

THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN

Regulations Governing Undergraduate Clinical Medicine Programme

(applicable to students admitted in 2021-22 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 the Clinical Medicine Programme as approved by the CUHK Senate.

A Student admitted to CUHK(SZ) will also be registered as an external 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.

1.0 Registration

- 1.1 A Student admitted to the Clinical Medicine Programme 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 the Clinical Medicine Programme 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 Board of the School of Medicine. 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 Board of the School of Medicine.
- 1.5 A Student shall register in the name which appears in his/her PRC (People's Republic of China) 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 Provisional Academic Board of CUHK(SZ) 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 of the Clinical Medicine Programme is six years. A Student is expected to graduate at the end of the normative study period.
- 3.2 A Student shall not apply for shortening of the normative study period, unless determined otherwise by the Dean of the School of Medicine.
- 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 A Student shall complete the Clinical Medicine Programme within a period not exceeding eight years, unless determined otherwise by the Dean of the School of Medicine and approved by the Director of Registry Services. This 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 Board of the School of Medicine 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 by the Dean of the School of Medicine and the Director of Registry Services.
- 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.
- 3.6 A Student shall not repeat any academic year more than once, unless determined otherwise by the Dean of the School of Medicine and approved by the Director of Registry Services.

4.0 Course Requirements

- 4.1 A Student admitted in the Clinical Medicine Programme shall:
- (a) complete the University Core Requirements as approved by the Provisional Academic Board of CUHK(SZ) and the CUHK Senate from time to time.
 - (b) complete the Major Requirements of Clinical Medicine programme as stipulated in the Study Scheme and Medical Student Handbook.
 - (c) complete the Medical Core Requirements of Clinical Medicine Year 1-6 as stipulated in the Study Scheme and Medical Student Handbook.

Clinical Medicine Year 1

- 4.2 A student shall be required to complete satisfactorily the course requirements of Clinical Medicine Year 1 as stipulated in the Study Scheme and Medical Student Handbook of the Clinical Medicine Programme.
- 4.3 A student who fails to fulfill the Medical Core requirements shall be required to satisfactorily complete remedial work and/or pass the supplementary assessment/examination within a prescribed period before promotion to Clinical Medicine Year 2.

Clinical Medicine Year 2

- 4.4 A student shall be required to complete satisfactorily the course requirements of Clinical Medicine Year 2 as stipulated in the Study Scheme and Medical Student Handbook of the Clinical Medicine Programme.

- 4.5 A student who fails to fulfill the Medical Core requirements shall be required to satisfactorily complete remedial work and/or pass the supplementary assessment/examination within a prescribed period before promotion to Clinical Medicine Year 3.

Clinical Medicine Year 3

- 4.6 A student shall be required to complete satisfactorily the course requirements of Clinical Medicine Year 3 as stipulated in the Study Scheme and Medical Student Handbook of the Clinical Medicine Programme.
- 4.7 A student who fails to fulfill the Medical Core requirements shall be required to satisfactorily complete remedial work and/or pass the supplementary assessment(s)/examination(s) within a prescribed period before promotion to Clinical Medicine Year 4.
- 4.8 A student who fails in two or more pathology examinations shall not be allowed to do remedial work or sit for supplementary assessment(s)/examination(s) and shall be required to repeat Medicine Year 3.

Clinical Medicine Year 4

- 4.9 A student shall be required to complete satisfactorily the course requirements of Clinical Medicine Year 4 as stipulated in the Study Scheme and Medical Student Handbook of the Clinical Medicine Programme.
- 4.10 A student who fails to fulfill the Medical Core requirements shall be required to satisfactorily complete remedial work and/or pass the supplementary assessment(s)/examination(s) within a prescribed period before promotion to Clinical Medicine Year 5.

Clinical Medicine Year 5

- 4.11 A student shall be required to complete satisfactorily the course requirements of Clinical Medicine Year 5 as stipulated in the Study Scheme and Medical Student Handbook of the Clinical Medicine Programme.
- 4.12 A student who fails to fulfill the Medical Core requirements shall be required to satisfactorily complete remedial work and/or pass the supplementary assessment(s)/examination(s) within a prescribed period before promotion to Clinical Medicine Year 6.

Clinical Medicine Year 6

- 4.13 A student shall be required to complete satisfactorily the course requirements of Clinical Medicine Year 6 as stipulated in the Study Scheme and Medical Student Handbook of the Clinical Medicine Programme.
- 4.14 A student who fails to fulfill the Medical Core requirements shall be required to satisfactorily complete remedial work and/or pass the supplementary assessment(s)/examination(s) within a prescribed period before graduation.
- 4.15 A student who is awarded the Bachelor of Medicine degree and Graduation Certificates (毕业证书) from CUHK(SZ) is eligible to sit for the licensed doctor examinations.

