



FACULTY OF BUSINESS AND ECONOMICS

***Handbook for Undergraduates
(4-Year Curriculum)***

2016-2017

OUR PHILOSOPHY:

We strive to instill a sense of purpose and respect among our students. We believe education is not just about acquiring knowledge and skills, but more importantly it is about self-discovery, intellectual development and shared responsibility.

This philosophy is capsulated in our mantra, **RESPECT**:

Resolution: Tenacity and purpose in life

Ethics: Distinguishing between rights and wrongs

Social Responsibility: Commitment to social causes

Passion: Devotion to excellence

Etiquette: Respecting social and academic norms

Collegiality: Uniting others to a common purpose

Tolerance: Open-mindedness and broad-mindedness

TABLE OF CONTENTS

	<u>Page</u>
A Curricula in the Faculty of Business and Economics	1
1 Programme Structure	1
2 Advanced Standing	2
3 Exemption	2
4 Credit Transfer	2
5 Graduation Requirements	3
6 Grades and Grade Points	3
7 Calculation of Grade Point Averages (GPA)	3
8 Honours Classification	4
9 Dean's Honours List	5
B Registration	6
1 Period of Study	6
2 Concurrent Registration	6
3 Composition Fees	6
4 Electronic Communication	6
5 Application of Student Lockers	7
6 Attendance and Absence	7
7 Programme Transfers	8
8 Voluntary Withdrawal of Studies	8
9 Leaving	8
C Majors and Minors	9
1 Majors Offered by FBE	9
2 Minors Offered by FBE	10
3 Notes to FBE Students	10
4 Notes to Non-FBE Students	11
5 Double-counting of Courses	11
D Course Selection	13
1 Regulations, Syllabuses and Course Descriptions	13
2 Teaching Weeks	13
3 Credit Load	13
4 Types of Courses	14
5 Timetable and Venue	16
6 Time Clashes	16
7 Order of Study	16
8 Course Enrolment Period	16
9 Add/Drop Period	16
10 Student Information System (SIS)	17
11 Pre-registration of Core Courses	18
12 Induction Sessions	19

E	Assessment and Grading System	20
1	Assessment	20
2	Examination Timetables	20
3	Arrangements During Bad Weather	20
4	Announcement of Examination Results	21
5	Failure in Examination	21
6	Absence from Examination	21
7	Appeal against Assessment / Examination Results	22
8	Warning Letter	22
9	Discontinuation	22
F	Enrichment Programmes	23
1	HKU Worldwide Undergraduate Exchange Programme & Faculty Exchange Programme	23
2	Internship Programmes	23
3	Scholarships and Prizes	24
4	FBE Student Leadership Award	25
5	Competitions	25
6	Beta Gamma Sigma (BGS)	26
G	Academic Advising	27
1	What is Academic Advising	27
2	University Academic Advising System	27
3	Faculty-based Academic Advising System	29
4	Target Students	31
5	Tips on Meeting with Your Adviser	31
6	List of Programme Directors / Co-ordinators	32
7	Summary of Supporting Units at HKU	34
8	Planned Activities for FBE and Non-FBE Freshmen	36
H	Academic Integrity	37
1	Student's Responsibilities	37
2	Plagiarism	37
3	Cheating	37
I	Frequently Asked Questions	39

APPENDICES

I	Regulations for First Degree Curricula	47
II	Teaching Weeks for 2016-2017	53
III	Important Dates for the Academic Year 2016-2017	54
IV	Application Forms	56
V	Useful Contacts and Websites	59

A CURRICULA IN THE FACULTY OF BUSINESS AND ECONOMICS

The Faculty of Business and Economics (FBE) offers eight undergraduate programmes as follows:

School of Business (SoB):

Bachelor of Business Administration [BBA]

Bachelor of Business Administration in Accounting and Finance [BBA(Acc&Fin)]

Bachelor of Business Administration in International Business and Global Management [BBA(IBGM)]

Bachelor of Business Administration (Information Systems) [BBA(IS)]

Bachelor of Business Administration (Law) and Bachelor of Laws [BBA(Law)&LLB]

School of Economics and Finance (SEF):

Bachelor of Economics [BEcon]

Bachelor of Economics and Finance [BEcon&Fin]

Bachelor of Science in Quantitative Finance [BSc(QFin)]

1 Programme Structure

Features		Content
Applicable to		Students admitted in 2016-17
Normal duration#		4 years (8 semesters)
Credit unit		6 credits [^]
Graduation requirements*	UG5 requirements	6 common core curriculum (CCC) courses (36 credits) 2 English language enhancement courses (12 credits) 1 Chinese language enhancement course (6 credits)
	Programme requirements	First Major: 72 – 96 credits or Professional Core: 108 credits
		Second Major (if applicable): 72 – 96 credits
		Free electives: 42 - 114 credits
Optional	Minor: 36 – 48 credits	
Number of credits required for a degree#		240 credits
Max. number of credits for a degree#		288 credits

[^] The majority of the courses are 6 credits, however, there are a small number of courses which are 12 credits.

This does not apply to double-degree curricula. Please refer to the respective degree regulations for details.

* Please refer to the Regulations and Syllabuses 2016-17 for detailed graduation requirements applicable to your specific programme.

2 Advanced Standing

Advanced standing may be granted to you in recognition of your studies completed successfully before admission to the curriculum in accordance with UG2 of the Regulations for First Degree Curricula. The amount of advanced credits to be granted shall be determined by the Board of the Faculty in accordance with the following principles:

- (a) Under the provisions in Statute III.5, a minimum of two semesters of study at this University shall be required before you are considered for the award of the degree; and
- (b) The number of credits to be transferred shall not exceed half of the total credits normally required under the degree curricula.

Credits granted for advanced standing shall not normally be included in the calculation of the Semester GPA, Year GPA, Cumulative GPA or taken into consideration of the honours classification of the degree to be awarded. But if so decided by the Board of the Faculty, these advanced credits may be recorded on your transcript.

If you have been granted, please be aware that the advanced standing credits of free electives may have an impact on the optional Major or Minor (in the case of double-major programme).

3 Exemption

You shall seek the approval for the exemption, with special conditions attached, from any of the requirements in UG5* by the Senate in exceptional circumstances.

You are still required to fulfill the credits for the approved exempted course(s) with another course(s).

** If you have not studied Chinese language during your secondary education or have not attained the requisite level of competence in the Chinese language, you may be exempted from the Chinese language enhancement requirement and should take a free elective course in lieu of this course.*

*# If you have achieved Level 5** in English Language in the HKDSE or equivalent you are exempted from taking CAES1000 but must take a free elective in lieu of this course.*

4 Credit Transfer

Credits taken at the host institution during exchange study can normally be transferred towards your HKU degree. You are required to study the regulations and syllabuses of your degree programme carefully and seek prior approval if you wish to transfer the credits taken abroad. Complete the application form posted on the Faculty's website and submit it with the supporting documents to the Faculty Office before the application deadline. The processing time for credit transfer may take about 3-4 weeks. Late and incomplete applications will not be considered.

There is a credit transfer database in the Faculty website which provides the course equivalence information of successful credit transfer applications in the past years. You may take courses that are not covered in this database, but for credit recognition and transfer purposes, it is recommended that you select courses that are similar to those offered in HKU in content, contact hours and assessment method. It is advisable that you should not select courses which you have already taken in HKU as credits cannot be transferred.

Please refer to the Faculty website for further details on the application for credit transfer.

5 Graduation Requirements

To be eligible for the award of your degree, you shall have:

- Achieved a cumulative GPA of 1.0 or above;
- Accumulated a minimum of 240 credits and pass all the compulsory courses required in the syllabuses; and
- Satisfied the requirements of UG 5 of the Regulations of the First Degree Curricula. Please refer to the “Regulations of the First Degree Curricula” at Appendix I (page 47).

6 Grades and Grade Points

The grades, their standards and the grade points are as follows:

Grade	Standard	Grade Point
A+)	4.3
A) Excellent	4.0
A-)	3.7
B+)	3.3
B) Good	3.0
B-)	2.7
C+)	2.3
C) Satisfactory	2.0
C-)	1.7
D+) Pass	1.3
D)	1.0
F	Fail	0

7 Calculation of Grade Point Averages (GPA)

(a) Semester GPA (SGPA)

“Semester Grade Point Average” or “Semester GPA” is the GPA in respect of courses attempted by you (including failed courses) during a given semester, where each course is given a weight, normally equal to its credit-unit value. It is calculated according to the following formula:

$$\text{SGPA} = \frac{\sum_i C_i \times G_i}{\sum_i C_i}$$

Where C_i = number of credits taken for course i ,
 G_i = grade point obtained for course i ,
 \sum_i = summation over all courses i taken for the semester, **including** failed courses.

(b) Year GPA (YGPA)

“Year Grade Point Average” or “Year GPA” is the GPA in respect of courses completed successfully by you (including failed courses) during a given academic year, where each course is given a weight, normally equal to its credit-unit value. It is calculated according to the following formula:

$$\text{YGPA} = \frac{\sum_i C_i \times G_i}{\sum_i C_i}$$

Where C_i = number of credits taken for course i ,
 G_i = grade point obtained for course i ,
 \sum_i = summation over all courses i taken for the academic year, **including** failed courses.

(c) Cumulative GPA (CGPA)

“Cumulative Grade Point Average” or “Cumulative GPA” is the GPA in respect of courses completed successfully by you (including failed courses) at the time of calculation, where each course is given a weight, normally equal to its credit-unit value. It is calculated according to the following formula:

$$\text{CGPA} = \frac{\sum_i C_i \times G_i}{\sum_i C_i}$$

Where C_i = number of credits taken for course i ,
 G_i = grade point obtained for course i ,
 \sum_i = summation over all courses i taken up to that stage, **including** failed courses.

8 Honours Classification

Upon the completion of all graduation requirements, you shall be awarded the degree in one of the five classes of honours:

First Class Honours
Second Class Honours Division One
Second Class Honours Division Two
Third Class Honours
Pass

The classification of honours shall be determined by the Board of Examiners for the degree in accordance with the following Cumulative GPA (CGPA) scores, with all courses taken (including failed courses) carrying equal weighting:

<u>Class of Honours</u>	<u>CGPA Range</u>
First Class	3.60 – 4.30
Second Class	(2.40 – 3.59)
Division One	3.00 – 3.59
Division Two	2.40 – 2.99
Third Class	1.70 – 2.39
Pass	1.00 – 1.69

Honours classification may not be determined solely on the basis of a candidate's Cumulative GPA and the Board of Examiners for the degree may, at its absolute discretion and with justification, award a higher class of honours to a candidate deemed to have demonstrated meritorious academic achievement but whose Cumulative GPA falls below the range stipulated in UG 9(a) of the higher classification by not more than 0.1 Grade Point.

Failure in any courses (either graded or non-graded) may have an impact on students' honours classification at the time of graduation.

9 Dean's Honours List

You are recommended to be placed on the Dean's Honours List if you can meet the following criteria:

- Students who had achieved a Year GPA of 3.60, including regular and summer semester assessment results but excluding results obtained during exchange studies;
- Students who did not have any failed courses during the year, inclusive of non-graded courses (i.e. courses with grading of pass or fail only) and courses taken during exchange studies;
- Students who had studied in HKU for at least one regular semester during the year*; and
- Students who had completed at least 24 credits successfully in each regular semester.

**If students are on a semester leave relating to exchange, they will be considered eligible for recommendation onto the Dean's Honours List, subject to the fulfillment of requirements and final approval by the Board of Examiners. Students on exchange for an entire year are not eligible for the Dean's Honours list.*

B REGISTRATION

1 *Period of Study*

Each single-degree curriculum normally requires eight semesters of full-time study, spreading over four academic years. You are required to complete your curriculum within a maximum of six academic years, unless otherwise required or permitted by the Board of the Faculty. For the period of study of double-degree curricula, please refer to the respective degree regulations for details.

2 *Concurrent Registration*

Concurrent registration by a student of this University for another post-secondary qualification either at this University or at another institution is not permitted, unless approval of the Senate has been obtained in advance.

Application with justifications and relevant documentation should be submitted to the Faculty Office for processing.

3 *Composition Fees*

The composition fees for undergraduate programmes in 2016-17 are listed below. Debit note and payment instructions will be sent to your HKU email. You may also check your financial status in the Student Information System under the Student Financials section.

	Local Students	Non-local Students
Full-time UG programmes *	HK\$42,100	HK\$146,000

* *Composition fees are payable by two equal installments.*

A student who has not paid his/her fees within 30 days after the due date shall be de-registered and shall be prohibited from using University facilities and services. To re-instate his/her student status, a student will have to pay the outstanding fees, and a surcharge of 10% of the outstanding fees, or \$500, whichever is the lesser. The student may additionally be required to compensate the University for any loss of interest for any late payment or non-payment of fees.

4 *Electronic Communication*

All students are given a computer account, identified uniquely by a HKU Portal UID (User Identification) and an associated PIN (Personal Identification Number), for accessing a wide range of network services and applications conveniently, and communicating with their fellow students, School Offices, Faculty Office and other members of the University.

The University and Faculty Office will from time to time disseminate important information and post notices to students on the HKU Portal and communicate with students using the @hku.hk account. You are therefore reminded to visit the HKU Portal and check your emails @hku.hk account regularly.

When corresponding with the Faculty Office by email or letter, please include your full name, curriculum and University number for our information.

5 Application of Student Lockers

There are a limited number of student lockers available for FBE undergraduate year one students to apply in September of each academic year. Please note that:

- (a) The locker allocation is valid for the duration of the curriculum for which each student is registered or until the cessation of studies before completion of the curriculum, whichever is earlier.
- (b) A student who is allocated a locker is required to return the key to the FBE Faculty Office before June 30 of his/her final year of studies, or on such earlier date as may be notified by the Faculty; or before the official date of cessation of studies. Personal belongings remaining in lockers after the due date for return of keys will be considered disposable.
- (c) A charge of HK\$150 (subject to change by the University) will be made if a student fails to return his/her locker key by the due date.

