etc., held on an examination day; or
   c) Having forgotten or misread the examination schedule.

4.12. If the application is approved, the make-up examination will be held within six weeks after the examination period. A fee will be charged for each make-up examination.

4.13. The subject instructor should set a new examination question paper for the make-up examination. The relevant Dean of the Division will decide if the grades for the make-up examinations should be downgraded.

4.14. A student who is absent from an examination and does not apply for a make-up examination or whose application is disapproved, will receive zero marks for that examination.

Supplementary Examinations

4.15. Students who fail a subject due to failure in the written final examination of that
subject may be allowed to sit for a supplementary examination, as may be recommended by the Dean of the Division in consultation with the relevant subject instructor/Programme Coordinator.

4.16. Recommendation to take supplementary examination for a failed subject should be approved by the Senate.

4.17. Grade D is the maximum grade for the subject after a supplementary examination.

5. **Examination Regulations**

5.1. Students are not allowed to sit for an examination if they:

   a) have not completed the proper subject/programme enrolment procedures; or
   b) have not satisfied attendance requirements because of excessive absence from class; or
   c) have not settled any fees owing to the College.

5.2. Students should read the examination timetable carefully and take note of the date, time and venue of the examinations. Having forgotten or misread the examination timetable is normally not an acceptable excuse to apply for make-up examinations.

5.3. Students should arrive at the examination venue at least 10 minutes before the scheduled time of the examination, and be seated in accordance with the seat number assigned to them.

5.4. Students will not be allowed to enter the examination venue after the first 30 minutes of the examination.

5.5. Students are not normally allowed to leave the examination venue until the end of the examination.

5.6. If students are allowed by the invigilator to leave the venue during an examination session, they should:

   a) first check the answer book(s) and papers that they bear their names, student number and subject code (even if no attempt has been made to answer any questions);
   b) raise hand and wait for an invigilator;
   c) leave only when the invigilator has signified his/her assent.

5.7. Students should bring their Student Card (or Identity Card) which should be displayed at 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.

5.8. Unless otherwise approved by the Chief Invigilator, no books, manuscripts, notes or paper should be brought to the desk. Students should place all such items in the front of the examination room as soon as they have entered the examination venue. A Chinese/English Dictionary in printed-book format will however be permitted, at the discretion of the examiner.

5.9. 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.

5.10. At the end of the examination, students should:

a) promptly stop writing and wait until the invigilator has collected all answer books;

b) leave only when the invigilator tells them to do so;

c) not remove anything from the examination centre except personal belongings and the question paper (if allowed).

Disqualification

5.11. A student who has committed any of the following offences is subject to disqualification in a subject or in the entire examination:

a) Copying other students’ work or any form of cheating inside or outside the examination centre;

b) Bringing unauthorized articles into the centre without permission;

c) Removing articles other than personal belongings from the examination centre;

d) Leaving the examination centre without permission;

e) Continuing to write after the end of an examination;

f) Disobeying instructions of an invigilator.

In addition, such cases will be submitted to the Student Disciplinary Committee for further action.

5.12. A student who is absent from an examination without an acceptable excuse and proper documentation evidence will receive zero marks for that examination paper.

Arrangement of Examinations on the Approach of a Typhoon or Rainstorms

5.13. Examinations may be postponed on the approach of typhoons or rainstorms in accordance with the decision of the College. Students should check the Academic
Registry website for the new arrangements (if any).

6. Assessment Grading System

6.1. Letter grades are used to indicate the results of assessment. The number of grade points gained by a student in a particular subject corresponds to the letter grade.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Academic Performance</th>
<th>Grade Point Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.70</td>
</tr>
<tr>
<td>D</td>
<td>Marginal Pass</td>
<td>1.00</td>
</tr>
<tr>
<td>E</td>
<td>Conditional Pass</td>
<td>0.00</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not included in grade point average calculation</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>Not included in grade point average calculation</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>Not included in grade point average calculation</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>Not included in grade point average calculation</td>
</tr>
<tr>
<td>YR</td>
<td>Year Grade</td>
<td>Not included in grade point average calculation</td>
</tr>
<tr>
<td>NR</td>
<td>Not Yet Reported</td>
<td>Not included in grade point average calculation</td>
</tr>
<tr>
<td>PR</td>
<td>Project to be Resubmitted</td>
<td>Not included in grade point average calculation</td>
</tr>
</tbody>
</table>

Grade A (i.e. A and A-) indicates that the student has an outstanding performance and a thorough mastery of the subject matter.

