



HKU  
BUSINESS  
SCHOOL  
港大經管學院

# Handbook for Undergraduates

2021-2022



## Table of Contents

<b>A.</b>	<b>CURRICULA IN THE HKU BUSINESS SCHOOL .....</b>	<b>1</b>
1.	Programme Structure .....	1
2.	Advanced Standing .....	2
3.	Exemption.....	2
4.	Credit Transfer.....	2
5.	Graduation Requirements .....	3
6.	Grades and Grade Points .....	3
7.	Calculation of Grade Point Averages (GPA).....	3
8.	Honours Classification.....	5
9.	Dean’s Honours List.....	6
<b>B.</b>	<b>REGISTRATION .....</b>	<b>7</b>
1.	Period of Study .....	7
2.	Concurrent Registration.....	7
3.	Composition Fees .....	7
4.	Electronic Communication .....	7
5.	Attendance and Absence.....	8
6.	Programme Transfer .....	8
7.	Voluntary Withdrawal of Studies .....	9
8.	Leaving .....	9
<b>C.</b>	<b>MAJORS AND MINORS .....</b>	<b>10</b>
1.	Majors Offered by the School.....	10
2.	Minors Offered by the School .....	11
3.	Notes to HKU Business School Students .....	11
4.	Notes to Non-HKU Business School Students.....	12
5.	Double Counting of Courses .....	12
<b>D.</b>	<b>COURSE SELECTION .....</b>	<b>14</b>
1.	Regulations, Syllabuses and Course Descriptions.....	14
2.	Teaching Weeks.....	14
3.	Credit Load .....	14
4.	Types of Courses .....	15
5.	Timetable and Venue .....	16
6.	Time Clashes .....	17
7.	Order of Study .....	17
8.	Course Enrolment Period.....	17
9.	Add/Drop Period.....	17
10.	Student Information System (SIS).....	17
11.	Pre-registration of Core Courses .....	18
12.	Induction Sessions .....	19

<b>E.</b>	<b>ASSESSMENT AND GRADING SYSTEM .....</b>	<b>20</b>
1.	Assessment .....	20
2.	Examination Timetables .....	20
3.	Arrangements During Bad Weather Conditions.....	20
4.	Announcement of Assessment Results.....	21
5.	Failure in a Course.....	21
6.	Absence from Examination .....	22
7.	Appeal against Assessment Results.....	22
8.	Warning Letter.....	23
9.	Discontinuation.....	23
<b>F.</b>	<b>ENRICHMENT PROGRAMMES.....</b>	<b>24</b>
1.	HKU Worldwide Undergraduate Exchange Programme & HKU Business School Student Exchange Programme.....	24
2.	Mainland Study Tours .....	24
3.	Internship Programmes.....	25
4.	Enrichment Programme and Career Development in Collaboration with Corporate Partners .....	25
5.	Experiential Learning Programmes .....	25
6.	Scholarships and Prizes .....	26
7.	FBE Student Leadership Award .....	27
8.	Competitions.....	27
9.	Beta Gamma Sigma (BGS).....	27
<b>G.</b>	<b>ACADEMIC ADVISING .....</b>	<b>29</b>
1.	What is Academic Advising .....	29
2.	University Academic Advising System.....	29
3.	Faculty-based Academic Advising System .....	31
4.	Target Students .....	33
5.	Tips on Meeting with Your Adviser.....	33
6.	List of Programme Directors / Representatives for BBA Majors.....	34
7.	Summary of Supporting Units at HKU .....	35
8.	Planned Activities for Freshmen of HKU Business School .....	38
<b>H.</b>	<b>ACADEMIC INTEGRITY .....</b>	<b>39</b>
1.	Student's Responsibilities.....	39
2.	Plagiarism .....	39
3.	Cheating.....	40
<b>I.</b>	<b>FREQUENTLY ASKED QUESTIONS (FAQ) .....</b>	<b>41</b>
	<b>ANNEXES .....</b>	<b>49</b>
	Annex I: Regulations for First Degree Curricula.....	50
	Annex II: Teaching Weeks for 2021-2022.....	56
	Annex III: Important Dates for the Academic Year 2021-2022 .....	57
	Annex IV: Application Forms.....	58
	Annex V: Useful Contacts and Websites .....	61

## A. CURRICULA IN THE HKU BUSINESS SCHOOL

The HKU Business School (Faculty of Business and Economics) 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)]

### 1. Programme Structure

Features		Content
Applicable to		Students admitted in 2021-2022
Normal duration <sup>#@</sup>		4 years (8 semesters)
Credit unit		6 credits <sup>^</sup>
Graduation requirements*	UG5 requirements	6 Common Core Curriculum (CCC) courses (36 credits) <sup>@</sup> 2 English language enhancement courses (12 credits) 1 Chinese language enhancement course (6 credits)
	Programme requirements	First Major: 78 – 96 credits or Professional Core: 108 credits
		Second Major (if applicable): 72 – 96 credits
		Minor: 36 – 48 credits
		Free electives: Remainder to complete 240 credits <sup>#@</sup>
Number of credits required for a degree <sup>#@</sup>		240 credits
Max. number of credits for a degree <sup>#@</sup>		288 credits

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

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

<sup>@</sup> 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 Degree Regulations and Syllabuses 2021-2022 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), and that you should not take the course(s), or equivalent course(s), for which you have been granted advanced standing credits.

## 3. Exemption

You shall seek approval for exemption, with special conditions attached, from any of the requirements in UG5\*<sup>#</sup> by the Senate in exceptional circumstances. If exemption is granted, you are required to take an equivalent number of credits of free elective(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 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 School 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 School 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 contents, contact hours and assessment methods. 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 School website for further details on the application for credit transfer.

## 5. Graduation Requirements

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

- achieved a Graduation GPA of 1.0 or above;
- 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
- satisfied the requirements of UG5 of the Regulations for First Degree Curricula. Please refer to the “Regulations for First Degree Curricula” at [Annex I](#) (page 50).

## 6. Grades and Grade Points

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

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

## 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:

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

Where  $C_i$  = number of credits taken for course  $i$ ,

$G_i$  = grade point obtained for course  $i$ ,

$\Sigma_i$  = 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:

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

Where  $C_i$  = number of credits taken for course  $i$ ,  
 $G_i$  = grade point obtained for course  $i$ ,  
 $\Sigma_i$  = 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:

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

Where  $C_i$  = number of credits taken for course  $i$ ,  
 $G_i$  = grade point obtained for course  $i$ ,  
 $\Sigma_i$  = 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:

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

Where  $C_i$  = number of credits taken for course  $i$ ,  
 $G_i$  = grade point obtained for course  $i$ ,  
 $\Sigma_i$  = 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 Faculty's Board of Examiners for First Degrees 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\*:

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

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.*



## 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) having achieved a Year GPA of 3.60, including regular and summer semester assessment results but excluding results obtained during exchange studies;
- (b) not having any failed courses during the year, inclusive of non-graded courses (i.e. courses with grading of pass or fail only) and courses taken during exchange studies;
- (c) having studied in HKU for at least one regular semester during the year\*; and
- (d) having 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. The duration of leave granted for undertaking military service will be excluded in the calculation of the maximum period of study. 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 2021-2022 are listed below:

	<b>Local Students</b>	<b>Non-local Students</b>
Full-time UG programmes*	HK\$42,100	HK\$171,000

\* *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 (SIS) 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.