6 Attendance and Absence

You should attend lectures and such laboratory classes, tutorials, seminars and fieldwork, as prescribed for your curriculum.

You are required to apply for leave of absence under the following circumstances:

- (a) Medical reasons

If you cannot attend class for three to seven days because of illness, you shall inform the Faculty Office in writing at the earliest opportunity. When long absence is necessary, you shall submit an application for leave of absence to the Faculty Office together with a certificate signed by a registered medical practitioner.

- (b) Non-medical reasons, such as

- participation in an exchange study programme; or
- participation in a student competition, local or abroad; or
- participation in a student conference, local or abroad; or
- participation in an internship, local or abroad; or
- personal reasons

If you cannot attend classes for more than two consecutive days due to non-medical reasons, you shall also apply in writing to the Faculty Office at the earlier opportunity, stating the reasons for leave of absence with supporting documentation.

When you resume studies, you must inform the Faculty Office in writing and provide supporting documentation where necessary.

**For the arrangement of absence from final examinations, please refer to page 21.*

7 Programme Transfers

Only non-final year students are eligible to apply for transfer between programmes. Information and application for programme transfer is available in April of each academic year, subject to change. You may apply to:

- (a) Transfer between BBA and BBA(Acc&Fin) programmes; or
- (b) Transfer between BEcon and BEcon&Fin programmes; or
- (c) Transfer between FBE programmes; or
- (d) Transfer to other Faculties.

Please follow the application procedures stated in the notice sent to your HKU email by the Faculty Office in April of each academic year. For curricula offered by other faculties, please consult with the relevant Faculty Office or the Admissions and Academic Liaison Section of the Registry.

8 Voluntary Withdrawal of Studies

If you wish to withdraw voluntarily from your studies, you must inform the Faculty by completing and submitting the Withdrawal of Study Form (http://www.ase.hku.hk/doc/withdrawal_1.pdf).

Withdrawal after the commencement of the academic year will result in a “NC” remark in the transcript for registered courses (i.e. NC = not completed).

9 Leaving

All students are required to leave the University as long as they have fulfilled all the compulsory requirements for graduation either within or beyond the normative period of study. For students who have completed the graduation requirements before the normative period of study and wish to continue their study with a justifiable reason, they have to seek approval from the Faculty Office on the condition that students do not exceed the maximum number of credits.

Requests from students who have completed graduation requirements for continuing their study **after** the normative period of study will **not** be considered.

C MAJORS AND MINORS

1 Majors Offered by FBE

Major(s) offered by	For FBE Curricula									For Non-FBE Curricula
	BEcon [Note 1]	BEcon& Fin	BBA	BBA (Acc&Fin)	BBA (IBGM)	BBA (IS) [Note 2]	BBA (Law)& LLB [Note 3]	BBA(Law)&LLB w/ Prof Core in Accounting [Note 3]	BSc (QFin)	
A. School of Business										
- Professional Core in Accounting	X	X	X	1 st	X	X	X	1 st	X	X
- BDI [Note 4]	√	X	1 st	√	√	X	1 st (any one)	X	√	√
- HRM	√	X		√	√	X		X	√	√
- Marketing	√	X		√	√	X		X	√	√
- Wealth Management (WM)	√	X		X	√	X		X	X	X
- IS	√	X		√	√	1 st		X	√	√
- IBGM	X	X	X	X	1 st	X	X	X	X	X
B. School of Economics and Finance										
- Economics	1 st	1 st	√	√	√	X	X	X	√	√
- Finance	X	2 nd	√	Minor	√	X	X	X	X	√
- Quantitative Finance	√	X	√	X	√	X	X	X	1 st	√

√ - 2nd Major is permissible

X - 2nd Major not permissible

1st - Compulsory 1st Major

2nd - Compulsory 2nd Major

Minor - Compulsory Minor

Note:

1. BEcon students should apply for internal transfer to BEcon&Fin if they wish to pursue Second Major in Finance.
2. BBA(IS) students are required to take Major in Computer Science offered by the Faculty of Engineering as the Second Major.
3. BBA(Law)&LLB students are required to take Professional Core in Law offered by the Faculty of Law as the Second Major; and students who opt out to pursue a single degree in BBA(Law) are required to take Major in Legal Studies offered by the Faculty of Law as the Second Major.
4. Candidates must undergo a selection process arranged by the BDI Programme Co-ordinator.

- Under the 4-Year curriculum there is a wide offering of FBE majors to both FBE and non-FBE students.
- FBE students are allowed to declare a combination of FBE/non-FBE majors or minors, and the maximum number of credits that can be taken for entire degree programme is **288** credits (except for double degree curricula).
- The number of credits required for a Major is 72-96 credits.
- The number of credits required for a Minor is 36-48 credits.

2 Minors Offered by FBE

Minor(s) offered by	For FBE Curricula									For Non-FBE Curricula
	BEcon	BEcon &Fin	BBA	BBA (Acc&Fin)	BBA (IBGM)	BBA (IS)	BBA (Law) &LLB	BBA(Law)&LLB w/ Prof Core in Accounting	BSc (QFin)	
A. School of Business										
- Accounting	√	√	√	X	√	√	√	X	√	√
- HRM	√	√	√	√	√	√	√	√	√	√
- IS	√	√	√	√	√	X	√	√	√	√
- Marketing	√	√	√	√	√	√	√	√	√	√
B. School of Economics and Finance										
- Economics	X	X	√	√	√	√	√	√	√	√
- Finance	√	X	√	Minor	√	√	√	√	X	√

√ - Minor is permissible

X - Minor is not permissible

Minor – Compulsory Minor

Minor - Compulsory Minor

3 Notes to FBE Students

(a) Declaration of major/minors

Candidates may first declare major(s) and minor(s) during the August pre-enrolment period before the start of the second year of study. Candidates must finalize their declarations during the add/drop period in the first semester of their final year of study. No further changes will be accepted afterwards.

(b) Faculty Core Courses

The following 4 courses are designated as Faculty Core courses (FCC): ACCT1101 Introduction to financial accounting, ECON1210 Introductory microeconomics, FINA1310 Corporate finance and a statistics course as prescribed in syllabuses.

Candidates are not required to re-take Faculty Core courses where these courses form part of requirements of the second Major offered by the Faculty of Business and Economics. Candidates will be required to take an equivalent number of credits of free electives in lieu of these courses. Such double-counting arrangement does not apply to major-minor combination.

(c) Double-counting courses

Courses shall not be double-counted in the major or minor programmes offered by Faculty of Business and Economics, except for the Faculty Core Courses under a major-major combination as listed under Note 3(b) above. Where a course applies to more than one major or minor programme, a disciplinary elective (advanced level) must be taken in lieu of the overlapped course (refer to Note 5).

Candidates who pursue second major/minor offered by the other Faculties should consult the offering Faculty for its double-counting policy.

(d) Majors and minors of the same discipline are impermissible combinations.

4 Notes to Non-FBE Students

(a) GPA requirement for non-FBE candidates

A cumulative GPA of 3.0 or above as of August 31 (excluding Summer Semester) at the end of the second year of study must be obtained for eligibility to declare any second major or minor offered by the Faculty of Business and Economics. For non-FBE students admitted to the second year of study or above, a cumulative CGPA of 3.0 or above after completion of four regular semesters of study at the University is required for eligibility to pursue a major or minor offered by the Faculty of Business and Economics.

(b) Courses cannot be double-counted, except for the Faculty Core Courses under the major-major combination (refer to Notes 3 and 5).

5 Double Counting of Courses

- (a) When a course serves as a core course/ disciplinary elective in a Major/ Minor programme, and at the same time serve as a core/ disciplinary elective course in another Major/ Minor programme, this constitutes double-counting.
- (b) Only the four Faculty Core courses are allowed to be double-counted under the major-major combination. You are required to take an equivalent number of credits of free electives in lieu of the overlapped Faculty Core courses as listed under Note 3(b) above. However, in the event that the Faculty Core course is a core course of another major, or that the Faculty Core course is mutually exclusive with the core course of another major, students should use the Faculty Core course to fulfill the graduation requirements for the first major. They are also required to seek advice and pre-approval from the offering department on course replacement details for the second major.

	Course	Major	2nd Major/Minor	Note
<i>Example 1</i>	<i>ECON1210 Introductory Microeconomics</i>	<i>A Faculty Core course for Major in Economics</i>	<i>A Faculty Core course for Major in Finance</i>	<i>Double counting is allowed. Students are required to take an equivalent number of credits of free electives in lieu</i>
<i>Example 2</i>	<i>STAT 2601 Probability and Statistics I</i>	<i>A Faculty Core course for Major in Economics</i>	<i>A core course for Major in Risk Management</i>	<i>Students should use STAT 2601 to fulfill the graduation requirement for the Major in Economics. Students are required to seek advice and pre-approval from the offering department on course replacement details for the Major in Risk Management.</i>

<p><i>Example 3</i></p>	<p><i>STAT1603 Introductory Statistics</i> - <i>Mutually exclusive with STAT2601 Probability and Statistics I</i></p>	<p><i>STAT 1603 - A Faculty Core course for Major in Finance</i></p>	<p><i>STAT2601 – An introductory core course for Major in Risk Management</i></p>	<p><i>Students should use STAT1603 to fulfill the graduation requirement for the Major in Finance. Students should seek advice and pre-approval from the offering department on course replacement details for the Major in Risk Management.</i></p>
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- (c) For any course, other than the four FCC, that constitutes a compulsory requirement for both of the majors, double-counting is not allowed. The overlapped course should be counted towards the 1st major. Students are required to take an advanced disciplinary elective under the 2nd major in lieu of the overlapped course.
- (d) For any course that is a core course for the 1st/2nd major but a disciplinary elective for 1st/ 2nd major, double-counting is not allowed. Students should choose another disciplinary elective under the 1st/ 2nd major.

D COURSE SELECTION

1 *Regulations, Syllabuses and Course Descriptions*

You should select courses in accordance with the rules and guidelines as specified in the Regulations and Syllabuses before the beginning of each semester.

The Regulations, Syllabuses and Course Descriptions can be downloaded from the FBE website. Please browse the relevant one according to your intake year on the Faculty's website:

<http://www.fbe.hku.hk> > Academic Programmes > Undergraduate

2 *Teaching Weeks*

There are 3 semesters in an academic year, which are the first, second and summer (optional) semesters.

The first semester runs from September to December; the second semester from January to May; and the summer (optional) semester from June to late August.

For further details, please refer to the "Teaching Weeks for 2016-17" at Appendix II (page 53).

3 *Credit Load*

(a) Credits Limits

- You should enrol in not less than 240 credits of courses;
- You should normally enrol in at least 60 credits in an academic year;
- You should normally take not fewer than 24 nor more than 30 credits of courses in any one regular semester (except for the summer semester)
- You may, of your own volition, take further credits during the regular or summer semesters, accumulating up to a maximum of 72 credits in one academic year; and
- You should normally complete not more than 12 credits of courses in each summer (optional) semester.

(b) Credit Overload / Underload

- If you wish to enrol in courses which are below or above the credit limit for any semester or academic year, you shall seek prior approval from the relevant Programme Director and Chairman of the Faculty Board by submitting an application form (BE84/713) to the Faculty Office. Please note that justifications or supporting documents are required to facilitate consideration of your application. Please refer to Appendix IV (pages 56-58).
- For final-year students, you are allowed to take less than the minimum credit load as you only need to take the remaining required credits in your final semester to fulfill your graduation requirements.

(c) Important Notes

- You are required to enrol in not less than 60 credits each academic year. Over-enrolling in any year does not entitle you to under-enrol in the subsequent year except where the year in question is the final year of studies.
- Where a Major or a Minor is an optional part of your curriculum, you will not be permitted to extend the period of study to only fulfill such requirements if you have already satisfied the graduation requirements.
- If you pursue optional Major or a Minor, you are allowed to take additional credits which may exceed 240 credits or more, up to a maximum of 288 credits for the entire programme.

4 Types of Courses

(a) Introductory Level Courses vs Advanced Level Courses

- Courses listed under "Introductory level / Year one" section of the Course Description booklet are counted as Introductory level courses.
- All Common Core Curriculum courses, Chinese enhancement course and English enhancement courses are counted as Introductory / Year one level courses.
- Courses listed under "Year two and above electives / Advanced level" section of the Course Descriptions booklet are counted as Advanced level courses (Please note that "*CAES9920 Academic Communication for Business and Economics*" taken in Year two is counted as Introductory level or Year one level course).
- If you cannot find a course under "Introductory Level / Year One" section or "Year Two and above electives / Advanced level" section, please check with the offering department directly.

(b) Pre-requisites

- Pre-requisite is a course or a group of courses which you must have taken and completed successfully; or a requirement which you must have fulfilled before being permitted to take the course in question.
- If you wish to take a course without fulfilling its pre-requisite requirement(s), you have to seek prior approval from the relevant Area Co-ordinator and Programme Director to waive the pre-requisite requirement or to co-take with the pre-requisite course concurrently. You should submit an application form (BE87/713) to the Faculty Office and state your justifications in the application. Supporting documents (if any) are also required. Please refer to Appendix IV (pages 56-58).

(c) Co-requisites

- Co-requisite is a course which you must take in conjunction with the course in question.

(d) Common Core Curriculum Courses

- Common Core Curriculum (CCC) consists of four Areas of Inquiry (AoIs):
 - i) Scientific and Technological Literacy (course code: CCSTxxxx)
 - ii) Humanities (course code: CCHUxxxx)
 - iii) Global Business (course code: CCGLxxxx)
 - iv) China: Culture, State and Society (course code: CCCHxxxx)
- You should successfully complete 36 credits, comprising at least one and not more than two courses from each Area of Inquiry with not more than 24 credits of courses being selected within one academic year except where candidates are required to make up for the failed credits.
- For more information about the Common Core Curriculum and its enrolment details, please go to the URL: <http://commoncore.hku.hk>
- Common Core courses cannot be taken to fulfill the free elective requirements.

