

THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN

General Regulations Governing Undergraduate Studies

(applicable to students admitted in 2019-20 and thereafter)

In these Regulations,

- “CUHK(SZ)” means The Chinese University of Hong Kong, Shenzhen, an institution unit registered in Shenzhen and established as a tertiary education institution with the approval of the State Ministry of Education (institution code: 4144016407);
- “CUHK” means The Chinese University of Hong Kong, a body incorporated under The Chinese University of Hong Kong Ordinance (Chapter 1109 of the Laws of the HKSAR);
- A “Student” means a student admitted by CUHK(SZ) to an undergraduate degree programme as approved by the CUHK Senate.

A Student admitted to CUHK(SZ) will also be registered as a student of CUHK. In addition to the General Regulations contained herein, a Student is also subject to the relevant Regulations of CUHK, to which reference should be made.

A Student may be admitted to either a specific major programme or a group of disciplines of cognate major programmes upon admission to CUHK(SZ). Where applicable, for a Student admitted under broad-based admission, the term “Major Programme” in the Regulations refers also to School Offices or relevant programme offering units. For Major Programmes that do not come under a School, the term “School Board” refers to the Programme Board.

1.0 Registration

- 1.1 A Student admitted to CUHK(SZ) shall pay the fees and register on the respective specified dates. Any applicant who fails to pay fees and register after the deadline shall be considered to have declined the offer. Only under very special circumstances may an applicant who has been offered admission apply for deferment of first registration for a period normally not exceeding one year. For a Student enrolled for any compulsory military service as required by his/her nation, the deferment period of first registration could be extended to the period of compulsory military service plus two years. Such an application shall be made in writing beforehand for approval by the Director of Registry Services.
- 1.2 A Student admitted to CUHK(SZ) will be concurrently registered as an external student of CUHK, subject to satisfying any requirements made by CUHK. For the avoidance of doubt, such a Student will only be granted access to such courses, facilities and resources at CUHK as may be stipulated by CUHK from time to time in separate Regulations, or communicated in writing to the individual Student.
- 1.3 Save as provided for in Paragraph 1.2, a Student shall not be registered simultaneously for another course of study or research leading to the award of a degree, diploma or certificate at CUHK(SZ) or any other tertiary institution except by prior permission of the School Board to which s/he belongs. A Student in breach of this regulation shall be required to discontinue studies.
- 1.4 A Student shall not take up any full-time employment, paid or unpaid, during term time except by prior permission of the School Board to which s/he belongs.
- 1.5 A Student shall register in the name which appears in his/her PRC Identity Card, passport or other approved travel document. Only when the registered particulars of an applicant are incorrect, may the applicant who has been recommended by the Academic Board for graduation or has withdrawn from CUHK(SZ) apply for change of his/her registered particulars. Such an application shall be made in writing with justification for approval by relevant provincial education departments.

2.0 Fees

- 2.1 The fees prescribed by the Governing Board shall be payable on dates specified unless prior permission for deferment is obtained.

2.2 Unless approval is given by CUHK(SZ) to defer payment, a Student in arrears, whether in part or in full, or who has outstanding fees/fines unpaid, shall not have access to university services such as course registration and add/drop, application for transcript and certifying letter, graduation assessment, until all outstanding fees/fines are settled.

2.3 Fees once paid shall not be refunded, except that a Student who has withdrawn from the University will receive the refunded fees after the completion of clearance procedure in accordance with government regulations.

3.0 Period of Study

3.1 The normative study period for all undergraduates is four years. A Student is expected to graduate at the end of the normative study period, except for any Student who has applied in accordance with Regulation 3.2 and obtained approval for alteration of the period of study.

3.2 A Student may according to the prescribed procedures and within the specified period apply to the Director of Registry Services for approval for alteration of his/her period of study. Shortening of the normative study period should be made 6 months before the last day of the expected graduation term while extension beyond the normative study period should only be made within the specified application period before the commencement of the last year of attendance of the normative study period. No such application, however, shall normally be accepted after the commencement of a student's expected graduation term.

