

**School of Continuing and Professional Studies**

**The Chinese University of Hong Kong**

**Higher Diploma Programmes Student Handbook 2009-2010**

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## **INTRODUCTION**

The School of Continuing and Professional Studies (SCS) of The Chinese University of Hong Kong was established in 1965. Since its establishment, it has been providing high quality continuing and professional education programmes and services in order to meet the needs of the changing society. Over a million people have benefited from its courses.

The SCS programmes can be broadly categorised into two types: general short courses and award-bearing programmes at postgraduate, undergraduate, diploma and certificate level, and cover various disciplines such as Art, Music & The Humanities, Business & Management, Information Technology & Science, Languages & Translation, Social Sciences & Public Administration and Traditional Chinese Medicine & Health Care. General short courses with duration of three to four months are usually for self-enrichment with no specific admission requirements, and are offered three times a year in spring, summer and autumn.

Award-bearing programmes provide opportunities for professionals to upgrade their knowledge and expertise. In addition to face-to-face tuition, a mixed mode of intensive and distance teaching is also offered by SCS. For quality assurance, curriculum design of all award-bearing programmes are in line with the standards set by the University.

In response to the government's policy objective of increasing opportunities in the higher education sector for the relevant age group, the School started a series of sub-degree programmes including Pre-Associate Degree, Associate Degree, and Higher Diploma programmes in 2001. The introduction of these sub-degree programmes provides a flexible learning and career development pathway for secondary school graduates in Hong Kong.

## **GENERAL INFORMATION**

### ***Changes and Modifications***

The School reserves the right to change the subjects offered and modify the academic curriculum as approved by the Senate of the University.

The School reserves the right to review the General Academic Regulation Governing Higher Diploma Programmes as approved by the Director of the School.

### ***Mature Applicants***

Applicants who do not possess the formal academic qualifications but are aged 21 or above may apply. They are required to attend an interview upon recommendation of a Selection Committee. Acceptance will be subject to the decision of the Selection Committee.

### ***Financial Assistance***

Students may apply for financial assistance from both Financial Assistance Scheme and/or Non-means Tested Loan Scheme. Applications from current students are normally processed in April of the preceding academic year and those from new students in September at the beginning of the academic year. For details of the Scheme, please visit the website of the Student Financial Assistance Agency at [www.info.gov.hk/sfaa](http://www.info.gov.hk/sfaa).

### ***Scholarships***

#### ***Entrance Scholarships***

##### ***For HKCEE Holders***

A student who has reached 18 points (6 subjects) or above in HKCEE in one sitting will be awarded a scholarship. The value of the scholarship is in the amount of half fees of the first year's tuition fees. The scholarship is renewable for each successive academic year if the student maintains a GPA of 3.3.

##### ***For HKALE Holders***

A student who has reached 6 points (4 subjects) or above in HKALE in one sitting with 2 passes in any AL / AS subjects will be awarded a scholarship. The value of the scholarship is in the amount of half fees of the first year's tuition fees. The scholarship is renewable for each successive academic year if the student maintains a GPA of 3.3. OR

A student who has reached 5 points (4 subjects) or above in HKALE in one sitting with 2 passes in any AL / AS subjects will be awarded a scholarship. The value of the scholarship is in the amount of a quarter fees of the first year's tuition fees. The scholarship is renewable for each successive academic year if the student maintains a GPA of 3.3.

### ***School of Continuing and Professional Studies (SCS) Scholarships***

SCS Scholarships are awarded annually to students who achieved outstanding academic performance in various disciplines.

### ***School of Continuing and Professional Studies (SCS) Study Abroad Scheme Scholarships***

SCS Study Abroad Scheme Scholarships are awarded to sponsor students to undertake a semester of study as Study Abroad students at the partner institutions in Mainland China, Australia and the United Kingdom. 2 awards per region will be awarded annually. The value of the scholarship is in the amount of HK\$6,000 for each recipient to Mainland China, HK\$23,000 to the United Kingdom and HK\$25,000 to Australia.

### ***School of Continuing and Professional Studies (SCS) Overseas Internship Scheme Scholarships***

SCS Overseas Internship Scheme Scholarships are awarded to sponsor students to join the overseas internship scheme in the United States, Canada and Mainland China. 3 scholarships with a maximum of HK\$14,000 each to be awarded to those who are placed in the United States and Canada, 6 scholarships with a maximum of HK\$4,000 each to be awarded to those who are placed in Mainland China.

### ***CUHK International Summer School Scholarships***

School of Continuing and Professional Studies offers up to 5 scholarships each year to outstanding students who are eligible to attend CUHK International Summer School. The value of the scholarship is in the amount of HK\$5,000 for each student.

### ***The University of Western Australia Scholarship***

This scholarship will be awarded to the best student who has achieved excellent academic results and showed an active participation in community services & extra-curricular activities. This scholarship will allow the student to undertake undergraduate studies in the Bachelor of Commerce or Bachelor of Economics without cost of tuition.

### ***The Australian National University College of Business and Economics Scholarships***

The ANU College of Business and Economics offers up to 10 half tuition scholarships for one year for commencing international undergraduate students at the University.

### ***Queensland University of Technology Scholarships***

The Faculty of Business offers Merit Scholarships for high achieving graduates who have been given places in the Bachelor of Business course at Queensland University of Technology. 50% (AUD\$4,875 or half of the first semester's fees) will be paid by the Scholarship.

### ***Queensland University of Technology Study Abroad Scholarships***

Queensland University of Technology will offer scholarships of up to 10% of the relevant tuition fee for those students recommended by SCS to undertake up to two semesters of study as a Study Abroad student at Queensland University of Technology

### ***Montana State University - SCS Partner Scholarship***

This scholarship is awarded by Montana State University to a student with outstanding academic results. The value of the scholarship is in the amount of US\$4,000 for the first year of study at Montana State University.

### ***Fairleigh Dickinson University Scholarship***

Fairleigh Dickinson University will award annual US\$5,000 scholarships for full-time study. The scholarship is renewable for each successive academic year, if the student maintains a 3.00 GPA (bachelor degree) or a 3.50 GPA (graduate studies).

### ***Lancaster University Scholarships***

Lancaster University will award £ 1,500 to each student who is admitted to the Bachelor of Science in Communication and Computer Systems or Bachelor of Science in Information Technology and Media Communications. This scholarship is subject to renewal if the student fulfils the criteria set by the Department.

### ***Manchester Metropolitan University Scholarships***

Manchester Metropolitan University will offer each student admitted to a Leisure Management programme with the scholarship of £ 750 annually.

***LASALLE College of the Arts, Singapore Bursary***

A bursary of SGD\$1,000 will be granted to international students who demonstrate good creative ability when making their application to LASALLE.