(e) Faculty Core Courses (FCC)

- Faculty core courses are courses that should be taken by students in all programmes offered by FBE. The four Faculty core courses are:
 - i) ACCT1101 Introduction to financial accounting;
 - ii) ECON1210 Introductory microeconomics;
 - iii) FINA1310 Corporate finance; and
 - iv) A statistics course as prescribed in syllabuses

(f) Free Elective Courses

- Free elective courses can be any courses except Common Core Courses.

(g) Business Consulting Practicum (BCP)

- The Business Consulting Practicum (BCP) is a 6-week summer internship with 6 credits. The BCP course is optional, and if you drop out of the internship without genuine justification and approval from the BCP Co-ordinator, you will be awarded a grade of “Fail” (F).
- If you have been awarded a grade of “F” in the BCP course, you:
 - i) shall be deemed to fail the course;
 - ii) shall not be eligible for the Dean’s Honours List in that academic year; and
 - iii) may have any impact on your honours classification at the time of graduation.

(h) Summer Courses

- You are normally **not** allowed to take summer course(s) in your final year of study.
- Summer courses offered by FBE may vary from year to year. Please refer to the email announcement of FBE summer courses sent out by the Faculty Office in April/May of each academic year.
- For the availability of non-FBE summer courses, please check with the relevant department/school.

5 *Timetable and Venue*

Please check the time and venue of courses offered by the Faculty of Business and Economics at the Faculty website. Please pay attention to the class restrictions, remarks and class venue (the full name of the buildings are stated at the bottom of the file).

6 *Time Clashes*

You will **not** be approved to take a course if there is a time clash with another course or tutorial class.

7 *Order of Study*

Only free elective course(s) are permitted deferment to the next year of study, under the condition that it is within the prescribed study-load range and all prerequisites are met.

If you wish to change the order of study of any core course(s), Common Core course(s) or specific requirements listed in the syllabuses, you have to seek prior approval from the relevant Programme Director by submitting an application form (BE85/713) to the Faculty Office. Please note that justifications and/or supporting documents should be submitted with your application. Please refer to Appendix IV (pages 56-58).

8 *Course Enrolment Period*

You can enrol in courses for the coming academic year through the Student Information System during the preliminary course selection period in August. The specific course selection period may vary from year to year, so please pay special attention to email announcements made by the Registry and the Faculty Office.

Please refer to “Important Dates for the Academic Year 2016-17” at Appendix III (page 54-55).

For non-FBE courses, please check with the offering departments directly.

9 *Add/Drop Period*

You should make changes to the selection of courses through the Student Information System during the add/drop period designated for each semester.

You are **not** allowed to make any further changes online after the add/drop period unless there are strong justifications for making subsequent changes. For any requests of changes, you shall seek prior approval from the relevant Programme Director by submitting an application form (available upon request) to the Faculty Office in a timely manner. Please note that justifications or supporting documents are required to facilitate consideration of your application. Please refer to Appendix IV (pages 56-58). All late changes, if approved, shall be handled manually by the Faculty Office.

10 Student Information System (SIS)

(a) Submission of Course Enrolment

The courses successfully saved into the “Temporary Course List” are not finalized yet. You should make sure the courses in the “Temporary Course List” are submitted to the offering departments for approval within the add/drop period.

(b) Email Notification

You will receive an email notification generated by the Student Information System for any amendments on course selection. You will be notified again when the courses are subsequently approved or disapproved.

(c) Approval Status

The status of the courses you selected will be shown under the Student Centre in Student Information System. It is your responsibility to check and make sure your enrolment is correct.

(d) Programme Guides

You are responsible for ensuring the completion of all requirements in accordance with the Regulations and Syllabuses of your programme for your intake year. You have to check carefully all your programme requirements, Majors/Minors requirements, and outstanding credits under the Programme Guides in the Student Information System under the Academic Advisement section set up for each programme in different academic years. The Faculty Office shall not be responsible for any delay in your graduation.

(e) Helpdesk

Please refer to Student Information System website at the following link for reference materials on course enrolment: http://www.hku.hk/reserved_1/sisandhcm/SIS-reference-materials.html. If you encounter any technical problems in course selection, please contact the following Helpdesk:

SIS Helpdesk (before October 3, 2016):

By telephone: 2819 0777

By email: asksis@hku.hk

With effect from October 3, 2016, only the ITS Service Desk will be available:

By telephone: 3917 0123

By email: ithelp@hku.hk

11 Pre-registration of Core Courses

To ensure that you are enrolled in the core courses required by your respective programme in the first year of study, the Faculty Office will pre-register the core courses as shown in the table below.

Curriculum	Pre-registered Core Courses	
BBA	FCC	ACCT1101 Introduction to financial accounting ECON1210 Introductory microeconomics STAT1602 Business statistics #
BBA(Acc&Fin)	FCC	ACCT1101 Introduction to financial accounting ECON1210 Introductory microeconomics STAT1602 Business statistics #
BBA(IBGM)	FCC	ACCT1101 Introduction to financial accounting ECON1210 Introductory microeconomics STAT1602 Business statistics #
BBA(IS)	FCC	ACCT1101 Introduction to financial accounting ECON1210 Introductory microeconomics STAT1602 Business statistics #
BBA(Law)&LLB	FCC	ACCT1101 Introduction to financial accounting ECON1210 Introductory microeconomics STAT1602 Business statistics #
BEcon	FCC	ACCT1101 Introduction to financial accounting ECON1210 Introductory microeconomics FINA1310 Corporate finance
	Other Core	ECON1220 Introductory macroeconomics
BEcon&Fin	FCC	ACCT1101 Introduction to financial accounting ECON1210 Introductory microeconomics FINA1310 Corporate finance
	Other Core	ECON1220 Introductory macroeconomics
BSc(QFin)	FCC	ACCT1101 Introduction to financial accounting ECON1210 Introductory microeconomics FINA1310 Corporate finance
	Other Core	ECON1220 Introductory macroeconomics

For all BBA programmes students, you will be enrolled in the default statistics course: STAT1602. There are alternative statistics courses for fulfilling the statistics requirement (Please refer to the Syllabus for details). If you opt to take the alternative course, please drop STAT1602 and add the alternative statistics course via the Student Information System.

You cannot drop or change sub-classes of ACCT1101, unless prior approval from the Faculty Office is sought. For other pre-registered core courses, you are strongly advised not to make any change to the enrolment (either drop or change sub-class) as you will not be guaranteed with a study place after the change due to limited quota. Failure to complete the core courses as scheduled will affect your study progress and defer your graduation.

12 Induction Sessions

Various induction sessions are arranged by the Faculty and the two Schools each year to advise you on course selection issues. Time, date and venue for these sessions will be announced via email. For further details, please contact the Faculty Office or the relevant School Office.

Offered By	Topics	Target Audience
School of Business (Accounting Teachers)	Academic advising, curriculum structure and Course selection	BBA/ BBA(Acc&Fin)/ BBA (Law) with Professional Core in Accounting students
BBA(IBGM) Programme Coordinator	Course selection, second major choices, overview of the Programme structure and briefing on field trip and exchange	BBA(IBGM) students
BBA(IS) Programme Coordinator	Curriculum structure, course selection, and programme highlights	BBA(IS) Year One students
BBA(Law)&LLB Programme Coordinator	Curriculum structure, course selection, and Programme highlights	BBA(Law)&LLB Year One students
School of Economics and Finance	Academic advising, curriculum structure and course selection	BEcon/BEcon&Fin/BSc(QFin) Year One students

E ASSESSMENT AND GRADING SYSTEM

1 Assessment

Examinations are normally held in December for first semester courses, and in May for second semester and full-year courses. Assessment may be conducted in any one or any combination of the following manners: written examination or tests, continuous assessment of performance, laboratory work, fieldwork, presentations, research or project reports. The ratio between the different components is determined by individual teachers.

2 Examination Timetables

1st semester examinations: Available in November
2nd semester examinations: Available in April

Available from the Examination Unit's website: <http://www.exam.hku.hk/>

3 Arrangements During Bad Weather

When Tropical Storm Warning Signal No. 8 (or a higher number) or the Black Rainstorm Warning Signal is hoisted, the following arrangements will apply:

(a) For classes and examinations not yet started

If either of the warnings is hoisted or in force at or after 6:00 a.m.	All morning classes and examinations commencing before 2:00 p.m. will be cancelled automatically.
If either of the warnings is hoisted or in force at or after 11:00 a.m.	All afternoon classes and examinations commencing at any time from 2:00 p.m. and before 6:00 p.m. will be cancelled automatically.
If either of the warnings is hoisted or in force at or after 3:00 p.m.	All evening classes and examinations commencing from 6:00 p.m. onward will be cancelled automatically.

(b) For classes and examinations already started

When Tropical Storm Warning Signal No. 8 or above is hoisted.	<ul style="list-style-type: none">• All classes will be suspended immediately.• All examinations will continue until the end of that examination session.
When Black Rainstorm Warning Signal is hoisted.	<ul style="list-style-type: none">• All classes and examinations, except those held outdoors, will continue.• For outdoor classes and examinations, the responsible staff members on the spot should suspend the activities immediately, ensure that all students are taken to a safe place, and remain there until it is safe for them to return home.

4 Announcement of Examination Results

1st semester examination: January 20, 2017
2nd semester examination: June 28, 2017

To be announced through the Student Information System.

5 Failure in Examination

If you have failed a course, you are required to make up for the failed course in one of the following manners at the discretion by the Board of Examiners:

- (a) Undergoing re-assessment / re-examination in the failed course to be held no later than the end of the following semester (not including the summer semester); or
- (b) Re-submitting failed coursework, without having to repeat the same course of instruction; or
- (c) Repeating the failed course by undergoing instruction and satisfying the assessments; or
- (d) For an elective course, taking another course in lieu and satisfying the assessment requirements.

The maximum number of attempts for you to pass a particular course or fulfill a requirement, including retakes and re-examinations, is three.

6 Absence from Examination

If for any reason you have been unable to attend for any paper in an examination you must, within fourteen days of the absence, write to the Examination Secretary at the Registry giving reasons with supporting document(s) for your absence. The Examination Unit will forward your request to relevant department/school for their consideration.

Failure of taking the examination as scheduled will automatically result in course failure under normal circumstances. If you are unable, because of illness to be present at any examinations of a course, or if you believe that your state of health either immediately before or during the examination has significantly affected your performance, you may apply for permission to present yourself for a supplementary examination to be held not later than the first semester of the following academic year by submitting the “Form of Medical Certificate” endorsed by your physician to the Director of University Health Service not later than 14 days after examination for approval. The forms are available from the Examinations Unit, the Faculty Office, or downloadable at <http://www.exam.hku.hk/pdf/24-1014.pdf>. For non-medical reason(s), please state your case clearly with supporting documentation to the Faculty Office for consideration.

A student who *has attended* an examination and submits a medical certificate in support of a claim to being unwell *during* the examination is normally not eligible to be granted a supplementary examination, unless there is evidence that his/her performance in the examination was significantly and detrimentally affected by illness. In the rare instance when a student who, after having sat an examination, claims that he/she fell ill *during* the examination so seriously or to such an extent that his/her examination time was disrupted or reduced, and his/her performance in the examination was significantly and detrimentally affected, the Board of Examiners shall be invited, with the recommendation of the Chief Examiner and the advice of the University Health Service, to consider granting a supplementary examination to the student.

Should you fail to sit for the supplementary examination as arranged, you will be given a failed grade for the course concerned. Any supplementary examination shall be part of that academic year's examinations, and the provisions made in the regulations for failure at the first attempt shall apply accordingly.

7 Appeal against Assessment / Examination Results

In accordance with General Regulations G 9(h), there shall be no appeal against the results of examinations and all other forms of assessment. However, should you have sufficient reasons to believe that there is any procedural irregular or technical error in the determination of the final course grade or the result of any assessment component of any course (e.g., an error in the recording, collating or aggregation of grades/marks which contribute to the final result), you may request checking of the results.

Such checking is not and does not entail academic re-assessment of the materials or coursework presented by you. In other words, appeal against the academic judgment of the examiners will *not* be entertained.

Students should pay the application fee of HK\$200 in advance for each assessment result to be checked. The payment will be refunded if there is indeed a procedural/technical error found and the assessment result is revised as a consequence.

The procedures for assessment/examination result checking application are included in this Student Handbook as well as posted on the website of the Examinations Unit. Further notice will be announced by the Faculty Office by email after the release of examination results.

8 Warning Letter

When your performance in coursework, tutorials or class tests is unsatisfactory (such as continuous absence from lectures or tutorials, missing numbers of assignments) or obtaining Semester GPA of 1.0 or below, you will receive a written warning from the Faculty Office and you should take immediate steps to redress the unsatisfactory situation.

If you encounter any problems in readdressing your situation, you should consult with relevant teachers, your academic adviser, CEDARS or the Faculty Office for advice and assistance.

9 Discontinuation

You shall be recommended for discontinuation under the provisions of General Regulation G12 and UG 4(e) of the Regulation for First Degree Curricula if you have:

- (a) Failed to complete successfully 36 credits or more in two consecutive semesters (not including the summer semester), except where you are not required to take such a number of credits in the two given semesters, or
- (b) Failed to achieve an average Semester GPA of 1.0 or higher for the two consecutive semesters (not including the summer semester), or
- (c) Exceeded the maximum period of registration specified in the regulations of the degree.

You shall also be recommended for discontinuation if you failed in a particular course or requirement on your third attempt.

