CODE OF PRACTICE
Taught Postgraduate Studies

November 2023

Graduate School
The Chinese University of Hong Kong

The Chinese University of Hong Kong (CUHK) is a bilingual (Chinese and English) and multicultural institution of higher learning founded in 1963.   As a first-class comprehensive research university with both a local and an international outlook, we aim at cultivating quality higher degree graduates to serve the increasingly sophisticated needs of society and making contributions to the pool of human knowledge through research.   The majority of our staff teaching on our 134-hectare scenic campus is bilingual and recruited from all over the world.   We hold fast to our fundamental goal of aiming for excellence in our intellectual pursuits and strive to achieve high programme quality.

Information and figures given in this *Code of Practice* are valid as of November 2023, unless otherwise specified.   The Graduate School reserves the right to make changes without prior notice if circumstances so require.

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<u>Graduate School</u>

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Code of Practice

Taught Postgraduate Studies

This *Code of Practice* sets out the University's guidelines and references for taught postgraduate (TPg) studies, i.e., studies leading to the award of postgraduate certificate, diploma and taught master's/doctoral degrees. It offers practical advice and good guidance on procedures handling academic and student matters for TPg students, teachers and personnel supporting TPg programmes.

The *Code of Practice* should be read in conjunction with:
- University regulations, in particular the *General Regulations Governing Postgraduate Studies*;
- *Guidelines and Procedures for Thesis Submission/Assessment for Research Postgraduate and Taught Doctoral Programmes*;
- *General Information for Thesis Preparation and Submission – A Guide for Research Postgraduate and Taught Doctoral Students*;
- the latest version of the *Postgraduate Student Handbook*;
- *Honour Code and Code of Conduct*; and
- any other guidelines provided by the Graduate School and the relevant Graduate Divisions, Departments and Faculties.

TPg students must familiarise themselves with this *Code of Practice* and the above documents. In particular, the *General Regulations Governing Postgraduate Studies* contain detailed information on course load, academic probation, leave of absence, graduation assessment, etc.   These documents can be downloaded from the Graduate School website (www.gs.cuhk.edu.hk).

The *Code of Practice* is applicable to all current TPg students, unless otherwise specified and is updated annually and when necessary.   Students and personnel concerned are highly recommended to check the latest version of the online *Code of Practice* for any amendments and changes.

While the *Code of Practice* provides general guidelines on studies at CUHK, students and staff will find it useful to refer to circulars, notices, prescribed forms and notes for applicants, etc., for purposes of their day-to-day academic activities.   The Graduate School has prepared a collection of such useful information and documents on its website for easy reference or use by students and staff.   Students are advised to visit the Graduate School website regularly to keep themselves well-informed of any latest announcements and activities.

Contents

1. Role of Stakeholders

1.1 Stakeholders and governance structure

The roles of various TPg stakeholders and their relationships under the prevailing governance structure are described briefly below.

A *TPg student* is one who has been admitted to a programme of studies to pursue a higher degree and has registered with the Graduate School.   He/She must take timely actions to maintain the validity of his/her student status by observing relevant rules and regulations, enrolling for course(s), achieving satisfactory academic performance and progress, and paying fees, according to respective schedules.

A TPg student is expected to be a responsible member of the University community.   He/she has the right to take full advantage of the teaching and learning facilities and support provided by the University, and the obligation to take ultimate responsibility of any of his/her academic output.

All TPg programmes are under the jurisdiction of a particular Graduate Division which structurally forms part of a *Faculty*.   The *Board of the Faculty* coordinates the activities of the Departments within the Faculty and considers and deals with the recommendations of the Departments regarding the content of courses for the degree(s) and on the details of syllabuses.   A *Graduate Panel* is set up for each Graduate Division to take care of matters of postgraduate studies.   The roles of a Graduate Panel are discussed below.

The *Graduate School* coordinates all postgraduate programmes leading to higher degrees and postgraduate diplomas/certificates.   The Head of a Graduate Division reports to the Dean of the Graduate School and the Department Chairperson for operations of his/her Graduate Division's postgraduate programmes. He/She also bears the responsibility to ensure compliance of all TPg programmes offered by the Graduate Division with University rules and policies.

The Graduate School also provides administrative support to the *Graduate Council and its Executive Committee*.   The powers and duties of the Graduate Council are (a) to advise the Senate on all graduate programmes of studies; (b) to coordinate the activities of the Graduate Divisions within the Graduate School; and (c) to consider and deal with the recommendations of the various Graduate Divisions on the content of courses and on the details of syllabuses.

The Faculty and its Department(s)/Graduate Division(s) must establish a governance system which ensures compliance of all TPg programmes with University rules and policies.   In Faculties with more than one Graduate Division, an Associate Dean or equivalent shall be appointed to oversee all TPg programmes to ensure consistency across programmes in terms of procedures and practices. In Faculties with only one Graduate Division, this task is discharged by the Head of the Graduate Division.

