

**COMMUNITY COLLEGE OF CITY UNIVERSITY OF HONG KONG (CCCU)  
ACADEMIC REGULATIONS FOR THE AWARD OF ASSOCIATE DEGREE**

**Glossary**

<b>Academic Board</b>	The Academic Board of The Community College of City University of Hong Kong
<b>Academic Year/Semester/Term</b>	The academic year is a period of twelve months, normally starting in September of each year. The academic year is divided into two Semesters and a Summer Term.
<b>Assessment</b>	The tests, coursework, examinations and other activities undertaken to assess students' progress through courses and to assign final grades.
<b>Assessment Panels</b>	CCCU bodies responsible for assigning grades to students for their courses.
<b>Award</b>	In these regulations, the award refers to the award of Associate Degree.
<b>CCCU</b>	CCCU refers to The Community College of City University of Hong Kong (The College).
<b>Code of Student Conduct</b>	The Code approved by the CCCU governing the conduct of students and providing for a process to deal with breaches of the Code.
<b>College Calendar</b>	Annual publication providing details of requirements approved for CCCU programmes.
<b>College Requirement</b>	A requirement set by the Academic Board for all students at a particular level of study, irrespective of programme.
<b>Course</b>	The basic units of instruction into which students are registered and for which grades may be assigned. CCCU courses are approved for inclusion in the course catalogue.
<b>Course Catalogue</b>	The official record of CCCU courses maintained by the Academic Regulations and Records Office.

**Course Examiner**

A course examiner is appointed by the head of division for each course offered by the division, to coordinate the assessment of the course.

**Credit Transfer**

The assignment of credit units toward the credit unit requirements of a programme on the basis of work done outside that programme. Credit units are normally assigned against specific courses for work equivalent in content and standard.

**Credit Unit**

Each course is assigned a number of credit units. A credit unit is earned by approximately forty to fifty hours of student work.

**Cumulative Grade Point Average (CGPA)**

$$CGPA = \frac{\sum_{i=1}^n G_i U_i}{\sum_{i=1}^n U_i}$$

For the calculation of Grade Point Average (GPA), G is the grade point awarded, U is the credit units earned for the i<sup>th</sup> course. CGPA is calculated for courses taken during enrolment for a specific programme, i=1-n where n represents all courses completed at the time of the calculation, unless excluded under AR8.3, or AR11.3.

**Division**

Division refers to “division and equivalent bodies” as defined by the Academic Board. A student’s “programme division” is the division offering the programme in which the student is enrolled.

**Enrolment**

On entry to the CCCU, students are enrolled in a programme of study.

**Equivalent Course**

Equivalent courses are courses where there is sufficient overlap in content that students may, with approval, register in the course to meet a programme requirement, to recover a failure or to improve a course grade.

**Examination Board**

CCCU bodies responsible for classifying students’ awards, recommending to Academic Board conferment of awards, and terminating the studies of students on academic grounds on behalf of Academic Board.

<b>Exclusive Course</b>	Exclusive courses are courses where there is sufficient overlap in their content to make it inappropriate for students to earn credits for more than one of the courses. Students may be restricted from registration in a course when they have earned credit units for an exclusive course.
<b>Exemption</b>	Students can be exempted from a requirement of a programme. Credit units are not earned for an exemption from a course.
<b>Graduation Date</b>	Dates set by Academic Board each year for the graduation of students who have completed requirements for awards.
<b>Mode of Study</b>	Students may not register for more than 18 credit units per semester. Students registered for less than 12 credit units per semester will, with the exception of the summer term, be regarded as reduced load students.
<b>Operational Grade</b>	A course grade assigned for administrative purposes to assist in the management of student records. Operational grades of I, IP, S, and X do not count in the calculation of students' GPAs.
<b>Precursors</b>	Precursors are set for some courses. Precursors are not requirements, but students are advised to complete precursors before registering in these courses.
<b>Prerequisite</b>	A requirement that <b>must</b> be fulfilled before a student can register in a particular course.
<b>Principal</b>	Principal refers to the College Principal of the CCCU.
<b>Programme</b>	The structured academic programme leading to a named award of the CCCU into which students are enrolled.
<b>Registration</b>	The inclusion of a student in the class list of a course.
<b>Required Course</b>	A course that must be passed to complete a programme.
<b>Semester GPA (SGPA)</b>	The GPA calculated for all the courses taken in a semester, including F grades, but excluding courses graded I, X, S, IP, or P.

