FACULTY OF BUSINESS AND ECONOMICS

Handbook for Undergraduates

2018-2019
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Unless otherwise specified, the information in this Handbook is accurate as at 1 July 2018.
A. CURRICULA IN THE FACULTY OF BUSINESS AND ECONOMICS

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

- Bachelor of Business Administration [BBA]
- Bachelor of Business Administration in Accounting and Finance [BBA(Acc&Fin)]
- Bachelor of Business Administration in International Business and Global Management [BBA(IBGM)]
- Bachelor of Business Administration (Information Systems) [BBA(IS)]
- Bachelor of Business Administration (Law) and Bachelor of Laws [BBA(Law)&LLB]
- Bachelor of Economics [BEcon]
- Bachelor of Economics and Finance [BEcon&Fin]
- Bachelor of Finance in Asset Management and Private Banking [BFin(AMPB)]
- Bachelor of Science in Quantitative Finance [BSc(QFin)]

I. Programme Structure

<table>
<thead>
<tr>
<th>Features</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicable to</td>
<td>Students admitted in 2018-19</td>
</tr>
<tr>
<td>Normal duration*</td>
<td>4 years (8 semesters)</td>
</tr>
<tr>
<td>Credit unit</td>
<td>6 credits^</td>
</tr>
<tr>
<td>Graduation requirements*</td>
<td></td>
</tr>
<tr>
<td>UG5 requirements</td>
<td>6 Common Core Curriculum (CCC) courses (36 credits)^</td>
</tr>
<tr>
<td></td>
<td>2 English language enhancement courses (12 credits)</td>
</tr>
<tr>
<td></td>
<td>1 Chinese language enhancement course (6 credits)</td>
</tr>
<tr>
<td>Programme requirements</td>
<td>First Major: 72 – 96 credits or Professional Core: 108 credits</td>
</tr>
<tr>
<td></td>
<td>Second Major (if applicable): 72 – 96 credits</td>
</tr>
<tr>
<td></td>
<td>Minor: 36 – 48 credits</td>
</tr>
<tr>
<td></td>
<td>Free electives: 12 – 114 credits</td>
</tr>
<tr>
<td>Number of credits required for a degree**</td>
<td>240 credits</td>
</tr>
<tr>
<td>Max. number of credits for a degree**</td>
<td>288 credits</td>
</tr>
</tbody>
</table>

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

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

^ For the 5-year BBA(Law)&LLB integrated double-degree programme:
- The normal duration of the programme is 5 years (10 semesters).
- Students are required to take only 4 CCC courses (24 credits).
- The normal and maximum study loads of the curriculum are 300 credits and 360 credits respectively.

* Please refer to the Regulations and Syllabuses 2018-19 for detailed graduation requirements applicable to your specific programme.
2. **Advanced Standing**

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

(a) under the provisions in Statute III.5, a minimum of two semesters of study at this University shall be required before you are considered for the award of the degree; and

(b) the number of credits to be transferred shall not exceed half of the total credits normally required under the degree curricula.

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

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

3. **Exemption**

You shall seek approval for the exemption, with special conditions attached, from any of the requirements in UG5* by the Senate in exceptional circumstances. If exemption is granted, you are required to take elective course(s) in lieu in order to make up for the exempted credits.

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

* If you have achieved Level 5 or above in English Language in the HKDSE or equivalent, you are exempted from the “Core University English” requirement and CAES1000 is optional. Those who do not take CAES1000 should take a free elective in lieu.

4. **Credit Transfer**

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

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

Please refer to the Faculty website for further details on the application for credit transfer.
5. **Graduation Requirements**

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

(a) achieved a cumulative GPA of 1.0 or above;

(b) accumulated a minimum of 240 credits (or 300 credits for the 5-year BBA(Law)&LLB double-degree curriculum) and pass all the compulsory courses required in the syllabuses; and

(c) satisfied the requirements of UG 5 of the Regulations of the First Degree Curricula. Please refer to the “Regulations of the First Degree Curricula” at Appendix I (page 48).

6. **Grades and Grade Points**

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Standard</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>)</td>
<td>4.3</td>
</tr>
<tr>
<td>A</td>
<td>) Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>)</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>)</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>) Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>)</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>)</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>) Satisfactory</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>)</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>) Pass</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>)</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0</td>
</tr>
</tbody>
</table>

7. **Calculation of Grade Point Averages (GPA)**

(a) **Semester GPA (SGPA)**

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

\[
SGPA = \frac{\sum_i C_i \times G_i}{\sum_i C_i}
\]

Where \( C_i \) = number of credits taken for course \( i \),
\( G_i \) = grade point obtained for course \( i \),
\( \Sigma_i \) = summation of all courses \( i \) taken for the semester, **including** failed courses.
(b) **Year GPA (YGPA)**

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

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

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

(c) **Cumulative GPA (CGPA)**

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

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

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

(d) **Graduation GPA (GGPA)**

“Graduation Grade Point Average” or “Graduation GPA” is the GPA in respect of courses attempted by a candidate (including failed courses) at the point of graduation. It is calculated according to the following formula:

$$GGPA = \frac{\sum_i C_i \times G_i}{\sum_i C_i}$$

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

subject to the proviso that for undergraduate students in the 2017-18 intake and thereafter who have successfully completed six Common Core courses, either five Common Core courses with the highest grades (covering all four Areas of Inquiry), or all six courses will be counted towards GGPA, depending on which generates the higher GGPA.
8. **Honours Classification**

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

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

The classification of honours shall be determined by the Board of Examiners for the degree in accordance with the following Graduation GPA (GGPA) scores, with all courses taken (including failed courses) carrying weightings which are proportionate to their credit values*#:

<table>
<thead>
<tr>
<th>Class of Honours</th>
<th>GGPA Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class Honours</td>
<td>3.60 – 4.30</td>
</tr>
<tr>
<td>Second Class Honours</td>
<td>(2.40 – 3.59)</td>
</tr>
<tr>
<td>Division One</td>
<td>3.00 – 3.59</td>
</tr>
<tr>
<td>Division Two</td>
<td>2.40 – 2.99</td>
</tr>
<tr>
<td>Third Class Honours</td>
<td>1.70 – 2.39</td>
</tr>
<tr>
<td>Pass</td>
<td>1.00 – 1.69</td>
</tr>
</tbody>
</table>

Honours classification may not be determined solely on the basis of a candidate’s Graduation GPA and the Board of Examiners for the degree may, at its absolute discretion and with justification, award a higher class of honours to a candidate deemed to have demonstrated meritorious academic achievement but whose Graduation GPA falls below the range stipulated in UG9(a) of the higher classification by not more than 0.1 Grade Point.

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

* For students in the 2017-18 intake and thereafter who have successfully completed six Common Core courses, the calculation of Graduation GPA is subject to the proviso that either five Common Core courses with the highest grades (covering all four Areas of Inquiry), or all six courses will be counted towards Graduation GPA, depending on which generates the higher Graduation GPA.

# This does not apply to double-degree curricula. Please refer to the respective degree regulations for details.
9. Dean’s Honours List

You will be recommended to be placed on the Dean’s Honours List if you meet the following criteria:

(a) Students who have achieved a Year GPA of 3.60, including regular and summer semester assessment results but excluding results obtained during exchange studies;
(b) Students who have no failed courses during the year, inclusive of non-graded courses (i.e. courses with grading of pass or fail only) and courses taken during exchange studies;
(c) Students who have studied in HKU for at least one regular semester during the year*; and
(d) Students who have completed successfully at least 24 credits in each regular semester.

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

1. Period of Study

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

2. Concurrent Registration

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

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

3. Composition Fees

The composition fees for undergraduate programmes in 2018-19 are listed below:

<table>
<thead>
<tr>
<th></th>
<th>Local Students</th>
<th>Non-local Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time UG programmes*</td>
<td>HK$42,100</td>
<td>HK$161,000</td>
</tr>
</tbody>
</table>

* Composition fees are payable by two equal instalments.

Debit note and payment instructions will be sent to your HKU email. You may also check your financial status in the Student Information System under the Student Financials section.

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

4. Electronic Communication

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

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

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

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

(a) The locker allocation is valid for the duration of the curriculum for which each student is registered or until the cessation of studies before completion of the curriculum, whichever is earlier.

(b) A student who is allocated a locker is required to return the key to the FBE Faculty Office before June 30 of his/her final year of studies, or on such earlier date as may be notified by the Faculty; or before the official date of cessation of studies. Personal belongings remaining in lockers after the due date for return of keys will be considered disposable.

A charge of HK$150 (subject to change by the University) will be made if a student fails to return his/her locker key by the due date.

Application details will be made available through email notifications.

6. **Attendance and Absence**

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

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

(a) Medical reasons

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

(b) Non-medical reasons, such as

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

If you cannot attend classes for more than two consecutive days due to non-medical reasons, you shall also apply in writing to the Faculty Office at the earlier opportunity, stating the reasons for leave of absence with supporting documentation. If you are planning to take leave of absence for one entire semester or longer, you shall also apply to the Faculty Office together with supporting documents (e.g. medical certificates, contract of a full-time internship, confirmation of conference, etc.) BEFORE the end of the add/drop period of the semester concerned for approval.

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

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

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

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

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

For students who have been granted approval for their intra-Faculty programme transfer applications, they are not normally allowed to switch to their original or other programmes again within the FBE during their entire period of study.