***Hong Kong Housing Society Academy Bursary / Scholarship***

Hong Kong Housing Society will offer up to 6 bursaries / scholarships to students annually.

***Shing Hing Industrial Ltd. Scholarships***

Shing Hing Industrial Ltd. Scholarships are awarded to the best 3 performers who have joined the Study Abroad Scheme. The value of the scholarship is in the amount of HK\$3,000 for each student.

## **HIGHER DIPLOMA PROGRAMMES**

In the academic year 2009-2010, the School offers the following Higher Diploma programmes:

### ***Higher Diploma Programmes (2 years / 3 years)***

#### **Art and Design**

Commercial Design

Fashion Design and Product Development

#### **Business and Management**

Business Studies

Business and Corporate Administration

Business and Human Resource Management

Business and Service Management

Financial Services

Professional Accounting

Tourism and Hospitality Management

#### **Information Technology**

Corporate Management and Business Information Systems

Computer Game Development

Digital Animation and Creative Media

Network and Mobile Computing

#### **Languages and Communication**

Applied Translation Studies

Applied Korean Language and Culture

Chinese

Chinese Journalism

Contemporary Japanese

Public Relations and Advertising

#### **Social Sciences & Public Administration**

Human Services

Library and Information Management

Recreation and Leisure Management

#### **Traditional Chinese Medicine & Health Care**

Health Products Management

# **GENERAL ACADEMIC REGULATIONS GOVERNING HIGHER DIPLOMA PROGRAMMES**

## ***Preamble***

The purpose of this set of General Academic Regulations (GAR) is to provide a framework within which all Higher Diploma programmes in the School of Continuing and Professional Studies of The Chinese University of Hong Kong can maintain its standardization to the fullest extent.

## **1 HIGHER DIPLOMA PROGRAMMES**

### **1.1 Programme structure**

- (a) A Higher Diploma (HD) programme is modular-based, in which a student is allowed to choose his own rate of study, provided the courses are completed within a maximum specified time as stipulated in Regulation 3.2.(a).
- (b) Each programme is made up by a collection of courses. A course is a set of studies defined by a syllabus, including aims, pre-requisites (if necessary), teaching and learning activities and assessment methods.
- (c) One credit unit, in the context of HD programmes, is defined as 15 contact hours or equivalent.

## **2 RULES AND REGULATIONS**

- 2.1 Students pursuing studies in Higher Diploma programmes shall observe the General Academic Regulations Governing Higher Diploma Programmes.

## **3 DURATION**

### **3.1 Academic year**

- (a) The academic year starts in September and concludes by the end of August of the following calendar year.
- (b) Full-time Higher Diploma programmes should commence in September, with 28 teaching weeks and one semester break after the first semester.

### 3.2 Period of candidature

- (a) The normal duration and maximum period of candidature for Higher Diploma programmes are as follows:

#### **Full-time**

	HD (Form 7 entry)	HD (Form 5 entry)
Normal duration	2 years	3 years
Maximum duration	4 years	5 years

#### **Part-time**

	HD (Form 7 entry)	HD (Form 5 entry)
Normal duration	3 years	4 years
Maximum duration	6 years	8 years

- (b) Unless otherwise provided in this Regulation, a student shall complete all requirements for graduation within the normal duration prescribed by the programme concerned in Regulation 3.2.(a).
- (c) Notwithstanding Regulations 3.2.(b), a student who has been granted course and unit exemptions on the basis of previous qualifications may be permitted to graduate in less than the normal duration prescribed by the programme concerned.
- (d) A student must complete all requirements for graduation within the maximum period of candidature specified in Regulation 3.2.(a) from his first registration including any periods of leave of absence and suspension of studies.
- (e) A student is expected to graduate after the normal period of study. Any study beyond this period is an alteration of period of study. Except those deferments due to the necessity to retake failed courses, all other cases have to be applied and approved. Application of alteration of period of study within the maximum period requires the approval of the respective Programme Division Head and the Head of Academic and Student Affairs.
- (f) Application of alteration of period of study beyond the maximum period is approved only under very special circumstances. The application requires the endorsement of a Committee on Alteration of Maximum Period of Study and approval from the Director.
- (g) Application is received all year round. For cases within the maximum period of study, a student may apply on a prescribed form to Registry for an alteration of his period of study. For cases beyond the maximum period of study, a student should apply by sending a letter to Registry. No such application, however, shall be accepted after his maximum period of study, except under very special circumstances.

## **4 ADMISSION**

### **4.1 Admission requirements**

An applicant seeking admission to an approved programme of study leading to a HD shall have fulfilled the entrance requirements of the programme detailed within the relevant programme documents.

### **4.2 Exemptions**

- (a) A student may enter the programme with advanced standing on the basis of previous qualifications specified in Regulation 3.2.(c).
- (b) A student may not normally be exempted from more than 45 percent of the total credit units of the programme.
- (c) A student who wishes to be considered for admission with exemption shall apply in writing. The final decision with regard to advanced standing or exemptions rests with the School.
- (d) A student shall not be required to pay the tuition fee for the part of the programme from which he is exempted. However, he is still required to pay a prescribed exemption fee, calculated on a per credit unit basis, for credit units exempted.

### **4.3 Transfer of candidature to other programmes**

- (a) A student who wishes for special reasons to transfer from one programme to another shall apply to the School in writing for approval at least two weeks before semester begins. He shall pay the prescribed fee when making such application.
- (b) Where appropriate, the course credits earned under the original programme registered will be counted towards fulfillment of curriculum and graduation requirements of the new programme. The grades and credits will be counted in the calculation of Cumulative GPA. However it is advised that students should plan in the earliest stage to avoid longer time study.

## **5 FEES**

5.1 The fees prescribed by the School shall be payable on dates specified unless prior permission for deferment is obtained from the School. A penalty of HK\$500 will be charged if tuition fee is not paid by the due date.

5.2 A student in arrears, whether in part or in full, or who has outstanding fees unpaid for more than two weeks shall be considered to be withdrawn and must secure approval for re-admission from the School. The student will then be charged a re-admission fee of HK\$200 together with the tuition fee due and the penalty of HK\$500. In some special cases payments may be delayed without penalty upon prior approval from the School.

- 5.3 Caution money shall be payable on first registration as a deposit to make good any outstanding debts to the School incurred in, for example, damages to School property. This sum less any deductions made for outstanding debts shall be refunded on discontinuation of studies at the School. For graduating students, subject to no claim being outstanding, caution money shall be converted into graduation fee.
- 5.4 Unless otherwise provided for in Regulation 4.2.(d), a student must pay the tuition fee prescribed for the programme in full.
- 5.5 Apart from caution money, fees once paid shall not be refunded, unless under very special circumstances.
- 5.6 The School reserves the right to take any necessary action(s) to students who have outstanding fees unpaid to the School.