3.3 Notwithstanding Regulation 3.1 and 3.2, no Student shall be assessed for graduation and recommended for the award of a degree unless s/he shall have attended CUHK(SZ) for at least two years.

3.4 The maximum study period for all undergraduates shall be the normative study period plus two years, i.e. normally six years from first registration, which shall include any periods of leave of absence and suspension of studies, but exclude any periods of compulsory military service as required by a Student's nation, unless otherwise recommended by the School Board and approved by the Director of Registry Services. The maximum study period for those undergraduates who suspend their studies for entrepreneurship activities could be considered in accordance with government regulations on a case-by-case basis and subject to approval.

3.5 A Student who has reached the maximum study period but who has not fulfilled all requirements for graduation shall be discontinued from CUHK(SZ) without receiving a degree.

4.0 Course Requirements and Exemptions

4.1 A Student shall complete at least 120 units of courses before graduation, unless units have been exempted according to approved procedures.

4.2 A Student may register for one or more Minor Programmes, and shall complete the units of courses as prescribed by the Minor Programme/s.

4.3 A Student admitted to CUHK(SZ) shall complete the University Core Requirements as approved by the Academic Board and the CUHK Senate from time to time.

4.4 A Student with recognized post-secondary qualifications may be exempted from some courses and/or units required for graduation according to the procedure prescribed. Subject to the requirements given in Regulation 3.3, no Student with such exemptions shall be allowed to graduate unless s/he shall have:

- (a) completed at least 72 units of courses at CUHK(SZ);
- (b) completed at least two-thirds of Major requirements at CUHK(SZ); and
- (c) completed at least two-thirds of Minor requirements at CUHK(SZ), if applicable.

5.0 Course Load and Selection

5.1 A Student shall take at least 9 units and no more than 18 units of courses in any term within the normative study period, unless s/he is on first or extended academic probation as provided for in Regulation 5.2. A Student shall take no more than 6 units of courses in each summer session, and no Student shall take more than 39 units in an academic year.

5.2 A Student on academic probation shall take a maximum of 12 units per term during first probation, and a maximum of 9 units per term during extended probation.

- 5.3 Notwithstanding Regulation 5.1, under special circumstances a Student may be allowed to take fewer than 9 units or more than 18 units in a term, or more than 39 units in an academic year if recommended by his/her Major Programme and approved by the Director of Registry Services, in accordance with such conditions as determined by the Academic Board from time to time. A Student who fails to obtain such approval and does not register for courses after the prescribed period may be required to suspend studies or may be considered to have withdrawn from studies at CUHK(SZ). A Student who registers for courses exceeding the stipulated maximum number of units shall be required to drop such courses as deemed necessary.
- 5.4 A Student after election to the presidency of the Students Union of CUHK(SZ) or a College or the vice-presidency of the Student Union of CUHK(SZ) may, if s/he feels that his/her academic work will suffer through attendance to union duties, apply in writing to the Director of Registry Services with recommendation from the School Board concerned for permission to take a reduced course load, which shall be no less than 6 units of courses in each teaching term, for not more than two consecutive terms during his/her term of office in such positions. Such a Student shall be required to pay all prescribed fees, and no student shall be granted this permission more than once.
- 5.5 The permission for reduced course load given in Regulation 5.4 shall not prejudice the Student's eligibility for any academic awards or financial assistance.
- 5.6 A Student who has failed in any required course shall retake that course or take a substitute course prescribed by the Major Programme concerned. A Student will be allowed to sit for supplementary examination for courses as specified by his/her Major Programme, and shall retake the course/s if s/he has failed in the supplementary examination.
- 5.7 A Student shall not repeat any course which s/he has taken and passed except as required by regulations which prescribe otherwise.

6.0 Course Withdrawals and Additions

- 6.1 A Student who wishes to apply for withdrawal or addition of course/s after the beginning of the teaching term shall complete the prescribed procedure within the specified period as determined by the Academic Board and Registry from time to time.
- 6.2 A Student who withdraws from a course without going through the prescribed procedure shall be given a failure grade for the course.