Students have difficulty in settling the payment on time should contact the Centre of Development and Resource for Students (CEDARS) BEFORE the due date for assistance and advice.

### 4. Electronic Communication

All students are given a computer account, identified uniquely by an 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 the 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 @connect.hku.hk account. You are therefore reminded to visit the HKU Portal and check your @connect.hku.hk email account regularly. When corresponding with the Faculty Office by email or letter, it is important to include your full name, curriculum and University number for our information.

## 5. 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 classes for three to seven days because of illness, you shall inform the Faculty Office in writing at the earliest opportunity. Medical certificate(s) and/or other supporting documents should be provided for your absence from classes. When longer 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 earliest opportunity, stating the reasons for taking the 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 your 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 22.*

## 6. Programme Transfer

Only non-final year students are eligible to apply for transfer between programmes. Information and application for programme transfer is available in around April of each academic year, subject to change. You may apply for transfer to a programme offered by the School or another Faculty of the University.

Please follow the application procedures made available on the School website in around April of each academic year to submit an application. For programmes 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 School during their entire period of study.

## 7. 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).

## 8. 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 the School

Major(s) offered by	For HKU Business School Curricula									For Non-HKU Business School Curricula
	BBA <sup>1</sup>	BBA (Acc&Fin)	BBA (IBGM)	BBA (IS) <sup>2</sup>	BBA(Law) & LLB <sup>3</sup> / BBA(Law) <sup>4</sup>	BEcon	BEcon &Fin	BFin (AMPB)	BSc (QFin)	
Professional Core in Accounting	X	1 <sup>st</sup>	X	X	1 <sup>st</sup>	X	X	X	X	X
Asset Management and Private Banking (AMPB) <sup>5</sup>	✓	X	✓	X	X	✓	✓	1 <sup>st</sup>	✓	✓
Economics	✓	✓	✓	X	X	1 <sup>st</sup>	X	✓	✓	✓
Economics and Finance	X	X	X	X	X	X	1 <sup>st</sup>	X	X	X
Entrepreneurship Design and Innovation (EDI) <sup>5</sup>	1 <sup>st</sup>	✓	✓	X	1 <sup>st</sup>	✓	✓	✓	✓	✓
Finance	1 <sup>st</sup>	Minor / ✓	✓	X	1 <sup>st</sup>	✓	X	✓	✓	✓
Human Resource Management (HRM)	1 <sup>st</sup>	✓	✓	X	1 <sup>st</sup>	✓	✓	✓	✓	✓
Information Systems (IS)	X	X	X	1 <sup>st</sup>	X	X	X	X	X	X
Information Systems and Analytics (ISA)	1 <sup>st</sup>	✓	✓	X	1 <sup>st</sup>	✓	✓	✓	✓	✓
International Business and Global Management (IBGM)	X	X	1 <sup>st</sup>	X	X	X	X	X	X	X
Marketing	1 <sup>st</sup>	✓	✓	X	1 <sup>st</sup>	✓	✓	✓	✓	✓
Quantitative Finance (QFin) <sup>5</sup>	✓	X	✓	X	X	✓	✓	✓	1 <sup>st</sup>	✓

✓ – Major is permissible      X – Major not permissible

1<sup>st</sup> – Compulsory 1st Major      Minor – Compulsory Minor

<sup>1</sup> BBA students are required to take one of the five majors, namely (i) Entrepreneurship, Design and Innovation, (ii) Finance, (iii) Human Resource Management, (iv) Information Systems and Analytics, or (v) Marketing.

<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. (i) Entrepreneurship, Design and Innovation, (ii) Finance, (iii) Human Resource Management, (iv) Information Systems and Analytics, or (v) Marketing) 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> Candidates must undergo a selection process arranged by the respective Programme Directors.

- There is a wide array of majors offered by the School to both students of the School and other Faculties.
- Students are allowed to declare a combination of cross-Faculties 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 the School

Minor(s) offered by	For HKU Business School Curricula									For Non-HKU Business School Curricula
	BBA <sup>1</sup>	BBA (Acc&Fin)	BBA (IBGM)	BBA (IS) <sup>2</sup>	BBA(Law) & LLB <sup>3</sup> / BBA(Law) <sup>4</sup>	BEcon	BEcon &Fin	BFin (AMPB)	BSc (QFin)	
Accounting	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓
Business and Economy in China	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Economics	✓	✓	✓	✓	✓	✗	✗	✓	✓	✓
Finance	✓	Minor	✓	✓	✓	✓	✗	✓	✓	✓
HRM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
ISA	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓
Marketing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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

## 3. Notes to HKU Business School Students

### (a) Declaration of major/minors

Candidates may first declare major(s) and minor(s) during the preliminary course selection period in August 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 four 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 degree syllabuses.

Candidates are not required to re-take FCC where these courses form part of the requirements of the second major offered by the School. 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 the School, 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 the School, 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-HKU Business School Students**

**(a) Requirements of majors/minors for non-HKU Business School students**

There is no CGPA requirement for non-HKU Business School students to declare a major/minor offered by the School. However, students who wish to declare an optional major in EDI, 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 course/disciplinary elective 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 the School. 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.

	<b>Course</b>	<b>Major</b>	<b>Second Major/Minor</b>	<b>Note</b>
<i>Example 1</i>	<i>ECON1210 Introductory Microeconomics</i>	<i>A Faculty Core Course for Major in Economics</i>	<i>A Faculty Core course for Major in Finance</i>	<i>Double counting is allowed. Students are required to take an equivalent number of credits of free electives in lieu.</i>

	<b>Course</b>	<b>Major</b>	<b>Second Major/Minor</b>	<b>Note</b>
<i>Example 2</i>	<i>STAT2601 Probability and Statistics I</i>	<i>A Faculty Core Course for Major in Economics</i>	<i>A core course for Major in Risk Management</i>	<i>Students should use 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.</i>
<i>Example 3</i>	<i>STAT1603 Introductory Statistics (Mutually exclusive with STAT2601 Probability and Statistics I)</i>	<i>STAT1603 – A Faculty Core Course for Major in Finance</i>	<i>STAT2601 – An introductory core course for Major in Risk Management</i>	<i>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.</i>

- (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

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### 1. Regulations, Syllabuses and Course Descriptions

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

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

<https://ug.fbe.hku.hk/> > Programmes & Courses > Degree Programmes

### 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 2021-2022” at [Annex II](#) (page 56).

### 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 Board of the Faculty, 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 and/or academic year, you shall seek prior approval from the relevant Programme Director and Chairman of the Board of the Faculty 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 [Annex IV](#) (page 58).
- For final-year students, you are allowed to take less than the minimum credit load as you only need to take the remaining required credits in your final semester to 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 (or 300 credits or more, up to a maximum of 360 credits for the 5-year BBA(Law)&LLB double-degree curriculum).

## 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 courses, Chinese language enhancement course and English language 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 [Annex IV](#) (page 58).