<b>Senate</b>	The University Senate of City University of Hong Kong.
<b>Substitute Course</b>	Where the normal course requirements of a programme cannot be completed, a “substitute” course may be approved by the programme division for a student, replacing the required course.
<b>Taught Programme</b>	A programme for which the requirements are chiefly the completion of courses.
<b>Transcript</b>	The official academic record of a student’s progress through their programme, including grades assigned for courses.
<b>University</b>	City University of Hong Kong
<b>University Award</b>	An award of the University Senate granted on completion of a programme approved by the CCCU Academic Board.

## **Academic Regulations for the Award of Associate Degree**

These Academic Regulations are made by the Academic Board to govern student progress through taught programmes leading to the award of an associate degree approved by the University Senate.

Only the Academic Board can amend the Regulations, or permit exceptions, exemptions, or variations from them. Any variation from the Regulations approved by the Academic Board for a programme is set out in the requirements for the programme in the College Calendar.

The Regulations are supplemented by information on administrative procedures and about particular programmes to be found on the University/CCCU website.

### **1. Language of Instruction and Assessment**

Unless otherwise determined by Academic Board for a specific course or programme, the medium of instruction and assessment at the CCCU is English.

### **2. Admission**

2.1 Admission to the CCCU is based on academic criteria. The CCCU does not discriminate on the basis of age, gender, colour, race, creed, nationality, social or ethnic origin, or physical ability. The CCCU may have to consider whether its facilities are adequate, before admitting a disabled applicant.

2.2 To be eligible for admission to a CCCU programme, the applicant must **either** hold the general entrance requirements for the level of the programme as specified by the Academic Board and the programme entrance requirements, if any, **or** be a “mature applicant” as defined in the general entrance requirements, and be able to demonstrate aptitude and suitability for the programme.

2.3 Possession of the entrance requirements does not, in itself, entitle applicants to admission to the CCCU.

### **3. Enrolment**

3.1 On entry to the CCCU, students are enrolled in a specific programme of the CCCU.

3.2 Only in exceptional circumstances may students enrol for more than one associate degree programme concurrently. To enrol for an additional associate degree programme, students must apply in writing to the Academic Regulations and Records Office for approval by the CCCU.

3.3 Students may change their programme of study. To change their programme, students must apply in writing to the Academic Regulations and Records Office for approval by the CCCU. Changes of programme become effective only after at least one semester of study in a prior programme.

3.4 To maintain their enrolment, students must conform to the CCCU's Code of Student Conduct, and must pay all fees and charges owed to the CCCU by the due date.

#### **4. Changes in Status**

4.1 Students may take a leave of absence from their studies for an approved period. Periods of approved absence may not be less than one full semester/term, and may not accumulate to more than four semesters. Applications for leave of absence must be made in writing to the Academic Regulations and Records Office for approval by the CCCU.

#### **5. Credit Transfer**

5.1 The CCCU may allow previous educational or vocational experience to be counted toward the credit units required to earn an award of the University and appear on students' transcripts.

5.2 At least half of the credit units required for an award of the University must be earned by the successful completion of courses of the CCCU.

5.3 Credit units earned through credit transfer or exemption do not count in the calculation of a student's GPA, except where special arrangements have been made.

5.4 Applications for credit transfer should be made in writing to the Academic Regulations and Records Office for approval by the CCCU. Applications for credit transfer for work completed prior to entry to the CCCU must be made in the first semester following the student's admission, before the deadline set by the CCCU. Applications for credit transfer for outside work completed after admission to the CCCU must be made immediately in the semester following attainment of the additional qualification.

#### **6. Course Registration**

6.1 Students registering for courses must follow the instructions issued by the Academic Regulations and Records Office.

- 6.2 Registration for some courses is restricted to students holding the necessary prerequisites.
- 6.3 The CCCU reserves the right to restrict registration in courses, or permit registration only on a priority basis.
- 6.4 If students remain registered for a course after the last date for dropping the course, as determined by the Academic Regulations and Records Office, they will be assigned a course grade.