## **6 REGISTRATION**

- 6.1 An applicant who has been offered admission to a Higher Diploma programme shall pay the fees and register with the School on the respective specified date(s) and shall be considered to have enrolled in that programme from the date of his first registration.
- 6.2 A student shall register for programmes / courses on the specified date(s) in each academic year. Anyone who fails to register for programmes / courses after a lapse of two weeks from the specified date(s) shall be considered to have withdrawn from studies at the School.
- 6.3 A student who is unable to register for courses on the specified date(s) must apply for deferment in writing to the School beforehand.
- 6.4 A student shall register in the name which appears in his Hong Kong Identity Card or passport.
- 6.5 A student shall inform the School, using a prescribed form, immediately of any change of name, address or other particulars entered in the student's registration record.
- 6.6 No application for changing a student's registered particulars shall be accepted after he has been recommended by the University Extension Board of CUHK, or by the School for graduation or his withdrawal from the School.
- 6.7 A student who has withdrawn from the School may, under very special circumstances,

apply in writing to the School for reinstatement as a student. Such applications shall be considered by the Examination Board of the programme concerned. No students who have been required to discontinue their studies at the School because of unsatisfactory academic performance or have withdrawn to avoid such discontinuation shall be reinstated.

## **7 COURSE WITHDRAWALS AND ADDITIONS**

7.1 A student, who, under very special circumstances, wishes to apply for withdrawal or addition of course(s) in a certain semester, shall obtain prior permission from the School. A student shall pay the prescribed tuition fee for taking additional courses.

7.2 Adding and dropping of course(s), if applicable, must be made on a prescribed form within two weeks after the beginning of the teaching semester, and shall be considered on a case to case basis. Final approval is at the discretion of the School.

7.3 A student should not attend any new classes while the adding / dropping of courses is still being processed unless approval from the School has been given.

7.4 A student who withdraws from course(s) without going through the prescribed procedure shall be given a grade “F” for the course.

7.5 It is the responsibility of the student to ensure that all programme requirements are met within the maximum period of candidature specified in Regulation 3.2.(a).

### **7.6 Additional courses**

A student may, through written application, do additional courses from the same or other sub-degree programmes offered by the School with prior approval from the School and upon payment of a prescribed fee. All the credit unit(s) gained from such courses shall be counted towards the grade point average. A student is only allowed to take a maximum of 12 credit units of any additional course during his course of study.

## **8 STUDY LOAD**

8.1 A full-time student shall take no more than 21 credit units of courses in a semester except with prior permission of the School.

8.2 A part-time student shall take no more than 12 credit units of courses in a semester except with prior permission of the School.

8.3 Notwithstanding Regulations 8.1 and 8.2 above, the minimum time for a student to

complete the programme shall be the normal duration prescribed by the programme, unless otherwise provided in Regulation 3.2.(c).

## **9 CLASS ATTENDANCE AND LEAVE OF ABSENCE**

9.1 A student shall attend classes, tests and examinations as required by the School.

9.2 Students must observe punctuality in class.

9.3 A student who has been absent for any period shall be responsible for applying to the School for permission to make up for any required work missed.

9.4 In case of illness necessitating absence exceeding one week, a student shall obtain permission from the School through written application. Such applications shall be accompanied by a certificate signed by a registered medical practitioner.

9.5 A student who wishes to obtain a leave of absence exceeding one week for non-medical reasons shall obtain prior permission from the School through written application. Such application shall state the reasons for which leave of absence is sought and shall be accompanied by supporting documents.

9.6 A student who, without permission to take leave, has been absent for a continuous period exceeding one month shall be considered to have withdrawn from studies at the School.

9.7 A student shall be required to take leave of absence if the condition of his health is considered as constituting a definite hazard to the School community. At the end of the prescribed period of absence, the student shall obtain a certificate of good health signed by a registered medical practitioner before he can apply to resume studies.

9.8 Unless under very special circumstances, a student who has been absent from any teaching session will be regarded as absent from that session, no matter the leave of absence has been approved by the School or not.

## **10 COURSE ASSESSMENT**

10.1 A student shall be assessed for every course which he has registered for on the basis of his performance in the course. Criteria for assessment may include any one or any combination of the following: attendance, class work, written work, laboratory work, field work, research papers, tests, examinations, and any other criteria.

10.2 A student must have an attendance rate of at least 70% in order to pass the course, unless under very special circumstances.

10.3 The passing mark of a course is 50%, with 50% as the minimum requirement in each different form of assessment as detailed in the course syllabus.

10.4 A student will only be allowed to resubmit his coursework if his total mark of the coursework assessment reaches 35% of the overall coursework assessment. The form of the assessment will be recommended by the instructor and approved by the School. Only a passing mark (i.e. 50%) will be awarded to the student who resubmits his coursework.

10.5 A student will be required to re-take the course if his coursework falls below 35% of the overall coursework assessment.

## 11 GRADING GUIDELINES

11.1 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	Good	B+	3.3
		B	3.0
		B-	2.7
C	Fair	C+	2.3
		C	2.0
		C-	1.7
D	Pass	D+	1.3
		D	1.0
F	Failure	F	0.0

11.2 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 credit units attempted inclusive of courses failed, where the weighted converted points are converted points multiplied by the number of credit units of the course concerned.

11.3 A student who has gained a grade of "D" or above in a course shall earn the credit unit(s) of that course. Where a student has been required to repeat a course and subsequently passes, only the course grade of his last attempt shall be calculated and counted towards the grade point average.

11.4 The symbol “**I**” (incomplete) is used when a student has not satisfied the assessment requirements of a course but the Examination Board is satisfied that the student had mitigating circumstances beyond his control which prevented the completion of one or more forms of assessment. The Examination Board will also decide on the additional work necessary for the student and the date by which it must be completed.

11.5 Course(s) assessed on a simple pass/fail basis shall be assigned a Grade “PA” to passed courses and a Grade “FA” to failed courses. Credit unit(s) gained from such courses shall not be counted towards the grade point average.

11.6 The grades of all courses taken and retaken, regardless of passed or failed, will be shown in result reports and transcripts.

## **12 EXAMINATIONS**

12.1 A student shall take course examinations, if prescribed by the School, in the form of written, practical or oral assessment, or any combination thereof.