**(c) Co-requisites**

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

**(d) Common Core Courses**

- Common Core Curriculum (CCC) consists of four Areas of Inquiry (AoIs):
  - (i) Science, Technology, and Big Data (course code: CCSTxxxx)
  - (ii) Arts and Humanities (course code: CCHUxxxx)
  - (iii) Global Issues (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.

Students of the double-degree programme are required to complete successfully 24 credits of Common Core courses, one course from each Area of Inquiry.

- For more information about the Common Core Curriculum and its enrolment details, please go to the URL:

<https://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 the School. 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 and Chinese Language Enhancement Programme (CLEP) courses).

**(g) Summer Courses**

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

## **5. Timetable and Venue**

Please check the time and venue of courses offered by the School at the School website. Please pay attention to the class restrictions, remarks and class venue (the full name of the buildings is 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 degree 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 [Annex IV](#) (page 58).

## 8. Course Enrolment Period

You can enrol in courses for the coming academic year through the Student Information System during the 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 2021-2022” at [Annex III](#) (page 57).

For courses offered by other Faculties, please check with the offering departments/schools/faculties directly.

## 9. Add/Drop Period

You should make changes to the selection of courses through the Student Information System (SIS) 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. 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 course selection period or 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://intraweb.hku.hk/reserved\\_1/sis\\_student/index.html](http://intraweb.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](mailto:ithelp@hku.hk)

**11. Pre-registration of Core Courses**

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

Curriculum	Pre-registered Core Courses	
BBA BBA(Acc&Fin) BBA(IS) BBA(Law)&LLB	FCC	ACCT1101 Introduction to Financial Accounting ECON1210 Introductory Microeconomics STAT1602 Business Statistics <sup>#</sup>
BBA(IBGM)	FCC	ACCT1101 Introduction to Financial Accounting ECON1210 Introductory Microeconomics STAT1602 Business Statistics <sup>#</sup>
	Other Core	MKTG2501 Introduction to Marketing
BEcon BEcon&Fin BSc(QFin)	FCC	ACCT1101 Introduction to Financial Accounting ECON1210 Introductory Microeconomics FINA1310 Corporate Finance
	Other Core	ECON1220 Introductory Macroeconomics
BFin(AMPB)	FCC	ACCT1101 Introduction to Financial Accounting ECON1210 Introductory Microeconomics FINA1310 Corporate Finance STAT1602 Business Statistics <sup>#</sup>
	Other Core	ECON1220 Introductory Macroeconomics

<sup>#</sup> For all freshmen of the BBA and BFin(AMPB) programmes, you will be enrolled in the default statistics course STAT1602. There are alternative statistics courses for fulfilling the statistics requirement (please refer to the Degree 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 subclasses 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 subclass) 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 School 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.

Offered By	Topics	Target Audience
BBA/BBA(Acc&Fin) Programme Director	Academic advising, curriculum structure and course selection	BBA/BBA(Acc&Fin)/ BBA(Law) and LLB students
BBA(IBGM) Programme Director	Course selection, second major choices, overview of the programme structure and briefing on field trip and exchange	BBA(IBGM) students
BBA(IS) Programme Director	Curriculum structure, course selection, and programme highlights	BBA(IS) students
BEcon/BEcon&Fin Programme Director	Academic advising, curriculum structure and course selection	BEcon/BEcon&Fin students
BFin(AMPB) Programme Director	Curriculum structure, course selection, programme highlights and activities	BFin(AMPB) students
BSc(QFin) Programme Director	Curriculum structure and course selection	BSc(QFin) students

## E. ASSESSMENT AND GRADING SYSTEM

### 1. Assessment

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

### 2. Examination Timetables

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 Conditions

Under the situations as listed below:

- (i) Tropical Cyclone Warning Signal No. 8 (or above) is hoisted; or
- (ii) Tropical Cyclone Warning Signal No. 8 will be issued within two hours as announced by the Hong Kong Observatory;
- (iii) “Extreme conditions” after super typhoons are in force (announced by the Government before the Hong Kong Observatory replaces Tropical Cyclone Warning Signal No. 8 with Tropical Cyclone Warning Signal No. 3); or
- (iv) Black Rainstorm Signal is in force,

the following arrangements will apply:

#### Face-to-face classes and in-person examinations

#### (a) For classes and examinations not yet started

If any of the warnings or announcements is hoisted or in force <i>at or after 6:00 am</i>	All classes and examinations commencing <i>before 2:00 pm</i> will be cancelled automatically.
If any of the warnings or announcements is hoisted or in force <i>at or after 11:00 am</i>	All classes and examinations commencing at any time <i>from 2:00 pm and before 6:00 pm</i> will be cancelled automatically.
If any of the warnings or announcements is hoisted or in force <i>at or after 3:00 pm</i>	All classes and examinations commencing <i>from 6:00 pm onward</i> will be cancelled automatically.

**(b) For classes and examinations already started**

When Tropical Cyclone Warning Signal No. 8 or above is hoisted or the No. 8 Signal will be issued within two hours as announced by the Hong Kong Observatory, or “extreme conditions” are in force	<ul style="list-style-type: none"> <li>• All classes and outdoor examinations will be suspended immediately.</li> <li>• All examinations, except those held outdoor, will continue until the end of that examination session.</li> </ul>
When Black Rainstorm Signal is hoisted	<ul style="list-style-type: none"> <li>• All classes and examinations, except those held outdoors, will continue.</li> <li>• 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.</li> </ul>

Online classes and online examinations

Unless otherwise advised by the course coordinator\* through the course syllabus and/or HKU Moodle, all online classes and online examinations will continue as scheduled under all weather conditions (including situations (i) to (iv) listed above).

\*Approval for exceptional cases is to be sought from the Dean or his/her delegate.

**4. Announcement of Assessment Results**

The assessment results are to be announced through the Student Information System (SIS):

First Semester:            January  
 Second Semester:        June  
 Summer Semester:        September

**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.



## 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 Examinations 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/198-1019amd.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 absent from an examination without any grounds will result in automatic failure in the examination component of the course concerned. For those who are absent from the supplementary examination, with or without grounds, further rescheduling of the supplementary examination will not normally be granted and the students will deem to have failed the examination component of the course concerned, unless otherwise determined by the Board of Examiners.

## 7. Appeal against Assessment Results

In accordance with General Regulation G9(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 UG4(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 or above.

## F. ENRICHMENT PROGRAMMES

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### 1. HKU Worldwide Undergraduate Exchange Programme & HKU Business School Student Exchange Programme

The HKU Business School encourages our students to initiate and act upon ideas – both within the campus and beyond to the community outside. HKU Worldwide Undergraduate Exchange Programme and HKU Business School Student Exchange Programme 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:

- HKU Worldwide Undergraduate Exchange Programme: <http://www.aal.hku.hk/studyabroad>
- HKU Business School Student Exchange Programme: <https://ug.fbe.hku.hk/outgoing-exchange>

BBA(Law)&LLB students are also allowed to apply for Law Exchange Programme. For details, please visit the Faculty of Law website: <https://www.law.hku.hk/current-students/outgoing-exchange-programme-introduction/>

Administrative procedures will differ according to the exchange programme participated. In general, upon your acceptance of exchange offer, you must submit the Assumption of Risk and Release Form (document BE12/813 amended) 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 [Annex IV](#) (page 58).