F ENRICHMENT PROGRAMMES

1 *HKU Worldwide Undergraduate Exchange Programme & Faculty Exchange Programme*

The Faculty of Business and Economics encourages our students to initiate and act upon ideas - both within the campus and beyond to the community outside. HKU Worldwide Undergraduate Exchange and Faculty Exchange programmes are offered to undergraduate students who are interested in spending either one semester or one year to study abroad. Students with outstanding academic performance would also be awarded scholarship to support their exchange study at the partner institution. Details of exchange study are available in the links:

- HKU Worldwide Exchange Programme: <http://www.als.hku.hk/admission/exchange/>
- Faculty Exchange Programme: <http://fbe.hku.hk/current-students/enrichment-programmes/international-student-exchange-programmes/outgoing-exchange>

BBA(Law)&LLB students are also allowed to apply for Law Exchange Programme. For details, please visit the website: <http://www.law.hku.hk/prospectivestudents/outgoing.php>

Administrative procedures will differ according to the exchange programme participated. In general, upon your acceptance of exchange offer, you must submit the Assumption of Risks and Release Form (BE12/813) to the Faculty Office. You will be notified of the exchange scholarship details via email. Before you depart for your exchange study, you must also apply for leave of absence and credit transfer by submitting the relevant application forms to the Faculty Office.

Visiting study: If you are planning to study abroad as visiting students, you should apply for leave of absence and are required to seek **PRIOR** approval if you wish to transfer the credits taken abroad by submitting the relevant application form to the Faculty Office.

For enquiries, please contact the Programme Manager at phone: 3917 8215 or email: fbe.undergrad@hku.hk

2 *Internship Programmes*

Students are encouraged to take part in internship programmes so as to gain working experience in different business-related areas. Internship programmes will take place either during summer/winter break or during regular semesters. Please visit the Faculty website for details of the internship programmes.

Internship programmes during regular semesters: If you are planning to work for an internship which takes place during regular semesters, you should apply for leave of absence by submitting an application (BE86/713) with the relevant documents to the Faculty Office. For any leave-of-absence applications, submission must be done **BEFORE** the end of the add/drop period of the semester concerned.

For enquiries, please contact the Programme Manager at phone: 3917 4489 or email: fbe.undergrad@hku.hk

3 Scholarships and Prizes

There are 13 prizes available in the Faculty of Business and Economics (the offering of prizes may be reviewed regularly). Students are nominated by the relevant Chief Examiners and approved by the Board of Examiners in June every year.

	Prize	To Whom the Prize is Awarded*
1	Brian and Sally Stewart Prize for the Best B.B.A. Student	- BBA final year student specializing in marketing in the School of Business; - has achieved the best overall results in the final year examinations
2	Chartered Institute of Management Accountants Prize	- BBA, BBA(Acc&Fin), BBA(IBGM), BBA(IS) or BBA(Law) student; - has achieved the best overall academic performance for the course 'Management Control' under 4-year curriculum
3	CPA Australia Excellence Award	- Three final year students reading BBA(Acc&Fin) or BBA(Law) with a major in accounting; - awarded on the basis of academic merit as shown in the students' final year of study
4	Grace Wei Huang Memorial Prize	- BBA, BBA(Acc&Fin), BBA(IBGM), BBA(IS) or BBA(Law) Year one student; - awarded on the basis of academic merit as shown in the student's first year of study
5	Dr. Joe Lu Memorial Prize in Accounting	- awarded to BBA(Acc&Fin) student; - has achieved the best overall result for the course 'Intermediate Financial Accounting I' under 4-year curriculum
6	Chartered Secretaries Subject Prize	- BBA, BBA(Acc&Fin), BBA(IBGM), BBA(IS) or BBA(Law) student; - has achieved the best overall academic performance for the course 'Company Law' with a CGPA of 3.30 (B+) or above
7	Hong Kong University Alumni Prizes	- BBA, BBA(Acc&Fin), BBA(IBGM), BBA(IS), BBA(Law), BEcon, BEcon&Fin or BSc(QFin) student - has completed his/her penultimate year of study; - on the basis of academic merit, participation in sports and other extra-curricular activities, leadership qualities and personality
8	The Taxation Institute of Hong Kong Prize	- BBA(Acc&Fin) penultimate or final year student; - has achieved the best overall academic performance for the course 'Hong Kong Taxation'
9	W.S. Wong Prize in Accounting	- BBA(Acc&Fin) student; - has achieved the best overall academic performance in the degree curriculum
10	Jao Tao Su Prize in Economics	- BEcon or BEcon&Fin final year student; - has achieved the best overall academic performance in the degree curricula
11	Jao Tao Su Prize in Finance	- BEcon&Fin or BSc(QFin) final year student; - has achieved the best overall academic performance in the degree curricula

12	Ronald Hsia Prize in Economics	- BEcon or BEcon&Fin Year one student; - has achieved the best overall academic performance in the degree curricula
13	Centre for Applied English Studies Book Prize	- BBA, BBA(Acc&Fin), BBA(IBGM), BBA(IS), BBA(Law), BEcon, BEcon&Fin or BSc(QFin) Year one student; - has achieved the best academic performance for the course “CAES1000 Core University English”

**Conferment of prizes is subject to the final decision of the donors and funding availability.*

Details of scholarships tenable for all Faculties, across specific Faculties and Faculty of Business and Economics are available in The University of Hong Kong Calendar or website: <http://www.scholarships.hku.hk/Scholarships> which specifies each scholarship’s details including donor background, scholarship amount and scholarship requirements.

4 FBE Student Leadership Award

The FBE Student Leadership Award (the “Award”) aims to recognise and reward undergraduate students who have demonstrated leadership within the University and the wider community; and to promote informal learning through students’ participation in extra-curricular activities, involvement in community service and student leadership. To be eligible for the Award, students must be full-time non-first year undergraduate students in the Faculty of Business and Economics who demonstrate outstanding performance in the following domains:

- (a) academic merits;
- (b) leadership role/duties and its impacts;
- (c) scope and nature of the programme/event/association participated; and
- (d) interview performance.

Previous Award recipients will NOT be eligible for application. For enquiries, please contact the Faculty Office at phone: 3917 5343 or email: fbe.undergrad@hku.hk

5 Competitions

Students can join competitions arranged by different organisations. The purposes of competitions are to strengthen students’ business mind and enhance the team-building skills. Competitions are divided into the following two categories:

- Local Competitions
- Overseas Competitions

Overseas Competitions: If you are selected to take part in an overseas competition, you should submit the Assumption of Risks and Release Form (BE12/813) to the Faculty Office. You also need to apply for leave of absence by submitting an application (BE86/713) to the Faculty Office before your departure.

For enquiries, please contact the Programme Manager at phone: 3917 4489 or email: fbe.undergrad@hku.hk

6 Beta Gamma Sigma (BGS)

Beta Gamma Sigma is the international honour society serving business programmes accredited by AACSB International. Membership in BGS is the highest recognition a business student anywhere in the world can receive in a business programme accredited by AACSB International.

Beta Gamma Sigma has inducted more than 650,000 outstanding students into membership since its inception in 1913. These 650,000 members have served in corporate, government, non-profit, educational, and other management positions at every level of responsibility. Members currently reside in all 50 U.S. states and more than 160 countries around the world.

For more information on BGS, please visit: www.betagammasigma.org

Each year the Faculty of Business and Economics will nominate top students for induction into Beta Gamma Sigma – HKU Chapter. The basis for nomination will be the cumulative GPA. To be eligible for BGS nomination, students must meet the following criteria:

- (a) the nominee's cumulative GPA was 3.60 or above at the end of Semester 1 in their third year of study, and
- (b) the nominee had ranked within the top 10% of all eligible nominees in their programme, and
- (c) the nominee was on the Dean's Honours List in the previous academic year, and
- (d) the nominee had no record of academic misconduct.

Eligible students will be invited in the second semester of their third year of study to be inducted for the lifelong membership. The induction ceremony for new BGS members will be held in March or April of each academic year.

G ACADEMIC ADVISING

1 *What is Academic Advising*

Academic advising is a developmental process in which students are provided with support in clarifying their academic, career and life goals, developing plans to achieve these goals, and evaluating their own progress. Academic advising is also a process in which students are empowered to think critically, explore available options, and take personal responsibility for decision-making with the guidance of their teachers and academic advisers.

With effect from the 2012 academic year, all First-year undergraduate students will be assigned to a Faculty Academic Adviser upon registration. **Students are required to meet with his or her Faculty Academic Adviser once every semester in their first year of study to discuss different academic issues.**

First-year students can select their Faculty Academic Advisers during a specific period. Should students fail to do so by the deadline prescribed, they will be assigned a Faculty Academic Adviser automatically by the system. They can check the updates via SIS by the following procedures:

1. Login to HKU Portal
2. On the left-hand side menu, click “Student Information System”, and a new window for SIS will pop up
3. In the new SIS window, click “Self-service” on the left-hand side menu
4. Click “Student Centre” on the menu
5. The name of the assigned Faculty Academic Adviser appears on the right-hand side under the heading “Adviser”

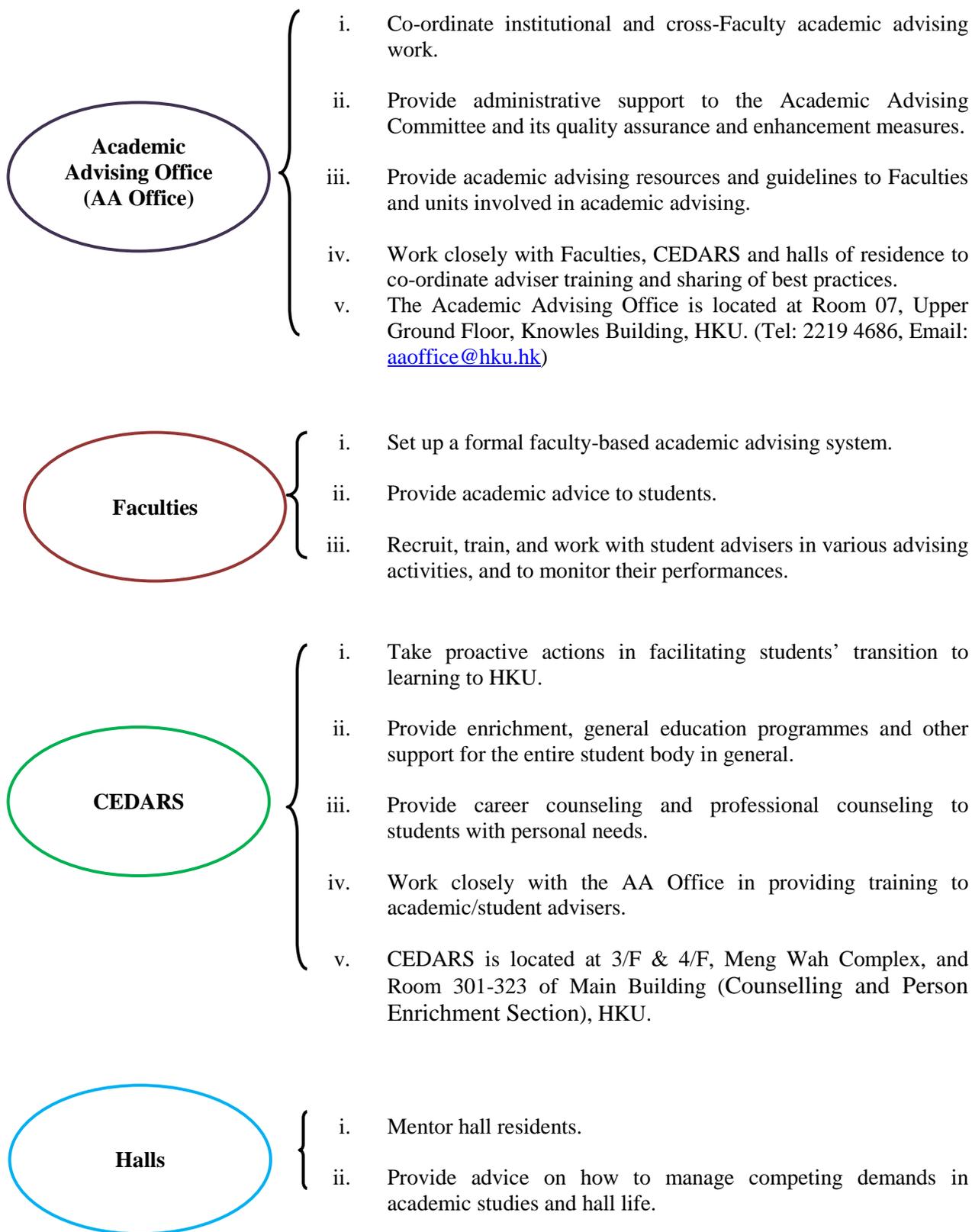
Students may also wish to seek advices from Student Academic Advisers. A full list of Student Academic Advisers and their contact details are available at the Faculty website.

