<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>26</td>
<td>• Release of Semester A class schedule in AIMS&lt;sup&gt;+&lt;/sup&gt;</td>
</tr>
<tr>
<td>August</td>
<td>1&lt;sup&gt;+&lt;/sup&gt;</td>
<td>• First day for add/drop of non web-enabled courses</td>
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</tbody>
</table>
|     | 15<sup>+</sup> | • First day for add/drop of web-enabled courses  
(Your programme may require you to register courses by yourself on the web. Please check your course registration time ticket and class schedule from AIMS<sup>+</sup>.) |
|     | 27   | • Last day for application for credit transfer via AIMS<sup>+</sup> |
|     | 29   | • Semester A begins |
| September | 5 | • Last day for course add/drop |
|     | 10   | • Last day for withdrawal of studies, application for leave of absence and late drop of courses with no tuition fees charged  
(If the application is submitted after 10 September 2016, you will be liable for half or the full amount of the tuition fees payable for the semester in accordance with the Regulations on Tuition Fees. The acceptance fee paid at the time of admission will not be refunded under any circumstances.) |
|     | 11 September – 8 October | • 50% tuition fees<sup>+</sup> charged for withdrawal of studies, application for leave of absence and late drop of courses |
|     | 26   | • E-statement of account for Semester A 2016/17 tuition and other fees posted in AIMS<sup>+</sup> (AIMS > Student Record tab > My Finance) |
| October | 11   | • Due date for payment of Semester A 2016/17 tuition and other fees  
(If the tuition and other fees are not settled in full by the due date, a late payment charge of 2% of the outstanding balance will be added. Browse www6.cityu.edu.hk/FO/htm/TPg_PaySchedule.htm for the payment schedule.) |
|     | 9 onwards | • 100% tuition fees<sup>+</sup> charged for withdrawal of studies, application for leave of absence and late drop of courses |
| November | 2 | • Release of Semester A examination timetable in AIMS<sup>+</sup> |
| December | 5 - 17 | • Examination period |
|     | 20 onwards | • Release of Semester A course grades in AIMS<sup>+</sup> |

<sup>+</sup> Tentative  
<sup>+</sup> AIMS stands for Administrative Information Management System at CityU. With AIMS, students can access information related to their studies, such as class schedules, grades, etc. They can also update their contact information, add/drop courses, apply for credit transfer, transcripts, etc online.  
<sup>+</sup> For programmes charging tuition fees according to the number of credit units taken, students will be liable for the tuition fees chargeable or the minimum tuition fees of two credit units, whichever is higher.  

Detailed information on the above events is available at [www.cityu.edu.hk/sgs/tpg/student](http://www.cityu.edu.hk/sgs/tpg/student).
1. **Pre-Enrolment**
   Before coming to the University for new student enrolment, you must activate the electronic ID (EID), make the Declaration upon Enrolment and update your personal contact information at [www.sgs.cityu.edu.hk/student/tpg/pre-enrolment](http://www.sgs.cityu.edu.hk/student/tpg/pre-enrolment). Student computer accounts will then be automatically assigned to you. To find out more about CityU’s IT services, browse the IT Info website at [www6.cityu.edu.hk/it/student](http://www6.cityu.edu.hk/it/student).

   One day after your completion of the enrolment procedures, you will be able to use the University facilities such as the Library, the Computer Services Centre and the Sports Centre.

2. **Electronic Communication**
   Important information related to your studies, such as alerts to view your e-statement of tuition fees and e-announcements on course registration, class schedule, examinations, etc, will be sent to the CityU email account assigned to you and/or posted in the CityU Announcement Portal (CAP).

   You should check your student email regularly or setup email forwarding to your personal email to ensure you do not miss any important communication from the University. Failure to do so does not constitute a valid excuse for missing deadlines for handing in course assignments, submitting various applications, or payment of fees, etc. You are also encouraged to visit the student orientation website at [www.cityu.edu.hk/orientation](http://www.cityu.edu.hk/orientation) for important information related to new students.