7.0 Major and Minor

- 7.1 A Student who is admitted to a group of disciplines of cognate Major Programmes and wishes to declare a Major or a Student who wishes to transfer from one Major to another shall apply to the transfer-in Major Programme, according to the prescribed procedures and within the specified application period as determined by the Academic Board from time to time.
- 7.2 A Student who wishes to declare Minor/s or change the current Minor/s shall apply to the Programme/s concerned according to the prescribed procedures and within the specified application period as determined by the Academic Board from time to time.

8.0 Attendance and Absence

- 8.1 A Student who has been absent from class or required activities for any period shall be responsible for applying to the teaching staff concerned for permission to make up for any required work missed.
- 8.2 In case of illness necessitating absence exceeding one week, a Student shall apply in writing to seek permission from the Director of Registry Services. Such an application shall be accompanied by a medical certificate signed by a qualified medical practitioner and shall require the endorsement of his/her Major Programme.
- 8.3 A Student who wishes to apply for a leave of absence exceeding one week for non-medical reasons shall seek prior permission from the Director of Registry Services through written application. Such application shall state the reasons for which leave of absence is sought and shall require the endorsement of his/her Major Programme.

- 8.4 Under no circumstances shall a Student be granted leave of absence for more than two years, except for compulsory military services as provided for in Regulation 3.4.
- 8.5 A Student who has been absent without approval for leave of absence for a continuous period exceeding one month shall be considered to have withdrawn from CUHK(SZ).

9.0 Assessment and Examinations

9.1 A Student shall be assessed in every course for which s/he has registered on the basis of his/her performance in the course on the criteria as prescribed by the programme concerned.

9.2 Course grades, their standards and converted points used in reporting shall be as follows:

<i>Grade and Standard</i>	<i>Sub-divisions (if needed)</i>	<i>Converted Points</i>	
A	Excellent	A	
A-	Very Good	A-	
		B+	
B	Good	B	
		B-	
		C+	
C	Fair	C	
		C-	
D	Pass	D+	
		D	
F	Failure	F	
P	Pass	Not counted in the calculation of GPA	
U	Failure		

The grade point average (GPA) is computed from the converted points as weighted by the number of units of each course attempted, inclusive of courses failed. "P"/"U" grades are for specified courses adopting a pass/fail grading basis where other grades are not applicable.

- 9.3 A Student who has gained a grade of "D" or above or "P" in a course shall earn the unit/s of that course. However, the unit/s of a course which a Student has passed but is required to repeat shall count only once towards the number of units for graduation. All courses taken, including multiple attempts, will be counted in GPA calculation.
- 9.4 A Student shall take course examinations, if prescribed by the teaching staff concerned, in the form of written, practical or oral assessment, or any combination thereof.
- 9.5 Absence from examinations:
- A Student who for medical or other compelling reasons is unable to sit for any course examination shall apply in writing with documentary evidence at the earliest possible instance but in any case not later than five working days after the examination concerned to the Director of Registry Services for permission for absence. In the case of illness/injury, the application shall be accompanied by a certificate signed by a qualified medical practitioner.
 - If a Student's application for absence is successful, the Student may be otherwise assessed at the discretion of the Programme concerned.
 - A Student who is absent from any examination without permission shall be given a failure grade in that examination.

10.0 Academic Probation and Discontinuation of Studies

- 10.1 A Student shall be put on academic probation if s/he has obtained a grade point average below 1.5 in the preceding term, unless Regulation 10.4 applies.
- 10.2 Notwithstanding Regulation 10.1, a Student who has obtained a grade point average below 1.0 in a term or who has failed in more than half of the units of courses taken in a term shall be required to discontinue studies in accordance with Regulation 10.4(c), unless s/he has submitted an application in writing to continue studies, and such application has been approved by the Major Programme concerned.
- 10.3 A Student on academic probation shall be required to take a reduced load as prescribed in

Regulation 5.2. His/Her performance shall be reviewed at the end of the term in which s/he is put on probation, at which time if s/he has obtained a grade point average of 1.5 or above, probation shall be lifted; otherwise probation shall continue to apply in the next term of attendance unless s/he is required to discontinue studies as prescribed by Regulation 10.4 or s/he has completed all graduation requirements as set out in Regulation 12.1.