### **12.2 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 moment but no later than 7 working days after the examination concerned to the School for permission for absence. In the case of illness/injury, the application shall be accompanied by a certificate signed by a registered medical practitioner.
- (b) If his application for absence is approved, the student may be otherwise assessed at the discretion of the School. Students will be notified of the date of the make-up examination accordingly. A re-examination fee shall be paid by the student.
- (c) A student who is absent from any examination without permission shall fail that examination.
- (d) A student who fails to sit for any examination due to extenuating circumstances beyond the student’s control such as illness or injury may apply for make-up examination. No examination mark will be deducted upon successful application. Such application is subject to the endorsement of the Examination Board and approval of the School.

### **12.3 Supplementary Examinations**

- (a) A supplementary examination will only be given to a student who fails an examination if his examination mark reaches 35% of the total examination mark. Only a passing mark (i.e. 50%) will be awarded to the student who has sat for a supplementary examination.

- (b) A student will be required to re-take the course if his examination mark falls below 35% of the total examination mark.
- (c) Supplementary examination will normally be arranged within 4 weeks after the notification of examination results.

#### 12.4 Reschedule of examination

A student who has more than two examinations scheduled at the same time may elect to have one rescheduled by the School. A student shall decide which examination should be rescheduled and it is his responsibility to initiate this process and be completed by a week before the last day of class.

#### 12.5 Disqualification

A student who is found cheating or being dishonest in examination or other form of course assessment will be given a F grade or no mark in respect of the exam/assessment component involved. In addition, such case will be submitted to the School for further action.

### **13 ACADEMIC PROBATION AND DISCONTINUATION OF STUDIES**

#### 13.1 Academic probation

- (a) A student shall be put on academic probation if he has obtained a grade point average below 1.5 in the preceding term unless Regulation 13.2 applies.
- (b) A student on academic probation may be required to take a reduced course load and his performance shall be reviewed at the end of the term in which he is put on probation, at which time if he has obtained a grade point average of 1.5 or above, probation shall be lifted, otherwise probation shall continue to apply in his next term of attendance unless he is required to discontinue his studies as prescribed by Regulation 13.2.

#### 13.2 Discontinuation of studies

A student shall be required to discontinue his studies at the School:

- (a) if his grade point average in a term is below 1.0 for two consecutive terms of attendance; or
- (b) if he fails in more than half of the units of courses taken in a term for two consecutive terms of attendance; or
- (c) if he fails to have his probation lifted after he has been put on academic probation for two consecutive terms of attendance.

## **14 SUSPENSION, WITHDRAWAL AND DISMISSAL**

### **Suspension**

- 14.1 Under special circumstances, a student may be permitted to suspend his studies for a period of up to two semesters. This is granted in cases of health problems, financial difficulty, or urgent family affairs.
- 14.2 In all cases, supporting documents along with the prescribed form must be submitted to the School, normally no later than four weeks before the commencement of the term examination for approval.
- 14.3 Effective date of suspension is given three days from the day of submission of the completed application.
- 14.4 Upon expiration of the suspension period, the student must return to his studies. If the student fails to report to the School according to the schedule, he will be classified as having withdrawn.

### **Withdrawal**

- 14.5 A student intending to leave the School prior to graduation must apply for withdrawal. For withdrawal, students must complete the clearance procedures at the School. Students must settle any outstanding tuition fee before a withdrawal status is given by the School.
- 14.6 Effective date of withdrawal is given three days from the day of submission of the completed application.

### **Dismissal**

- 14.7 The School may at any time, require any student to terminate his studies at the School either on academic or disciplinary grounds, or on other grounds deemed as appropriate.
- 14.8 The School may also dismiss a student whose conduct or general influence is considered harmful to the School. Such a student will normally not be considered for re-admission.

## **15 STUDENT APPEALS AGAINST ASSESSMENT GRADES**

15.1 A student who wishes to appeal against the result of assessments including examination grades shall apply on a prescribed form to the School and pay the prescribed fee, within two weeks after the issue date of the result report. The fee shall be refunded to the student in case of any adjustments in grades.

## **16 GRADUATION REQUIREMENTS**

16.1 To be considered for the award of the relevant academic qualification, a student shall

- (i) have satisfied all requirements for graduation as prescribed by the programme concerned; and
- (ii) have passed the graduation project, if any, as prescribed by the programme; and
- (iii) have attained a Cumulative GPA of at least 1.5.

A student who has satisfied the above requirements shall graduate, unless, in accordance with Regulation 13.2, he is required to terminate his studies at the School or be suspended from the School.

16.2 Classification of Award

The Cumulative Grade Point Average (CGPA) is employed to determine different designations: Distinction, Merit and Pass.

16.3 Academic Honours

Director's List – a student who reaches GPA of 3.0 or above will be placed on the Director's List for the semester concerned.

## **17 PROGRESSION**

17.1 A student who passes a course by reassessment or by condonement should

- (a) be at the discretion of the Examination Board; and
- (b) receive a passing mark of 50% for the form of assessment that has been reassessed or condoned.

17.2 In case of re-assessment, a fee will be charged. Re-assessments will be either in the form of re-examination or assignment/project work.

17.3 A student who fails a required course shall be required to repeat the course.

17.4 A student shall be allowed to repeat the same course as many times as he can within the

maximum period of candidature as stated in Regulation 3.2.(a).

17.5 Provisions for repeating courses shall be applicable to failed courses only and always at the discretion of the Examination Board.

17.6 In case of a student repeating the course, he shall pay the course fee and other related fees as appropriate.

## **18 TRANSCRIPTS**

18.1 A student who wishes to apply for admission to another educational institution or for employment may apply for a transcript giving details of all courses taken and grades obtained.

18.2 The transcript shall not be issued to a student or any private individual. It shall be sent directly to the institution or prospective employer. A transcript shall be applied for on a prescribed form with payment of prescribed fees and postage.

18.3 A student copy of the transcript shall be made available to students upon application on a prescribed form with payment of prescribed fees and postage.

## **19 DISCIPLINARY ACTION**

19.1 A student who violates any rule or regulation and/or commits any misconduct such as:

- (a) defamation of or assault on or battery against the person of any member of the School or CUHK;
- (b) willful damage to or defacement of any property of the School or CUHK;
- (c) theft, fraud, misapplication of School funds or property of any kind;
- (d) plagiarism in written assignments;
- (e) an offence in connection with examinations or violation of any of the regulations of the School or University Extension Board governing conduct at examinations;
- (f) falsification or serious misuse of School documents or records;
- (g) refusal to comply with any regulations or orders by authorized persons and bodies prohibiting any conduct which disrupts teaching, study, research or administration of the School or CUHK;
- (h) any conduct which is detrimental to the reputation and well-being of the School 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 the School;  
shall be disciplined by the School in accordance with the nature and gravity of the offence.