Grade B (i.e. B+, B and B-) indicates that the student has a good performance and is competent in knowledge of the subject matter.

Grade C (i.e. C+, C and C-) is given to students who have a satisfactory performance and an acceptable level of knowledge of the subject.
Grade D indicates that the student has marginally passed the subject and is permitted to proceed to more advanced work in the subject area.

Grade E is a temporary grade applicable only to the first-semester component of a one-year subject. A student who receives the conditional grade may continue to study the subject in the following semester. If the student obtains a passing grade in the following semester, the first-semester grade E will be converted to grade D. In the case of failure (F grade), withdrawal from, or discontinuation of that subject in the following immediate semester, the first-semester grade E will be converted to grade F.

A student with grade F in the first semester of a year subject is not allowed to continue his studies in that subject in the following semester.

Grade I is a temporary grade to be given only when the required work for the subject has not been completed due to unavoidable reasons acceptable to the subject instructor. If the work is not completed within six weeks after the official announcement of the subject semester grades by the Academic Registry, the grade I will be converted to grade F. Grade I is not included in the grade point average calculation.

Grade S is used to indicate satisfactory completion of a subject. It is not included in the grade point average calculation.

Grade U is used to indicate unsatisfactory performance in a subject. It is not included in the grade point average calculation and is applicable only to subjects approved by the Senate.

Grade W is applicable to students who have received the permission of the Academic Registrar/Deputy Academic Registrar to withdraw from the subject after the deadline for dropping of subjects as stipulated in the Academic Calendar. The deadline for withdrawing from a subject will normally be four weeks prior to the examination period for that semester. Grade W is not included in the grade point average calculation.

Grade YR is a temporary grade applicable both to the first-semester component of a year subject and to subjects that span more than one academic year. The YR grade indicates that the student will be assessed in the last semester of the subject. The grade will be changed to the same grade that the student receives for the last semester of the subject; or to a grade different from that of the last semester. If the student drops or withdraws from the subject in the last semester, the YR grade will be converted to grade W or any letter grade, depending on the students’ performance up to the end of each semester preceding the last semester of the
subject. Grade YR is not included in the grade point average calculation.

Grade NR is a temporary grade. The NR grade indicates that the grade for the subject is not yet reported by the subject instructor at the time the semester grade report is prepared. Grade NR is not included in the grade point average calculation. The conversion of NR grade to a normal letter grade should be made within six weeks after the announcement of subject grades.

Grade PR is a temporary grade applicable to final year students whose final year projects are found to be unsatisfactory on submission and on the recommendation of the respective Dean of the Division were granted an extended period up to the 1st of November of the same calendar year for re-submission. If the project is considered satisfactory upon resubmission, the grade will be converted to a letter grade not higher than C. Grade PR is not included in the grade point average calculation.

**Grade Point Average (GPA)**

6.2. The Grade Point Average (GPA) is an important indicator of the academic standing of every student. It is obtained by adding all the grade points gained and then dividing the sum by the total number of credits attempted.

6.3. The semester GPA is calculated from all the grade points gained and the number of credits attempted in a given semester. The cumulative GPA (cGPA) is calculated from the cumulative grade points gained and the cumulative number of credits attempted.

6.4. Students must obtain a passing grade on all subjects required in the programme. All subjects repeated or taken for points are counted in the GPA calculation in the same way as new subjects. Students may only repeat subjects with Grade C or below for improvement of their GPA.

**7. Academic Standards**

7.1. Students’ academic results are officially recorded in the Academic Registry at the conclusion of each semester. A grade report will be released approximately five to six weeks after their examinations are completed. Students should report any inaccuracy or inconsistency to the Academic Registry within three weeks after these reports have been issued.

**Academic Honours**

7.2. For full-time undergraduate students
a) President’s Honour Roll: Applicable to students with a semester GPA of 3.50 and above and with no grades below C for a given semester.
b) Dean’s List: Applicable to students with a semester GPA of 3.00-3.49 and with no grades below C for a given semester.