8. **Voluntary Withdrawal of Studies**

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

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

9. **Leaving**

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

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

### 1. Majors Offered by FBE

<table>
<thead>
<tr>
<th>Major(s)</th>
<th>For FBE Curricula</th>
<th>For Non-FBE Curricula</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BBA&lt;sup&gt;1&lt;/sup&gt;</td>
<td>BBA (Acc&amp;Fin)</td>
</tr>
<tr>
<td>Professional Core in Accounting</td>
<td>×</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Asset Management and Private Banking (AMPB)&lt;sup&gt;6&lt;/sup&gt;</td>
<td>✓&lt;sup&gt;7&lt;/sup&gt;</td>
<td>×</td>
</tr>
<tr>
<td>Business Design and Innovation (BDI)&lt;sup&gt;3&lt;/sup&gt;</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>✓</td>
</tr>
<tr>
<td>Economics</td>
<td>✓&lt;sup&gt;7&lt;/sup&gt;</td>
<td>✓</td>
</tr>
<tr>
<td>Finance</td>
<td>✓&lt;sup&gt;7&lt;/sup&gt;</td>
<td>Minor / ✓</td>
</tr>
<tr>
<td>Human Resource Management (HRM)</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>✓</td>
</tr>
<tr>
<td>Information Systems (IS)</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>✓</td>
</tr>
<tr>
<td>International Business and Global Management (IBGM)</td>
<td>×</td>
<td>×</td>
</tr>
<tr>
<td>Marketing</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>✓</td>
</tr>
<tr>
<td>Quantitative Finance (QFin)&lt;sup&gt;9&lt;/sup&gt;</td>
<td>✓&lt;sup&gt;7&lt;/sup&gt;</td>
<td>×</td>
</tr>
<tr>
<td>Wealth Management (WM)&lt;sup&gt;5&lt;/sup&gt;</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>×</td>
</tr>
</tbody>
</table>

- ✓ – Major is permissible
- × – Major not permissible
- 1<sup>st</sup> – Compulsory 1<sup>st</sup> Major
- 2<sup>nd</sup> – Compulsory 2<sup>nd</sup> Major
- Minor – Compulsory Minor

<sup>1</sup>BBA students are required to take one of the five majors, namely Business Design and Innovation, Human Resource Management, Information Systems, Marketing, or Wealth Management.

<sup>2</sup>BBA(IS) students are required to take Major in Computer Science offered by the Faculty of Engineering as the second Major.

<sup>3</sup>BBA(Law)&LLB students are required to take Professional Core in Accounting or one of the five majors in the BBA programme (i.e. Business Design and Innovation, Human Resource Management, Information Systems, Marketing, or Wealth Management) as the first Major and Professional Core in Law offered by the Faculty of Law as the second Major.

<sup>4</sup>Students who opt out to pursue the single degree of BBA(Law) are required to take Major in Legal Studies offered by the Faculty of Law as the second Major.

<sup>5</sup>BCon students should apply for internal transfer to BCon&Fin if they wish to pursue a second Major in Finance.

<sup>6</sup>Candidates must undergo a selection process arranged by the respective Programme Directors.

<sup>7</sup>BBA students who take Major in Wealth Management as first Major are not allowed to take Major in AMPB, Major in Finance and Major in Quantitative Finance as second Major, as well as Minor in Finance.

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

<table>
<thead>
<tr>
<th>Minor(s)</th>
<th>For FBE Curricula</th>
<th>For Non-FBE Curricula</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BBA¹</td>
<td>BBA (Acc&amp;Fin)</td>
</tr>
<tr>
<td>Accounting</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Economics</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Finance</td>
<td>✓</td>
<td>Minor</td>
</tr>
<tr>
<td>HRM</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>IS</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Marketing</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

✓ – Minor is permissible  ✗ – Minor is not permissible  Minor – Compulsory Minor

3. Notes to FBE Students

(a) Declaration of major/minors

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

(b) Faculty Core Courses

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

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

Should the FCC constitute the requirements of minor programmes offered by FBE, candidates will be required to take an equivalent number of credits of the advanced-level disciplinary electives under the minor in lieu of the overlapped FCC.

(c) Double-counting courses

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

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

(d) Majors and minors of the same discipline are impermissible combinations.
4. Notes to Non-FBE Students

(a) GPA requirement for non-FBE candidates

Starting from the 2015-16 intake, there will not be any CGPA requirement for non-FBE students to declare FBE major/minor. However, students who wish to declare an optional major in BDI, AMPB or QFin are required to undergo a selection process.

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

5. Double Counting of Courses

(a) When a course serves as a core course/disciplinary elective in a major/minor programme, and at the same time serve as a core/disciplinary elective course in another major/minor programme, this constitutes double-counting.

(b) Only the four FCC are allowed to be double-counted under the major-major combination, in which both of the majors are offered by FBE. You are required to take an equivalent number of credits of free electives in lieu of the overlapped FCC as listed under Note 3(b) above.

(c) In the event that the FCC is a core course of the second major offered by another Faculty, or that the FCC is mutually exclusive with the core course of the second major offered by another Faculty, students should use the FCC to fulfil the graduation requirements for the first major. They are also required to seek advice and pre-approval from the offering Faculty on course replacement details for the second major.

<table>
<thead>
<tr>
<th>Example</th>
<th>Course</th>
<th>Major</th>
<th>Second Major/Minor</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ECON1210 Introductory Microeconomics</td>
<td>A Faculty Core course for Major in Economics</td>
<td>A Faculty Core course for Major in Finance</td>
<td>Double counting is allowed. Students are required to take an equivalent number of credits of free electives in lieu.</td>
</tr>
<tr>
<td>2</td>
<td>STAT2601 Probability and Statistics I</td>
<td>A Faculty Core course for Major in Economics</td>
<td>A core course for Major in Risk Management</td>
<td>Students should use STAT2601 to fulfil the graduation requirement for the Major in Economics. Students are required to seek advice and pre-approval from the offering Faculty on course replacement details for the Major in Risk Management.</td>
</tr>
<tr>
<td>Example 3</td>
<td>Course</td>
<td>Major</td>
<td>Second Major/Minor</td>
<td>Note</td>
</tr>
<tr>
<td>-----------</td>
<td>--------</td>
<td>-------</td>
<td>--------------------</td>
<td>------</td>
</tr>
<tr>
<td>STAT1603</td>
<td>Introductory Statistics (Mutually exclusive with STAT2601 Probability and Statistics I)</td>
<td>STAT1603 – A Faculty Core course for Major in Finance</td>
<td>STAT2601 – An introductory core course for Major in Risk Management</td>
<td>Students should use STAT1603 to fulfil the graduation requirement for the Major in Finance. Students should seek advice and pre-approval from the offering Faculty on course replacement details for the Major in Risk Management.</td>
</tr>
</tbody>
</table>

(d) For any course, other than the four FCC, that constitutes a compulsory requirement for both of the majors, double-counting is not allowed. The overlapped course should be counted towards the first major. Students are required to take an advanced-level disciplinary elective under the second major in lieu of the overlapped course.

(e) For any course that is a core course for the first/second major but a disciplinary elective for the first/second major, double-counting is not allowed. Students should choose another disciplinary elective under the first/second major.
D. COURSE SELECTION

1. Regulations, Syllabuses and Course Descriptions

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

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

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

2. Teaching Weeks

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

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

For further details, please refer to the “Teaching Weeks for 2018-19” at Appendix II (page 54).

3. Credit Load

(a) Credits Limits

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

(b) Credit Overload/Underload

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

- You are required to enrol in not less than 60 credits in each academic year. Over-enrolling in any year does not entitle you to under-enrol in the subsequent year except where the year in question is the final year of studies.

- Where a major or a minor is an optional part of your curriculum, you will not be permitted to extend the period of study to only fulfil such requirements if you have already satisfied all the graduation requirements.

- If you pursue an optional major or minor, you are allowed to take additional credits which may exceed 240 credits or more, up to a maximum of 288 credits for the entire programme.

**4. Types of Courses**

(a) **Introductory Level Courses vs Advanced Level Courses**

- Courses listed under “Introductory Level / Year One” section of the FBE Course Descriptions are counted as Introductory level courses.

- All Common Core Curriculum courses, Chinese enhancement course and English enhancement courses are counted as Introductory / Year One Level courses.

- Courses listed under “Year Two and above electives / Advanced Level” section of the FBE Course Descriptions are counted as Advanced Level courses (Please note that “CAES9920 Academic Communication for Business and Economics” taken in Year Two is counted as Introductory / Year One Level course).

- If you cannot find a course under "Introductory Level / Year One" section or "Year Two and above electives / Advanced Level” section, please check with the offering department directly.

(b) **Pre-requisites**

- Pre-requisite is a course or a group of courses which you must have taken and completed successfully; or a requirement which you must have fulfilled before being permitted to take the course in question.

- If you wish to take a course without fulfilling its pre-requisite requirement(s), you have to seek prior approval from the relevant Area T&L Coordinator and Programme Director to waive the pre-requisite requirement(s) or to allow you to co-take with the pre-requisite course(s). You should submit an application form (document BE87/713 amended) to the Faculty Office and state your justifications in the application. Supporting documents (if any) are also required. Please refer to Appendix IV (page 56).

(c) **Co-requisites**

- Co-requisite is a course which you must take in conjunction with the course in question.
(d) Common Core Curriculum Courses

- Common Core Curriculum (CCC) consists of four Areas of Inquiry (AoIs):
  i) Scientific and Technological Literacy (course code: CCSTxxxx)
  ii) Humanities (course code: CCHUxxxx)
  iii) Global Business (course code: CCGLxxxx)
  iv) China: Culture, State and Society (course code: CCCHxxxx)

- Under a standard 4-year curriculum, you should successfully complete 36 credits, comprising at least one and not more than two courses from each Area of Inquiry with not more than 24 credits of courses being selected within one academic year except where candidates are required to make up for the failed credits.

- For more information about the Common Core Curriculum and its enrolment details, please go to the URL: http://commoncore.hku.hk

- Common Core courses cannot be taken to fulfil the free elective requirements.

(e) Faculty Core Courses (FCC)

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

(f) Free Electives

- Free electives are courses open to students of any degree curricula (excluding Common Core Courses).

(g) Summer Courses

- You are normally not allowed to take summer course(s) in your final year of study.

- Summer courses offered by FBE may vary from year to year. Please refer to the email announcement of FBE summer courses sent out by the Faculty Office in April/May of each academic year.

- For the availability of non-FBE summer courses, please check with the relevant department/school.

5. Timetable and Venue

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

6. Time Clashes

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

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

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

8. **Course Enrolment Period**

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

Please refer to “Important Dates for the Academic Year 2018-19” at Appendix III (page 55).