2 *University Academic Advising System*

(a) **Structure of HKU Academic Advising System**

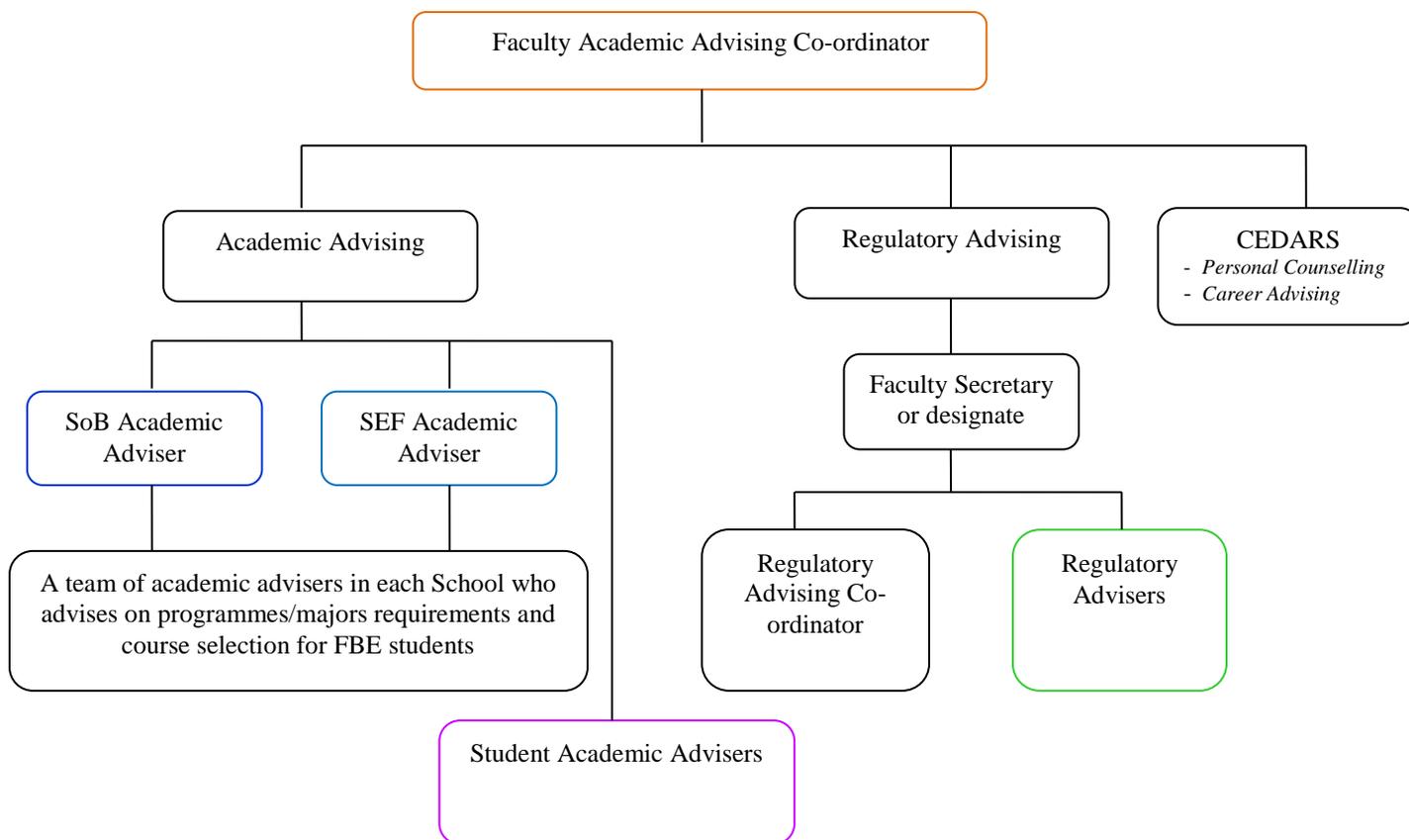
At HKU, the Academic Advising Committee oversees undergraduate academic advising strategy and initiatives across the University. Advising services are available to students via four channels: Faculty-based academic advising, central academic advising, residence-based academic advising and web-based academic advising. All interact with each other to form a comprehensive University advising network.

(b) Roles of Different Offices



3 Faculty-based Academic Advising System

(a) Structure of FBE Academic Advising System



(b) Different Types of Advisers

The academic advising system in the Faculty of Business and Economics involves the following four types of advisers:

Faculty Academic Advising Co-ordinator

- i. Oversees academic advising matters in the Faculty.
- ii. Serves as a member of the University Academic Advising Committee.

Name	Tel	Email
Dr. Tao Lin	2241 5935	tlin@hku.hk

School Academic Advising Co-ordinators

- i. Oversees academic advising matters in each School.
- ii. Serves as academic advisers for non-FBE, exchange and visiting students.

Name	Tel	Email
Dr. Jasmine Kwong (School of Business)	3917 4219	jkwong@business.hku.hk
Dr. Tao Lin (School of Economics and Finance)	2241 5935	tlin@hku.hk

Faculty Academic Advisers

- i. Current professors and teachers from the School of Business and School of Economics and Finance.
- ii. Serves as advisers on all study-related matters.
- iii. Focus attention on academic planning for first-year students.
- iv. Make appropriate referrals as necessary.

Contact information of your assigned Faculty Academic Adviser is available in the Student Information System (Self-service->Student Centre->Adviser).

Faculty Administrators

- i. Professional administrative staff in the Faculty Office.
- ii. Explain policy, regulations and procedures of the Faculty.

Faculty Office

Name	Curriculum	Tel	Email
Ms. Wella Yu Administrative Assistant	--	3917 2204	wella@hku.hk
Miss Silvia Lam Senior Programme Manager	--	3917 5840	silvial@hku.hk
Miss Elaine Chow Programme Manager	BBA(General)/ BBA(Acc&Fin)/BBA(IBGM)	3917 2365	ylchow20@hku.hk
Miss Karen Wu Programme Manager	BBA(IS)/ BBA(Law)&LLB*/BSc(QFin)	3917 4497	karenck@hku.hk
Miss Adonia Lau Programme Manager	BEcon&Fin/ BEcon	3917 1024	ywalau@hku.hk
Miss Manki Chan Programme Manager	Enrichment Programmes	3917 8215	mankic@hku.hk
Ms. Laraine Ko Programme Manager	Enrichment Programmes	3917 4489	larainek@hku.hk

**The Faculty of Business and Economics (FBE) shall administer programme-related matters for BBA(Law)&LLB students in Year 1 – 3; whilst the Faculty of Law shall take over from Year 4 onwards. For those who have opted out of LLB to pursue the 4-year BBA(Law) degree, programme administration shall continue to be handled by FBE. Enquiries addressing to the Faculty of Law can be sent to the email: law@hku.hk*

Faculty Student Academic Advisers

- i. Students in their second year of study or above, on the basis of good academic achievements and other attributes such as interpersonal and communication skills and willingness to serve. Selection is determined by the Faculty.
- ii. Work under the supervision of the Faculty Academic Advising Co-ordinator, with due recognition being given to their contribution.

Details of the Faculty Student Academic Advisers, including their curriculum, areas of advising and contact information, are available at the Faculty website. Registration for joining the Faculty Student Academic Advising Programme is required.

4 Target Students

(a) FBE Students

Mainly advised by Faculty academic advisers (and teachers when being approached) and programme managers on regulatory matters.

(b) Non-FBE Students

Advised by “temporary” advisers (currently the two School academic advising coordinators)

(c) Exchange/Visiting Students

Mainly advised by programme managers as most issues are related to regulatory and course enrolment matters.

5 Tips on Meeting with Your Adviser

You are attached to an Academic Adviser starting from your first year of studies. The advising process is designed to help you make important decisions related to your academic progress at the University. As a new advisee, you should become familiar with both your adviser and the advising process. Below you will find some guidelines to follow throughout the year to make the advising process a successful part of your University experience.

(a) When to See Your Adviser

- To discuss any problems which are affecting your academic performance.
- To discuss your academic progress.
- To discuss Major or Minor options.
- To make a study plan.
- To discuss career considerations.

(b) How to Arrange the Meeting

- Become familiar with your adviser's office hours/schedule.
- Call or send an email to make an appointment instead of dropping by without one, as your adviser might be handling inquiries of students in his/her course.
- Try to avoid the busiest time of day and allow plenty of time in case you have to wait to see your adviser.
- Usually the first and last few weeks of each semester are the busiest time for advisers, please try to schedule during the middle of the semester if possible.

(c) What You Should Do When Meet with Your Adviser

- You should make and keep appointments. Be punctual.
- You should come with specific questions in mind, do your “homework” and be prepared beforehand.
- You should come with necessary materials (pencil/pen, class schedule, process form, etc.)

- You should ask about other sources of information.
- You should be open concerning school work, study habits, academic progress, etc.
- You should be wary of time management. Arrange another appointment if your issues cannot be resolved within one session.

(d) How to Get the Best from Your Adviser

- Listen carefully to advice given. You must make certain that you have understood precisely what the adviser has said. Hear your adviser out without interruption. When the adviser has finished, ask questions to emphasize or clarify points that may have been over looked. At the end of an advising session, restate the conclusion in your own words to make sure that the meaning you gleaned was actually the intended meaning.
- Do not become defensive if the advice appears to be critical of you or the way you do things. This can be a very difficult task. Several “Don’ts” to consider include:
 - i) Don’t try to find personal fault with the adviser to disqualify him or her as a judge of your situation.
 - ii) Don’t be flippant about the advice given.
 - iii) Don’t argue with the adviser.
 - iv) Don’t try to change the subject to avoid a disagreeable message.
 - v) Don’t be paranoid in the face of criticism. Your adviser probably does not have a hidden agenda.

6 List of Programme Directors / Co-ordinators

Apart from your academic adviser, you may also seek academic advice from Programme Directors / Co-ordinators of your respective programme:

Directors/Co-ordinators	Programmes	Contact Details
School of Business		
Dr. Jun Han (Programme Director)	All BBA Programmes	Tel: 3917 5846 Email: junhan@business.hku.hk
Dr. Derek Man (Associate Programme Director)	All BBA Programmes	Tel: 3917 1121 Email: dman@business.hku.hk
Prof. Ali Farhoomand	BBA Programme (Major in BDI)	Tel: 3917 7069 Email: ali@business.hku.hk
Prof. Simon Lam	BBA Programme (Major in Human Resource Management)	Tel: 3917 1008 Email: simonlam@business.hku.hk
Dr. Clement Wong	BBA Programme (Major in Wealth Management)	Tel: 2859 1037 Email: ypclemw@hku.hk
Prof. Bennett Yim	BBA Programme (Major in Marketing)	Tel: 3917 8343 Email: yim@business.hku.hk
Dr. Lilian Chan (Programme Co-ordinator)	BBA(Acc&Fin)	Tel:3917 4217 Email: lchan@business.hku.hk

Dr. Thomas Ng (Programme Co-ordinator) Ms. Yin Mei Ng (Deputy Programme Co-ordinator)	BBA(IBGM)	Tel: 3917 8344 Email: tng@business.hku.hk Tel: 3917 1013 Email: ymng@business.hku.hk
Dr. Michael Chau (Programme Co-ordinator) Dr. C.K. Lok (Deputy Programme Co-ordinator)	BBA(IS)	Tel: 3917 1014 Email: mchau@business.hku.hk Tel: 3917 5692 Email: cklok@hku.hk
Mr. David Bishop (Programme Coordinator) Dr. Jasmine Kwong (Deputy Programme Co-ordinator)	BBA(Law)&LLB	Tel: 3917 4215 Email: dbishop@hku.hk Tel: 3917 4219 Email: jkwong@business.hku.hk
School of Economics and Finance		
Dr. Maurice Tse (Programme Director)	BEcon/BEcon&Fin Programmes	Tel: 2857 8636 Email: ktse@hku.hk
Dr. Clement Wong (Programme Co-ordinator)	BSc(QFin)	Tel: 2859 1037 Email: ypclemw@hku.hk

7 Summary of Supporting Units at HKU

Units that can provide support:	If you have issues with:	Contact Information	Website
Academic Advising Office	<ul style="list-style-type: none"> - Academic options - Course enrolment procedures - University requirements 	Tel: 2219 4686 Email: aaoffice@hku.hk	http://aao.hku.hk
Academic Support and Examinations Section, Registry	<ul style="list-style-type: none"> - Undergraduate and taught postgraduate admissions - Exit documents (e.g. transcripts, testimonials, certification, certificate of graduation, and graduation diplomas) - Scholarships and bursaries - Internal transfer of studies - Hall admission - Student Fees - Student Handbooks - Student registration and course enrolment - Database of student records in all curricula and programmes 	Tel: 2859 2433 Emails can be found at website: http://www.ase.hku.hk/contactase.html	http://www.ase.hku.hk/
Centre for Applied English Studies (CAES)	<ul style="list-style-type: none"> - Self-directed English learning opportunities - Compulsory credit bearing English courses - Special English courses (summer programme, one-off workshop etc) 	Tel: 3917 2004 Email: caes@hku.hk	http://caes.hku.hk
CEDARS, Campus Life Section	<ul style="list-style-type: none"> - Financial assistance and fee deferment - Personal finances and budgeting - Accommodation needs - Support for non-local students - Visa formalities (for mainland students, please contact China Affairs Office) - Support student bodies 	Tel: 2859 2305 Email: cedars@hku.hk	http://cedars.hku.hk
CEDARS, Careers and Placement Section	<ul style="list-style-type: none"> - Career planning resources - Career preparation (training workshops; individual career advice, job application review, mock interview) - Job opportunities, job notices - Recruitment talk & career fair - Graduate employment statistics 	Tel: 2859 2317 Email: careers@hku.hk	http://cedars.hku.hk

Units that can provide support:	If you have issues with:	Contact Information	Website
CEDARS, Counselling and Person Enrichment (CoPE), Section	<ul style="list-style-type: none"> - Counselling services to students on personal, emotional or non-academic issues - Person enrichment workshops - Accessibility support for students with disabilities or special education needs - Inclusion funds 	Tel: 2857 8388 Email: cedars-cope@hku.hk	http://cedars.hku.hk
CEDARS, Student Development Section	<ul style="list-style-type: none"> - Educational funds - Global citizenship - Leadership development - Service learning opportunities 	Tel: 2857 8387 Email: cedars-programmes@hku.hk	http://cedars.hku.hk
Common Core Admin Office	<ul style="list-style-type: none"> - Common core curriculum 	Tel: 2219 4957 Email: commoncore@hku.hk	http://commoncore.hku.hk
Equal Opportunity Unit	<ul style="list-style-type: none"> - Discrimination and harassment - Equal opportunity policy 	Tel: 2241 5115 Email: eounit@hku.hk	http://www.eounit.hku.hk
Examinations Unit	<ul style="list-style-type: none"> - Central timetable/ Classroom booking - Examinations - Discontinuation of student studies 	Tel: 2859 2439 /2859 2434 Email: exam@hku.hk	http://www.exam.hku.hk/
Graduate School	<ul style="list-style-type: none"> - MPhil and PhD programmes 	Tel: 2857 3470 Email: gradsch@hku.hk	http://www.gradsch.hku.hk/gradsch/
Office of International Student Exchange	<ul style="list-style-type: none"> - Exchange Programme - Summer Programme - Buddy Programme 	Tel: 2219 4121 For incoming exchange and general enquiries Email: exchange@hku.hk For outgoing exchange enquiries: Email: goabroad@hku.hk For enquiry on buddy programme: Email: buddy@hku.hk	http://www.als.hku.hk/admission/exchange
SIS Project Office	<ul style="list-style-type: none"> - Issues regarding the Student Information System (SIS) - Students' guide to SIS 	Tel: 2819 0777 Email: asksis@hku.hk [With effect from October 3, 2016, only the ITS Service Desk will be available:	http://www.hku.hk/reserved_1/sisandhcm (login required)

		By telephone: 3917 0123 By email: ithelp@hku.hk]	
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8 *Planned Activities for FBE and Non-FBE Freshmen*

Date	Activity	Target Group
12 Aug 2016 (Fri) and 26 Aug 2016 (Fri) (-for late-comers)	Faculty orientation	All FBE freshmen
Late Aug/Early Sep 2016	Programme-based orientation/advisement	All FBE freshmen
Late Sep 2016	Orientation for Student Academic Advising Programme	FBE freshmen who registered for the programme
Beginning of Each Semester	Information session for exchange/visiting students	Exchange/visiting students

H ACADEMIC INTEGRITY

1 Student's Responsibilities

Academic dishonesty is an assault upon the basic integrity and meaning of a University. Cheating, plagiarism and other forms of academic dishonesty are serious acts that erode the University's educational role and degrade the value of one's degree.