- 10.4 A Student shall be required to discontinue studies:
- (a) if his/her grade point average in a term is below 1.0 for two consecutive terms of attendance; or
 - (b) if s/he fails in more than half of the units of courses taken in a term for two consecutive terms of attendance; or
 - (c) if s/he obtains a grade point average below 1.0 or fails in more than half of the units of courses taken in a term, unless permission to continue studies from the Major Programme concerned is obtained; or
 - (d) if s/he still fails to have probation lifted after s/he has been put on academic probation for two consecutive terms of attendance; or
 - (e) if, after two attempts, s/he still fails to meet the minimum grade required for specified courses or pass the relevant examinations (if any) as prescribed by his/her Major Programme, unless otherwise decided by the School Board to which s/he belongs or s/he is successful in obtaining transfer to another Major Programme in the next term of attendance; or
 - (f) if s/he fails to fulfil all requirements for graduation within the years specified in Regulation 3.0.
- 10.5 With the exception of Regulation 10.4(e), regulations on academic probation and discontinuation of studies shall not apply to students taking courses in summer sessions.
- 10.6 A Student who has been required to discontinue studies at CUHK(SZ) will be reported to CUHK and his/her registration as a student at CUHK will be discontinued as well.

11.0 Re-admission

- 11.1 A Student who has withdrawn from CUHK(SZ) may apply for re-admission through normal admission channels. A Student shall meet the admission requirements when s/he applies for re-admission.
- 11.2 A Student who has been re-admitted to CUHK(SZ) shall be reported to CUHK and his/her registration as an external student at CUHK will also be re-instated.
- 11.3 A Student who has been re-admitted to CUHK(SZ) can apply for exemption from courses previously completed at CUHK(SZ) and/or shortening the period of study.

12.0 Recommendation for the Award of Degree

- 12.1 To be considered for recommendation for the award of degree, a Student shall:
- (a) have satisfied all requirements prescribed in Regulations 3.0 and 4.0; and
 - (b) have obtained a grade point average of not less than 1.5 in all Major courses taken which are at 2000 level or above or 3000 level or above as decided by the School Board to which s/he belongs.
- A Student who has satisfied the above requirements shall be presented to CUHK Senate for recommendation for the award of a degree, unless, in accordance with Regulation 15.0, s/he is required to terminate studies or be suspended from studies.
- 12.2 Notwithstanding Regulation 12.1(b), a Student who has obtained a grade point average below 1.5 but not less than 1.3 in all Major courses taken which are at 2000 level or above or 3000 level or above as decided by the School Board to which s/he belongs may be recommended by the Academic Board for the award of a pass degree, subject to his/her satisfying all other requirements for the award of degree.
- 12.3 Provided that s/he is not required to discontinue studies, a Student who has reached the end of the normative period but fails to meet any of the requirements prescribed in Regulation 12.1 shall register for a further term or year or specific course/s, as determined by the

School Board and the Director of Registry Services.

- 12.4 A Student who has satisfied the requirements in Regulation 12.1 shall be presented by the Academic Board of CUHK(SZ) to the Senate of CUHK for the award of a degree granted by CUHK, subject to such conditions as may be imposed by the CUHK Senate.