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

9. **Add/Drop Period**

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

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

10. **Student Information System (SIS)**

(a) **Submission of Course Enrolment**

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

(b) **Email Notification**

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

(c) **Approval Status**

The status of the courses you selected will be shown under the Student Centre in SIS. It is your responsibility to check and make sure your enrolment is correct.
(d) Program Guides

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

(e) Helpdesk

Please refer to SIS website at the following link for reference materials on course enrolment: http://intraeweb.hku.hk/reserved_1/sis_student/index.html. If you encounter any technical problems in course selection, please contact the ITS Service Desk:

Phone: 3917 0123
Email: ithelp@hku.hk

11. Pre-registration of Core Courses

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

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Pre-registered Core Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA</td>
<td>FCC ACCT1101 Introduction to financial accounting</td>
</tr>
<tr>
<td>BBA(Acc&amp;Fin)</td>
<td>ECON1210 Introductory microeconomics</td>
</tr>
<tr>
<td>BBA(IS)</td>
<td>STAT1602 Business statistics *</td>
</tr>
<tr>
<td>BBA(Law)&amp;LLB</td>
<td></td>
</tr>
<tr>
<td>BBA(IBGM)</td>
<td>FCC ACCT1101 Introduction to financial accounting</td>
</tr>
<tr>
<td></td>
<td>ECON1210 Introductory microeconomics</td>
</tr>
<tr>
<td></td>
<td>STAT1602 Business statistics *</td>
</tr>
<tr>
<td></td>
<td>Other Core MKTG2501 Introduction to marketing</td>
</tr>
<tr>
<td>BEcon</td>
<td>FCC ACCT1101 Introduction to financial accounting</td>
</tr>
<tr>
<td>BEcon&amp;Fin</td>
<td>ECON1210 Introductory microeconomics</td>
</tr>
<tr>
<td>BFin(AMPB)</td>
<td>FINA1310 Corporate finance</td>
</tr>
<tr>
<td>BSc(QFin)</td>
<td>Other Core ECON1220 Introductory macroeconomics</td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Offered By</th>
<th>Topics</th>
<th>Target Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA/BBA(Acc&amp;Fin) Programme Director</td>
<td>Academic advising, curriculum structure and course selection</td>
<td>BBA/ BBA(Acc&amp;Fin) students</td>
</tr>
<tr>
<td>BBA(IBGM) Programme Director</td>
<td>Course selection, second major choices, overview of the Programme structure and briefing on field trip and exchange</td>
<td>BBA(IBGM) students</td>
</tr>
<tr>
<td>BBA(IS) Programme Director</td>
<td>Curriculum structure, course selection, and programme highlights</td>
<td>BBA(IS) students</td>
</tr>
<tr>
<td>BBA(Law)&amp;LLB Programme Director</td>
<td>Curriculum structure, course selection, and programme highlights</td>
<td>BBA(Law)&amp;LLB students</td>
</tr>
<tr>
<td>BEcon/BEcon&amp;Fin Programme Director</td>
<td>Academic advising, curriculum structure and course selection</td>
<td>BEcon/BEcon&amp;Fin students</td>
</tr>
<tr>
<td>BFin(AMPB) Programme Director</td>
<td>Curriculum structure, course selection, Programme highlights and activities</td>
<td>BFin(AMPB) students</td>
</tr>
<tr>
<td>BSc(QFin) Programme Director</td>
<td>Curriculum structure and course selection</td>
<td>BSc(QFin) students</td>
</tr>
</tbody>
</table>
E. ASSESSMENT AND GRADING SYSTEM

1. Assessment

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

2. Examination Timetables

First Semester Examination: Available in November
Second Semester Examination: Available in April

Available from the Examinations Office website: http://www.exam.hku.hk/

3. Arrangements During Bad Weather

When Tropical Cyclone Warning Signal No. 8 (or above) or the Black Rainstorm Signal is hoisted, the following arrangements will apply:

(a) For classes and examinations not yet started

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>If either of the warnings is hoisted or in force at or after 6:00 am</td>
<td>All classes and examinations commencing before 2:00 pm will be cancelled automatically.</td>
</tr>
<tr>
<td>If either of the warnings is hoisted or in force at or after 11:00 am</td>
<td>All classes and examinations commencing at any time from 2:00 pm and before 6:00 pm will be cancelled automatically.</td>
</tr>
<tr>
<td>If either of the warnings is hoisted or in force at or after 3:00 pm</td>
<td>All classes and examinations commencing from 6:00 pm onward will be cancelled automatically.</td>
</tr>
</tbody>
</table>

(b) For classes and examinations already started

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Actions</th>
</tr>
</thead>
</table>
| When Tropical Cyclone Warning Signal No. 8 or above is hoisted | • All classes will be suspended immediately.  
• All examinations will continue until the end of that examination session. |
| When Black Rainstorm Warning Signal is hoisted | • All classes and examinations, except those held outdoors, will continue.  
• For outdoor classes and examinations, the responsible staff members on the spot should suspend the activities immediately, ensure that all students are taken to a safe place, and remain there until it is safe for them to return home. |
4. Announcement of Assessment Results

The assessment results of 2018-19 are to be announced through the Student Information System on the following dates:

First Semester:  January 17, 2019  
Second Semester:  June 26, 2019

5. Failure in a Course

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

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

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

6. Absence from Examination

If for any reason you have been unable to attend for any paper in an examination you must, within 14 days of the absence, write to the Examination Secretary at the Registry giving reasons with supporting document(s) for your absence. The Examinations Office will then forward your case to the relevant Faculty for consideration.

If you are unable, because of illness to be present at any examinations of a course, or if you believe that your state of health either immediately before or during the examination has significantly affected your performance, you may apply for permission to present yourself for a supplementary examination to be held not later than the first semester of the following academic year by submitting the “Form of Medical Certificate” endorsed by your physician to the Director of University Health Service not later than 14 days after the examination for approval. Copies of the form are available from the Examinations Office, the Faculty Office, or downloadable at http://www.exam.hku.hk/pdf/24-1014.pdf.

A student who has attended an examination and submitted a medical certificate in support of a claim to being unwell during the examination will not normally be granted a supplementary examination, unless there is evidence that his/her performance in the examination was significantly and detrimentally affected by illness. In the rare instance when a student who, after having sat an examination, claims that he/she fell ill during the examination so seriously or to such an extent that his/her examination time was disrupted or reduced, and his/her performance in the examination was significantly and detrimentally affected, the Board of Examiners shall be invited, with the recommendation of the Chief Examiner and the advice of the University Health Service, to consider granting a supplementary examination to the student. Any supplementary examination shall be part of that academic year’s examinations, and the provisions made in the regulations for failure at the first attempt shall apply accordingly.

Students who are absence from an examination / a supplementary examination without any grounds will result in automatic failure in the examination component of the course concerned.
7. **Appeal against Assessment Results**

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

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

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

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

8. **Warning Letter**

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

If you encounter any problems in readdressing your situation, you should approach the relevant teacher(s), your academic adviser, Academic Advising Office (AAO), CEDARS and/or the Faculty Office for advice and assistance.

9. **Discontinuation**

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

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

You shall also be recommended for discontinuation if you have failed to pass a particular course or to fulfil a particular requirement for three times.
F. ENRICHMENT PROGRAMMES

1. HKU Worldwide Undergraduate Exchange Programme & Faculty Exchange Programme

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


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

Administrative procedures will differ according to the exchange programme participated. In general, upon your acceptance of exchange offer, you must submit the Assumption of Risks and Release Form (document BE12/813) to the Faculty Office. You will be notified of the exchange scholarship details via email. Before you depart for your exchange study, you must also apply for leave of absence and credit transfer by submitting the relevant application forms to the Faculty Office. Please refer to Appendix IV (page 56).

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

For enquiries, please contact the Programme Manager (Student Enrichment) by phone: 3917 8215 or by email: [fbe.ugenrichment@hku.hk](mailto:fbe.ugenrichment@hku.hk).

2. Mainland Study Tours

The rapid economic development in Mainland China has been fascinating the world. To this end, the Faculty encourages students to participate in various Mainland study tours for a deeper understanding on its economy and business market. Students can apply for the study tours since their first-year of study. You will be notified of the opportunities via email.

For enquiries, please contact the Programme Manager (Student Enrichment) by phone: 3917 4489 or by email: [fbe.ugenrichment@hku.hk](mailto:fbe.ugenrichment@hku.hk).

3. Internship Programmes

Students are encouraged to take part in internship programmes so as to gain working experience in different business-related areas. Please visit the Faculty website for details of the internship programmes. For Year 1 students, you may consider starting with on-campus student helper roles, Mainland internship programmes or Government sponsored internship programmes to brush up your basic skills in navigating the workplace. It also enriches your CV for your next application, so it is never too early to consider gaining internship experience.
Internship programmes will take place either during summer/winter break or during regular semesters. **Internship programmes during regular semesters:** If you are planning to work for an internship which takes place during regular semesters, you should apply for leave of absence by submitting an application (document BE86/713 re-amended) with the relevant documents to the Faculty Office. For any leave-of-absence applications, submission must be done **BEFORE** the end of the add/drop period of the semester concerned. Please refer to Appendix IV (page 56).

There are certain things you need to pay attention if you are a non-local student or the remuneration is less than the minimum wage. Please refer to the FAQ and Faculty website for details.

### 4. Enrichment Programme and Career Development in Collaboration with Corporate Partners

The Faculty has been collaborating with the corporate partners to nurture students’ business and market acumen. Meanwhile, leveraging the Faculty’s extensive network, students are able to join the Faculty Mentorship Programme through which guidance and career advices can be obtained from the industry practitioners. Students will be notified of the opportunities via email.

The Faculty Career Development and Training Team also offers different kinds of career support including career workshops (CV writing, cover letter, interview skills, networking, etc.), individual and group consultation as well as recruitment talks, industry sharing and company visits to help students equip themselves for their career development. Additionally, the Faculty will have an online job portal that will list full-time and internship opportunities for students.

### 5. Experiential Learning Programmes

Experiential learning is an important cornerstone in education as advocated by the University. The Faculty is making every endeavour to develop various kind of experiential learning programmes for students’ participation. The following credit-bearing courses allow students to gain hands-on experience of working with business clients in solving “real-life” problems relating to their studies:

- BUSI1807 Business Consulting Practicum (BCP)
- BUSI2812 Social Venture Management Internship Course
- BUSI2816 Transformative Business Immersion in Developing Economies

These courses are optional and subject to selection. If you drop out of these courses without genuine justification and approval from the course coordinators, you will be awarded a grade of “Fail” (F).