**Academic Problems**

7.3. For full-time undergraduate students

a) Academic Warning: Applicable to students with a semester GPA between 1.70 and 1.99 for a given semester.
b) Academic Probation: Applicable to students with a semester GPA below 1.70 for a given semester.
c) Academic Dismissal: As required by the Senate when the student’s semester GPA is below 1.70 for two consecutive semesters; or on other academic grounds.

7.4. For part-time undergraduate students

a) Academic Warning: Applicable to students with a semester GPA below 2.00 for a given semester.
b) Academic Probation: Applicable to students with a semester GPA below 1.70 for two consecutive semesters.
c) Academic Dismissal: As required by the Senate when the student’s semester GPA is below 1.70 for three consecutive semesters; or on other academic grounds.

**Repeat Study for Year 1, Year 2 and Year 3 Students**

7.5. Students with poor academic results may be required to repeat a year of study with the approval of the Senate.

7.6. Students are required to fulfil certain conditions (to be prescribed by the Examination Board or Dean of the Division) during their repeating year. If they fail to meet the conditions, they may be recommended for dismissal by the Senate.

7.7. A student is allowed to repeat only once. However, it should be noted that provision of repeating Year 1 or 2 or 3 does not preclude the concessionary year granted by the Senate.

**8. Transfer Students, Subject Exemption and Transfer of Credits**

8.1. Students admitted to Year 1 may apply for exemption from certain subjects in the
curriculum if they have taken equivalent subjects in other academic institutions previously, but they are required to replace the exempted subjects with other subjects to make up for the number of credits being exempted. However, under special circumstances, the Dean of the Division may approve transfer of up to 15 credits without the need to make up for the credits exempted. Students should submit their applications to the Dean of the Division for subject exemption/transfer of credits within two weeks of commencing their first semester of studies.

8.2. Students may be granted, at the recommendation of the Divisions, transfer credits which amount to no more than one-quarter of the total credits required for graduation. By special approval of the Academic Registrar/Deputy Academic Registrar, a student may receive transfer credits of up to one-half of the credit requirement.

8.3. The College reserves the right to refuse to grant credits for subjects which are not deemed by the Dean to be equivalent to the College subjects and for subjects with grades below the equivalence of grade C in the College grading system.

8.4. Students may be required to sit for proficiency test(s) or qualifying examination(s) prior to the granting of transfer credits.

8.5. Except for those from Hong Kong Baptist University, credits transferred from other institutions are recorded without inclusion in grade point average calculations.

8.6. Applications for transfer of credits in addition to those granted at admission are normally not accepted.

9. **Suspension, Withdrawal and Dismissal**

**Suspension of Studies**

9.1. Under special circumstances, a student may be permitted to suspend his/her studies for a period of up to two semesters. This is granted in cases of health problems, financial difficulty, or urgent family affairs.

9.2. In all cases, supporting documents together with an explanatory letter must be submitted to the Academic Registry normally no later than four weeks before the commencement of the semester examination for approval by the Dean.

9.3. Effective date of suspension is given three days from the day of submission of the completed application.

9.4. Upon expiration of the suspension period, the student must return to his/her studies.
If the student fails to report to the Academic Registry according to schedule, he/she will be classified as having unofficially withdrawn.

Withdrawal

9.5. Students intending to leave the College prior to graduation must apply for official withdrawal. A student who leaves the College without following the proper procedures will be considered as having unofficially withdrawn. No official documents will be issued to such a student, and he/she will not be re-admitted under this status.

9.6. For official withdrawal, students must complete the clearance procedures at the Division Office, Library, Office of Student Affairs, Finance Office and Academic Registry. Students must settle any outstanding tuition fees before an official withdrawal status is given by the Academic Registry.

9.7. Effective date of withdrawal is given three days from the day of submission of the completed application.

Dismissal

9.8. The College may at any time, by action of the Senate, require any student to terminate his/her studies at the College either on academic or disciplinary grounds, or on other grounds deemed as appropriate.

9.9. The Senate may also dismiss a student whose conduct or general influence is considered harmful to the institution. Such a student will normally not be considered for re-admission.

