

THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN

Regulations Governing Associate Students**1.0 Admission and Application****1.1 Definition of Associate Students**

Students from outside of The Chinese University of Hong Kong, Shenzhen (CUHK(SZ), the University) who wish to study at the University may apply to do so as associate students. After admission into the University, students can apply for a range of courses offered by the University following the regulations stipulated by the University on enrolment quota, course timetabling and scheduling etc.

(a) Exchange Students

Students from institutions which have formal bilateral student exchange arrangements with the University will be considered as exchange students. Exchange students are normally accepted in accordance with the Memorandum of Understanding reached with the partner institutions and will normally pay tuition to their home institutions.

(b) Visiting Students

Students from institutions which have formal agreements for visiting students with the University will be considered as visiting students. Visiting students are normally accepted in accordance with the Memorandum of Understanding for Visiting Students reached with the partner institutions and will be required to pay tuition to the University.

(c) Ad-hoc Associate Students

Student from institutions which do not have formal bilateral student exchange arrangements or formal agreements for visiting students with the University will be considered as ad-hoc associate students.

Associate students shall pursue an approved course of study not leading to a certificate, degree or diploma of the University, and shall receive an academic report on the course/s taken. Associate students of the University are not external associate students of The Chinese University of Hong Kong.

1.2 Associate Undergraduate Students**(a) Exchange Undergraduate Students**

Associate Students admitted to this category should have completed at least two terms of university studies. Students should normally have obtained a grade point average (GPA) of at least 3.0 on a 4.0 scale (B average or better), or otherwise approved by the Office of Academic Links. Applicants from institutions not using the GPA system will be assessed on their overall academic performance.

(b) Visiting Undergraduate Students

Associate Students admitted to this category should normally have obtained a

grade point average (GPA) of at least 3.0 on a 4.0 scale (B average or better), or otherwise approved by the Office of Academic Links. Applicants from institutions not using the GPA system will be assessed on their overall academic performance.

(c) Ad-hoc Associate Undergraduate Students

Associate Students admitted to this category should normally have completed at least two terms of university studies. Students should normally have obtained a grade point average (GPA) of at least 3.0 on a 4.0 scale (B average or better), or otherwise approved by the Office of Academic Links in consultation with the School concerned. Applicants from institutions not using the GPA system will be assessed on their overall academic performance.

1.3 Associate Postgraduate Students

(a) Exchange/Visiting Postgraduate Students

Associate Students admitted to this category should have satisfied the following conditions:

- (i) a Bachelor's degree from a recognized institution of higher learning, normally with a grade point average (GPA) of at least 3.0 on a 4.0 scale (B average or better). Applicants from institutions not using the GPA system will be assessed on their overall academic performance; and
- (ii) being currently enrolled in a postgraduate degree programme at another university.

(b) Ad-hoc Associate Postgraduate Students

Associate Students admitted to this category should have satisfied the following conditions:

- (i) his/her educational standard is considered adequate by the School concerned upon the approval of the Provisional Board of Graduate Studies; and
- (ii) normally being supported by a certified true copy of academic record and made to the Graduate School via the School concerned by a specified date.

2.0 Registration

- 2.1 An applicant who has been offered admission to an approved course of study or research shall pay the fees and register with the Office of Academic Links (OAL)/Registry/Graduate School on the respective specified date/s and shall be considered to have enrolled in the approved courses of study or research from the date of his/her first registration.
- 2.2 A student registered for a full-time course of study or research shall not take up any full-time employment, paid or unpaid, during term time except by prior permission of the OAL or School concerned.
- 2.3 No student shall be allowed to change his/her status to that of a candidate for a

certificate, diploma, degree or higher degree of the University unless s/he has already satisfied the University's requirements for admission to an approved course of study or research leading to a certificate, diploma, degree or higher degree of the University and unless the change of status is specially recommended by the OAL or School concerned and approved by the Academic Board.

- 2.4 A student shall register in the name which appears in his/her PRC Identity Card or passport. Only under very special circumstances may an applicant who has completed or withdrawn apply for change of his/her registered particulars. Such an application shall be made in writing with justification for approval by the Director of Academic Links in consultation with the School concerned.

3.0 Fees

- 3.1 The fees prescribed by the Governing Board shall be payable on dates specified unless prior permission for deferment is obtained.
- 3.2 A student in arrears shall be subject to fines. Unless written approval is given by the University to defer payment, a student in arrears, whether in part or in full, or who has outstanding fees/fines unpaid, shall be withheld from University services such as course registration and add/drop, application for transcript and certifying letter, graduation assessment, until all outstanding fees/fines are settled.
- 3.3 Caution money, payable on first registration, shall be refunded less any deductions made for outstanding debts on discontinuation or withdrawal of studies at the University.
- 3.4 Apart from caution money and hostel deposit, fees once paid shall not be refunded, unless exceptionally approved by the Director of Finance.

4.0 Course Load and Selection

- 4.1 An associate undergraduate student shall take a full load of 9–18 units of courses in any term except with prior permission of the OAL or School concerned. However, no student shall be allowed to take more than 18 units in any term.
- 4.2 An exchange or visiting postgraduate student can take either:
 - (a) a full load of 9–18 units of courses in any term; or
 - (b) conduct research and take a minimum course load of 3 units.
- 4.3 An ad-hoc associate postgraduate student shall take the courses as specified by the School concerned.
- 4.4 An exchange or visiting student shall, after consulting OAL staff and making sure that there is no timetable clash among the courses s/he wishes to select, complete the prescribed procedure for course registration.
- 4.5 A student shall register for courses on the specified date/s in each academic year. Anyone who does not register for courses after the prescribed period may be required to suspend studies or considered to have withdrawn from studies at the

University.