If you have been awarded a grade of “F” in any of these credit-bearing experiential learning courses, you:

i) shall be deemed to fail the course;

ii) shall not be eligible for the Dean’s Honours List in that academic year; and

iii) may have any impact on your honours classification at the time of graduation.
6. Scholarships and Prizes

There are 11 prizes available in the Faculty of Business and Economics (the offering of prizes may be reviewed regularly). Students are nominated by the relevant Chief Examiners and approved by the Board of Examiners in June every year.

<table>
<thead>
<tr>
<th>Prize</th>
<th>To Whom the Prize is Awarded*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Brian and Sally Stewart Prize for the Best BBA Student</td>
</tr>
<tr>
<td></td>
<td>A BBA final-year student with a major in marketing who has achieved the best overall academic performance in the degree curriculum</td>
</tr>
<tr>
<td>2</td>
<td>Chartered Institute of Management Accountants Prize</td>
</tr>
<tr>
<td></td>
<td>An undergraduate student who has achieved the best overall academic performance in the course ‘Management Control’</td>
</tr>
<tr>
<td>3</td>
<td>Grace Wei Huang Memorial Prize</td>
</tr>
<tr>
<td></td>
<td>A BBA, BBA(Acc&amp;Fin), BBA(IBGM), BBA(IS) or BBA(Law)/BBA(Law)&amp;LLB first year student based on the academic merit as shown in the student’s first year examination results</td>
</tr>
<tr>
<td>4a)</td>
<td>HKICS Foundation Subject Prize</td>
</tr>
<tr>
<td></td>
<td>A BBA, BBA(Acc&amp;Fin), or BBA(IS) student who has achieved the best overall result in the course ‘Company Law’ with a CGPA of 3.30 or above</td>
</tr>
<tr>
<td>4b)</td>
<td>HKICS Foundation Subject Prize</td>
</tr>
<tr>
<td></td>
<td>A BBA(IBGM) student who has achieved the best overall result in the course “Corporate Governance and Social Responsibility” with a CGPA of 3.30 or above</td>
</tr>
<tr>
<td>5</td>
<td>Hong Kong University Alumni Prize</td>
</tr>
<tr>
<td></td>
<td>A BBA, BBA(Acc&amp;Fin), BBA(IBGM), BBA(IS), BBA(Law)/BBA(Law)&amp;LLB, BEcon, BEcon&amp;Fin, BFin(AMPB) or BSc(QFin) penultimate year student based on the student’s first and second year academic performance, leadership qualities and participation in extra-curricular activities</td>
</tr>
<tr>
<td>6</td>
<td>The Taxation Institute of Hong Kong – CTA Prize</td>
</tr>
<tr>
<td></td>
<td>A BBA(Acc&amp;Fin) penultimate or final year student who has achieved the best overall academic performance in the course ‘Hong Kong Taxation’</td>
</tr>
<tr>
<td>7</td>
<td>W.S. Wong Prize in Accounting and Finance</td>
</tr>
<tr>
<td></td>
<td>A BBA(Acc&amp;Fin) final year student who has achieved the best overall academic performance in the degree curriculum</td>
</tr>
<tr>
<td>8</td>
<td>Jao Tao Su Prize in Economics</td>
</tr>
<tr>
<td></td>
<td>A BEcon or BEcon&amp;Fin final year student who has achieved the best overall academic performance in the degree curricula</td>
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<tr>
<td>9</td>
<td>Jao Tao Su Prize in Finance</td>
</tr>
<tr>
<td></td>
<td>A BEcon&amp;Fin, BFin(AMPB) or BSc(QFin) final year student who has achieved the best overall academic performance in the degree curricula</td>
</tr>
<tr>
<td>10</td>
<td>Ronald Hsia Prize in Economics</td>
</tr>
<tr>
<td></td>
<td>A BEcon or BEcon&amp;Fin first year student who has achieved the best overall academic performance in the degree curricula</td>
</tr>
</tbody>
</table>
Prize | To Whom the Prize is Awarded*
--- | ---
11 Centre for Applied English Studies Book Prize | A BBA, BBA(Acc&Fin), BBA(IBGM), BBA(IS), BBA(Law)/BBA(Law)&LLB, BEcon, BEcon&Fin, BFin(AMPB) or BSc(QFin) first year student who has achieved the best academic performance in the course “CAES1000 Core University English”

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

Details of scholarships tenable for all Faculties, across specific Faculties and Faculty of Business and Economics are available at the Scholarships Office website: [http://www.scholarships.hku.hk/Scholarships](http://www.scholarships.hku.hk/Scholarships) which specifies each scholarship’s details including donor background, scholarship amount and scholarship requirements.

### 7. FBE Student Leadership Award

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

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

Previous Award recipients will NOT be eligible for application. For enquiries, please contact the Faculty Office by phone: 3917 8215 or by email: [fbe.ugenrichment@hku.hk](mailto:fbe.ugenrichment@hku.hk).

### 8. Competitions

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

- Local competitions
- Overseas competitions

**Overseas Competitions:** If you are selected to take part in an overseas competition, you should submit the Assumption of Risks and Release Form (document BE12/813) to the Faculty Office. You also need to apply for leave of absence by submitting an application (document BE86/713 re-amended) to the Faculty Office before your departure. Please refer to Appendix IV (page 56).

For enquiries, please contact the Programme Manager (Student Enrichment) by phone: 3917 4489 or by email: [fbe.ugenrichment@hku.hk](mailto:fbe.ugenrichment@hku.hk).
9. Beta Gamma Sigma (BGS)

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

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

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

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

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

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

BGS members are entitled to a wide array of benefits as offered by the BGS Headquarter. They are also given a chance to join the annual BGS Global Leadership Summit in the U.S. where participants can meet and bond with many other fellow students who share similar dreams, core values and goals.
G. ACADEMIC ADVISING

1. What is Academic Advising

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

All first-year undergraduate students will be attached to a Faculty Academic Adviser upon registration. **Students are required to meet with their respective Faculty Academic Adviser once every semester in their first year of study to discuss different academic issues.**

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

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

Students may also seek advices from Student Academic Advisers. A full list of Student Academic Advisers and their contact details are available at the Faculty website: [http://www.fbe.hku.hk/current-students/academic-advising/student-academic-advisers](http://www.fbe.hku.hk/current-students/academic-advising/student-academic-advisers)

2. University Academic Advising System

(a) Structure of HKU Academic Advising System

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

**Academic Advising Office (AAO)**

i. Coordinate institutional and cross-Faculty academic advising work.

ii. Provide administrative support to the Academic Advising Committee and its quality assurance and enhancement measures.

iii. Provide academic advising resources and guidelines to Faculties and units involved in academic advising.

iv. Work closely with Faculties, CEDARS and halls of residence to coordinate adviser training and sharing of best practices.

v. The Academic Advising Office is located at Room 212, Knowles Building, HKU. (Phone: 3917 0128; Email: aaoffice@hku.hk)

**Faculties**

i. Set up a formal Faculty-based academic advising system.

ii. Provide academic advice to students.

iii. Recruit, train, and work with student advisers in various advising activities, and to monitor their performances.

**CEDARS**

i. Take proactive actions in facilitating students’ transition to learning to HKU.

ii. Provide enrichment, general education programmes and other support for the entire student body in general.

iii. Provide career counselling and professional counselling to students with personal needs.

iv. Work closely with the AAO in providing training to academic/student advisers.

v. CEDARS is located at 3/F & 4/F, Meng Wah Complex, and Room 301-323 of Main Building (Counselling and Person Enrichment Section), HKU.

**Halls**

i. Mentor hall residents.

ii. Provide advice on how to manage competing demands in academic studies and hall life.
3. Faculty-based Academic Advising System

(a) Structure of FBE Academic Advising System

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Tao Lin</td>
<td>2241 5935</td>
<td><a href="mailto:tlin@hku.hk">tlin@hku.hk</a></td>
</tr>
</tbody>
</table>

- **Faculty Temporary Academic Advisers**
  - i. Serves as academic advisers for non-FBE, exchange and visiting students.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Jasmine Kwong</td>
<td>3917 4219</td>
<td><a href="mailto:jkwong@business.hku.hk">jkwong@business.hku.hk</a></td>
</tr>
<tr>
<td>Dr. Tao Lin</td>
<td>2241 5935</td>
<td><a href="mailto:tlin@hku.hk">tlin@hku.hk</a></td>
</tr>
</tbody>
</table>

(b) Different Types of Advisers

- Faculty Academic Advising Coordinator
- Regulatory Advising Coordinator
- Student Academic Advisers
- Regulatory Advisers
- CEDARS - Personal Counselling
- Career Advising

A team of academic advisers in the Faculty who advises on programmes/majors requirements and course selection for FBE students.
Faculty Academic Advisers

\[ \begin{align*}
&i. \text{ Current professors and teachers in the Faculty of Business and Economics.} \\
&ii. \text{ Serves as advisers on all study-related matters.} \\
&iii. \text{ Focus attention on academic planning for first-year students.} \\
&iv. \text{ Make appropriate referrals as necessary.}
\end{align*} \]

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

Faculty Administrators

\[ \begin{align*}
&i. \text{ Professional administrative staff in the Faculty Office.} \\
&ii. \text{ Explain policy, regulations and procedures of the Faculty.}
\end{align*} \]

Faculty Office:
Contact details can be found on the Faculty website: [http://www.fbe.hku.hk/staff/administrative](http://www.fbe.hku.hk/staff/administrative)

Programme Administration (Undergraduate Administration and Admissions):
Ms. Ada Lam (Administrative Assistant I)
Ms. Connie Leung (Administrative Assistant II)
Miss Karen Wu (Administrative Assistant II)
Miss Christine Ho (Executive Officer)

Programme Administration (Student Enrichment):
Miss Silvia Lam (Senior Programme Manager)
Ms. Laraine Ko (Programme Manager)
Ms. Eunice Chan (Programme Manager)
Ms. Jessica Luk (Programme Manager)

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

Faculty Student Academic Advisers

\[ \begin{align*}
&i. \text{ Students in their second year of study or above, on the basis of good academic achievements and other attributes such as interpersonal and communication skills and willingness to serve. Selection is determined by the Faculty.} \\
&ii. \text{ Work under the supervision of the Faculty Academic Advising Coordinator, with due recognition being given to their contribution.}
\end{align*} \]

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

(a) FBE Students

Mainly advised by Faculty Academic Advisers (and teachers when being approached) and administrators of the UG Programme Administration and Admissions Team on regulatory matters.