**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 School encourages students to participate in various credit-bearing Mainland study tours during reading weeks or semester breaks 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 1698 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 School website and job portal for details of the internship programmes. For Year 1 students, you may consider starting with on-campus student helper roles, Mainland internship 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 undertake 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 [Annex IV](#) (page 58).

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, School website and job portal for details.

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

The School has been collaborating with the corporate partners to nurture students' business and market acumen. Meanwhile, leveraging the School's extensive network, students are able to join the HKU Business School 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 Career Development and Training Team also offers different kinds of career support including career workshops (CV writing, cover letter, interview skills, business etiquette, networking, etc.) as well as recruitment talks, industry sharing and company visits to help students equip themselves for their career development. Additionally, you can access our job portal for information and updates on full-time job openings, internship opportunities and events offered by the corporate partners.

### 5. Experiential Learning Programmes

Experiential learning is an important cornerstone in education as advocated by the University. The School 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 Impact Lab
- BUSI2816 Transformative Business Immersion in Developing Economies (TBI)
- IIMT2628 Innovation and Entrepreneurship Internship

These courses are optional and subject to selection and/or approval. 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 School (the offering of prizes may be reviewed regularly). Students are nominated and approved by the Board of Examiners in June every year.

	Prize	To Whom the Prize is Awarded*
1	Brian and Sally Stewart Prize for the Best BBA Student	A BBA final-year student with a major in marketing who has achieved the best overall academic performance in the degree curriculum
2	Chartered Institute of Management Accountants Prize	An undergraduate student who has achieved the best overall academic performance in the course “Management Control”
3	Grace Wei Huang Memorial Prize	A BBA, BBA(Acc&Fin), BBA(IBGM), BBA(IS) or BBA(Law)/BBA(Law)&LLB first year student based on the academic merit as shown in the student’s first year examination results
4a)	HKICS Foundation Subject Prize	A BBA, BBA(Acc&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
4b)	HKICS Foundation Subject Prize	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
5	Hong Kong University Alumni Prize	A BBA, BBA(Acc&Fin), BBA(IBGM), BBA(IS), BBA(Law)/BBA(Law)&LLB, BEcon, BEcon&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
6	The Taxation Institute of Hong Kong – CTA Prize	A BBA(Acc&Fin) penultimate or final year student who has achieved the best overall academic performance in the course “Hong Kong Taxation”
7	W.S. Wong Prize in Accounting and Finance	A BBA(Acc&Fin) final year student who has achieved the best overall academic performance in the degree curriculum
8	Jao Tao Su Prize in Economics	A BEcon or BEcon&Fin final year student who has achieved the best overall academic performance in the degree curricula
9	Jao Tao Su Prize in Finance	A BEcon&Fin, BFin(AMPB) or BSc(QFin) final year student who has achieved the best overall academic performance in the degree curricula
10	Ronald Hsia Prize in Economics	A BEcon or BEcon&Fin first year student who has achieved the best overall academic performance in the degree curricula
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 HKU Business School are available at the Scholarships Office website: <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 School 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 Risk and Release Form (document BE12/813 amended) 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 [Annex IV](#) (page 58).

**Competition Training:** To equip students with necessary skills for participating in competitions of different types and in different locations, **HKU International Case Society (HICS)** has been established. Students can apply for membership of HICS since their first-year of study. Students may also participate in the **HKU Business Case Challenge (HBCC)** in which the winning team will have the opportunity to take part in an overseas competition on behalf of the School. You will be notified of the opportunities via email.

For enquiries, please contact the Programme Manager (Student Enrichment) by phone: 3917 1698 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 HKU Business School 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:

1. the nominee's cumulative GPA was 3.60 or above at the end of Semester 1 in their third year of study, and
2. the nominee had ranked within the top 10% of all eligible nominees in their programme, and
3. the nominee was on the Dean's Honours List in the previous academic year, and
4. 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

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### 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 encouraged 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 School website: <https://ug.fbe.hku.hk/support-and-development/first-year-experience-and-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.