19.2 Disciplinary action may take the form of any of the following penalties which may be entered into the transcript of the student's academic record:

- (a) reprimand;
- (b) suspension from part or all of the rights, privileges and/or the use of part or all of the facilities of the School and CUHK for a specified period of time;
- (c) demerit (a total of three demerits may result in termination of studies at the School);
- (d) suspension from the School for a specified period of time; or
- (e) termination of studies at the School.

Penalty (d) or (e) may be imposed only with the approval of the School.

19.3 A student, on being informed of a decision to take disciplinary action against him, may within 7 days write to request the School to review the decision.

## **20 OTHER SCHOOL RULES**

20.1 Students are required to observe closely the School information and regulations and to act accordingly.

20.2 Students are not allowed to eat, smoke, drink, gamble or engage in illegal action inside the School. Any misbehaviour or misconduct will result in immediate dismissal with no refund of fees.

20.3 Students are required to be punctual and attend all classes as scheduled. Students are required to inform the School in writing for any absence.

## **REGULATIONS OF THE UNIVERSITY LIBRARY SYSTEM**

The University Library System consists of the University Library in the central area of the campus and the branch libraries at the colleges and at the teaching hospital. The University Library houses an extensive research collection as well as many undergraduate materials and the pre-clinical portion of the medical collection. The branch libraries contain reference and curricular materials, some special subject collections according to the needs of the colleges, and books and periodicals to support general education. Library regulations apply to all the libraries. The University Library System reserves the right to revise these regulations when necessary.

### **1. LIBRARY PRIVILEGES**

Library privileges are personal and individual. They may not be transferred to, or used on behalf of, other persons.

#### **1.1 Borrowing**

Borrowing privileges are extended to all registered students and academic/administrative staff of The Chinese University of Hong Kong.

#### **1.2 Reading**

The privilege of reading is extended to visiting scholars, to researchers and to graduates of this University according to established regulations. Reserve books, however, are for the exclusive use of students and faculty of the University.

#### **1.3 The use of special facilities**

Carrels: not reserved for any category of Library user; they are available for the convenience of all.

Study rooms in the University Library: on application to the University Librarian, faculty members and PhD students may reserve a room for one month, renewable once if its use justifies it. These study rooms may not be transferred to another person.

Seminar rooms in the University Library: upon application to the University Librarian, a user may reserve a seminar room for a lecture or for a series of lectures or meeting which would benefit from the use of Library materials and resources.

Photocopying: photocopying machines are available in all libraries. A reader may obtain at cost photocopies of materials, provided there is no infringement of copyright.

## **2. ADMISSION TO THE LIBRARIES**

- 2.1 Every user of the Libraries must show a University Identification Card, or a Reader's Card at the entrance of the Library.

The loss of a Borrower's Card must be reported to the Library immediately; a duplicate card may be issued two weeks after the loss is reported. Only one duplicate will be granted within a semester. Change of address should also be reported to the Library as soon as possible.

## **3. BORROWING REGULATIONS**

### **3.1 Borrowing Limits**

Full-time students of the School are entitled to borrow 5 volumes for 14 days.

All books taken from the book stacks must be charged at the Circulation Desk. Reserve books must be charged at the Reserve Books Desk: there are varying borrowing limits on these books.

Books obtained from interlibrary loan are borrowed through the courtesy of other libraries and their restrictions as to loan period and renewal are therefore observed. Usually the loan period is two weeks. Photocopies of periodical articles may be obtained at cost.

Reference books, rare books and microfilms do not circulate.

### **3.2 Renewals**

Borrowers may renew loans for two additional periods. Renewals must be made on or before the last date of the initial loan period. Otherwise, overdue fines will be charged.

After two renewals, however, the book must be returned to the Library shelves so that it may be available to others.

No book may be renewed if it is required by another person.

### **3.3 Recall**

When needed by other users, circulating books and journals are subject to recall at any time. In the recall notices, a new due date will be given, i.e. 14 days after the date of the notice.

Borrowers should respond to a recall promptly. Late returns will be fined [see Fines (3.5.1)].

### **3.4 Overdue**

The responsibility of returning books on time lies with the borrower. When the loan period expires, an overdue notice is sent to all categories of borrowers.

### **3.5 Fines**

3.5.1 Overdue - All categories of borrowers who keep books/items beyond the loan period are subject to a fine of HK\$1.00 per item per day up to a maximum of HK\$100.00.

A fine of HK\$1.00 per hour will be charged for each reserve book overdue.

3.5.2 Recall - The fines for not responding to recalls for all categories of borrowers are as follows:

HK\$5.00 per item per day

Five working days after issuing of second recall: the Library could take any appropriate action to retrieve the items.

### **3.6 Losses**

Borrowers who fail to return books or who return books damaged beyond repair will be charged the cost of replacement in addition to the processing cost of HK\$100.00 and any accumulated fines. Damaged books and marked pages should be reported at the Circulation Desk as soon as noticed.

## **4. CONTROL COUNTER**

4.1 Bags and briefcases may be brought into the libraries whereas umbrellas should be deposited on entering the libraries. No food or beverages may be taken into the Library. On leaving the Library, all books, etc., may be inspected.

## **5. LOSS OF PRIVILEGES**

5.1 Infractions, such as smoking, shouting, use of mobile phones, pagers, and other disturbances, are forbidden in all parts of the Libraries. The Librarian or an appointed deputy may expel from the Library building for the remainder of the day any person who is acting to annoy others or who is damaging books or other property. Payment must be made to cover all damages.

A gross breach of the Regulations may subject the borrower to a loss of Library privileges.

- (a) Overdue books - After normal recall procedures, a written warning will be sent. If this is ignored, borrowing privileges will be withheld in all the Libraries until the return of the book(s) and the payment of accrued fines.
- (b) Payment of charges - If a person refuses to pay any outstanding charges (fines, replacement costs of damaged books or repair of damaged property), all the Libraries will withhold his borrowing privileges until the account is cleared.
- (c) In case of materials which have not been charged out properly at the Circulation Counter:
1. The user's name will be recorded in the Library's register;
  2. The user's borrowing privilege will be suspended for eight weeks from the day of violation;
  3. Compensation for the damage of the item if necessary;
  4. For the student, a letter to this effect will be issued by the Library to the Faculty Dean, College Dean of Students, and Department Chair to which the student belongs, and/or authority concerned.
- (d) Unreturned Library Materials
1. The user's name will be recorded in the Library's register;
  2. An invoice will be sent to the user with the warning that his borrowing privilege will be suspended if the books are not returned or the account is not settled.

Repeated offenses may lead to a total loss of the privilege of using the Libraries.