All students should support and share responsibility for the academic integrity in the HKU community, as well as their own work. You are expected to:

- (a) Refrain from cheating, plagiarism or other forms of academic misconduct;
- (b) Not to aid or abet others to commit any form of academic misconduct; and
- (c) Report to teacher or the Faculty Office about any incident of academic misconduct observed;

2 Plagiarism

The ordinary meaning of plagiarism is stated by the Oxford English Dictionary as:

"... to take and use as one's own, the thoughts, writing or inventions of another."

In terms of how this affects you as a student, plagiarism is defined in the University's Regulations Governing Conduct at Examinations as:

"... the unacknowledged use, as one's own, of work of another person, whether or not such work has been published."

In simple terms, plagiarism is about copying. It does not matter whether the work that has been copied has been published or not. It does not matter how the work was produced. It could include work contained in printed form such as a book, an article or lecture notes, or in electronic form such as a website, or an audio-visual production, to name but a few. It does not matter whether you change a few, or even many, of the words or thoughts expressed by someone else. The important points are that work was copied from someone else and that no acknowledgement was made of this fact.

To help you avoid plagiarism the University has published two booklets entitled "What is Plagiarism?" (<http://www.hku.hk/plagiarism>) and "Plagiarism and How to Avoid It" (<http://ec.hku.hk/plagiarism/>). And you can always consult your teachers if you have any questions about what constitutes plagiarism.

3 Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain advantage for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to:

- (a) Disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the professor as part of any academic exercise.

- (b) Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work jointly with others.
- (c) Assuming another individual's identity or allowing another person to do so on one's own behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student's grade or academic standing.
- (d) Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without the faculty member's permission.
- (e) Discussion at any time of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor;
- (f) Sending messages to another student during an examination using technology such as handheld portable internet and messaging device; and
- (g) Tampering with an examination after it has been corrected, then returning it for more credit than deserved;

Plagiarism and cheating are extremely serious intellectual crime and will not be tolerated to any extent in HKU. Any act of plagiarism or cheating is a disciplinary matter that can result in serious consequences, including expulsion from the University.

I Frequently Asked Questions (FAQ)

1 Registration Questions

Q1: How and when should I apply for leave of absence?

If you cannot attend school for three days or more due to illness or more than two consecutive days due to non-medical reason, you should apply for leave of absence by submitting an application form (BE86/713) to the Faculty Office, stating the exact dates of leave of absence, reasons with supporting document(s), such as medical certificate, employment contract, etc.

Q2: How to apply for programme transfer?

For curricula offered by other faculties, please consult the Admissions and Academic Liaison Section of the Registry or relevant Faculty Office for application details.

For transfers between FBE programmes, please follow the application procedures stated in the notice sent to your HKU email by the Faculty Office in April of each academic year.

2 Majors and Minors Questions

Q1: How do I declare a Major or Minor? Can I change my choice of Major or Minor later?

You may declare a Major or Minor in the Student Information System during the course selection period in August before the start of the second year of study. You have to finalise your Major/Minor option during the add drop period, i.e. mid-September, in the first semester of your final year of study. No further changes will be accepted afterwards.

Q2: What is meant by “Double-counting”?

If an Introductory/Advanced level course serves as a core course/ disciplinary elective in a Major/Minor programme, and at the same time serve as a core/ disciplinary elective course in another Major/Minor programme, this constitutes double-counting.

Q3: How many Majors or Minors can I declare?

The number of majors or minors you can declare is subject to the maximum number of credits allowed for single degree curriculum, i.e., 288 credits. Normally, students will take no more than two Majors or two Minors.

3 *Course Selection Questions*

Q1: How and when can I enrol in courses for the coming academic year?

You can enrol in courses for the coming academic year through the Student Information System under the HKU Student Portal during the course selection period in August. The specific course selection period may vary from year to year, so please be aware of the announcement made by the Registry / Faculty.

Q2: Can I make amendments to my course selection after the course enrolment period in August?

Yes, you can modify your course enrolment during the stipulated add/drop period in each semester (usually during the first two weeks of teaching). It is your responsibility to save your course selections and any modifications you have made during the add/drop period.

Q3: Can I further change my course selections after the designated add/drop period?

No, you are not permitted to change your course selections after the designated add/drop period.

Q4: Can I enrol in two courses which have time clash?

No, you are not allowed to take a course if there is time clash with another course or tutorial.

Q5: Can I make enrolment change to the pre-registered core courses (e.g. change subclass or drop the course)?

For the accounting pre-registered core course: You are not allowed to change your enrolment of the pre-registered accounting course ACCT1101 Introduction to financial accounting. If you have genuine need to do so, please send an application letter with strong justification to the Faculty Office for consideration.

For other pre-registered core courses: You are strongly advised not to change the enrolment of your pre-registered courses. If you have genuine need to do so, you can make such change via the Student Information System during the course enrolment periods. In view of the limited quota, you may not be able to get a place in other subclasses after the change. As the pre-registered core courses normally serve as pre-requisite of courses in advanced level, failure to complete the pre-registered core courses as scheduled may affect your study progress and defer your graduation.

Q6: Can I enrol in an advanced level course without passing its pre-requisite course?

If you wish to take a course without fulfilling its pre-requisite requirement, you have to seek prior approval from related Programme Director to waive the pre-requisite requirement or to co-take the pre-requisite of the course concurrently. You should submit an application form (BE88/713) to the Faculty Office and state your justifications in the application. Please note that supporting documents (if any) are also required.

Q7: Can I retake a course if I have already passed it?

No, you cannot retake a course in which you have already achieved a passing grade.

Q8: Can I take fewer or more credits in a certain semester or academic year than what I am required?

If you wish to take below or beyond the credit limit for a certain semester or academic year, you shall seek prior approval from related Programme Director by submitting an application form (BE84/713) to the Faculty Office. Please note that justifications or supporting documents are required for the application. Exemption is granted to the final year students as they only need to take the required credits in their final semester to fulfill their graduation requirements.

Q9: If I have completed more than 60 credits in the first year of study, does it mean that I can take less than 60 credits in the second year of study as long as I will be able to complete the minimum credits for graduation?

No, you are not automatically allowed to take less than 60 credits in the second year of study even you have taken more than 60 credits in the previous year.

Q10: Can I extend my period of study to fulfill the requirement of an additional major/minor, even if I have already accumulated the required credits and courses for graduation?

All students are required to leave the University as long as they have fulfilled all the compulsory requirements for graduation either within or beyond the normative period of study. For students who have completed the graduation requirements before the normative period of study and wish to continue their study with a justifiable reason, they have to seek approval from the Faculty Office on the condition that students do not exceed the maximum number of credits.

Requests from students who have completed graduation requirements for continuing their study after the normative period of study will not be considered.

Q11: Can I defer the core course(s) or specific requirement(s) listed in the syllabuses to the next year of study?

Only free elective courses(s) are permitted to be deferred to the next year of study under the condition that it is within the prescribed study-load range and all prerequisites are met.

However, if you wish to defer any of the core course(s) or specific requirement(s) listed in the syllabuses to the next year of study, you have to seek prior approval from related Programme Director and Chairman of the Faculty Board by submitting an application form (BE85/713) to the Faculty Office. Please note that justifications or supporting documents are required for the application.

Q12: Why was I disapproved for an FBE course (with quota limit) even though I have fulfilled its pre-requisites?

If the number of applicants for an FBE course (with quota limit) exceeds the quota, seats will be allocated by the computer ballot system. Therefore, fulfilling pre-requisites of a certain course does not guarantee that you can successfully enrol in it.

Q13: If I was disapproved to take my desired subclass of a certain course due to class full or time clash, can I enrol into another subclass but “physically” attend my desired class who is teaching by the same teacher?

No, you are required to attend the subclass of a certain course which is the same as the one you are approved to take in the Student Information System.

Q14: How many Common Core courses can I take? Can I take extra Common Core course to fulfill my free elective requirement?

You can only take 36 credits of Common Core courses, comprising at least one and not more than two courses from each Area of Inquiry with not more than 24 credits of courses being selected within one academic year except where candidates are required to make up for the failed credits.

Q15: Am I eligible for exemption from the Core University English course?

You will be exempted from the Core University English course and be required to take a free elective in lieu of the course if you have fulfilled the following criteria:

- 5** on the English examination for the HKDSE
- achieved an A* in the English Language, English Literature or English Language and Literature GCE A-level paper (including specification A or B, if given)
- achieved a 5 in the HL paper or 6 in the SL paper for English Language A: Literature or English Language A: Language and Literature in the International Baccalaureate
- an overall IELTS score of no less than a 7.5 and no less than a 7 on all the Reading, Speaking, Listening and Writing Tests
- an overall TOEFL IBT score of no less than 102 and no less than 27 on the writing and speaking sections and no less than 24 on the listening and reading sections.
- a Bachelor’s degree already awarded from an English Medium University
- an SAT essay score of no less than 10 and no less than 700 on the Critical Reading and Writing Tests
- an Advanced Placement English Language and Composition Test or Literature and Composition Test score of no less than 5
- tested by CAES to be of native English speaker standard

Q16: Am I eligible for exemption from the Chinese language enhancement course?

If you have not studied Chinese language during your secondary education or if you have not attained the requisite level of competence in the Chinese language to take the Chinese language enhancement course (i.e. CBBA900X/CBBL9001), you can submit an application form (BE83/713) to the Faculty Office for exemption of the course and to either take:

- i) a credit-bearing Cantonese or Putonghua language course offered by the School of Chinese; or
- ii) a free elective in lieu.

Q17: What are the definitions of Introductory/Advanced level courses?

For FBE courses please refer to the Course Description booklet. For non-FBE courses please consult with the offering department/ school.

4 Assessment and Grading System Questions

Q1: What is the cut-off line for Honours Classification?

There are five classes of honours classification which shall be determined by the Board of Examiners for the degree in accordance with the following Cumulative GPA scores:

<u>Class of Honours</u>	<u>CGPA Range</u>
First Class	3.60 – 4.30
Second Class	(2.40 – 3.59)
Division One	3.00 – 3.59
Division Two	2.40 – 2.99
Third Class	1.70 – 2.39
Pass	1.00 – 1.69

Q2: I am a first year student in 2016-17 under 4-year curriculum, could you tell me my ranking in the class?

Only final year students will be ranked according to their Cumulative GPA calculated at the time of graduation. However, the class ranking is confidential and will not be released to students.

If you are going to apply for postgraduate study and required by the institution to provide ranking information for your application, please submit the application form for your postgraduate study to the Faculty Office, so that we can fill in the required information on the form and return it to you in a confidentially sealed envelope.

On the other hand, if you wish to refer to the academic performance in four main components (where applicable): (i) Professional Core/Major, (ii) Common Core, (iii) English Language and Chinese Language, and (iv) Non-Major (Minors and/or Free Electives), you may consider to apply for Academic Attainment Profile (AAP) towards the end of your undergraduate study. The aim of the AAP is to provide more information on students' achievements during their studies at the University, under the four aforementioned components with each carrying its own component GPA.

Q3: Will the teacher re-assess my final examination paper if I lodge in an appeal?

According to the General Regulation G 9(h) of the University, appeal against the academic judgment of the examiners will not be entertained. Therefore, teachers will not re-assess your final examination paper, and only procedural or calculation error will be checked if you lodge an appeal.

Q4: How does a credit-bearing non-graded course affect my GPA?

Credit-bearing non-graded courses are assigned either a "Pass" or "Fail" at the completion of the course, which does not affect the calculation of semester, year or cumulative GPA.

A Pass grade means that the credits earned will be counted towards the credits required for graduation.

A Fail grade means that no credits have been earned and the student will be required to retake the course if the course is compulsory component of the degree programme.

Failure in a credit-bearing non-graded course, similar as a regular graded course, will affect your eligibility for the Dean's Honours List and First Class Honours.

Q5: What should I do if I cannot attend a final examination?