Refund of Fees in the Event of Suspension, Withdrawal and Dismissal

9.10. The College will comply with government regulations concerning the refund of fees paid by the students, who discontinue their studies for any of the above reasons.

10. Graduation, Graduation Honours and Honours Classifications

Graduation Requirements

10.1. Students are approved for graduation by the Senate after fulfilling all the graduation requirements stipulated by the College. These requirements include: College general requirements, programme requirements, College attendance
requirement, and credit and grade point average requirements. Students who have subject, credit or GPA deficiencies may be granted by the Senate summer study or supplementary examination or a concession of one additional year to complete their studies.

10.2. Each Dean of the Division is responsible for checking the fulfilment of these graduation requirements and the Academic Registry provides a counter-checking mechanism.

**College General Requirements**

10.3. Students are normally expected to complete 140-143 credits in the curriculum structure, which include 54-87 credits in major required/elective subjects, 33-39 credits in general education required subjects, 15-42 credits in general education elective subjects and 5 credits in whole person education experiential learning modules.

**Programme Requirements**

10.4. Programme requirements are specific for each programme. In general, these are classified as major core or required subjects, major elective subjects, general education required subjects, general education electives and whole person education experiential learning modules.

10.5. Students are advised to follow their programme requirements listed in the Undergraduate Handbook issued at the year of their admission or, in some instances where revisions have occurred, the revised requirements as advised by the Dean of their Division.

**Attendance, Credits and Grade Point Average Requirements**

10.6. In addition to the College requirements and programme requirements, students must meet the following requirements for the award of degrees:

a) to have attended the College for at least four years, or as specified by the programme requirements, as a full-time student (for students admitted to advanced standing, their period of attendance may be reduced accordingly);

b) to have successfully obtained the total number of credits required by the programme, subject to fulfilling all College requirements and programme requirement (for students admitted to advanced standing, transfer credits may be accepted in partial fulfilment of this requirement); and

c) to have attained a minimum cumulative GPA of 2.00 for all subjects attempted and have passed all subjects stipulated by the programme.
Supplementary Examination and Summer Study

10.7. Candidates who do not satisfy the graduation requirements may be allowed to take summer study/supplementary examination in order to make up for their credit- or GPA- deficiency for graduation. The grade received in the supplementary examination will replace the F grade for the subject and the maximum grade to be given is D.

10.8. The candidates must attain a cumulative GPA of 2.00 or above on all subjects attempted including summer study and supplementary examination for graduation.

10.9. The availability of summer study and supplementary examination is subject to the arrangements of the Division concerned.

Unsatisfactory Submission of Final Year Project

10.10. Students whose Final Year Project submitted is unsatisfactory may, at the discretion of the respective programmes, be given an extended period of until the 1st of November of the same calendar year to resubmit the Project. A student will only be considered for graduation in the same year if the final grade reaches the Academic Registry on or before the 1st of September. The final grade should not be higher than C.

Concessional Year of Study

10.11. For students who cannot complete the graduation requirements within the normal period of study of the programme because of academic problems, a concession of one additional year to complete their studies may be allowed. This concession is subject to the approval of the Senate. The additional year of study should immediately follow the candidates’ final year of study at the College.

Honours Classifications and Scholastic Awards

10.12. Students enrolled on Honours Degree Programmes will be awarded, upon completion of all requirements, the appropriate Bachelors degree with one of the following classifications:

a) First Class Honours
b) Second Class (Division I) Honours
c) Second Class (Division II) Honours
d) Third Class Honours
e) Pass
In the case of a Pass, the General Degree with a Pass will be awarded.

10.13. The various classifications are based on the cumulative grade point average. The general guidelines are as follows:

<table>
<thead>
<tr>
<th>cGPA</th>
<th>Honours Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.40-4.00</td>
<td>First Class</td>
</tr>
<tr>
<td>3.00-3.39</td>
<td>Second Class (Division I)</td>
</tr>
<tr>
<td>2.50-2.99</td>
<td>Second Class (Division II)</td>
</tr>
<tr>
<td>2.20-2.49</td>
<td>Third Class</td>
</tr>
<tr>
<td>2.00-2.19</td>
<td>Pass</td>
</tr>
</tbody>
</table>

10.14. In all cases of classification of degrees, the cumulative GPAs cited above are indicative. The Senate reserves the right, upon the recommendation of the appropriate Dean of the Division, to make exceptions in the application of these indicative grade point averages.