## **ACKNOWLEDGEMENT OF SOURCES IN WRITTEN WORK**

As one of the primary aims of university education is to develop the ability to think independently, students must never pass off the work or ideas of others as their own. Not only is plagiarism in any form as serious an offence as cheating, punishable under University regulations, but it actually defeats the purpose of university education.

### **1. PLAGIARISM**

Plagiarism includes:

- 1.1 Copying from both published and unpublished materials, whether word-for-word or with some substitution of words, without using quotation marks (unpublished materials also refer to the work of fellow students and lecture notes).
- 1.2 Paraphrasing or summarizing someone else's work without specific acknowledgement.
- 1.3 Borrowing another person's ideas without giving due credit.
- 1.4 Mentioning a 'fact' (other than factual material that is common knowledge and needs no citing of authority) or a research finding without specific reference to its source.

### **2. DISCIPLINARY ACTION**

Plagiarised work shall generally be given a fail grade by the instructor in the first instance, and cases of plagiarism should be reported by the instructor in consultation with the School for consideration of taking disciplinary action. Disciplinary action will be taken in accordance with General Academic Regulation 19.

### **3. ACKNOWLEDGEMENT OF SOURCES**

Students are reminded of the need in any written work to

- 3.1 use quotation marks for any direct quotation, however short;
- 3.2 give, according to the editorial style of the discipline and usually in a footnote, the precise source of each instance of borrowing, whether such borrowing is expressed in the form of a summary, a paraphrase, a direct quotation, or some combination thereof; and
- 3.3 append a full bibliography of all reference materials.

## **EXAMINATION REGULATIONS**

1. Candidates should read the examination timetable carefully and take note of the date, time and venue of the examinations. Having forgotten or misread the examination timetable is normally not an acceptable excuse to apply for make-up examinations.
2. Candidates shall bring to the examination hall their student cards and Hong Kong Identity Cards or passports.
3. Candidates shall take up their seats according to the instruction displayed at the entrance.
4. Candidates must place their student identity cards and Hong Kong Identity Cards or passports on their desks for verification of identity by the invigilators during the examination period.
5. Candidates shall not bring to their seats any unauthorized article. Only stationery that is used for the examination is allowed to be placed on the table.
6. Candidates must switch off their mobile phones and put them inside their bags. The bags should be placed under their seats before the examination commences.
7. Unless otherwise approved by the invigilator, no books, manuscripts, notes or paper should be brought to the desk. Such items should be put inside their bags and be placed under the seat before the examination commences.
8. Candidates shall not smear or disfigure the cover of answer books with marks.
9. Candidates shall not communicate or attempt to communicate with other candidates, and shall not copy from unauthorized materials or from work of another candidate during an examination session.
10. Candidates may ask questions concerning the examination papers during the first 30 minutes of the examination session.
11. Candidates who arrive more than 30 minutes late shall not be permitted to take the examination.
12. Candidates shall not leave the examination hall during the first 30 minutes and the last 15 minutes of the examination.

13. Candidates shall not leave the examination hall without permission.
14. Scripts should be handed in on time.
15. A candidate who violates any of the above rules shall be disciplined in accordance with the nature and gravity of the offence.

## **REGULATIONS OF COMPUTING FACILITIES**

All students of computing facilities and services are required to observe the following code of practices.

(a) Webmail Service <http://webmail.scs.cuhk.edu.hk>

- SCS offers webmail service to all full-time students. Webmail service is provided for each student at a maximum quota of 50MB. Students should forward mails of large size to their own personal email box.
- User guide reference:  
[http://www.scs.cuhk.edu.hk/scs/guidelines/doc/User\\_Guide\\_of\\_SCS\\_Webmail2.pdf](http://www.scs.cuhk.edu.hk/scs/guidelines/doc/User_Guide_of_SCS_Webmail2.pdf)
- The guide shows the operations of forgotten password, personalizing webmail accounts and making auto-forward of all e-mails to personal e-mail boxes.

(b) Student's 24x7 On-demand services

<http://www.scs.cuhk.edu.hk/scs/students/login?disp=en>

- Using Student Management System (for updating your personal records, checking class schedule and venue, academic results, etc.);
- Trading your second hand books via SCS on-line platform;
- Course Management Systems for enhancing Teaching/Learning, homework submission, group project, class discussion forum, etc.

**If you have forgotten the student login password, please go to [http://www.scs.cuhk.edu.hk/scs/students/lost\\_pwd\\_form](http://www.scs.cuhk.edu.hk/scs/students/lost_pwd_form) to reset your password.**

(c) Violation of Laboratory Regulations

- Intentionally damaging/removing parts or all of computing machinery/peripherals/equipment, including accessories such as mouse balls and mouse pads;
- Refusing to leave the lab upon the request of teaching staff or person in charge of the lab during a scheduled lab session.

(d) Wastage of Computer Resources

- Users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but not limited to, network game, BT, heavy download and FTP, sending mass mailings or chain letters, or otherwise creating unnecessary network traffic;
- Do not leave the computer unattended after login;

- Do not leave the computer screen locked for more than 10 minutes;
- Users should not login at multiple stations at the same time.

(e) Improper Handling of Passwords

- Users are responsible for safeguarding their passwords to access the computer system. Individual passwords should not be printed, stored on-line, or given to others. Users are responsible for all activities and transactions made with their passwords.
- No user is allowed to access the computer system with another user's password or account.

(f) Prohibited Activities in the Lab

- Playing computer games and/or video and/or music which are not course / project related in SCS labs;
- Alterations/Removal of any Windows System files;
- Attempting to start un-registered network servers/services;

(g) Infringement of Laws, Rules and Regulations

- Copying/Sharing/Distributing copyrighted materials (e.g. pictures, movies, songs and software) which do not allow free distribution;
- Spreading computer viruses;
- Password staling/cracking;
- Sending obscene/fake mails;
- Sending/relaying spam/junk emails;
- Attempting to compromise the system and/or network security (hacking) via known or unknown means;
- Utilizing SCS facilities to perform system and/or network hacking.

For detailed information and guidelines for the computing services and facilities offered by SCS, please visit [http://www.scs.cuhk.edu.hk/scs/hd/HD\\_Std\\_EN.html](http://www.scs.cuhk.edu.hk/scs/hd/HD_Std_EN.html)

## **SUPPORT FACILITIES AND SERVICES**

### **Learning Centres**

The Higher Diploma programmes would be conducted at the following SCS learning centres:

Central Learning Centre (BAT) - located on the 1/F Unit A and 2/F of the Bank of America Tower in Central, the centre comprises 20 classrooms, 4 computer labs and a lecture theatre, all of which are equipped with state-of-the-art facilities. There is also a resources room specially designed for full-time students who can get access to information regarding career development and further studies options.