(b) Non-FBE Students

Advised by “temporary” advisers

(c) Exchange/Visiting Students

Mainly advised by administrators of the UG Programme Administration and Admissions Team as most issues are related to regulatory and course enrolment matters.

5. Tips on Meeting with Your Adviser

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

(a) When to See Your Adviser

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

(b) How to Arrange the Meeting

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

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

- You should make and keep appointments. Be punctual.
- You should come with specific questions in mind, do your “homework” and be prepared beforehand.
- You should come with necessary materials (pencil/pen, class schedule, process form, etc.)
- You should ask about other sources of information.
- You should be open concerning school work, study habits, academic progress, etc.
• You should be wary of time management. Arrange another appointment if your issues cannot be resolved within one session.

(d) How to Get the Best from Your Adviser

• Listen carefully to advice given. You must make certain that you have understood precisely what the adviser has said. Hear your adviser out without interruption. When the adviser has finished, ask questions to emphasize or clarify points that may have been over looked. At the end of an advising session, restate the conclusion in your own words to make sure that the meaning you gleaned was actually the intended meaning.

• Do not become defensive if the advice appears to be critical of you or the way you do things. This can be a very difficult task. Several “Don’ts” to consider include:
  i) Don’t try to find personal fault with the adviser to disqualify him or her as a judge of your situation.
  ii) Don’t be flippant about the advice given.
  iii) Don’t argue with the adviser.
  iv) Don’t try to change the subject to avoid a disagreeable message.
  v) Don’t be paranoid in the face of criticism. Your adviser probably does not have a hidden agenda.

6. List of Programme Directors / Representatives for BBA Majors

Apart from your academic adviser, you may also seek academic advice from Programme Directors / representatives of your respective programme/major:

<table>
<thead>
<tr>
<th>Director/Representative</th>
<th>Programme</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Lilian Chan</td>
<td>BBA/BBA(Acc&amp;Fin)</td>
<td>Phone: 3917 4217 Email: <a href="mailto:lchan@business.hku.hk">lchan@business.hku.hk</a></td>
</tr>
<tr>
<td>(Programme Director)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Joseph Chan</td>
<td>BBA Programme (Major in BDI)</td>
<td>Phone: 3917 1016 Email: <a href="mailto:jphc@hku.hk">jphc@hku.hk</a></td>
</tr>
<tr>
<td>(Representative)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Thomas Ng</td>
<td>BBA Programme (Major in Human Resource Management)</td>
<td>Phone: 3917 8344 Email: <a href="mailto:tng@business.hku.hk">tng@business.hku.hk</a></td>
</tr>
<tr>
<td>(Representative)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Michael Chau</td>
<td>BBA Programme (Major in Information Systems)</td>
<td>Phone: 3917 1014 Email: <a href="mailto:mchau@business.hku.hk">mchau@business.hku.hk</a></td>
</tr>
<tr>
<td>(Representative)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prof. Bennett Yim</td>
<td>BBA Programme (Major in Marketing)</td>
<td>Phone: 3917 8343 Email: <a href="mailto:yim@business.hku.hk">yim@business.hku.hk</a></td>
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<tr>
<td>(Representative)</td>
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<tr>
<td>Dr. Tao Lin</td>
<td>BBA Programme (Major in Wealth Management)</td>
<td>Phone: 2241 5935 Email: <a href="mailto:tlin@hku.hk">tlin@hku.hk</a></td>
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<tr>
<td>(Representative)</td>
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<tr>
<td>Director/Representative</td>
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<tr>
<td>Dr. Olivia Leung</td>
<td>BBA(IBGM)</td>
<td>Phone: 3917 7033</td>
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<tr>
<td>(Programme Director)</td>
<td></td>
<td>Email: <a href="mailto:lolivia@hku.hk">lolivia@hku.hk</a></td>
</tr>
<tr>
<td>Dr. Matthias Buehlmaier</td>
<td></td>
<td>Phone: 2219 4177</td>
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<tr>
<td>(Deputy Programme Director)</td>
<td></td>
<td>Email: <a href="mailto:buehl@hku.hk">buehl@hku.hk</a></td>
</tr>
<tr>
<td>Dr. Michael Chau</td>
<td>BBA(IS)</td>
<td>Phone: 3917 1014</td>
</tr>
<tr>
<td>(Programme Director)</td>
<td></td>
<td>Email: <a href="mailto:mchau@business.hku.hk">mchau@business.hku.hk</a></td>
</tr>
<tr>
<td>Dr. C.K. Lok</td>
<td></td>
<td>Phone: 3917 5692</td>
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<tr>
<td>(Deputy Programme Director)</td>
<td></td>
<td>Email: <a href="mailto:cklok@hku.hk">cklok@hku.hk</a></td>
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<tr>
<td>Mr. David Bishop</td>
<td>BBA(Law)&amp;LLB</td>
<td>Phone: 3917 4215</td>
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<tr>
<td>(Programme Director)</td>
<td></td>
<td>Email: <a href="mailto:dbishop@hku.hk">dbishop@hku.hk</a></td>
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<tr>
<td>Mr. Beau Lefler</td>
<td></td>
<td>Phone: 3917 4218</td>
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<tr>
<td>(Deputy Programme Director)</td>
<td></td>
<td>Email: <a href="mailto:blefler@hku.hk">blefler@hku.hk</a></td>
</tr>
<tr>
<td>Dr. Maurice Tse</td>
<td>BEcon/BEcon&amp;Fin</td>
<td>Phone: 2857 8636</td>
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<tr>
<td>(Programme Director)</td>
<td></td>
<td>Email: <a href="mailto:ktse@hku.hk">ktse@hku.hk</a></td>
</tr>
<tr>
<td>Prof. Anna Wong</td>
<td>BFin(AMPB)</td>
<td>Phone: 3917 7767</td>
</tr>
<tr>
<td>(Programme Director)</td>
<td></td>
<td>Email: <a href="mailto:awong81@hku.hk">awong81@hku.hk</a></td>
</tr>
<tr>
<td>Dr. Clement Wong</td>
<td>BSc(QFin)</td>
<td>Phone: 2859 1037</td>
</tr>
<tr>
<td>(Programme Director)</td>
<td></td>
<td>Email: <a href="mailto:ypcmlemw@hku.hk">ypcmlemw@hku.hk</a></td>
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7. Summary of Supporting Units at HKU

<table>
<thead>
<tr>
<th>Supporting Unit</th>
<th>If you have issues with:</th>
<th>Contact Information</th>
<th>Website</th>
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<tbody>
<tr>
<td>Academic</td>
<td>- Academic options&lt;br&gt;- Course enrolment procedures&lt;br&gt;- University requirements</td>
<td>Phone: 3917 0128&lt;br&gt;Email: <a href="mailto:aaoffice@hku.hk">aaoffice@hku.hk</a></td>
<td><a href="http://aa.o.hku.hk/">http://aa.o.hku.hk/</a></td>
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<tr>
<td>Advising Office</td>
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<tr>
<td>Academic</td>
<td>- Undergraduate and taught postgraduate admissions&lt;br&gt;- Exit documents (e.g. transcripts, testimonials, certification, certificate of graduation, and graduation diplomas)&lt;br&gt;- Scholarships and bursaries&lt;br&gt;- Internal transfer of studies&lt;br&gt;- Hall admission&lt;br&gt;- Student Fees&lt;br&gt;- Student Handbooks&lt;br&gt;- Student registration and course enrolment&lt;br&gt;- Database of student records in all curricula and programmes</td>
<td>Phone: 2859 2433&lt;br&gt;Email: <a href="mailto:asoffice@hku.hk">asoffice@hku.hk</a></td>
<td><a href="http://www.ase.hku.hk/">http://www.ase.hku.hk/</a></td>
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<td>Support and</td>
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<td>Examinations</td>
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<td>Section, Registry</td>
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<td>Supporting Unit</td>
<td>If you have issues with:</td>
<td>Contact Information</td>
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</table>
| Centre for Applied English Studies (CAES) | - Self-directed English learning opportunities  
- Compulsory credit bearing English courses  
- Special English courses (summer programme, one-off workshop etc) | Phone: 3917 2004  
Email: caes@hku.hk | [http://caes.hku.hk](http://caes.hku.hk/) |
| CEDARS, Campus Life Section | Financial assistance and fee deferment  
- Personal finances and budgeting  
- Accommodation needs  
- Support for non-local students  
- Visa formalities (for Mainland students, please contact China Affairs Office)  
- Support student bodies | Phone: 3917 2305  
Email: cedars@hku.hk | [http://cedars.hku.hk/](http://cedars.hku.hk/) |
| CEDARS, Careers and Placement Section | - Career planning resources  
- Career preparation (training workshops; individual career advice, job application review, mock interview)  
- Job opportunities, job notices  
- Recruitment talk & career fair  
- Graduate employment statistics | Phone: 3917 2317  
Email: careers@hku.hk | [http://cedars.hku.hk/](http://cedars.hku.hk/) |
| CEDARS, Counselling and Person Enrichment (CoPE) Section | - Counselling services to students on personal, emotional or non-academic issues  
- Person enrichment workshops  
- Accessibility support for students with disabilities or special education needs  
- Inclusion funds | Phone: 3917 8388  
Email: cedars-cope@hku.hk | [http://cedars.hku.hk/](http://cedars.hku.hk/) |
| CEDARS, Student Development Section | - Educational funds  
- Global citizenship  
- Leadership development  
- Service learning opportunities | Phone: 3917 8387  
Email: cedars-programmes@hku.hk | [http://cedars.hku.hk/](http://cedars.hku.hk/) |
| Common Core Office | - Common core curriculum | Phone: 2219 4957  
Email: commoncore@hku.hk | [http://commoncore.hku.hk](http://commoncore.hku.hk) |
| Equal Opportunity Unit | - Discrimination and harassment  
- Equal opportunity policy | Phone: 3917 5115  
Email: eounit@hku.hk | [http://www.eounit.hku.hk/](http://www.eounit.hku.hk/) |
<table>
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<tr>
<th>Supporting Unit</th>
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</thead>
</table>
| Examinations Office            | - Central timetable/Classroom booking  
- Examinations  
- Discontinuation of student studies                                                          | Phone: 2859 2439 /2859 2434  
Email: exam@hku.hk                                                      | [http://www.exam.hku.hk/](http://www.exam.hku.hk/) |
| Graduate School                | - MPhil and PhD programmes                                                                 | Phone: 2857 3470  
Email: gradsch@hku.hk                                                     | [http://www.gradsch.hku.hk/gradsch/](http://www.gradsch.hku.hk/gradsch/) |
| International Affairs Office   | - Exchange Programme  
- Summer Programme  
- Buddy Programme                                                                                 | Phone: 2219 4549  
For incoming exchange: Email: exchange@hku.hk  
For outgoing exchange: Email: goabroad@hku.hk  
For summer study abroad: Email: gosummer@hku.hk  
For buddy programme: Email: buddy@hku.hk | [http://www.aal.hku.hk/studyabroad/](http://www.aal.hku.hk/studyabroad/) |
| SIS Project Office             | - Issues regarding the Student Information System (SIS)  
- Students’ guide to SIS                                                                 | Phone: 3917 0123  
Email: ithelp@hku.hk                                                       | [http://intraweb.hku.hk/reserved_1/sis_student/index.html](http://intraweb.hku.hk/reserved_1/sis_student/index.html) |