If you are unable to attend the final examination due to illness, please submit the "Form of Medical Certificate" endorsed by your physician to the Director of University Health Service for approval. For non-medical reason(s), please state your case clearly with supporting documentation to the Faculty Office for consideration.

5 *Enrichment Programmes Questions*

Q1: Can I apply both HKU Worldwide Exchange Programme and Faculty Exchange Programme at the same time?

No, you can only apply for either the HKU Worldwide Exchange Programme or the Faculty Exchange Programme.

Q2: Why can't I be assigned to my first choice of host institution?

The allocation of host institution depends on your academic performance, participation of extra-curricular activities and the reason why you wish to apply for the exchange programme. Students will be allocated to different host institutions on the basis of the above-mentioned criteria and the number of places available in partner institutions.

Q3: Can I apply for credit transfer after the exchange study?

No, application for credit transfer after the exchange study will not be entertained. You are required to submit your application on or before the deadline specified in the application guidelines.

Q4: Can I apply for several internship programmes at the same time?

Yes, you can apply for several internship programmes at the same time. However, please note that only applicants who meet the job requirements will have the chance of being nominated to the employers. Please also note that the result on the job offering will solely depend on employers' final decisions.

6 Other Questions

Q1: How can I apply for a student locker?

Only online application is accepted for applying student lockers. Please pay attention to the application details which will be announced in the email notification sent out by the Faculty Office in September of each academic year.

Q2: What are the consequences of committing student misconduct?

Student misconduct covers acts in academic and behavioral aspects, including plagiarism, cheating and criminal offences. It is important for students to behave properly both within and outside the University. For serious cases of misconduct, the student concerned will be referred to the Vice-Chancellor for referral to the University Disciplinary Committee for disciplinary action. The penalties of students' misconduct include a published reprimand, suspension of study for a period of time and expulsion from the University.

APPENDICES

REGULATIONS FOR FIRST DEGREE CURRICULA¹

See also General Regulations in the Full-time Undergraduate Handbook 2014-15.

UG 1 Definitions:

For the purpose of regulations and syllabuses for all first degree curricula unless otherwise defined —

An ‘academic year’ comprises two semesters, the first semester to commence in September and end in December, and the second semester to commence in January and end in May/June, on dates as prescribed by the Senate. It includes, normally at the end of each semester, a period during which candidates are assessed. For some curricula, a ‘summer semester’ may be organized in addition to the normal two semesters. Clinical curricula have extended semesters.

A ‘summer semester’ normally comprises seven to eight weeks of intensive timetabled teaching and assessment to commence four weeks after the end of the second semester assessment period, and to conclude about one week before the start of the next academic year.

The ‘maximum period of registration’ is equivalent to a period which is 150% of the curriculum’s normative period of study as specified in the degree regulations, provided that where this results in a residual fraction of an academic year, the fractional period shall be extended to one full academic year.

‘Degree curriculum’ means the entire study requirements for the award of an undergraduate degree.

‘Major programme’ means the study requirements, including a capstone experience, for a single major area of disciplinary, interdisciplinary or multidisciplinary study, accumulating not fewer than 72 credits nor more than 96 credits, as prescribed in the syllabuses for a degree curriculum.

‘Minor programme’ means the study requirements for a single minor area of disciplinary, interdisciplinary or multidisciplinary study, accumulating not fewer than 36 credits nor more than 48 credits, as prescribed in the syllabuses for a degree curriculum.

‘Professional core’ refers to the study requirements, including a capstone experience, prescribed in the regulations and syllabuses for disciplinary studies in degree curricula which are not structured as major/minor programmes for reasons relating to professional qualification and/or accreditation.

‘Course’ means a course of study, with a credit value expressed as a number of credit-units as specified in the syllabuses for a degree curriculum.

‘Disciplinary elective course’ or ‘Disciplinary Elective’ means any course offered in the same major or minor programme or the professional core which can be taken by candidates to fulfill the curriculum requirements as specified in the syllabuses of the degree curriculum.

‘Elective course’ or ‘Elective’ means any course offered within the same or another curriculum, other

¹ These regulations are applicable to candidates admitted from 2014-15 onwards to the first year of first degree curricula under the 4-year ‘2012 curriculum’, the 2-year curriculum in respect of the BSc(IM), the 5-year curriculum in respect of the BA&BEd(LangEd), BEd&BSc, BEd&BSocSc, BSc(Sp&HearSc), and BNurs, and the 6-year curriculum in respect of the BChinMed, BDS and MBBS. Reference in these regulations to the powers of the Boards of Faculties shall be applicable to Senate Boards of Studies which administer first degree curricula.

(The Regulations for First Degree Curricula applicable to cohorts admitted in 2012-13 and 2013-14 under the 4-year ‘2012 curriculum’ can be found in the Calendar for 2013-14, and in the Calendar for 2012-13 for the cohort admitted in 2012-13 under the 3-year ‘2010 curriculum’.)

than compulsory courses in the candidate's degree curriculum, that can be taken by the candidate in order to complete the credit requirements of the degree curriculum. 'Capstone experience' refers to one or more courses within the major programme or professional core which are approved by the Board of the Faculty for the purpose of integrating knowledge and skills acquired, and which are prescribed in the syllabuses of the degree curriculum.

'Syllabus' means courses taught by departments, centres, and schools, offered under a degree curriculum.

'Prerequisite' means a course or a group of courses which candidates must have completed successfully or a requirement which candidates must have fulfilled before being permitted to take the course in question.

'Corequisite' means a course which candidates must take in conjunction with the course in question.

'Credits' or 'credit-units' means the value assigned to each course to indicate its study load relative to the total study load under a degree curriculum. The study load refers to the hours of student learning activities and experiences, both within and outside the classroom, and includes contact hours and time spent on assessment tasks and examinations. Candidates who satisfactorily complete courses with a credit value earn the credits assigned to these courses.

'Grade Points' are standardized measurements of candidates' academic achievement in courses taken to satisfy the requirements of the degree curriculum and are expressed as a scale prescribed in these regulations.

'Grade Point Average' is a numerical measure of a candidate's academic achievement over a specified period of time. Each course attempted (including each failed course) is assigned a numerical value. This numerical value is the product of grade points earned for the course and the credit value of that course. The 'Grade Point Average' is the sum of these numerical values divided by the total number of credits attempted:

$$GPA = \frac{\sum_i \text{Course Grade Point} \times \text{Course Credit Value}}{\sum_i \text{Course Credit Value}}$$

(where 'i' stands for all passed and failed courses taken by the student over a specified period)

'Semester Grade Point Average' or 'Semester GPA' is the GPA in respect of courses attempted by a candidate (including failed courses) during a given semester.

'Year Grade Point Average' or 'Year GPA' is the GPA in respect of courses attempted by a candidate (including failed courses) during a given academic year.

'Cumulative Grade Point Average' or 'Cumulative GPA' is the GPA in respect of courses attempted by a candidate (including failed courses) at the time of calculation.

'Assessment' refers to judgment about the quality and extent to which a student has achieved the stated learning objectives or learning outcomes. It includes all types of assessment activities which allow for such a judgment to be made. For the purpose of interpreting the relevant provisions of the Ordinance and the Statutes and where appropriate, reference to 'examination' or 'examinations' in the Ordinance and the Statutes shall include and cover all forms of 'assessment' and its related processes.

A 'transcript' refers to a transcript of the record of study of a candidate, issued by the Registry of the University.

UG 2 Advanced standing:

Advanced standing may be granted to candidates in recognition of studies completed successfully before admission to the curriculum. Candidates who are awarded Advanced Standing will not be granted any further credit transfer for those studies for which Advanced Standing has been granted. The amount of credits to be granted for advanced standing shall be determined by the Board of the Faculty, in accordance with the following principles:

- (a) at least half the number of credits of the degree curriculum normally required for award of the degree shall be accumulated through study at this University or from transfer of credits for courses completed at other institutions in accordance with Regulation UG 4(d); and
- (b) in accordance with Statute III.5 and notwithstanding the granting of advanced and/or transfer credits, a minimum of two semesters of study at this University shall be required before a candidate is considered for the award of a first degree, other than a degree in medicine or surgery, and a minimum of four semesters of study at this University shall be required before a candidate is considered for a first degree in medicine or surgery.

Credits granted for advanced standing shall not normally be included in the calculation of the GPA unless permitted by the Board of the Faculty but will be recorded on the transcript of the candidate.

UG 3 Period of study:

The period of study of the curriculum shall be specified in the regulations governing the degree. To be eligible for award of the degree, a candidate shall fulfill all curriculum requirements within the maximum period of registration, unless otherwise permitted or required by the Board of the Faculty.

UG 4 Progression in curriculum:

- (a) Candidates shall normally be required to take not fewer than 24 credits nor more than 30 credits in any one semester (except the summer semester) unless otherwise permitted or required by the Board of the Faculty, or except in the last semester of study when the number of outstanding credits required to complete the curriculum requirements is fewer than 24 credits.
- (b) Candidates may, of their own volition, take additional credits not exceeding 6 credits in each semester, and/or further credits during the summer semester, accumulating up to a maximum of 72 credits in one academic year. With the special permission of the Board of the Faculty, candidates may exceed the annual study load of 72 credits in a given academic year provided that the total number of credits taken does not exceed the maximum curriculum study load for the normative period of study specified in the curriculum regulations, save as provided for under UG4(c).
- (c) Where candidates are required to make up for failed credits, the Board of the Faculty may give permission for candidates to exceed the annual study load of 72 credits provided that the total number of credits taken does not exceed the maximum curriculum study load for the maximum period of registration specified in the curriculum regulations.
- (d) Candidates may, with the approval of the Board of the Faculty, transfer credits for courses completed at other institutions at any time during their candidature. The number of transferred credits may be recorded in the transcript of the candidate, but the results of courses completed at other institutions shall not be included in the calculation of the GPA. The number of credits to be transferred shall not exceed half of the total credits normally required under the degree curricula of the candidates during their candidature at the University.

- (e) Unless otherwise permitted by the Board of the Faculty, candidates shall be required to discontinue their studies if they have:
 - (i) failed to complete successfully 36 or more credits in two consecutive semesters (not including the summer semester), except where they are not required to take such a number of credits in the two given semesters, or
 - (ii) failed to achieve an average Semester GPA of 1.0 or higher for two consecutive semesters (not including the summer semester), or
 - (iii) exceeded the maximum period of registration specified in the regulations of the degree.

UG 5 Requirements for graduation:

To be eligible for admission to the degree, candidates shall fulfill the following requirements in addition to the requirements prescribed in the regulations and syllabuses governing the degree curriculum within the maximum period of registration:

- (a) successful completion of 12 credits in English language enhancement, including 6 credits in General University English² and 6 credits in an English in the Discipline course³;
- (b) successful completion of 6 credits in Chinese language enhancement⁴;
- (c) successful completion of 36 credits of courses in the Common Core Curriculum, comprising at least one and not more than two courses from each Area of Inquiry⁵ with not more than 24 credits of courses being selected within one academic year except where candidates are required to make up for failed credits; and
- (d) successful completion of a capstone experience as specified in the syllabuses of the degree curriculum.

UG 6 Exemption:

Candidates may be exempted, with or without special conditions attached, from any of the requirements in UG 5 by the Senate in exceptional circumstances. Candidates who are so exempted must replace the number of exempted credits with courses of the same credit value.

² Candidates who have achieved Level 5** in English Language in the Hong Kong Diploma of Secondary Education Examination, or equivalent, may at the discretion of the Faculty be exempted from this requirement and should take an elective course in lieu, see *Regulation UG6*.

³ (a) To satisfy the English in the Discipline (ED) requirement, candidates who have passed the ED course for a Major but subsequently change that Major are required to pass the ED course for the new Major, or either of the double Majors finally declared upon graduation irrespective of whether the second Major is offered within or outside of the candidates' home Faculty.

(b) Candidates declaring double Majors can, if they fail in the ED course for one of the Majors, either (i) re-take and successfully complete that failed ED course, or (ii) successfully complete the ED course for the other Major, irrespective of whether the Major is offered within or outside of the candidates' home Faculty.

(c) Candidates who undertake studies in double Majors or double degrees are not required to take a second ED course but may be advised by the Faculty to do so.

⁴ Candidates who have not studied Chinese language during their secondary education may be exempted from this requirement and should take an elective course in lieu, see *Regulation UG6*.

⁵ Candidates registered for double degree studies are required to successfully complete 24 credits of courses in the Common Core Curriculum within the curriculum of the first degree, as appropriate.

UG 7 Assessment:

- (a) Candidates shall be assessed for each of the courses for which they have registered, and assessment may be conducted in any combination of continuous assessment of coursework, written examinations and/or any other assessable activities. Only passed courses will earn credits.
- (b) Candidates who are unable, because of illness, to be present at the written examination of any course may apply for permission to present themselves at a supplementary examination of the same course to be held before the beginning of the First Semester of the following academic year. Any such application shall be made on the form prescribed within two weeks of the first day of the candidate's absence from any examination. Any supplementary examination shall be part of that academic year's examinations, and the provisions made in the regulations for failure at the first attempt shall apply accordingly.
- (c) Candidates suspended under Statute XXXI shall not be allowed to take, present themselves for, and participate in any assessments during the period of suspension, unless otherwise permitted by the Senate.
- (d) Candidates shall not be permitted to repeat a course for which they have received a D grade or above for the purpose of upgrading.
- (e) Candidates are required to make up for failed courses in the following manner as prescribed in the curriculum regulations:
 - (i) undergoing re-assessment/re-examination in the failed course to be held no later than the end of the following semester (not including the summer semester); or
 - (ii) re-submitting failed coursework, without having to repeat the same course of instruction; or
 - (iii) repeating the failed course by undergoing instruction and satisfying the assessments; or
 - (iv) for elective courses, taking another course *in lieu* and satisfying the assessment requirements.
- (f) There shall be no appeal against the results of examinations and all other forms of assessment.