Tsimshatsui East Ocean Learning Centre (EOC) - there are 6 classrooms and a resources room available for full-time students. The advanced presentation technology and the nice surroundings create a learning atmosphere which is motivating and encouraging.

Tsimshatsui Oriental Learning Centre (OC) - the centre is composed of 7 classrooms, 3 art rooms, 1 studio, 6 computer labs and a student resources room. Students can get sufficient support from the centralized facilities at this centre. The conveniently accessible location enables students to reach the centre of the city easily.

Mongkok Learning Centre (MLC) - the centre comprises two 23-storey purpose-built educational buildings located on Shantung Street and opposite the Macpherson Playground. The centre is easily accessible via MTR and other public transport. There are 2 lecture theatres, 20 classrooms, 7 computer labs, 4 fashion workshops, 4 training hotel rooms and 1 language clinic in MLC. Other facilities include a Korean Language Education and Culture Centre, a conference room, common rooms, student activity rooms, sky gardens and recreation decks.

### **Library**

Students can have access to library facilities at The Chinese University of Hong Kong. The University Library houses an extensive research collection as well as many undergraduate materials, online electronic journals, special subject collections, books and periodicals to support general education.

For further details of the library services and opening hours, please refer to the following website: [www.lib.cuhk.edu.hk](http://www.lib.cuhk.edu.hk)

### **Access to computing facilities**

Full-time students of the School are entitled to access the computing facilities at our learning

centres, including access to the Internet and printing facilities. Every full-time student will be given an email account to facilitate communication with his/her classmates, instructors and the School. For further details of the IT services, please refer to the IT Services and Resources session of the following website: [http://www.scs.cuhk.edu.hk/scs/hd/HD\\_Std\\_EN.html](http://www.scs.cuhk.edu.hk/scs/hd/HD_Std_EN.html).

### **Resources Rooms**

Resources Rooms are located in all Learning Centres to provide students with reference materials for study and information for career development.

### **Student Counselling and Development Service**

The Counselling and Development Service aims to help students to adapt to College life and resolve their personal matters and difficulties related to academic studies, interpersonal relationships, emotional difficulties and family problems through the provision of professional counselling services. Moreover, personal growth and development programmes in the form of talks, seminars, workshops and camps are organized regularly to develop the general well-being and self-efficacy of students.

A wide range of career-related services are also provided. These include exploring career interest, competency development, research into career options, experiential learning and preparation for the job search.

For further details of student activities, please refer to the following website: <http://www.scs.cuhk.edu.hk/hdcounsel/>

## APPENDICES

### **A. Office Addresses and Telephones**

#### Central Learning Centre

Address: 1/F Bank of America Tower, 12 Harcourt Road, Central, Hong Kong  
Telephone: 2209 0290  
Opening Hours: Mondays – Fridays 9 am to 8 pm  
Saturdays: 9 am – 5 pm  
Closed on Sundays and Public Holidays

#### Tsimshatsui Oriental Centre

Address: 13/F Oriental Centre, 67 Chatham Road South, Tsim Sha Tsui, Kowloon  
Telephone: 2209 0290  
Opening Hours: Mondays – Fridays 9 am to 9 pm  
Saturdays: 9 am – 6 pm  
Closed on Sundays and Public Holidays

#### Mongkok Learning Centre

Address: 4/F, 90A Shantung Street, Mongkok, Kowloon  
Telephone: 2781 0410  
Opening Hours: Mondays – Fridays 9 am to 8 pm  
Saturdays: 9 am – 5 pm  
Closed on Sundays and Public Holidays

#### Head Office

Address: Inter-University Hall, The Chinese University of Hong Kong, Shatin,  
New Territories  
Opening Hours: Mondays – Thursdays 9 am to 5:45 pm  
Fridays – 9 am to 6 pm  
Closed on Saturdays, Sundays and Public Holidays

24 Hour Telephone Enquiry Hotline: 2209 0299

School Website: [www.scs.cuhk.edu.hk](http://www.scs.cuhk.edu.hk)

Email: [scs@cuhk.edu.hk](mailto:scs@cuhk.edu.hk)

## B. Useful Telephone Numbers

<b>Higher Diploma Programmes</b>	
Business Studies (Marketing/Trade and Supply Chain Management) Business and Corporate Administration Business and Human Resource Management Business and Service Management Financial Services Professional Accounting Tourism and Hospitality Management	2209 0264
Corporate Management and Business Information Systems Computer Game Development Digital Animation and Creative Media Network and Mobile Computing	2209 0222
Commercial Design	2209 0445 2209 0250 2209 0258
Fashion Design and Product Development	2209 0452 2209 0440
Chinese Applied Translation Studies	2781 0645 2781 0462
Chinese Journalism Public Relations and Advertising	2781 0591 2781 0477
Contemporary Japanese	2781 0551 2781 0552
Applied Korean Language and Culture	2781 0547 2781 0578
Human Services Library and Information Management	2209 0246
Recreation and Leisure Management	2209 0289 2209 0287
Health Products Management	2209 0221
<b>University Library Enquiry</b>	<b>2603 6699</b>
<b>Student Counselling and Development Service</b>	<b>3111 7271 (BAT)</b> <b>2270 8000 (EOC)</b> <b>2781 0104 (MLC)</b>
<b>Student Financial Assistance Agency (24-hour general enquiry)</b>	<b>2802 2345</b>

### C. General Arrangements for Classes and Examinations on Approach of Typhoons and Rainstorms

If Typhoon Signal No. 8 or above / Black Rainstorm Warning Signal is / will be+ in force on or after the following times, classes, examinations and seminars will be suspended as follows:

Signal is / will be in force on or after the following times*	Programme affected	Sessions / Periods suspended
7:00 am	Day-time classes, examinations and seminars	Morning sessions (9:00 am-2:00 pm)
12:00 noon	Day-time classes, examinations and seminars	Afternoon sessions (2:00 pm-6:00 pm)
3:00 pm	Evening classes, examinations and seminars	Evening sessions (6:00 pm-10:00 pm)

+ As advised by the Hong Kong Observatory.

\* Even if Typhoon Signal No. 8 or above / Black Rainstorm Warning Signal has been cancelled before the class / examination / seminar commencement times.

For classes and examinations that have already started:

Signal	Classes	Examinations
When Typhoon Signal No. 8 or above is hoisted	Immediately suspended	Continue until the end of that examination session unless the examination venue is found to be of potential risk to candidates
When Black Rainstorm Signal is in force	Immediately suspended; staff members and students are advised to take shelter at a safe place until the weather and traffic conditions have improved	Continue until the end of that examination session unless the examination venue is found to be of potential risk to candidates

Details of suspension of classes / examinations / seminars will be announced through SCS website: [www.scs.cuhk.edu.hk](http://www.scs.cuhk.edu.hk) and the School's 24-Hour Telephone Enquiry System (2209 0299). Arrangements for make-up classes / examinations of each course / programme will be notified at later stage.