## 7. Maximum and Minimum Credit-Unit Load

- 7.1 In each semester, students may not register for courses which exceed a total of eighteen credit units.
- 7.2 In the Summer Term, students may not register for courses to a total of more than nine credit units.
- 7.3 Except where special arrangements are made for their programme, students seeking an exception to AR7.1 or AR7.2 should apply in writing to the Academic Regulations and Records Office for approval by the CCCU.

## 8. Grading of Courses

- 8.1 Courses are graded according to the following schedule:

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Letter Grade	Grade Point	Grade Definitions
A+	4.3	Excellent: Strong evidence of original thinking; good organization, capacity to analyze and synthesize; superior grasp of subject matter; evidence of extensive knowledge base.
A	4.0	
A-	3.7	
B+	3.3	Good: Evidence of grasp of subject, some evidence of critical capacity and analytic ability; reasonable understanding of issues; evidence of familiarity with literature.
B	3.0	
B-	2.7	
C+	2.3	Adequate: Student who is profiting from the university experience; understanding of the subject; ability to develop solutions to simple problems in the material.
C	2.0	
C-	1.7	

D	1.0	Marginal: Sufficient familiarity with the subject matter to enable the student to progress without repeating the course.
F	0.0	Failure: Little evidence of familiarity with the subject matter; weakness in critical and analytic skills; limited, or irrelevant use of literature.
P		Pass: “Pass” in a pass-fail course. Courses to be graded on a pass-fail basis for a programme are specifically identified under the programme in the course catalogue.

### **Operational Grades**

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IP	In Progress	An IP grade is shown where students will register in subsequent Semesters to complete the assessment of the course.
I	Incomplete	A grade of incomplete may be granted (1) where there are extenuating circumstances that have prevented a student from completing required work, or attending the examination; (2) at the discretion of the Assessment Panel. Where an “I” grade is assigned, the Assessment Panel will approve a schedule for the completion of work, or a supplementary examination. An “I” grade will be converted into a “F” grade four weeks after the “I” grade is first reported to the Academic Regulations and Records Office, unless an alternative grade has been assigned.
S	Portfolio Submitted	In a portfolio-type course, an S grade is assigned by the Course Examiner when a student’s portfolio has been submitted for assessment.
X		Assigned when a student is permitted to drop the course after the normal drop date.

- 8.2 Students assigned a grade of D or better, or a Pass grade in a pass-fail course, earn credit units for the course. Grades of F, IP, I, S, or X do not earn credit units.
- 8.3 Grades of P, I, IP, S and X are not counted in the calculation of a student's CGPA. Grades of F are counted, unless the fail is recovered under AR11.3.
- 8.4 Grades of P, I, IP, S and X are not counted in the calculation of a student's SGPA.

## **9. Illness or other Circumstances Affecting Assessment**

If students wish the CCCU to take into account illness or some other extenuating circumstances that affected their performance in an examination, or ability to attend an examination, or to complete coursework, they must refer the circumstances of the case to the relevant Course Examiner in writing, within five days of the scheduled date for students to complete the assessment of the course.

## **10. Review of Course Grades**

### Informal Resolution

- 10.1 Where a student believes that there may have been: a miscalculation of marks; data errors; extenuating circumstances affecting his/her performance; or wishes to resolve other issues relating to individual coursework component grades (e.g. quiz, presentation etc.), the student should first contact the Course Examiner and the relevant staff member responsible for the assessment with a view to resolving the matter informally.
- 10.2 If a revision to the student's course grade is considered necessary, the Course Examiner should make a recommendation to amend the grade and seek approval through the Chair of the Assessment Panel.
- 10.3 If the student's concerns regarding course grades cannot be resolved by informal means, the student may seek resolution via the formal procedures outlined below.

### Formal Procedures for Review

- 10.4 Formal requests for review of course grades may be made only if the assessment was not conducted in accordance with the Academic Regulations or with the arrangements prescribed for the course. Disagreement with the academic judgment of Course Examiners does not constitute valid grounds for review.