13.0 Degree Classification

- 13.1 A Student who has satisfied the conditions laid down by the CUHK Senate shall be awarded a Bachelor's degree of CUHK with one of the following classifications:

- (a) First Class Honours
- (b) Second Class Honours Upper Division
- (c) Second Class Honours Lower Division
- (d) Third Class Honours
- (e) Pass

- 13.2 The classification of a Student's degree shall be recommended by the Academic Board or one of its sub-committee(s) to which such authority is delegated, taking into account the grade point average of Major courses (at levels and with choices as specified by the School Board concerned) and/or the grade point average of other courses, as explained below, which are specified from time to time by the CUHK Senate; and such recommendation shall be presented to the CUHK Senate, or a committee of the CUHK Senate established for this purpose, for decision in accordance with the standards and conditions as specified from time to time by the CUHK Senate in its absolute discretion. A student shall be recommended for the award of the relevant class of honours if s/he satisfies the following minimum grade point average requirements:

<u>Classification</u>	<u>Minimum Major GPA</u>	<u>Minimum Overall GPA</u>
First Class Honours	3.50	3.30
Second Class Honours Upper Division	3.10	2.80
Second Class Honours Lower Division	2.50	2.00
Third Class Honours	1.50	1.50
Pass#		

A student who satisfies all provisions for graduation but fails to meet the minimum grade point average requirements specified for Third Class Honours may be considered and recommended for the award of a Pass degree.

14.0 Degree Certificate and Graduation Certificate

- 14.1 The Degree Certificate awarded by CUHK shall be issued to a Student after s/he has been conferred a degree at a Congregation of CUHK. Degree Certificates for graduates with outstanding debts to CUHK will be withheld until the accounts are settled.
- 14.2 CUHK(SZ) will issue Graduation Certificates (毕业证书) to those graduates who have satisfied the requirements stipulated for such Certificates.

15.0 Disciplinary Action

- 15.1 A Student who violates any rule or regulation and/or commits any misconduct, including but not limited to the following:
- (a) defamation of or assault on or battery against the person of any member of CUHK(SZ) and/or CUHK;
 - (b) wilful damage to or defacement of any property of CUHK(SZ) and/or CUHK;
 - (c) theft, fraudulent use, misapplication of the funds or property of any kind of CUHK(SZ) or of CUHK;
 - (d) plagiarism in written assignments or cheating in tests or examinations;
 - (e) an offence in connection with tests or examinations or violation of any of the regulations governing conduct at tests or examinations as approved by the Academic Board or the CUHK Senate from time to time;
 - (f) falsification or serious misuse of documents or records of CUHK(SZ) and/or CUHK;
 - (g) refusal to comply with any regulations or orders by authorized persons and bodies prohibiting any conduct which disrupts teaching, study, research, administration or normal activities of CUHK(SZ) and/or CUHK;

- (h) any conduct which is detrimental to the reputation and well-being of CUHK(SZ) or CUHK;
- (i) an offence of an immoral, scandalous or disgraceful nature of which the student has been convicted in any court of law; or
- (j) misrepresentations or false statements made in any application or document submitted to CUHK(SZ) or CUHK;

shall be disciplined by the Academic Board, or other disciplinary committees as appropriate, including School Board or equivalent body of the unit, as shall be vested with authority in handling matters pertaining to the discipline of students, in accordance with the nature and gravity of the offence.

15.2 Disciplinary action may result in a penalty in any one or more of the following forms:

- (a) reprimand issued by the disciplinary body concerned;
- (b) suspension from part or all of the rights, privileges and/or the use of part or all of the facilities of CUHK(SZ) for a specified period of time;
- (c) demerit(s), of which a total of three may result in termination of studies at CUHK(SZ);
- (d) suspension from CUHK(SZ) for a specified period of time;
- (e) termination of studies at CUHK(SZ);
- (f) any other form as the Academic Board, School Board, or other disciplinary committees (as the case may be) may deem fit.

Penalty (d) or (e) may be imposed only with the approval of the Academic Board or a sub-committee with authority delegated by the Academic Board. Any penalty imposed as a result of disciplinary action may be entered into the transcript of the student's academic record.

15.3 Disciplinary action involving suspension or termination of studies will be reported to the CUHK Senate, and will result in corresponding suspension or termination of student status at CUHK.