### 8. Planned Activities for FBE Freshmen

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Target Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 9, 2018 (Thu) and August 29, 2018 (Wed) (for late-comers)</td>
<td>Faculty Orientation</td>
<td>All FBE freshmen</td>
</tr>
<tr>
<td>August /September 2018</td>
<td>Programme-based Orientation/Advisement</td>
<td>All FBE freshmen</td>
</tr>
<tr>
<td>Late September 2018</td>
<td>Orientation for Student Academic Advising Programme</td>
<td>FBE freshmen who registered for the programme</td>
</tr>
<tr>
<td>Beginning of Each Semester</td>
<td>Information Session and Welcome Party for Exchange/Visiting Students</td>
<td>Exchange/visiting students</td>
</tr>
</tbody>
</table>
H. ACADEMIC INTEGRITY

1. Student’s Responsibilities

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

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

(a) refrain from cheating, plagiarism or other forms of academic misconduct;
(b) not to aid or abet others to commit any form of academic misconduct; and
(c) report to teacher or the Faculty Office about any incident of academic misconduct observed.

2. Plagiarism

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

“... to take and use as one’s own, the thoughts, writing or inventions of another.”

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

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

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

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

3. Cheating

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

(a) disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the professor as part of any academic exercise;
(b) copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work jointly with others;
(c) assuming another individual's identity or allowing another person to do so on one's own behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student's grade or academic standing;

(d) using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without the faculty member's permission;

(e) discussing at any time of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor;

(f) sending messages to another student during an examination using technology such as handheld portable internet and messaging device; and

(g) tampering with an examination after it has been corrected, then returning it for more credit than deserved.

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

1. Registration Questions

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

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

If you are planning to take leave of absence for one entire semester or longer, you shall apply to the Faculty Office together with supporting documents (e.g. medical certificates, contract of a full-time internship, confirmation of conference, etc.) BEFORE the end of the add/drop period of the semester concerned for approval.

Q2: How to apply for programme transfer?

For curricula offered by other Faculties, please consult the Academic Support and Examinations Section of the Registry or relevant Faculty Office for application details.

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

2. Majors and Minors Questions

Q1: How do I declare a major or minor? Can I change my choice of major or minor later?

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

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

If a course serves as a core course/disciplinary elective in a major/minor programme, and at the same time serves as a core course/disciplinary elective in another major/minor programme, this constitutes double-counting.

Q3: How many majors or minors can I declare?

The number of majors or minors you can declare is subject to the maximum number of credits allowed for a single degree curriculum, i.e., 288 credits for a standard 4-year curriculum. Normally, students will take no more than two majors or two minors.
3. Course Selection Questions

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

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

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

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

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

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

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

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

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

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

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

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

If you wish to take a course without fulfilling its pre-requisite requirement, you have to seek prior approval from the relevant Programme Director to waive the pre-requisite requirement or to allow you to co-take the pre-requisite of the course. You should submit an application form (document BE88/713 amended) to the Faculty Office and state your justifications in the application. Please note that supporting documents (if any) are also required.
Q7: Can I retake a course if I have already passed it?

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

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

If you wish to take below or beyond the credit limit for a certain semester or academic year, you shall seek prior approval from the relevant Programme Director by submitting an application form (document BE84/713 amended) to the Faculty Office. Please note that justifications or supporting documents are required for the application.

Exemption is granted to the final year students as they only need to take the required credits in their final semester to fulfil their graduation requirements.

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

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

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

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

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

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

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

However, if you wish to defer any of the core course(s) or specific requirement(s) listed in the syllabuses to the next year of study, you have to seek prior approval from the relevant Programme Director and Chairman of the Faculty Board by submitting an application form (document BE85/713 amended) to the Faculty Office. Please note that justifications or supporting documents are required for the application.
Q12: Why was I disapproved for an FBE course (with quota limit) even though I have fulfilled its pre-requisites?

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

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

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

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

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

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

If you have achieved Level 5 or above in English Language in the HKDSE or equivalent, you are exempted from the “Core University English” (CUE) requirement and CAES1000 is optional. Those who do not take CAES1000 should take a free elective in lieu. Students who have fulfilled one of the following criteria are regarded as having attained the equivalent of Level 5 or above in HKDSE English Language and are eligible to apply for exemption from the CUE requirement:

- holder of a Bachelor’s degree from an English-medium university
- achieved Grade A or above in English Language GCE Advanced Level (AL) / Advanced Subsidiary Level (ASL)
- achieved an overall IELTS score of no less than 7 AND with all sub-scores no less than 6.5 on the Reading, Speaking, Listening and Writing Tests
- achieved an overall TOEFL Internet-based test score of no less than 94 AND no less than a 24 on the writing, a 20 on the speaking, a 20 on the listening, AND a 19 on the reading sections
- achieved in International Baccalaureate (IB) Grade 4 or above in English A1/ English Language A / English A: Literature / English A: Language and Literature (HL); or Grade 5 or above in English B / English Language B (HL); or Grade 5 or above in English A1 / English Language A / English A: Literature / English A: Language and Literature (SL)
- achieved Grade 4 or above on the Advanced Placement (AP) English Language / English Language and Composition / English Literature and Composition Test
- achieved a NEW Scholastic Aptitude Test (SAT) score of 35 or above on both the Writing & Language Test and Reading Test (from 2016)
- achieved Grade B or above in H1 General Paper at the Singapore GCE A-level
- achieved Grade A or better in English language at Malaysia SPM examination
- achieved Grade A2 or better in Malaysia UEC-Senior English Language
• attained merit (3 points) or above in each set of credits in New Zealand NCEA Literacy (10 credits made up of 5 credits in reading and 5 credits in writing)
• achieved a score of 95% or better in English at All India Senior School Certificate Examination / Higher School Certificate
• achieved a final score of 90% or better in English at Grade 12 Canadian high school curriculum.
• achieved Grade B or better in English Language at Sri Lanka Ordinary examination
• achieved a score of 90 or better in English in the Russian Unified State Exam (Единый государственный экзамен, ЕГЭ, Yediniy gosudarstvenniy ekzamen, EGE)
• sat the Academic Speaking and Writing Test conducted by CAES and assessed to have achieved an equivalent English standard

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

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

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

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

For FBE courses, please refer to the Course Descriptions on the Faculty website. For non-FBE courses, please consult with the offering departments/schools.

4. Assessment and Grading System Questions

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

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

<table>
<thead>
<tr>
<th>Class of Honours</th>
<th>GGPA Range#</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class Honours</td>
<td>3.60 – 4.30</td>
</tr>
<tr>
<td>Second Class Honours</td>
<td>(2.40 – 3.59)</td>
</tr>
<tr>
<td>Division One</td>
<td>3.00 – 3.59</td>
</tr>
<tr>
<td>Division Two</td>
<td>2.40 – 2.99</td>
</tr>
<tr>
<td>Third Class Honours</td>
<td>1.70 – 2.39</td>
</tr>
<tr>
<td>Pass</td>
<td>1.00 – 1.69</td>
</tr>
</tbody>
</table>

# This does not apply to double-degree curricula. Please refer to the respective degree regulations for details.
Q2: I am a first-year student in 2018-19, could you tell me my ranking in the class?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Regarding the HKU Worldwide Exchange Programme, students are advised to get in touch with the HKU International Affairs Office on the selection criteria and assessment guidelines.

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

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

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

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

Once you have accepted the nomination/offer, you are representing the Faculty. When the case of multiple offers arises, please inform and consult the Career Development and Training Office immediately. Not showing up on the first day of work or reneging an offer at the last minute is not acceptable. The Faculty reserves the right to take disciplinary action if such a complaint is received from hiring partners.

**Q5: I am a non-local student, can I engage in any internship during semester time?**

Yes, you can apply for study/curriculum-related internships which is applicable to non-local students of full-time locally-accredited programmes at degree level or above whose study period is not less than one academic year (not applicable to exchange-in students). Total duration of all internships is up to 1 year, or one-third of the duration of the academic program, whichever is shorter. It can be part-time or full-time; paid or unpaid.

Students who wish to take up study-related internship should seek prior endorsement from the Faculty and apply for a separate NOL. Do not take up any internship if your study at the University has completed. For details, please refer to CEDARS and the Immigration Department’s guidelines:

- [https://www.immd.gov.hk/eng/services/visas/study.html](https://www.immd.gov.hk/eng/services/visas/study.html)
Q6: What if the company offers me internship remuneration less than the statutory minimum wage?

Statutory minimum wage does not apply to the following student employees:

- student interns; and
- work experience students during a period of exempt student employment.