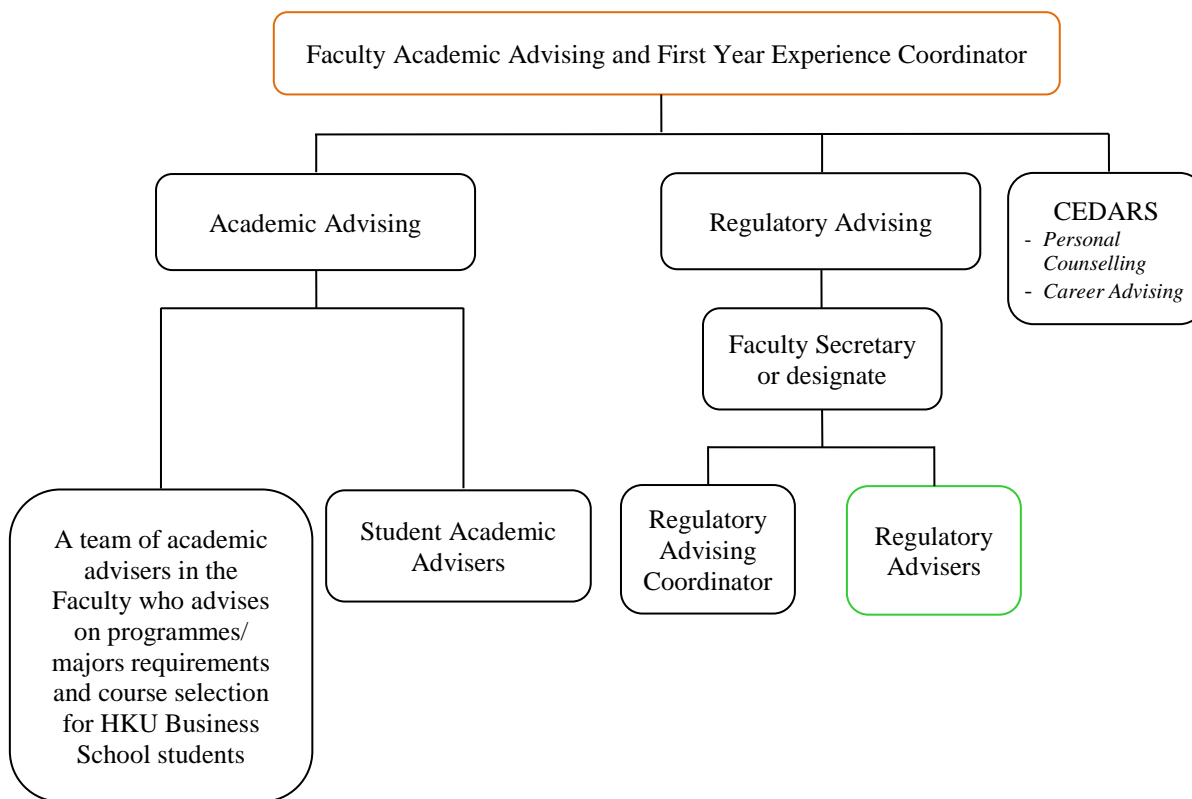


**(b) Roles of Different Offices**

<b>Academic Advising Office (AAO)</b>	<ul style="list-style-type: none"><li>i. Coordinate institutional and cross-Faculty academic advising work.</li><li>ii. Provide administrative support to the Academic Advising Committee and its quality assurance and enhancement measures.</li><li>iii. Provide academic advising resources and guidelines to Faculties and units involved in academic advising.</li><li>iv. Work closely with Faculties, CEDARS and halls of residence to coordinate adviser training and sharing of best practices.</li><li>v. The Academic Advising Office is located at Room 212, Knowles Building, HKU. (Phone: 3917 0128; Email: <a href="mailto:aaoffice@hku.hk">aaoffice@hku.hk</a>)</li></ul>
<b>Faculties</b>	<ul style="list-style-type: none"><li>i. Set up a formal Faculty-based academic advising system.</li><li>ii. Provide academic advice to students.</li><li>iii. Recruit, train, and work with student advisers in various advising activities, and to monitor their performances.</li></ul>
<b>CEDARS</b>	<ul style="list-style-type: none"><li>i. Take proactive actions in facilitating students' transition to learning to HKU.</li><li>ii. Provide enrichment, general education programmes and other support for the entire student body in general.</li><li>iii. Provide career counselling and professional counselling to students with personal needs.</li><li>iv. Work closely with the AAO in providing training to academic/student advisers.</li><li>v. CEDARS is located at 3/F &amp; 4/F, Meng Wah Complex, and Room 301-323 of Main Building (Counselling and Person Enrichment Section), HKU.</li></ul>
<b>Halls</b>	<ul style="list-style-type: none"><li>i. Mentor hall residents.</li><li>ii. Provide advice on how to manage competing demands in academic studies and hall life.</li></ul>

### 3. Faculty-based Academic Advising System

#### (a) Structure of Faculty-based Academic Advising System



#### (b) Different Types of Advisers

The academic advising system in the HKU Business School involves the following four types of advisers:

**Faculty Academic Advising and First Year Experience Coordinator**

- i. Oversees academic advising matters in the School.
- ii. Serves as a member of the University Academic Advising and First Year Experience Committee.

Name	Phone	Email
Dr. Derek Chan	3917 8357	dkchan@hku.hk

**Faculty Temporary Academic Advisers**

- i. Serves as academic advisers for non-HKU Business School, exchange and visiting students.

Name	Phone	Email
Dr. Jasmine Kwong	3917 4219	jstkwong@hku.hk
Dr. Vera Yuen	3917 1287	yuenvera@hku.hk

**Faculty Academic Advisers**

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

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

**Faculty Administrators**

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

**Faculty Office:**

Contact details can be found on the School website:

<https://www.fbe.hku.hk/people/administrative>

Programme Administration (Undergraduate Programmes):

Ms. Ada Lam (Administrative Assistant I)  
Ms. Karen Wu (Administrative Assistant II)  
Ms. Yu Ting Chang (Executive Officer)  
Ms. Christine Ho (Executive Officer)  
Ms. Michelle Yi (Executive Officer)

Programme Administration (Student Enrichment):

Ms. Silvia Lam (Senior Programme Manager)  
Mr. Barry But (Programme Manager)  
Ms. Kit Hau (Programme Manager)  
Ms. Alice Sam (Programme Manager)  
Mr. Rodger So (Programme Manager)  
Ms. Mani Wong (Manager – Career Development and Training)

*\*The HKU Business School 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 the School. Enquiries addressing to the Faculty of Law can be sent to the email: [law@hku.hk](mailto:law@hku.hk)*

**Faculty Student Academic Advisers**

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

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

## 4. Target Students

### (a) HKU Business School Students

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

### (b) Non-HKU Business School Students

Advised by “temporary” advisers.

### (c) Exchange/Visiting Students

Mainly advised by administrators of the UG Admissions and Programme Administration 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 be handling inquiries of students in his/her course.
- Try to avoid the busiest time of day and allow plenty of time in case you have to wait to see your adviser.
- Usually the first and last few weeks of each semester are the busiest time for advisers, please try to schedule during the middle of the semester if possible.

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

- You should make and keep appointments. Be punctual.
- You should come with specific questions in mind, do your “homework” and be prepared beforehand.
- You should come with necessary materials (pencil/pen, class schedule, process form, etc.)
- You should ask about other sources of information.
- You should be open concerning schoolwork, 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 overlooked. 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.  
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:

Director/Representative	Programme	Contact Details
Dr. Lilian Chan (Programme Director)	BBA/BBA(Acc&Fin)	Phone: 3917 4217 Email: <a href="mailto:lhlchan@hku.hk">lhlchan@hku.hk</a>
Mr. Joseph Chan (Representative)	BBA Programme (Major in Entrepreneurship, Design and Innovation)	Phone: 3917 1016 Email: <a href="mailto:jphc@hku.hk">jphc@hku.hk</a>
Dr. Alex Chan (Representative)	BBA Programme (Major in Finance)	Phone: 2857 8510 Email: <a href="mailto:awhchan@hku.hk">awhchan@hku.hk</a>
Dr. Yiwen Zhang (Representative)	BBA Programme (Major in Human Resource Management)	Phone: 3917 1615 Email: <a href="mailto:zhangyiwen@hku.hk">zhangyiwen@hku.hk</a>
Dr. Chao Ding (Representative)	BBA Programme (Major in Information Systems and Analytics)	Phone: 3917 1684 Email: <a href="mailto:chao.ding@hku.hk">chao.ding@hku.hk</a>
Dr. Jayson Jia (Representative)	BBA Programme (Major in Marketing)	Phone: 3917 1611 Email: <a href="mailto:jjia@hku.hk">jjia@hku.hk</a>
Dr. Matthias Buehlmaier (Programme Director)	BBA(IBGM)	Phone: 2219 4177 Email: <a href="mailto:buehl@hku.hk">buehl@hku.hk</a>
Dr. Jing Li (Deputy Programme Director)		Phone: 3917 0024 Email: <a href="mailto:jingli7@hku.hk">jingli7@hku.hk</a>
Dr. Chao Ding (Programme Director)	BBA(IS)	Phone: 3917 1684 Email: <a href="mailto:chao.ding@hku.hk">chao.ding@hku.hk</a>
Dr. C.K. Lok (Deputy Programme Director)		Phone: 3917 5692 Email: <a href="mailto:cklok@hku.hk">cklok@hku.hk</a>

Director/Representative	Programme	Contact Details
Mr. David Bishop (Programme Director)	BBA(Law)&LLB	Phone: 3917 4215 Email: <a href="mailto:dbishop@hku.hk">dbishop@hku.hk</a>
Mr. Beau Lefler (Deputy Programme Director)		Phone: 3917 4218 Email: <a href="mailto:blefler@hku.hk">blefler@hku.hk</a>
Dr. Maurice Tse (Programme Director)	BEcon/BEcon&Fin	Phone: 2857 8636 Email: <a href="mailto:ktse@hku.hk">ktse@hku.hk</a>
Prof. Anna Wong (Programme Director)	BFin(AMPB)	Phone: 3917 7767 Email: <a href="mailto:awong81@hku.hk">awong81@hku.hk</a>
Mr. David Lee (Deputy Programme Director)		Phone: 3917 1636 Email: <a href="mailto:dslee@hku.hk">dslee@hku.hk</a>
Dr. Clement Wong (Programme Director)	BSc(QFin)	Phone: 2859 1037 Email: <a href="mailto:ypclemw@hku.hk">ypclemw@hku.hk</a>