UG 8 Grading system:

- (a) The grades, their standards and the grade points for assessment shall be as follows⁶ :

<i>Grade</i>	<i>Standard</i>	<i>Grade Point</i>
A+	Excellent	4.3
A		4.0
A-		3.7
B+	Good	3.3
B		3.0
B-		2.7
C+	Satisfactory	2.3
C		2.0
C-		1.7
D+	Pass	1.3
D		1.0
F	Fail	0

- (b) Special permission may be given by Senate for courses in individual curricula to be graded as 'Pass', 'Fail' or 'Distinction'. Such courses will not be included in the calculation of the GPA.

⁶ UG 8 is not applicable to the respective Professional Core of the BDS and MBBS curricula.

UG 9 Honours classification

- (a) Honours classification shall be awarded in five divisions⁷: First Class Honours, Second Class Honours Division One, Second Class Honours Division Two, Third Class Honours and Pass. The classification of honours shall be determined by the Board of Examiners for the degree in accordance with the following Cumulative GPA (CGPA) scores, with all courses taken (including failed courses) carrying equal weighting:

<u>Class of Honours</u>	<u>CGPA range</u>
First Class	3.60 - 4.30
Second Class	(2.40 - 3.59)
Division One	3.00 - 3.59
Division Two	2.40 - 2.99
Third Class	1.70 - 2.39
Pass	1.00 - 1.69

- (b) Honours classification may not be determined solely on the basis of a candidate's Cumulative GPA and the Board of Examiners for the degree may, at its absolute discretion and with justification, award a higher class of honours to a candidate deemed to have demonstrated meritorious academic achievement but whose Cumulative GPA falls below the range stipulated in 15(a) of the higher classification by not more than 0.1 Grade Point.
- (c) A list of candidates who have successfully completed all degree requirements shall be posted on Faculty noticeboards.

⁷ UG 9 is not applicable to the BChinMed, BDS and MBBS curricula.

TEACHING WEEKS FOR 2016-17

THE UNIVERSITY OF HONG KONG

Annex I
document 126/813 amended

Calendar for the Academic Year 2016-2017

(for undergraduate and taught postgraduate students*)

	SUN	MON	TUE	WED	THUR	FRI	SAT		Week
								FIRST SEMESTER: SEP 1 - DEC 23, 2016	
SEP-16	4	5	6	7	8	9	10	First Day of Teaching: Sep 1, 2016	1
	11	12	13	14	15	[16]	17		2
	18	19	20	21	22	23	24		3
	25	26	27	28	29	30			4
									5
OCT-16	2	3	4	5	6	7	8		6
	9	[10]	11	12	13	14	15		7(Reading)
	16	17	18	19	20	21	22	Reading / Field Trip Week: Oct 17 - 22, 2016	8
	23	24	25	26	27	28	29		9
	30	31							10
NOV-16	6	7	8	9	10	11	12		11
	13	14	15	16	17	18	19		12
	20	21	22	23	24	25	26		13
	27	28	29	30				Last Day of Teaching: Nov 30, 2016	
DEC-16	4	5	6	7	8	9	10	Revision Period: Dec 1 - 7, 2016	14(Revision)
	11	12	13	14	15	16	17	Assessment Period: Dec 8 - 23, 2016	1
	18	19	20	21	22	23	[24]		2
	25	[26]	[27]	28	29	30	<31>		3
	1	[2]	3	4	5	6	7		Break
JAN-17	8	9	10	11	12	13	14	SECOND SEMESTER: JAN 16 - MAY 27, 2017	Break
	15	16	17	18	19	20	21	First Day of Teaching: Jan 16, 2017	1
	22	23	24	25	26	<27>	[28]	Class Suspension Period for the Lunar New Year:	2
	29	[30]	[31]					Jan 28 - Feb 3, 2017	
									3
FEB-17	5	6	7	8	9	10	11		4
	12	13	14	15	16	17	18		5
	19	20	21	22	23	24	25		6
	26	27	28						
MAR-17	5	6	7	8	9	10	11		7(Reading)
	12	13	14	15	[16]	17	18	Reading / Field Trip Week: Mar 6 - 11, 2017	8
	19	20	21	22	23	24	25		9
	26	27	28	29	30	31			10
APR-17	2	3	[4]	5	6	7	8		11
	9	10	11	12	13	[14]	[15]		12
	16	[17]	18	19	20	21	22		13
	23	24	25	26	27	28	29	Last Day of Teaching: Apr 29, 2017	14
	30								
MAY-17	7	8	9	10	11	12	13	Revision Period: May 1 - 6, 2017	15(Revision)
	14	15	16	17	18	19	20	Assessment Period:	1
	21	22	23	24	25	26	27	May 8 - 27, 2017	2
	28	29	[30]	31					3
JUN-17	4	5	6	7	8	9	10		Break
	11	12	13	14	15	16	17		Break
	18	19	20	21	22	23	24		Break
	25	26	27	28	29	30		OPTIONAL SUMMER SEMESTER	Break
								JUN 26 - AUG 19, 2017	1
JUL-17	2	3	4	5	6	7	8		2
	9	10	11	12	13	14	15		3
	16	17	18	19	20	21	22		4
	23	24	25	26	27	28	29		5
	30	31							6
AUG-17	6	7	8	9	10	11	12		7
	13	14	15	16	17	18	19		8
	20	21	22	23	24	25	26		
	27	28	29	30	31				

- [] General Holiday
- [//] Reading / Field Trip Week
- () University Holiday (Full Day)
- [.] Revision Period
- <> University Holiday (afternoon only)
- Class Suspension Period for the Lunar New Year
- [■] Assessment Period

Notes:

* Applicable to non-clinical undergraduate and taught postgraduate curricula in general and subject to Faculties' confirmation of the first and last days of teaching, reading/field trip weeks (if any), revision periods, and assessment periods for individual curricula as approved by the respective Boards of Faculties.

Public holidays subject to Government confirmation.

IMPORTANT DATES FOR THE ACADEMIC YEAR 2016-2017

Date	Event
First Semester (2016) Fall	
1.09.2016 (Thu)	First day of teaching Start of 1 st semester add/drop period – 01.09.2016 at 10:00 am
14.09.2016 (Wed)	End of 1 st semester add/drop period (ends at 4:00 pm)
17.10. 2016 (Mon) – 22.10. 2016 (Sat)	Reading / field trip week
29.10.2016 (Sat)	HKU Information day for Undergraduate Admissions
TBC	Faculty Student Exchange Programme - pre-departure briefing session (for students who will go on exchange in the 2 nd semester of 2016-2017)
TBC	Faculty Student Exchange Programme 2017-18 - Information Session
3.11.2016 (Thu)	Congregation
30.11. 2016 (Wed)	Last day of teaching
1.12.2016 (Thu) – 7.12.2016 (Wed)	Revision period
8.12.2016 (Thu) – 23.12.2016 (Fri)	Assessment period
Second Semester (2017) Spring	
16.01.2017 (Mon)	First day of teaching Start of 2 nd semester add/drop period (starts at 10:00 am)
20.01.2017 (Fri)	1 st semester examination announcement
TBC	Application period – Faculty Student Exchange Programme 2017-18
February 2017 (Exact date to be announced)	Offer announcement of Faculty Student Exchange Programme 2017-18
2.02.2017 (Fri)	End of 2 nd semester add/drop period (ends at 4:00 pm)
28.01.2017 (Sat) – 03.02.2017 (Fri)	Class suspension period for the Lunar New Year
6.03.2017 (Mon) – 11.03.2017 (Sat)	Reading / field trip week
29.04.2017 (Sat)	Last day of teaching
1.05.2017 (Mon) – 6.05.2017 (Sat)	Revision period
8.05.2017 (Mon) – 27.05.2017 (Sat)	Assessment period
TBC	Faculty Student Exchange Programme - pre-departure briefing session (for students who will go on exchange in the 1 st semester of 2017-2018)

Date	Event
Summer (Optional) Semester (2017)	
12.06.2017 (Mon)	Start of summer semester add/drop period (starts at 10:00 am)
19.06.2017 (Mon)	End of summer semester add/drop period (ends at 4:00 pm)
26.06.2017 (Mon)	First day of teaching
19.08.2017 (Sat)	Last day of teaching
26.06.2017 (Mon) – 19.08.2017 (Sat)	Teaching and assessment period

APPLICATION FORMS

Some commonly used application forms will be available on the FBE website (<http://www.fbe.hku.hk>) for you to download. Please fill in the form or write an application letter to us if no forms are available, and submit it together with supporting document(s) (if any) to the Faculty Office by one of the following ways:

1. In person; or
2. Email the scanned copy to fbe.undergrad@hku.hk; or
3. Fax to (852) 2549 3735; or
4. Post to the address of Room 401, KK Leung Building, The University of Hong Kong, Pokfulam Road, HK.

Please note that it normally takes around 10 working days for the Faculty Office to process your application.

Types of Applications	Documents Required	Form	Applicable To
Courses Related Applications			
Deferral of core courses or UG5 requirements	1. Application form 2. Past enrolment record 3. Current enrolment record 4. Study plan for current and subsequent academic year	BE85/713	All
Exemption from CAES1000 Core University English	1. Application Form 2. Supporting document(s)	BE82/713	Students of 2016-17 intake and thereafter who have fulfilled the exemption criteria as indicated in the application form
Exemption of Chinese language course	1. Application Form 2. Supporting document(s)	BE83/713	Students who have not studied Chinese language during their secondary education and foresee that they will encounter difficulties in taking CBBA9001/CBBA9002/CBBA9003 /CBBA9004/CBBL9001
Recommendation of mathematics course	1. Application Form	Yes (available upon request)	First year BEcon/ BEcon&Fin Non-JUPAS students or Mainland students
Extra introductory/ junior/ year one level courses	1. Application Form 2. Supporting document(s)	BE88/713	BEcon/ BEcon&Fin/ BSc(QFin) students

Types of Applications	Documents Required	Form	Applicable To
Apply for co-requisite/waiver of pre-requisite	For BUSI courses: 1. Application Form 2. Past enrolment record 3. Study Plan for the coming academic year For CSIS courses: 1. Application Form	BE87/713 Yes (available upon request)	All Mainly BBA (IS) students
Course exemption	1. Application Form 2. Supporting document(s)	BE44/714	All
Enrolment in Master of Economics (MEcon) courses	1. Application Form 2. Supporting documents	BE89/713	Students who have fulfilled the criteria as indicated in the application form
Late add / drop courses	1. Application Form 2. Supporting document(s)	Yes (available upon request)	All
Credits Related Applications			
Credits overload/underload	1. Application form 2. Past enrolment record 3. Current enrolment record 4. Study plan for coming academic year	BE84/713	All
Others			
Leave of absence	1. Application form 2. Supporting document(s)	BE86/713	All
Application for leave of absence and credit transfer	1. Application form 2. Supporting document(s)	BE137/713	Students joining the outgoing exchange programmes
Assumption of risk and release form	1. Application form	BE12/813	Students joining the Faculty student enrichment programmes
Supporting letter for working visa application*	1. Application letter 2. Supporting document(s)	Nil	All
Academic qualification proof	1. Application letter 2. Supporting document(s)	Nil	All

Types of Applications	Documents Required	Form	Applicable To
Checking of examination results application	1. Application form 2. Supporting document(s) 3. Proof of payment of the administration fee	Yes (available upon request)	All
Form of medical certificates	1. Application form 2. Supporting document(s)	20/1011 amended	All
Application for testimonial	1. Application form 2. Proof of payment of application fee	100/613	All
Application for transcript	1. Application form 2. Proof of payment of application fee	88/211	All
Application for Academic Attainment Profile (AAP)	Application via HKU Portal and online payment is required. Application details will be announced by the Registry.	/	Full-time undergraduate students (4-Year Curriculum) in the second semester of their final-year of study.

* According to the “Education Hub” policy implemented by the Immigration Department with effect from 19 May 2008, non-local students of full-time, locally accredited programmes at degree level or above will be allowed to take up part-time on-campus jobs for up to 20 hours per week and off-campus summer jobs during the summer months of June to August. For further details, please contact the Immigration Department or visit the website: <http://www.immd.gov.hk/eng/faq/imm-policy-study.html>

You may also wish to refer to the Refinement of Immigration Formalities for Non-local Students: <http://cedars.hku.hk/nonlocal/pdf/refinement.pdf>

USEFUL CONTACTS AND WEBSITES

Faculty of Business and Economics

Office: Room 401, KK Leung Building
The University of Hong Kong,
Pokfulam Road, Hong Kong

Tel: 3917 5343

Fax: 2549 3735

Email: fbe.undergrad@hku.hk

Website: <http://www.fbe.hku.hk>

Schools

School of Business

Tel: 3917 1000

Website: www.fbe.hku.hk/about/school-of-business

School of Economics & Finance

Tel: 3917 1058

Website: www.fbe.hku.hk/about/sef

Registry

Curriculum Development and
Quality Assurance Section

Website: <http://www.cdqa.hku.hk/>

Academic Support and Examinations
Section

Website: <http://www.ase.hku.hk/>

Office of International Student Exchange (OISE)

Website: <http://www.als.hku.hk/admission/exchange/>

Centre of Development and Resources for Students (CEDARS)

Website: <http://cedars.hku.hk>

China Affairs Office (CAO)

Website: http://www.als.hku.hk/hkucao/svapp_e.php

Examinations Unit

Website: <http://www.exam.hku.hk/>

HKU Library

Website: <http://lib.hku.hk>

Information Technology Services
Student Information System Hotline

Tel: 2819 0777
Email: asksis@hku.hk
Website: <http://www.its.hku.hk>

[With effect from October 3, 2016, only the ITS
Service Desk will be available:

Tel: 3917 0123
Email: ithelp@hku.hk]

University Health Service

Website: <http://www.uhs.hku.hk>