A work experience student is:

- a student undergoing a period of work arranged or endorsed by a local education institution specified the Minimum Wage Ordinance, and the work is a compulsory or elective component of the requirements of a full-time accredited programme being provided by the institution to the student; or
- a student resident in Hong Kong and undergoing a period of work arranged or endorsed by an institution, and the work is a compulsory or elective component of the requirements of a full-time education programme for a non-local academic qualification at degree or higher level being provided by the institution to the student;
- and is under the age of 26 years at the beginning of employment.

The work experience student may agree with the employer to have a continuous period of up to 59 days as exempt student employment if:

(a) the student has not commenced another exempt student employment period within the same calendar year (whether under the employment of the same employer or not); and
(b) the student has made a statutory declaration verifying the fact in (a) above and provided the declaration (or copy) to the employer.

For more details, please refer to the Faculty website as well as the Labour Department Guidelines:

6. Other Questions

Q1: How can I apply for a student locker?

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

Q2: What are the consequences of committing student misconduct?

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

REGULATIONS FOR FIRST DEGREE CURRICULA

(See also General Regulations)

UG 1 Definitions:

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

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

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

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

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

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

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

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

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

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

‘Elective course’ or ‘Elective’ means any course offered within the same or another curriculum, other than compulsory courses in the candidate’s degree curriculum, that can be taken by the candidate in order to complete the credit requirements of the degree curriculum.

1 These regulations are applicable to candidates admitted from 2018-19 onwards. Reference in these regulations to the powers of the Boards of Faculties shall be applicable to Senate Boards of Studies which administer first degree curricula.
‘Capstone experience’ refers to one or more courses within the major programme or professional core which are approved by the Board of the Faculty for the purpose of integrating knowledge and skills acquired, and which are prescribed in the syllabuses of the degree curriculum.

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

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

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

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

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

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

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

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

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

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

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

‘Graduation Grade Point Average’ or ‘Graduation GPA’ is the GPA in respect of courses attempted by a candidate (including failed courses) at the point of graduation. For students in the 2017-18 intake and thereafter who have successfully completed six Common Core courses, the calculation of Graduation GPA is subject to the proviso that either five Common Core courses with the highest grades (covering all four Areas of Inquiry), or all six courses will be counted towards Graduation GPA, depending on which generates the higher Graduation GPA.

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

UG 2  Advanced standing:

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

(a) at least half the number of credits of the degree curriculum normally required for award of the degree shall be accumulated through study at this University or from transfer of credits for courses completed at other institutions in accordance with Regulation UG 4(d); and

(b) in accordance with Statute III.5 and notwithstanding the granting of advanced and/or transfer credits, a minimum of two semesters of study at this University shall be required before a candidate is considered for the award of a first degree, other than a degree in medicine or surgery, and a minimum of four semesters of study at this University shall be required before a candidate is considered for a first degree in medicine or surgery.

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

UG 3  Period of study:

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

UG 4  Progression in curriculum:

(a) Candidates shall normally be required to take not fewer than 24 credits nor more than 30 credits in any one semester (except the summer semester) unless otherwise permitted or required by the Board of the Faculty, or except in the last semester of study when the number of outstanding credits required to complete the curriculum requirements is fewer than 24 credits.

(b) Candidates may, of their own volition, take additional credits not exceeding 6 credits in each semester, and/or further credits during the summer semester, accumulating up to a maximum of 72 credits in one academic year. With the special permission of the Board of the Faculty, candidates may exceed the annual study load of 72 credits in a given academic year provided that the total number of credits taken does not exceed the maximum curriculum study load for the normative period of study specified in the curriculum regulations, save as provided for under UG4(c).

(c) Where candidates are required to make up for failed credits, the Board of the Faculty may give permission for candidates to exceed the annual study load of 72 credits provided that the total number of credits taken does not exceed the maximum curriculum study load for the maximum period of registration specified in the curriculum regulations.

(d) Candidates may, with the approval of the Board of the Faculty, transfer credits for courses completed at other institutions at any time during their candidature. The number of transferred credits may be recorded in the transcript of the candidate, but the results of courses completed at other institutions shall not be included in the calculation of the GPA. The number of credits to be
transferred shall not exceed half of the total credits normally required under the degree curricula of the candidates during their candidature at the University.

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

UG 5 Requirements for graduation:

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

(a) successful completion of 12 credits in English language enhancement, including 6 credits in Core University English\(^2\) and 6 credits in an English in the Discipline course\(^3\);
(b) successful completion of 6 credits in Chinese language enhancement\(^4\);
(c) successful completion of 36 credits of courses in the Common Core Curriculum, comprising at least one and not more than two courses from each Area of Inquiry\(^5\) with not more than 24 credits of courses being selected within one academic year except where candidates are required to make up for failed credits; and
(d) successful completion of a capstone experience as specified in the syllabuses of the degree curriculum.

UG 6 Exemption:

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

\(^2\) Candidates who have achieved Level 5 or above in English Language in the Hong Kong Diploma of Secondary Education Examination, or equivalent, are exempted from this requirement, and Core University English is optional. Those who do not take this course should take an elective course in lieu, see Regulation UG6.

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

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

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

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

\(^5\) Candidates registered for dual degree studies are required to successfully complete 24 credits of courses in the Common Core Curriculum, selecting one course from each Area of Inquiry, within the curriculum of the first degree, as appropriate.
UG 7  **Assessment:**

(a) Candidates shall be assessed for each of the courses for which they have registered, and assessment may be conducted in any combination of continuous assessment of coursework, written examinations and/or any other assessable activities. Only passed courses will earn credits.

(b) Candidates who are unable, because of illness, to be present at the written examination of any course may apply for permission to present themselves at a supplementary examination of the same course to be held before the beginning of the First Semester of the following academic year. Any such application shall be made on the form prescribed within two weeks of the first day of the candidate’s absence from any examination. Any supplementary examination shall be part of that academic year’s examinations, and the provisions made in the regulations for failure at the first attempt shall apply accordingly.

(c) Candidates suspended under Statute XXXI shall not be allowed to take, present themselves for, and participate in any assessments during the period of suspension, unless otherwise permitted by the Senate.

(d) Candidates shall not be permitted to repeat a course for which they have received a D grade or above for the purpose of upgrading.

(e) Candidates are required to make up for failed courses in the following manner as prescribed in the curriculum regulations:

(i) undergoing re-assessment/re-examination in the failed course to be held no later than the end of the following semester (not including the summer semester); or

(ii) re-submitting failed coursework, without having to repeat the same course of instruction; or

(iii) repeating the failed course by undergoing instruction and satisfying the assessments; or

(iv) for elective courses, taking another course in lieu and satisfying the assessment requirements.

(f) There shall be no appeal against the results of examinations and all other forms of assessment.

UG 8  **Grading system:**

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Standard</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Excellent</td>
<td>4.3</td>
</tr>
<tr>
<td>A</td>
<td></td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.0</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>Pass</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0</td>
</tr>
</tbody>
</table>

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

---

⁶ UG 8 is not applicable to the respective Professional Core of the BDS and MBBS curricula.
UG 9  Honours classifications:

(a) Honours classifications shall be awarded in five divisions\(^7\): First Class Honours, Second Class Honours Division One, Second Class Honours Division Two, Third Class Honours, and Pass. The classification of honours shall be determined by the Board of Examiners for the degree in accordance with the following Graduation GPA scores (GGPA), with all courses taken (including failed courses) carrying weightings which are proportionate to their credit values\(^8\):

<table>
<thead>
<tr>
<th>Class of Honours</th>
<th>GGPA Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class Honours</td>
<td>3.60 – 4.30</td>
</tr>
<tr>
<td>Second Class Honours</td>
<td>(2.40 – 3.59)</td>
</tr>
<tr>
<td>Division One</td>
<td>3.00 – 3.59</td>
</tr>
<tr>
<td>Division Two</td>
<td>2.40 – 2.99</td>
</tr>
<tr>
<td>Third Class Honours</td>
<td>1.70 – 2.39</td>
</tr>
<tr>
<td>Pass</td>
<td>1.00 – 1.69</td>
</tr>
</tbody>
</table>

(b) Honours classification may not be determined solely on the basis of a candidate’s Graduation GPA and the Board of Examiners for the degree may, at its absolute discretion and with justification, award a higher class of honours to a candidate deemed to have demonstrated meritorious academic achievement but whose Graduation GPA falls below the range stipulated in UG9(a) of the higher classification by not more than 0.1 Grade Point.

(c) A list of candidates who have successfully completed all degree requirements shall be posted on Faculty noticeboards.

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\(^7\) UG 9 is not applicable to the BChinMed, BDS and MBBS curricula.

\(^8\) For students in the 2017-18 intake and thereafter who have successfully completed six Common Core courses, the calculation of Graduation GPA is subject to the proviso that either five Common Core courses with the highest grades (covering all four Areas of Inquiry), or all six courses will be counted towards Graduation GPA, depending on which generates the higher Graduation GPA.
# Appendix II

## Teaching Weeks for 2018-19

### The University of Hong Kong

Calendar for the Academic Year 2018-2019

(for undergraduate and taught postgraduate students*)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Week</th>
<th>First Semester: Sep 4 - Dec 21, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>First Day of Teaching: Sep 3, 2018</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>5</td>
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<td>4</td>
<td>7</td>
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<td>5</td>
<td>9</td>
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<td>6</td>
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<td>7</td>
<td>13</td>
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<td>8</td>
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<td>15</td>
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<tr>
<td>16</td>
<td>31</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Week</th>
<th>Second Semester: Jan 14 - May 20, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>1</td>
<td>First Day of Teaching: Jan 14, 2019</td>
</tr>
<tr>
<td>18</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>19</td>
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<td>20</td>
<td>7</td>
<td>6</td>
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<td>21</td>
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<td>22</td>
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<tr>
<td>32</td>
<td>31</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Week</th>
<th>Optional Summer Semester: Jun 24 - Jul 12, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>33</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>34</td>
<td>3</td>
<td>4</td>
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<tr>
<td>35</td>
<td>5</td>
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<tr>
<td>46</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>47</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

(1) General Holiday  
(2) University Holiday (Full Day)  
(3) Revision Period  
(4) Teaching/Field Trip Work  
(5) Optional Summer Semester  
(6) Revision Period  
(7) Teaching/Field Trip Work  
(8) Assessment Period  
(9) Optional Summer Semester  