## 7. Summary of Supporting Units at HKU

Supporting Unit	If you have issues with:	Contact Information	Website
Academic Advising Office	<ul style="list-style-type: none"> <li>- Academic options</li> <li>- Course enrolment procedures</li> <li>- University requirements</li> </ul>	Phone: 3917 0128 Email: <a href="mailto:aaoffice@hku.hk">aaoffice@hku.hk</a>	<a href="http://aao.hku.hk">http://aao.hku.hk</a>
Academic Support and Examinations Section, Registry	<ul style="list-style-type: none"> <li>- Undergraduate and taught postgraduate admissions</li> <li>- Exit documents (e.g. transcripts, testimonials, certification, certificate of graduation, and graduation diplomas)</li> <li>- Internal transfer of studies</li> <li>- Student Fees</li> <li>- Student Handbooks</li> <li>- Student registration and course enrolment</li> <li>- Database of student records in all curricula and programmes</li> </ul>	Phone: 2859 2433 Email: <a href="mailto:asoffice@hku.hk">asoffice@hku.hk</a>	<a href="http://www.ase.hku.hk">http://www.ase.hku.hk</a>

Supporting Unit	If you have issues with:	Contact Information	Website
Centre for Applied English Studies (CAES)	<ul style="list-style-type: none"> <li>- Self-directed English learning opportunities</li> <li>- Compulsory credit bearing English courses</li> <li>- Special English courses (summer programme, one-off workshop, etc.)</li> </ul>	Phone: 3917 2004 Email: <a href="mailto:caes@hku.hk">caes@hku.hk</a>	<a href="https://caes.hku.hk">https://caes.hku.hk</a>
CEDARS, Campus Life Section	Financial assistance and fee deferment <ul style="list-style-type: none"> <li>- Personal finances and budgeting</li> <li>- Accommodation needs</li> <li>- Support for non-local students</li> <li>- Visa formalities (for Mainland students, please contact Mainland Affairs Office)</li> <li>- Support student bodies</li> </ul>	Phone: 3917 2305 Email: <a href="mailto:cedars@hku.hk">cedars@hku.hk</a>	<a href="https://www.cedars.hku.hk">https://www.cedars.hku.hk</a>
CEDARS, Careers and Placement Section	<ul style="list-style-type: none"> <li>- Career planning resources</li> <li>- Career preparation (training workshops; individual career advice, job application review, mock interview)</li> <li>- Job opportunities, job notices</li> <li>- Recruitment talk &amp; career fair</li> <li>- Graduate employment statistics</li> </ul>	Phone: 3917 2317 Email: <a href="mailto:careers@hku.hk">careers@hku.hk</a>	<a href="https://www.cedars.hku.hk">https://www.cedars.hku.hk</a>
CEDARS, Counselling and Person Enrichment (CoPE) Section	<ul style="list-style-type: none"> <li>- Counselling services to students on personal, emotional or non-academic issues</li> <li>- Person enrichment workshops</li> <li>- Accessibility support for students with disabilities or special education needs</li> <li>- Inclusion funds</li> </ul>	Phone: 3917 8388 Email: <a href="mailto:cedars-cope@hku.hk">cedars-cope@hku.hk</a>	<a href="https://www.cedars.hku.hk">https://www.cedars.hku.hk</a>

Supporting Unit	If you have issues with:	Contact Information	Website
CEDARS, Student Development Section	<ul style="list-style-type: none"> <li>- Educational funds</li> <li>- Global citizenship</li> <li>- Leadership development</li> <li>- Service learning opportunities</li> </ul>	Phone: 3917 8387 Email: <a href="mailto:cedars-programmes@hku.hk">cedars-programmes@hku.hk</a>	<a href="https://www.cedars.hku.hk">https://www.cedars.hku.hk</a>
Common Core Office	<ul style="list-style-type: none"> <li>- Common core curriculum</li> </ul>	Phone: 2219 4957 Email: <a href="mailto:commoncore@hku.hk">commoncore@hku.hk</a>	<a href="https://commoncore.hku.hk">https://commoncore.hku.hk</a>
Equal Opportunity Unit	<ul style="list-style-type: none"> <li>- Discrimination and harassment</li> <li>- Equal opportunity policy</li> </ul>	Phone: 3917 5115 Email: <a href="mailto:eounit@hku.hk">eounit@hku.hk</a>	<a href="https://www.eounit.hku.hk">https://www.eounit.hku.hk</a>
Examinations Office	<ul style="list-style-type: none"> <li>- Central timetable/Classroom booking</li> <li>- Examinations</li> <li>- Discontinuation of student studies</li> </ul>	Phone: 2859 2439 /2859 2434 Email: <a href="mailto:exam@hku.hk">exam@hku.hk</a>	<a href="http://www.exam.hku.hk">http://www.exam.hku.hk</a>
Graduate School	<ul style="list-style-type: none"> <li>- MPhil and PhD programmes</li> </ul>	Phone: 2857 3470 Email: <a href="mailto:gradsch@hku.hk">gradsch@hku.hk</a>	<a href="https://www.gradsch.hku.hk/gradsch">https://www.gradsch.hku.hk/gradsch</a>
International Affairs Office	<ul style="list-style-type: none"> <li>- Exchange Programme</li> <li>- Summer Programme</li> </ul>	Phone: 2219 4549  For incoming exchange: Email: <a href="mailto:exchange@hku.hk">exchange@hku.hk</a>  For outgoing exchange: Email: <a href="mailto:goabroad@hku.hk">goabroad@hku.hk</a>  For summer study abroad: Email: <a href="mailto:gosummer@hku.hk">gosummer@hku.hk</a>	<a href="https://aal.hku.hk/studyaabroad">https://aal.hku.hk/studyaabroad</a>
SIS Project Office	<ul style="list-style-type: none"> <li>- Issues regarding the Student Information System (SIS)</li> <li>- Students' guide to SIS</li> </ul>	Phone: 3917 0123 Email: <a href="mailto:ithelp@hku.hk">ithelp@hku.hk</a>	<a href="http://intraweb.hku.hk/reserved_1/sis_student/index.html">http://intraweb.hku.hk/reserved_1/sis_student/index.html</a>



## 8. Planned Activities for Freshmen of HKU Business School

<b>Date</b>	<b>Activity</b>	<b>Target Group</b>
August 17, 2021 (Tue)	Online Faculty Talk on Course Selection with Q&A	All freshmen of the School
August 25, 2021 (Wed)	HKU Business School Orientation	All freshmen of the School
August 2021	Programme-based Orientation/Advisement	All freshmen of the School
September 23, 2021 (Thu)	Orientation for Student Academic Advising Programme	Freshmen of the School who registered for the programme
Beginning of Each Semester	Information Session and Welcome Party for Exchange/Visiting Students	Exchange/visiting students

## H. ACADEMIC INTEGRITY

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### 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, please consult the University's website on plagiarism (<https://tl.hku.hk/plagiarism/>) and complete the Online Course on Plagiarism@HKU Online Learning offered by the Libraries. You can also 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)

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### 1. Registration

#### 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.

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#### 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 programmes offered by the School, please follow the application procedures made available on the School website in around April of each academic year to submit an application.