10.15. The graduate who has the highest cGPA in the graduating class of his/her programme and whose cGPA is no less than 3.20 will be awarded the scholastic award of that programme for that year. In any one year, if two or more graduates in the same programme have the same highest cGPA at 3.20 or above, they will all be given the scholastic award.

Certificate of Graduation (毕业证书), Certificate of Completion of Studies (结业证书) and Certificate of Incompletion of Studies (肄业证书)

10.16. The following certificates issued by the College may be awarded to students admitted through the National College Entrance Examinations of China:

a) Certificate of Graduation (毕业证书): applicable to those who have attained a minimum cumulative GPA of 1.70 for all subjects attempted and have passed all subjects stipulated by the programme;

b) Certificate of Completion of Studies (结业证书): applicable to those who are not eligible for the Certificate of Graduation but have studied all the subjects stipulated by the programme and have attained at least 90% of the credits required for graduation;

c) Certificate of Incompletion of Studies (肄业证书): applicable to those who are approved for withdrawal of studies, but have studied at the College for at least one academic year.

10.17. Students who are dismissed by the College are not eligible for any of the above certificates.
11. Student Enquiries and Appeals Regarding Academic Matters

11.1. Students may address queries on academic matters to the Academic Registrar/Deputy Academic Registrar, the Dean of the Division, the Programme Coordinator, or any member of the teaching staff as relevant. The usual channel is for students to consult the subject instructor when the query is about work in a particular subject, the Dean of the Division or the Programme Coordinator when the matter is related to the Division or the programme as a whole, and the Academic Registrar/Deputy Academic Registrar when the query concerns academic policies and procedures. If the query has the potential to become a matter for appeal, students should submit their official enquiries in writing to the Academic Registry.

Student Appeals against Subject-Based Assessment

11.2. Students who wish to appeal against the result of subject-based assessment should follow the following procedures:

a) A student who wishes to appeal against subject-based assessment including examination grades should first appeal in writing to the subject instructor and the Dean of the Division via the relevant Division Office or the subject offering unit within one week after being notified of the subject semester grades.

b) The subject instructor shall review the case. The student should be informed of the decision within a reasonable time. Any changes in grades should be reported to the Academic Registry/Deputy Academic Registrar at the same time.

c) If the student is not satisfied with the decision of the review, he/she may appeal in writing to the Academic Registrar/Deputy Academic Registrar within one week after receiving the review results, giving full reasons in support of the appeal. A fee will be charged for the appeal.

d) The Academic Registrar/Deputy Academic Registrar shall review the case and determine if there are grounds for re-consideration:

i) If the Academic Registrar/Deputy Academic Registrar considers that there are insufficient grounds for the appeal, the appeal will be refused, the fee not refunded, and the decision is final.

ii) If the appeal is accepted, the Academic Registrar/Deputy Academic Registrar shall reconsider the case in consultation with the subject instructor and the Dean of the Division to make a final decision. If deemed appropriate, the Academic Registrar/Deputy Academic Registrar may convene an Appeal Panel to re-view the case to make a final decision.
Student Appeals against Academic Decisions (Repeat a Year of Study and Dismissal)

11.3. Upon the recommendation of the Dean of the Division, the Senate may require students with poor academic results to repeat a year of study or be dismissed from the College. A student who wishes to appeal against such academic decisions should do so in writing to the Academic Registrar/Deputy Academic Registrar before the deadline set for the completion of clearance procedures, giving full reasons in support of the appeal. A fee will be charged for the appeal.

11.4. The Academic Registrar/Deputy Academic Registrar will determine if there are grounds for re-consideration:

   a) If it is considered that there are no grounds for the appeal, the original Senate decision requiring repeating a year of study or dismissal will be upheld and the decision is final. The fee will not be refunded.

   b) If the appeal is accepted, an Appeal Panel will be convened to consider the case. A decision of the Appeal Panel to uphold the original Senate decision of requiring repeating a year of study or dismissal is final.

Any recommendation of the Appeal Panel to revoke a Senate decision shall be subject to ratification by the Senate.