- 10.5 Any request for review of course grades must be made in writing to the Head of Division offering the course within one month of the announcement of grades by the Academic Regulations and Records Office. The written application must:
- (i) describe the informal actions taken to resolve the issue;
  - (ii) state the grounds on which the request for review is made;
  - (iii) include a description of the relevant facts; and
  - (iv) provide supporting evidence.
- 10.6 When considering a formal request for review of course grade, the Head of Division may form a Divisional Review Committee to investigate the case. Membership of a Divisional Review Committee includes the Head (or nominee) as Chair and at least two other academic staff not involved in the teaching of the course under review. Where the student is from another programme division, the Divisional Review Committee may include the Head (or nominee) of the student's programme division. The Divisional Review Committee may interview the student and staff members concerned, arrange for an independent assessment of the student's work, or seek advice from an external assessor. The Committee should record its proceedings and resolutions.
- 10.7 If the Committee decides to recommend amendment of the course grade, endorsement through the Chair of the Assessment Panel is required. The decision will be communicated in writing to the student by the Head of Division with a brief statement of the reasons for the decision. All reviews should be handled expeditiously by the parties concerned. A reply should be sent to the student no later than one month upon receipt of the formal request for review.
- 10.8 Formal requests for review of course grades should normally be resolved at the divisional level. If a student is not satisfied that his/her case has been dealt with appropriately at the divisional level, the student can convey his/her concern directly in writing to the College Principal. The Principal will adjudicate the case and communicate the decision to the student in writing. The decision of the Principal is final. For courses offered by the English Language Centre, students should convey their concern to the College Principal whose decision is final.

## **11. Students' Academic Progress and Academic Standing**

### Academic Standing

- 11.1 Academic standing provides an indicator of the student's academic progress on Associate Degree courses, and identifies students in academic difficulty needing academic advising and extra help. The four levels of academic standing are defined as follows:

<b>Standing</b>	<b>Definitions</b>
Good Standing	Students are making satisfactory academic progress.
Academic Warning	Students' most recent academic performance has been unsatisfactory, or their overall academic average is below minimum requirements. Students on warning are asked to seek academic advice from their programme advisor.
Probation	Students' most recent academic performance has been extremely unsatisfactory, or their overall academic average has continued to be below the minimum requirements for graduation. Students on probation will be assigned an academic advisor by their programme division and will not be permitted to register in courses in the following semester without the approval of the academic advisor. The programme division may also require students on probation to take a reduced credit unit load in the semester.
Academic Suspension	Students who cannot benefit from course registration in the next semester may be suspended for an approved period of not less than one semester. Academic Suspension is designed to provide students with an opportunity to resolve the problems that are preventing them making academic progress. On return from their suspension, students may be given the opportunity for one additional course repeat in each failed course to recover failure(s).
<u>Operational Standing</u>	
Review	A temporary status indicating that a student's performance may require a change of academic standing and has been referred to the student's division.

- 11.2 An academic standing decision is made for all students at the end of each semester, in accordance with rules adopted by Senate and published by the CCCU Academic Board.

#### Repeating Courses to Improve Grades

- 11.3 Except for courses covered by 11.4, students may repeat a course, or an equivalent course, to recover a failure or to improve a course grade of D. After the first attempt, only two repeat attempts are permitted. Course grades for all attempts will appear on the student's transcript, but only the final grade earned will be included in the calculation of the student's CGPA.
- 11.4 Courses may be designated 'portfolio-type' courses in the course catalogue. For portfolio-type courses, the catalogue will specify the normal duration for course registration and the maximum duration for course registration. Students are not permitted to repeat a portfolio-type course.

#### Academic Honours for Associate Degrees

- 11.5 At the end of each semester, or for those students taking less than 12 credit units per semester, on the completion of two semesters, students' GPAs are calculated. Where a student over that period has (1) earned twelve credit units or more, (2) achieved a GPA of 3.7 or greater, and (3) not failed any course, the student is placed on the Principal's List.