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### 2. Majors and Minors

#### 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 preliminary 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.

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#### 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.

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#### 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.

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### 3. Course Selection

#### 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 / School.

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#### 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.

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#### 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.

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#### 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.

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#### 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.

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#### 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.

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**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.

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**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.

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**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.

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**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.

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**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 Board of the Faculty of Business and Economics 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.

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**Q12: Why was I disapproved for a course offered by HKU Business School (with quota limit) even though I have fulfilled its pre-requisites?**

If the number of applicants for the 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.

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**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.

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**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.

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

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**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 courses offered by HKU Business School, please refer to the Course Descriptions on the School website. For courses offered by other Faculties, please consult with the offering departments/schools/faculties.

**4. Assessment and Grading System**

**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:

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



**Q2: I am a first-year student in 2021-2022, 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.

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

According to the General Regulation G9(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.

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**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, cumulative or graduation 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.

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**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.

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**5. Enrichment Programmes**

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

No, you can only apply for either the HKU Worldwide Exchange Programme or the HKU Business School Student Exchange Programme.

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

For the HKU Business School Student Exchange Programme, the allocation of host institution depends on your academic performance, participation in extra-curricular activities and the reason why you wish to apply for exchange. 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.

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**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.

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**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 School and hence the way on how to liaise with different companies is deemed crucial. When the case of multiple offers arises, please inform and consult the Career Development and Training Team immediately. Not showing up on the first day of work or renegeing an offer at the last minute is not acceptable. The School reserves the right to take disciplinary action if such a complaint is received from hiring partners.

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**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 are 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 programme, 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 School and apply for a No Objection Letter (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.cedars.hku.hk/careers/jobs>

<https://www.immd.gov.hk/eng/services/visas/study.html>

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**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:

- (i) student interns; and
- (ii) work experience students during a period of exempt student employment.

- (i) A specified student intern is

\*a student undergoing a period of work arranged or endorsed by a local education institution specified in Schedule 1 to 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.

- (ii) A work experience student is:

\* a student who is enrolled in a full-time accredited programme provided by a local education institution specified in Schedule 1 to the Minimum Wage Ordinance; or

\* a student who is resident in Hong Kong and enrolled in a full-time education programme for a non-local academic qualification at degree or higher level

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 (runs from January 1 to December 31) (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 Labour Department Guidelines:

[https://www.labour.gov.hk/eng/faq/smw\\_coverage.htm](https://www.labour.gov.hk/eng/faq/smw_coverage.htm)

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## 6. Other Questions

**Q1: 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.

# **ANNEXES**

## **REGULATIONS FOR FIRST DEGREE CURRICULA<sup>1</sup>**

*(See also General Regulations)*

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### **UG 1 Definitions:**

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

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

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

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

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

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

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

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

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

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

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

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<sup>1</sup> 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.

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## **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.

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## **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.
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#### **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<sup>2</sup> and 6 credits in an English in the Discipline course<sup>3</sup>;
  - (b) successful completion of 6 credits in Chinese language enhancement<sup>4</sup>;
  - (c) unless otherwise prescribed in the curriculum regulations and syllabuses, 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 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.
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#### **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.

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#### **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.
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<sup>2</sup> 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*.

<sup>3</sup> (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.

<sup>4</sup> 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*.

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- (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 follows<sup>5</sup>:

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

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

<sup>5</sup> 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<sup>6</sup>: 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<sup>7</sup>:

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

- (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.

<sup>6</sup> UG 9 is not applicable to the BChinMed, BDS and MBBS curricula.

<sup>7</sup> 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.

## TEACHING WEEKS FOR 2021-2022

THE UNIVERSITY OF HONG KONG

document 214/718

Calendar for the Academic Year 2021-2022

(for undergraduate and taught postgraduate students\* #)

	SUN	MON	TUE	WED	THUR	FRI	SAT		Week
								<b>FIRST SEMESTER: SEP 1 - DEC 23, 2021</b>	
SEP-21				1	2	3	4	First Day of Teaching: Sep 1, 2021	1
	5	6	7	8	9	10	11		2
	12	13	14	15	16	17	18		3
	19	20	21	[22]	23	24	25		4
	26	27	28	29	30				5
OCT-21	3	4	5	6	7	8	[1]	Reading/ Field Trip Week: Oct 11 - 16, 2021	6
	10	11	12	13	[14]	15	16		7(Reading)
	17	18	19	20	21	22	23		8
	24	25	26	27	28	29	30		9
	31								10
NOV-21	7	8	9	10	11	12	13		11
	14	15	16	17	18	19	20		12
	21	22	23	24	25	26	27		13
	28	29	30					Last Day of Teaching: Nov 30, 2021	14
DEC-21	5	6	7	8	9	10	11	Revision Period: Dec 1 - 7, 2021	14(Revision)
	12	13	14	15	16	17	18	Assessment Period: Dec 8 - 23, 2021	1
	19	20	21	22	23	[24]	[25]		2
	26	[27]	28	29	30	<31>		Break	
									Break
JAN-22	2	3	4	5	6	7	[1]	<b>SECOND SEMESTER: JAN 17 - MAY 28, 2022</b>	Break
	9	10	11	12	13	14	15	First Day of Teaching: Jan 17, 2022	Break
	16	17	18	19	20	21	22		1
	23	24	25	26	27	28	29		2
	30	<31>							
FEB-22	6	7	[11]	[12]	[13]	4	5	Class Suspension Period for the Lunar New Year: Feb 1 - 7, 2022	3
	13	14	15	16	17	18	19		4
	20	21	22	23	24	25	26		5
	27	28							
									6
MAR-22	6	7	8	9	10	11	12	Reading/ Field Trip Week: Mar 7 - 12, 2022	7(Reading)
	13	14	15	[16]	17	18	19		8
	20	21	22	23	24	25	26		9
	27	28	29	30	31				10
APR-22	3	4	[5]	6	7	8	9		11
	10	11	12	13	14	[15]	[16]		12
	17	[18]	19	20	21	22	23		13
	24	25	26	27	28	29	30		14
								Last Day of Teaching: Apr 30, 2022	15
MAY-22	1	[2]	3	4	5	6	7	Revision Period: May 2 - 7, 2022	15(Revision)
	8	[9]	10	11	12	13	14	Assessment Period: May 9 - 28, 2022	1
	15	16	17	18	19	20	21		2
	22	23	24	25	26	27	28		3
	29	30	31						
JUN-22	5	6	7	8	9	10	11		Break
	12	13	14	15	16	17	18		Break
	19	20	21	22	23	24	25		Break
	26	27	28	29	30			<b>OPTIONAL SUMMER SEMESTER</b>	Break
								JUN 27 - AUG 20, 2022	1
JUL-22	3	4	5	6	7	8	[1]		2
	10	11	12	13	14	15	16		3
	17	18	19	20	21	22	23		4
	24	25	26	27	28	29	30		5
	31								
AUG-22	7	8	9	10	11	12	13		6
	14	15	16	17	18	19	20		7
	21	22	23	24	25	26	27		8
	28	29	30	31					