   - To access your CityU email account, go to [webmail.my.cityu.edu.hk](http://webmail.my.cityu.edu.hk)
   - To access AIMS, go to [https://www.cityu.edu.hk/cityu/logon/aims.htm](http://www6.cityu.edu.hk/ah/)
   - To set up email forwarding, go to [www.cityu.edu.hk/csc/deptweb/support/faq/email/o365/autoforward.htm](http://www.cityu.edu.hk/csc/deptweb/support/faq/email/o365/autoforward.htm)
   - To reset your student computer accounts password, go to [www.cityu.edu.hk/cityu/student/loginissue.htm](http://www.cityu.edu.hk/cityu/student/loginissue.htm)

3. **Rules and Regulations**
   The University has rules and regulations governing academic matters, tuition fees, enrolment and related issues that students must observe. Visit the SGS website to read the rules and regulations in detail.

4. **Academic Honesty**
   Academic honesty is central to the conduct of academic work. To enhance students’ understanding of academic honesty, all new students admitted in Semester A are required to complete the online tutorial and quiz, and submit the online declaration on or before 30 November 2016 in order to access their grade results online. Please obtain the detailed information at [www6.cityu.edu.hk/ah/](http://www6.cityu.edu.hk/ah/) and complete the online declaration as soon as possible.

5. **Maximum Period of Study**
   Students shall complete all programme requirements within the stipulated maximum period of study, inclusive of programme transfer and any periods of leave of absence and suspension of studies. You may find the normal and maximum study period of individual taught postgraduate programmes at [www.sgs.cityu.edu.hk/student/tpg/regulations/maxstudyperiod](http://www.sgs.cityu.edu.hk/student/tpg/regulations/maxstudyperiod). Students who cannot complete all programme requirements for graduation within the maximum study period will be required to discontinue their studies.

6. **Course Registration**
   Classes will start from Monday, 29 August 2016. Courses may be pre-registered for you. Student’s personal class schedule and the master class schedule are available in AIMS from 26 July 2016. If the programme requires you to register courses by yourself on the web, please check your course registration time ticket from AIMS. Details about your programme structure and course syllabi are available at [www.cityu.edu.hk/cityu/prgm/prgm.htm](http://www.cityu.edu.hk/cityu/prgm/prgm.htm).

7. **Late Enrolment**
   Students who do not enrol by 10 September 2016 will be regarded as not accepting the admission offer and all acceptance fees paid will not be refunded.

8. **Students with Disabilities**
   Students who have any disabilities are advised to let the University know about their disabilities so that the University will be able to provide, where possible, appropriate assistance to them. Please complete the questionnaire obtainable at [www.cityu.edu.hk/sgs/download/tpg/student/QuestionnaireDisabilities.pdf](http://www.cityu.edu.hk/sgs/download/tpg/student/QuestionnaireDisabilities.pdf).

9. **Tuition and Other Fees**
   An e-statement of account for Semester A 2016/17 tuition and other fees will be posted in the “My Finance” section under the “Student Record” tab of AIMS on 26 September 2016. If the fees and charges are not settled in full by 11 October 2016, a late payment charge of 2% of the outstanding balance will be added to your account. You may view your account summary in AIMS.

10. **Withdrawal of Studies**
    If you subsequently decide not to study at the University after enrolment, please submit your withdrawal notification via AIMS to the Chow Yei Ching School of Graduate Studies by the end of Week 2 of Semester A 2016/17 (10 September 2016). Otherwise, you will be liable for half or the full amount of the tuition fees payable for the semester in accordance with the Regulations on Tuition Fees. Visit the SGS website to read the regulations in detail.

Information related to your studies at CityU is available at [www.cityu.edu.hk/sgs/tpg/student](http://www.cityu.edu.hk/sgs/tpg/student).