### Notes:
- *Applicable to non-clinical undergraduate and taught postgraduate curricula in general and subject to Faculty's confirmation of the first and last dates of teaching, teaching/field trip weeks (if any), revision periods, and assessment periods for individual curricula as approved by the respective Boards of Faculty.
- # Public holidays subject to Government confirmation.
## IMPORTANT DATES FOR THE ACADEMIC YEAR 2018-2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester (2018) Fall</strong></td>
<td></td>
</tr>
<tr>
<td>03.09.2018 (Mon)</td>
<td>First day of teaching</td>
</tr>
<tr>
<td></td>
<td>Start of the first semester add/drop period – 03.09.2018 at 10:00 am</td>
</tr>
<tr>
<td>17.09.2018 (Mon)</td>
<td>End of the first semester add/drop period (ends at 4:00 pm)</td>
</tr>
<tr>
<td>15.10.2018 (Mon) – 20.10.2018 (Sat)</td>
<td>Reading / field trip week</td>
</tr>
<tr>
<td>03.11.2018 (Sat)</td>
<td>HKU Information Day for Undergraduate Admissions</td>
</tr>
<tr>
<td>12.11.2018 (Mon)</td>
<td>Congregation</td>
</tr>
<tr>
<td>TBC</td>
<td>Faculty Student Exchange Programme 2019-20 - Information Session</td>
</tr>
<tr>
<td>TBC</td>
<td>Faculty Student Exchange Programme - Pre-departure Briefing Session (for students who will go on exchange in the second semester of 2018-2019)</td>
</tr>
<tr>
<td>01.12.2018 (Sat)</td>
<td>Last day of teaching</td>
</tr>
<tr>
<td>03.12.2018 (Mon) – 07.12.2018 (Fri)</td>
<td>Revision period</td>
</tr>
<tr>
<td>08.12.2018 (Sat) – 22.12.2018 (Sat)</td>
<td>Assessment period</td>
</tr>
<tr>
<td><strong>Second Semester (2019) Spring</strong></td>
<td></td>
</tr>
<tr>
<td>14.01.2019 (Mon)</td>
<td>First day of teaching</td>
</tr>
<tr>
<td></td>
<td>Start of the second semester add/drop period (starts at 10:00 am)</td>
</tr>
<tr>
<td>17.01.2019 (Thu)</td>
<td>Announcement of the first semester assessment results</td>
</tr>
<tr>
<td>28.01.2019 (Mon)</td>
<td>End of the second semester add/drop period (ends at 4:00 pm)</td>
</tr>
<tr>
<td>TBC</td>
<td>Application period – Faculty Student Exchange Programme 2019-20</td>
</tr>
<tr>
<td>February 2019 (Exact date to be announced)</td>
<td>Offer announcement of Faculty Student Exchange Programme 2019-20</td>
</tr>
<tr>
<td>05.02.2019 (Tue) – 11.02.2019 (Mon)</td>
<td>Class suspension period for the Lunar New Year</td>
</tr>
<tr>
<td>04.03.2019 (Mon) – 09.03.2019 (Sat)</td>
<td>Reading / field trip week</td>
</tr>
<tr>
<td>27.04.2019 (Sat)</td>
<td>Last day of teaching</td>
</tr>
<tr>
<td>29.04.2019 (Mon) – 04.05.2019 (Sat)</td>
<td>Revision period</td>
</tr>
<tr>
<td>06.05.2019 (Mon) – 25.05.2019 (Sat)</td>
<td>Assessment period</td>
</tr>
<tr>
<td><strong>(Optional) Summer Semester (2019)</strong></td>
<td></td>
</tr>
<tr>
<td>10.06.2019 (Mon)</td>
<td>Start of the summer semester add/drop period (starts at 10:00 am)</td>
</tr>
<tr>
<td>17.06.2019 (Mon)</td>
<td>End of the summer semester add/drop period (ends at 4:00 pm)</td>
</tr>
<tr>
<td>24.06.2019 (Mon)</td>
<td>First day of teaching</td>
</tr>
<tr>
<td>26.06.2019 (Wed)</td>
<td>Announcement of the second semester assessment results</td>
</tr>
<tr>
<td>17.08.2019 (Sat)</td>
<td>Last day of teaching</td>
</tr>
<tr>
<td>24.06.2019 (Mon) – 17.08.2019 (Sat)</td>
<td>Teaching and assessment period</td>
</tr>
</tbody>
</table>
**APPLICATION FORMS**

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

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

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

<table>
<thead>
<tr>
<th>Types of Applications</th>
<th>Documents Required</th>
<th>Form</th>
<th>Applicable To</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Courses Related Applications</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Exemption from CAES1000 Core University English | 1. Application form  
2. Supporting document(s)                | BE82/713 amended                      | Students of 2018-19 intake and thereafter who have fulfilled the exemption criteria as indicated in the application form |
| Exemption from Chinese language course       | 1. Application form  
2. Supporting document(s)                | BE83/713 re-amended                    | Students who have not studied Chinese language during their secondary education and foresee that they will encounter difficulties in taking CBBA9001/CBBA9002/CBBA9003/CBBA9004/ CBBL9001 |
| Deferral of core courses or UG5 requirements | 1. Application form  
2. Past enrolment record  
3. Current enrolment record  
4. Study plan for current and subsequent academic year | BE85/713 amended                      | All                                                                           |
| Recommendation of mathematics course         | 1. Application form  
Yes (available upon request)              | Yes                                      | First year BEcon/ BEcon&Fin Non-JUPAS students or Mainland students            |
<table>
<thead>
<tr>
<th>Types of Applications</th>
<th>Documents Required</th>
<th>Form</th>
<th>Applicable To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply for co-requisite/waiver of pre-requisite</td>
<td>For BUSI courses: 1. Application form 2. Past enrolment record 3. Study plan for the coming academic year For CSIS courses: 1. Application form</td>
<td>BE87/713 amended</td>
<td>All</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mainly BBA(IS) students</td>
</tr>
<tr>
<td>Course exemption</td>
<td>1. Application form 2. Supporting document(s)</td>
<td>BE44/714 amended</td>
<td>All</td>
</tr>
<tr>
<td>Enrolment in Master of Economics (MEcon)/Doctor of Philosophy (PhD) courses</td>
<td>1. Application form 2. Supporting document(s)</td>
<td>BE89/713 re-amended</td>
<td>Students who have fulfilled the criteria as indicated in the application form</td>
</tr>
<tr>
<td>Late add / drop courses</td>
<td>1. Application form 2. Supporting document(s)</td>
<td>Yes (available upon request)</td>
<td>All</td>
</tr>
<tr>
<td>Credits Related Applications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave of absence</td>
<td>1. Application form 2. Supporting document(s)</td>
<td>BE86/713 re-amended</td>
<td>All</td>
</tr>
<tr>
<td>Application for leave of absence and credit transfer</td>
<td>1. Application form 2. Supporting document(s)</td>
<td>BE137/713</td>
<td>Students joining the outgoing exchange programmes</td>
</tr>
<tr>
<td>Assumption of risk and release form</td>
<td>1. Application form</td>
<td>BE12/813</td>
<td>Students joining the Faculty student enrichment programmes</td>
</tr>
<tr>
<td>Supporting letter for working visa application*</td>
<td>1. Application letter 2. Supporting document(s)</td>
<td>Nil</td>
<td>All</td>
</tr>
<tr>
<td>Types of Applications</td>
<td>Documents Required</td>
<td>Form</td>
<td>Applicable To</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>--------------------------------------------</td>
<td>-------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Academic qualification proof</td>
<td>1. Application letter</td>
<td>Nil</td>
<td>All</td>
</tr>
<tr>
<td></td>
<td>2. Supporting document(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checking of assessment results application</td>
<td>1. Application form</td>
<td>Yes (via email announcement)</td>
<td>All</td>
</tr>
<tr>
<td></td>
<td>2. Supporting document(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Proof of payment of the administration fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form of medical certificates</td>
<td>1. Application form</td>
<td>47/1017 (available at the Examinations Office website)</td>
<td>All</td>
</tr>
<tr>
<td></td>
<td>2. Supporting document(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application for testimonial</td>
<td>1. Application form</td>
<td>169/118 (available at the website of the Academic Support and Examinations (ASE) Section of the Registry)</td>
<td>All</td>
</tr>
<tr>
<td></td>
<td>2. Proof of payment of application fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application for transcript</td>
<td>Application via HKU Portal (Online payment is required.)</td>
<td>Online application for current students</td>
<td>All</td>
</tr>
<tr>
<td>Application for Academic Attainment Profile (AAP)</td>
<td>Application via HKU Portal (Online payment is required.)</td>
<td>Online application</td>
<td>Full-time undergraduate students (4-year curriculum) in the second semester of their final-year of study</td>
</tr>
</tbody>
</table>

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

You may also wish to refer to the Refinement of Immigration Formalities for Non-local Students: [http://cedars.hku.hk/nonlocal/pdf/refinement.pdf](http://cedars.hku.hk/nonlocal/pdf/refinement.pdf)
USEFUL CONTACTS AND WEBSITES

Faculty of Business and Economics

Office: Room 401, KK Leung Building
The University of Hong Kong,
Pokfulam Road, Hong Kong
Phone: 3917 5343
Fax: 2549 3735
Email: fbe.undergrad@hku.hk
Website: http://www.fbe.hku.hk/

Academic Advising Office (AAO)

Website: http://aaao.hku.hk/

Academic Support and Examinations (ASE) Section, Registry

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

Centre of Development and Resources for Students (CEDARS)

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

Centre for Sports and Exercise (CSE)

Website: http://www.cse.hku.hk/

China Affairs Office (CAO)

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

Examinations Office

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

HKU Libraries

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

Information Technology Services (ITS)

Student Information System Hotline
Phone: 3917 0123
Email: ithelp@hku.hk
Website: http://intraweb.hku.hk/reserved_1/sis_student/index.html

International Affairs Office (IAO)

Website: http://www.aal.hku.hk/studyabroad/

Scholarships Office

Website: http://www.scholarships.hku.hk/

University Health Service (UHS)

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