5.0 Course Load and Selection (Applicable to Year 1-2 Clinical Medicine students)

- 5.1 A Student shall take no more than 19 units of courses in any term within the Year 1 and Year 2 study period. 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 Notwithstanding Regulation 5.1, under special circumstances a Student may be allowed to take more than 19 units in a term, or more than 39 units in an academic year if recommended by the Clinical Medicine Programme and approved by the Director of Registry Services, in accordance with such conditions as determined by the Provisional Academic Board of CUHK(SZ) 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.

- 5.3 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.
- 5.4 The permission for reduced course load given in Regulation 5.3 shall not prejudice the Student's eligibility for any academic awards or financial assistance.
- 5.5 A Student who has failed in any Medical Core course will be allowed to sit for supplementary examination as specified by the Clinical Medicine Programme, and shall repeat the year if s/he has failed in the supplementary examination.
- 5.6 A Student shall not repeat any other 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 Provisional Academic Board of CUHK(SZ) 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 wishes to transfer from the Clinical Medicine Programme to another Major Programme shall apply to the transfer-in Major Programme, according to the prescribed procedures and within the specified application period as determined by the Provisional Academic Board of CUHK(SZ) 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 Provisional Academic Board of CUHK(SZ) from time to time.
- 7.3 A Student may register for one or more Minor Programmes, and shall complete the units of courses as prescribed by the Minor Programme/s.

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 the Dean of the School of Medicine.
- 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 the Dean of the School of Medicine.
- 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 accordance with the regulations and criteria set by the respective Panel of Examiners/ Examination Committee.

9.2 A student admitted to the Clinical Medicine Programme shall complete before graduation 36 units of University Core Requirements. A student shall be assessed in every course for which s/he has registered on the basis of his/her performance in the course. 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	4.0
A-	Very Good	A-	3.7
		B+	3.3
B	Good	B	3.0
		B-	2.7
		C+	2.3
C	Fair	C	2.0
		C-	1.7
D	Pass	D+	1.3
		D	1.0
F	Failure	F	0.0
P	Pass	Not counted in the calculation of GPA	
U	Failure		

The grade point average of a student's course work shall be computed by dividing the total weighted converted points for courses taken by the total number of units attempted inclusive of courses failed, where the weighted converted points are converted points multiplied by the number of units of the course concerned. "P"/"U" grades are for specified courses adopting a pass/fail grading basis where other grades are not applicable.

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 fulfillment of course units.

9.3 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.

9.4 Absence from examinations:

- (a) 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.
- (b) If a Student's application for absence is successful, the Student may be otherwise assessed at the discretion of the Panel of Examiners/ Examination Committee concerned. A student who is not allowed another assessment or supplementary examination shall have to repeat the course, repeat the year or discontinue studies as recommended by the Panel of Examiners/ Examination Committee.
- (c) A Student who is absent from any examination without permission shall be given a failure grade in that examination.

10.0 Discontinuation of Studies

- 10.1 A Student shall be required to discontinue studies:
- (a) if, s/he repeat any academic year more than once, unless determined otherwise by the Dean of the School of Medicine and approved by the Director of Registry Services; or
 - (b) if s/he fails to complete the programme and fails to pass the relevant examinations within the prescribed periods as stipulated in Regulation 3.0.
- 10.2 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 Bachelor of Science (Clinical Medicine) degree of CUHK and Bachelor of Medicine degree of CUHK(SZ), a Student shall have satisfied all requirements prescribed in Regulations 3.0 and 4.0. A Student who has satisfied the requirements shall be presented to the Provisional Academic Board of CUHK(SZ) and CUHK Senate for recommendation for the award of degrees, unless, in accordance with Regulation 14.0, s/he is required to terminate studies or be suspended from studies.
- 12.2 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 Board of the School of Medicine and the Director of Registry Services.
- 12.3 A Student who has satisfied the requirements in Regulation 12.1 shall be presented by the Provisional 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 Certificate and Graduation Certificate

- 13.1 The Degree Certificate [Bachelor of Science (Clinical Medicine)] 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.
- 13.2 CUHK(SZ) will issue the Degree Certificate [Bachelor of Medicine] and Graduation Certificates (毕业证书) to those graduates who have satisfied the requirements stipulated for such Certificates, excluding mainland students admitted outside the National Colleges and Universities Enrolment System, in accordance with the conditions stipulated by the Ministry of Education.

14.0 Disciplinary Action

- 14.1 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 Provisional Academic Board of CUHK(SZ) 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 Provisional Academic Board of CUHK(SZ), 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.

14.2 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 Provisional Academic Board of CUHK(SZ), 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 Provisional Academic Board of CUHK(SZ) or a sub-committee with authority delegated by the Provisional Academic Board of CUHK(SZ). Any penalty imposed as a result of disciplinary action may be entered into the transcript of the student's academic record.

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