5.0 Course Withdrawals and Additions

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

6.0 Attendance and Absence

- 6.1 A student who has been absent from class/required activities for any period shall be responsible for applying to the teaching staff concerned for permission to make up for any required work missed.
- 6.2 In case of illness necessitating absence exceeding one week (or three weeks for associate postgraduate students), a student shall apply in writing to obtain permission from the Director of Academic Links in consultation with the School concerned /Dean of the Graduate School. Such an application shall be accompanied by a certificate signed by a qualified medical practitioner and shall require the endorsement of OAL or his/her School/Programme concerned.
- 6.3 A student who wishes to apply for a leave of absence exceeding one week (or three weeks for associate postgraduate students) for non-medical reasons shall obtain prior permission from the Director of Academic Links in consultation with the School concerned /Dean of the Graduate School through written application. Such an application shall state the reasons for which leave of absence is sought and shall require the endorsement of OAL or his/her School/Programme concerned.
- 6.4 A student shall be required to take leave of absence if the condition of his/her health is considered as constituting a definite hazard to the University community. At the end of the prescribed period of absence, the student shall obtain a certificate of good health signed by a qualified medical practitioner as required before s/he can apply to resume studies.

7.0 Assessment and Examinations

- 7.1 A student shall be assessed in every course for which s/he has registered on the basis of his/her performance in the course on the criteria as prescribed by the School/Programme concerned.
- 7.2 Course grades, their standards and converted points used in reporting shall be as follows:

(a) For undergraduate courses:

<i>Grade and Standard</i>		<i>Sub-divisions (if needed)</i>	<i>Converted Points</i>
A	Excellent	A	4.0

A–	Very Good	A–	3.7
B	Good	B+	3.3
		B	3.0
		B-	2.7
C	Fair	C+	2.3
		C	2.0
		C-	1.7
D	Pass	D+	1.3
		D	1.0
F	Failure	F	0.0
P	Pass	Not counted in the calculation of GPA	
U	Failure		

(b) For postgraduate courses:

<i>Grade and Standard</i>		<i>Sub-divisions (if needed)</i>	<i>Converted Points</i>
A	Excellent	A	4.0
A–	Very Good	A–	3.7
B	Good	B+	3.3
		B	3.0
		B-	2.7
C	Fair	C+	2.3
		C	2.0
		C-	1.7
D	Pass	D+	1.3
		D	1.0
F	Failure	F	0.0
P	Ungraded Pass	Not counted in the calculation of GPA	
U	Failure		

The grade point average of a student's course work shall be computed from the converted points as weighted by the number of units of each course attempted, inclusive of courses failed. "P"/"U" grades are for specified courses adopting a pass/fail grading basis where other grades are not applicable and will not count in the calculation of the grade point average.

- 7.3 A student who has gained a grade of "D" or above or "P" in a course shall earn the unit/s of that course.
- 7.4 A student shall take course examinations, if prescribed by the teaching staff concerned, in the form of written, practical or oral assessment, or any combination thereof.
- 7.5 Absence from examinations:
- (a) A student who for medical or other compelling reasons is unable to sit for any course examination or any part thereof shall apply in writing with documentary evidence at the earliest possible instance but in any case not later than five working days after the examination concerned to the Director of Academic Links in consultation with the School concerned /Dean of the Graduate School for permission for absence. In the case of illness/injury, the application shall be accompanied by a certificate signed by a qualified

medical practitioner.

- (b) If a student's application for absence is successful, the student may be otherwise assessed at the discretion of the School/Programme concerned.
- (c) A student who is absent from any examination without permission shall be given a failure grade in that examination.

8.0 Disciplinary Action

8.1 A student who violates any rule or regulation and/or commits any misconduct, including but not limited to the following:

- (a) defamation of or assault on or battery against the person of any member of the University;
- (b) willful damage to or defacement of any property of the University;
- (c) theft, fraudulent use, misapplication of University funds or property of any kind;
- (d) academic dishonesty;
- (e) an offence in connection with tests or examinations or violation of any of the regulations governing conduct at tests or examinations as approved by the Academic Board from time to time;
- (f) falsification or serious misuse of University documents or records;
- (g) refusal to comply with any regulations or orders by authorized persons and bodies prohibiting any conduct which disrupts teaching, study, research, administration or normal activities of the University;
- (h) any conduct which is detrimental to the reputation and well-being of the University;
- (i) an offence of an immoral, scandalous or disgraceful nature of which the student has been convicted in any court of law; or
- (j) misrepresentations or false statements made in any application or document submitted to the University;

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

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

- (a) reprimand issued by the disciplinary body concerned;
- (b) suspension from part or all of the rights, privileges and/or the use of part or all of the facilities of the University for a specified period of time;
- (c) demerit/s, of which a total of three may result in termination of studies at the University;
- (d) suspension from the University for a specified period of time;
- (e) termination of studies at the University;
- (f) any other form as the Committee on Student Discipline, School Board, or

other disciplinary committees (as the case may be) may deem fit. Penalty (d) or (e) may be imposed only with the approval of the Committee on Student Discipline, with authority delegated by the Academic Board. Any penalty imposed as a result of disciplinary action may be entered into the transcript of the student's academic record.

9.0 Transitional Arrangements

- 9.1 Until the Academic Board of CUHK(SZ) is established, all reference to "Academic Board" in these Regulations should be understood as "Provisional Academic Board" of CUHK(SZ).