## **12. Conferment and Classification of Awards**

#### Requirements for University Awards

- 12.1 To be granted an award of the University, students must successfully complete an associate degree programme of the CCCU, including specific requirements of the named award for which they are registered, general CCCU requirements, and divisional requirements, if any. The requirements for awards are set out in the College Calendar for each programme.
- 12.2 Credit units earned for courses at a level below the programme level are not normally counted toward requirements for an award.
- 12.3 Where two or more courses are defined as exclusive for a programme by the programme division, the credit units earned for only one of the courses will count toward the requirements for the award.

- 12.4 Where the normal course requirements of a programme cannot be completed, a “substitute” course may be approved by the programme division for a student, replacing the required course.
- 12.5 The CCCU may allow credit units earned by students registered for a particular programme of the CCCU to be counted toward the requirements of another programme for which they register.
- 12.6 The CCCU may allow exemption from courses required for an award of the University. Credit units toward the award are not given when an exemption is granted.
- 12.7 Students may be granted an award of Associate Degree only if they have achieved a CGPA of 1.70 or above.
- 12.8 Where a programme is designed to enable students to gain an intermediate award of the CCCU, students who meet the requirements for the intermediate award and who do not intend to complete the full programme may apply in writing to the Academic Regulations and Records Office for conferment of the award. Such applications must be received within one calendar year of the student’s withdrawal from the programme.
- 12.9 Students completing the requirements for an award graduate on the next following graduation date.

Classification of Awards

- 12.10 The University grants awards with classifications as follows:

<b>Award</b>	<b>Classification</b>
<b>Associate Degree</b>	Distinction
	Credit
	Pass

- 12.11 CCCU awards are classified by the College Examination Board that makes a recommendation to the Academic Board for the conferment of awards.
- 12.12 College Examination Boards classify awards with regard to, but not necessarily in strict conformity with, a student’s CGPA.

### **13. Termination of Studies**

- 13.1 Where the student's record indicates that the student may have difficulty successfully completing the requirements for an award, the relevant CCCU Examination Board is informed. Where the Board is satisfied that the student cannot reasonably expect to complete the award, the Board will terminate the student's studies.
- 13.2 After termination of studies, students may not continue their studies at the CCCU. Readmission to any programme may not be considered earlier than one academic year after the student's termination.

### **14. Review of Examination Board Decisions**

#### Informal Resolution

- 14.1 Where a student is concerned that there might be data errors or that there were extenuating circumstances affecting his/her overall academic performance that have a bearing on the academic standing and award decisions made by the Examination Board, the student should attempt to resolve the matter informally by contacting the Programme Leader, Head of the Programme Division, or other relevant academic staff.
- 14.2 If the Head of Division wishes to recommend an amendment to the student's academic standing or award classification, this recommendation should be forwarded through the Chairman of the Examination Board for approval.

#### Formal Procedures for Review

- 14.3 Formal requests for review of an Examination Board's decision may be made only on the basis of procedural defects affecting the Board's decision. The academic judgment of the Examination Board, having acted in conformity with the CCCU's policies and guidelines on assessment, shall not be subject to appeal.
- 14.4 If the student's concerns regarding the Examination Board's decision cannot be resolved satisfactorily via informal means, the student may lodge a formal request for review in writing to the College Principal within one month of the publication of the Examination Board's decision by the Academic Regulations and Records Office. The application must:
- (i) describe the informal actions taken to resolve the issue;
  - (ii) state the grounds on which the request for review is made;
  - (iii) include a description of the relevant facts; and
  - (iv) provide supporting evidence.

- 14.5 Upon receipt of the formal request for review, the College Principal will review and decide on the case. If deemed necessary, the Principal may form a CCCU Review Committee to investigate the case. Membership of a CCCU Review Committee includes the Head (or nominee) of the student's programme division and another Head of Division not associated with the student's programme. The CCCU Review Committee will decide on the procedures it will follow in adjudicating the case. The Committee should record its proceedings and resolutions.
- 14.6 If the CCCU Review Committee decides to recommend changes to the student's academic standing or award classification, endorsement through the Chair of the Examination Board is required. The decision on the review will be communicated in writing to the student with a brief statement of the reasons for the decision. All reviews should be handled expeditiously by the parties concerned. A reply should be sent to the student no later than one month upon receipt of the formal request for review.
- 14.7 The decision of the College Principal or the CCCU Review Committee, if formed, is final.