## **FEES AND CHARGES**

All fees and charges are set by the School and are subject to review. The School reserves the right to revise these fees and charges from time to time. Fees paid are not refundable unless otherwise stated.

### **Application Fee**

The application fee is HK\$200 (non-refundable).

### **Caution Money**

Students have to pay HK\$450 on first registration as a deposit to make good any outstanding debts to the School incurred in, for example, damages to School property. This sum less any deductions made for outstanding debts shall be refunded on discontinuation of studies at the School. For graduating students, subject to no claim being outstanding, caution money shall be converted into graduation fee.

### **Graduation Fee**

A graduation fee of HK\$450 is payable upon approval for graduation. The full amount or the balance of the caution money on first registration is used to pay this graduation fee. Where the balance is insufficient to pay the entire HK\$450, a student must pay the difference before the higher diploma is awarded.

### **Transcript Fee**

The transcript fee is HK\$100 per official copy.

### **Re-take Fee**

Re-take fee is HK\$1,450 per credit unit.

### **Re-Examination Fee**

Re-examination fee is HK\$500 per subject.

**Course Exemption Fee**

HK\$200 per credit unit is charged.

**Penalty**

A penalty of HK\$500 will be charged if tuition fee is not paid by the due date.

**Re-admission Fee**

HK\$200 is charged for re-admission to the programme.

**Academic Appeal Fee**

HK\$500 per course is charged. The fee shall be refunded to the student in case of any adjustments in grades.

**Replacement Charge**

HK\$50 will be charged to each replacement of Student Card.

**Reissuance of Receipt**

HK\$50 will be charged for each reissuance.

**Reissuance of Results Slip**

HK\$50 will be charged for each reissuance.

**Transfer Fee**

HK\$200 will be charged if students apply for programme transfer.

**Deferment of Study**

HK\$200 will be charged if students apply for deferment of study.

## Academic Calendar 2009-2010 (First Semester)

2009		S	M	T	W	T	F	S	
<b>September</b>				1	2	3	4	5	7-11 Student Orientation
	<b>Week 1</b>	6	7	8	9	10	11	12	9 Commencement Ceremony
		13	14	15	16	17	18	19	14 Beginning of First Semester
		20	21	22	23	24	25	26	
		27	28	29	30				
<b>October</b>					1	2	3		1 National Day 3 Chinese Mid-Autumn Festival
	4	4	5	6	7	8	9	10	
	5	11	12	13	14	15	16	17	
	6	18	19	20	21	22	23	24	
	7	25	26	27	28	29	30	31	26 Chung Yeung Festival
<b>November</b>	8	1	2	3	4	5	6	7	
	9	8	9	10	11	12	13	14	
	10	15	16	17	18	19	20	21	
	11	22	23	24	25	26	27	28	
	12	29	30						
<b>December</b>			1	2	3	4	5		
	13	6	7	8	9	10	11	12	7-18 Teaching Evaluation Exercise
	14	13	14	15	16	17	18	19	
		20	21	22	23	24	25	26	24 Christmas Eve – school holiday 25 Christmas Day
		27	28	29	30	31			26 The first weekday after Christmas Day
									31 New Year Eve – school holiday
<b>2010</b>						1	2		1 The first day of January
<b>January</b>		3	4	5	6	7	8	9	4-15 First Semester Examination (except CMPT)
		10	11	12	13	14	15	16	
		17	18	19	20	21	22	23	
		24	25	26	27	28	29	30	25 Payment Due Date of Tuition Fees for Second Semester
		31							

Remarks: CMPT – Chinese Medicine Pharmaceutical Technology

## Academic Calendar 2009-2010 (Second Semester)

2010		S	M	T	W	T	F	S	
February	Week 1		1	2	3	4	5	6	1 Beginning of Second Semester
	2	7	8	9	10	11	12	13	13 Chinese New Year Eve – school holiday
	3	14	15	16	17	18	19	20	14 - 16 Chinese New Year Holidays
	4	21	22	23	24	25	26	27	22-26 Notification of Examination Results
	5	28							
March			1	2	3	4	5	6	
	6	7	8	9	10	11	12	13	
	7	14	15	16	17	18	19	20	18-19 Notification of Examination Results (for CMPT only)
	8	21	22	23	24	25	26	27	22 Mar-1 Apr Re-examination / Re-assessment Period
	9	28	29	30	31				
April						1	2	3	2 Good Friday 3 The day following Good Friday
	10	4	5	6	7	8	9	10	5 Easter Monday 6 The day following Ching Ming Festival
	11	11	12	13	14	15	16	17	12-16 Re-examination / Re-assessment Period (for CMPT only)
	12	18	19	20	21	22	23	24	22-23 Notification of Re-examination / Re-assessment Results
	13	25	26	27	28	29	30		26 Apr-7 May Teaching Evaluation Exercise
May								1	1 Labour Day
	14	2	3	4	5	6	7	8	6-7 Notification of Re-examination / Re-assessment Results (for CMPT only)
		9	10	11	12	13	14	15	
		16	17	18	19	20	21	22	21 The Buddha's Birthday
		23	24	25	26	27	28	29	17-28 Second Semester Examination (except CMPT)
		30	31						31 Summer break begins
June				1	2	3	4	5	
		6	7	8	9	10	11	12	
		13	14	15	16	17	18	19	16 Tuen Ng Festival
		20	21	22	23	24	25	26	21-25 Notification of Examination Results
		27	28	29	30	31			
July						1	2	3	1 SAR Establishment Day
		4	5	6	7	8	9	10	
		11	12	13	14	15	16	17	
		18	19	20	21	22	23	24	19-30 Re-examination / Re-assessment Period
		25	26	27	28	29	30	31	
August		1	2	3	4	5	6	7	
		8	9	10	11	12	13	14	19-20 Notification of Examination Results (for CMPT only)
		15	16	17	18	19	20	21	19-20 Notification of Re-examination / Re-assessment Results
		22	23	24	25	26	27	28	27 Payment Due Date of Tuition Fees for current students
		29	30	31					30 Aug-3 Sept Re-examination / Re-assessment Period (for CMPT only)
September					1	2	3	4	
		5	6	7	8	9	10	11	9-10 Notification of Re-examination / Re-assessment (for CMPT only)
		12	13	14	15	16	17	18	
		19	20	21	22	23	24	25	23 The day following Chinese Mid-Autumn Festival
		26	27	28	29	30			

Remarks: CMPT – Chinese Medicine Pharmaceutical Technology