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

**Notes:**

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

# Public holidays subject to Government confirmation.

**Annex III****IMPORTANT DATES FOR THE ACADEMIC YEAR 2021-2022**

<b>Date</b>	<b>Event</b>
<b>First Semester (2021) Fall</b>	
20.08.2021 (Fri)	Start of the course selection period (starts at 10:00 am for freshmen)
26.08.2021 (Thu)	End of the course selection period (ends at 4:00 pm)
01.09.2021 (Wed)	First day of teaching Start of the first semester add/drop period (starts at 10:00 am for freshmen)
15.09.2021 (Wed)	End of the first semester add/drop period (ends at 4:00 pm)
11.10.2021 (Mon) – 16.10.2021 (Sat)	Reading / field trip week
30.10.2021 (Sat)	HKU Information Day for Undergraduate Admissions
01.11.2021 (Mon)	Congregation
TBC	HKU Business School Student Exchange Programme 2022-2023 - Information Session
TBC	HKU Business School Student Exchange Programme - Pre-departure Briefing Session (for students who will go on exchange in the second semester of 2021-2022)
30.11.2021 (Tue)	Last day of teaching
01.12.2021 (Wed) – 07.12.2021 (Tue)	Revision period
08.12.2021 (Wed) – 23.12.2021 (Thu)	Assessment period
<b>Second Semester (2022) Spring</b>	
17.01.2022 (Mon)	First day of teaching Start of the second semester add/drop period (starts at 10:00 am for freshmen)
TBC	Announcement of the first semester assessment results
31.01.2022 (Mon)	End of the second semester add/drop period (ends at 4:00 pm)
01.02.2022 (Tue) – 07.02.2022 (Mon)	Class suspension period for the Lunar New Year
TBC	Application period – HKU Business School Student Exchange Programme 2022-2023
February 2022 (Exact date to be announced)	Offer announcement of HKU Business School Student Exchange Programme 2022-2023
07.03.2022 (Mon) – 12.03.2022 (Sat)	Reading / field trip week
30.04.2022 (Sat)	Last day of teaching
02.05.2022 (Mon) – 07.05.2022 (Sat)	Revision period
09.05.2022 (Mon) – 28.05.2022 (Sat)	Assessment period
<b>(Optional) Summer Semester (2022)</b>	
14.06.2022 (Tue)	Start of the summer semester add/drop period (starts at 10:00 am)
21.06.2022 (Tue)	End of the summer semester add/drop period (ends at 4:00 pm)
27.06.2022 (Mon)	First day of teaching
TBC	Announcement of the second semester assessment results
20.08.2022 (Sat)	Last day of teaching
27.06.2022 (Mon) – 20.08.2022 (Sat)	Teaching and assessment period

**APPLICATION FORMS**

Some commonly used application forms will be available on the School website (<https://ug.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](mailto: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.

<b>Types of Applications</b>	<b>Documents Required</b>	<b>Form</b>	<b>Applicable To</b>
<b>Courses Related Applications</b>			
Exemption from CAES1000 Core University English	<ol style="list-style-type: none"> <li>1. Application form (online)</li> <li>2. Supporting document(s)</li> </ol>	BE82/713 amended	Students of 2021-2022 intake and thereafter who have fulfilled the exemption criteria as indicated in the application form
Exemption from Chinese language course	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Supporting document(s)</li> </ol>	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	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Past enrolment record</li> <li>3. Current enrolment record</li> <li>4. Study plan for current and subsequent academic year</li> </ol>	BE85/713 amended	All
Recommendation of mathematics course	<ol style="list-style-type: none"> <li>1. Application form</li> </ol>	Yes (available upon request)	First year BEcon/BEcon&Fin/BFin(AMPB) Non-JUPAS students or Mainland students

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

Types of Applications	Documents Required	Form	Applicable To
Academic qualification proof	1. Application letter 2. Supporting document(s)	Nil	All
Checking of assessment results application	1. Application form 2. Supporting document(s) 3. Proof of payment of the administration fee	Yes (via email announcement)	All
Form of medical certificates	1. Application form 2. Supporting document(s)	198/1019 amended (available at the Examinations Office website)	All
Application for testimonial	Application via HKU Portal (Online payment is required.)	Online application for current students (via the website of the Academic Support and Examinations (ASE) Section of the Registry)	All
Application for transcript	Application via HKU Portal (Online payment is required.)	Online application for current students (via the ASE website)	All
Application for Academic Attainment Profile (AAP)	Application via HKU Portal (Online payment is required.)	Online application for current students (via the ASE website)	Full-time undergraduate students (4-year curriculum) in the second semester of their final-year of study

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

You may also wish to refer to the materials posted on CEDARS website: <https://www.cedars.hku.hk/careers/jobs>

**USEFUL CONTACTS AND WEBSITES**

<b>HKU Business School</b>	Office: Room 401, KK Leung Building The University of Hong Kong, Pokfulam Road, Hong Kong
	Phone: 3917 5343
	Fax: 2549 3735
	Email: <a href="mailto:fbe.undergrad@hku.hk">fbe.undergrad@hku.hk</a> (UG Programme Administration) <a href="mailto:fbe.ugenrichment@hku.hk">fbe.ugenrichment@hku.hk</a> (UG Student Enrichment) <a href="mailto:ugfbecareer@hku.hk">ugfbecareer@hku.hk</a> (UG Career)
	Website: <a href="https://www.fbe.hku.hk/">https://www.fbe.hku.hk/</a>
<b>Academic Advising Office (AAO)</b>	Website: <a href="https://aao.hku.hk/">https://aao.hku.hk/</a>
<b>Academic Support and Examinations (ASE) Section, Registry</b>	Website: <a href="http://www.ase.hku.hk/">http://www.ase.hku.hk/</a>
<b>Centre of Development and Resources for Students (CEDARS)</b>	Website: <a href="https://www.cedars.hku.hk/">https://www.cedars.hku.hk/</a>
<b>Centre for Sports and Exercise (CSE)</b>	Website: <a href="https://cse.hku.hk/">https://cse.hku.hk/</a>
<b>Mainland Affairs Office (MAO)</b>	Website: <a href="https://mainlandaffairs.hku.hk/">https://mainlandaffairs.hku.hk/</a>
<b>Examinations Office</b>	Website: <a href="http://www.exam.hku.hk/">http://www.exam.hku.hk/</a>
<b>HKU Libraries</b>	Website: <a href="https://lib.hku.hk/">https://lib.hku.hk/</a>
<b>Information Technology Services (ITS) Student Information System Hotline</b>	Phone: 3917 0123 Email: <a href="mailto:ithelp@hku.hk">ithelp@hku.hk</a> Website: <a href="https://www.its.hku.hk/">https://www.its.hku.hk/</a> <a href="http://intraweb.hku.hk/reserved_1/sis_student/index.html">http://intraweb.hku.hk/reserved_1/sis_student/index.html</a>
<b>International Affairs Office (IAO)</b>	Website: <a href="https://aal.hku.hk/studyabroad/">https://aal.hku.hk/studyabroad/</a>
<b>Scholarships Office</b>	Website: <a href="https://www.scholarships.hku.hk/">https://www.scholarships.hku.hk/</a>
<b>University Health Service (UHS)</b>	Website: <a href="http://www.uhs.hku.hk">http://www.uhs.hku.hk</a>