The *Senate* is in control of and regulates (a) instruction, education and research; (b) the conducting of examinations for students; and (c) the award of degrees, diplomas, certificates and other academic distinctions of the University.

TPg students are also supported by various CUHK service units, such as the ***Office of Student Affairs (OSA), Library, and the Information Technology Services Centre (ITSC)***.

The following diagram describes in general the relationships and interactions among various stakeholders.
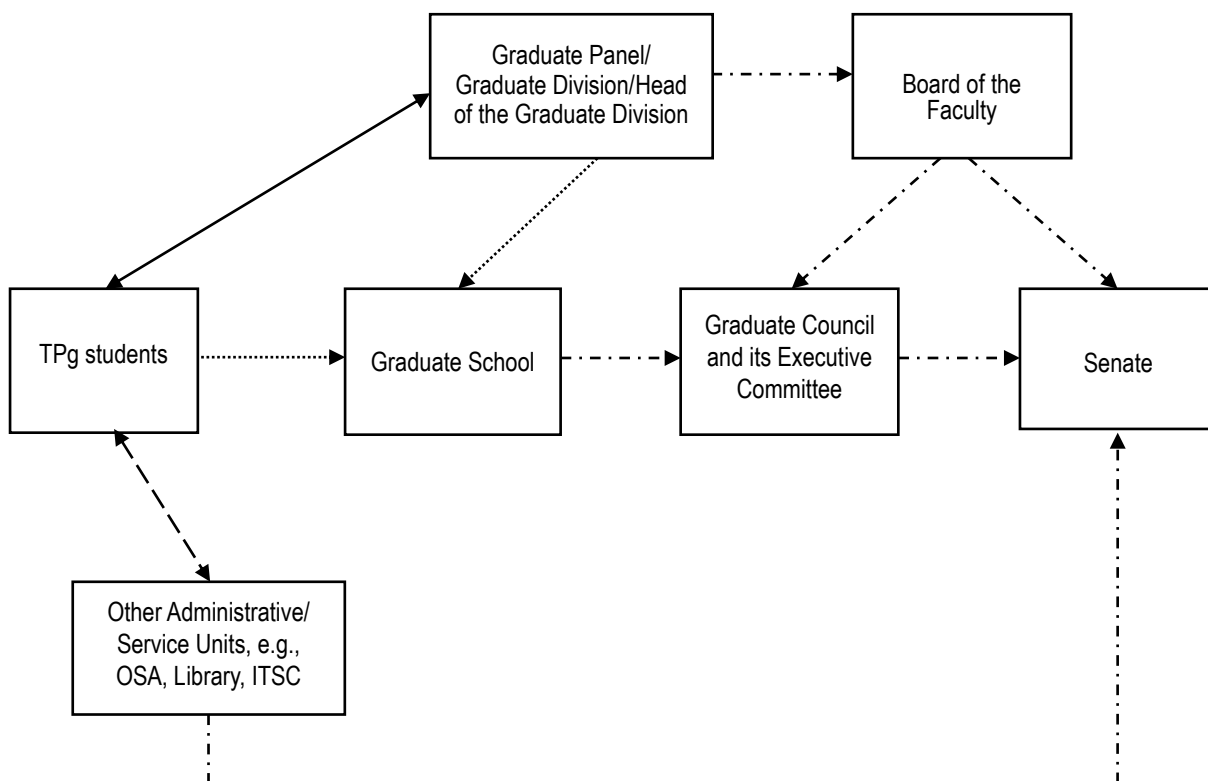
Key to relationships in general:

───────────	*Teaching, learning and academic advice*
─ ˙ ─ ˙ ─ ˙ ─	*Administrative governance and policies*
··················	*Progress and assessment*
─ ─ ─ ─ ─	*Non-academic advice, services and support*

1.2 Graduate Panel

A Graduate Panel is set up for each Graduate Division with the Graduate Division Head as the Chairperson and at least two other members to be nominated by the Graduate Division Head. Its responsibility is to endorse or decide on:

- the courses of study to be offered;
- the selection of applicants for admission; and
- any other matters related to the Graduate Division.

2. Basic Information on Programmes and Courses

2.1 Taught postgraduate programmes

The Graduate School offers through 60 Graduate Divisions a total of 129 TPg programmes leading to postgraduate certificate, diploma, master's and doctoral degrees.   As of November 2023, the number of taught postgraduate programmes offered by CUHK is:

Taught Doctoral programmes	5
Taught Master's programmes	116
Postgraduate Diploma/Certificate programmes	8
Total	129

New programmes may be proposed by Graduate Divisions/Faculties or initiated by the University in accordance with its strategic development.   Such initiative may be triggered by intellectual pursuits, international and societal developments, academic advancement, technological breakthrough or available resources.   Graduate Divisions may also propose changes to existing programmes/courses to restructure or revitalise them.   There are well-defined guidelines and procedures and a schedule for submission of programme proposals which are available on the Graduate School website.

2.2 Strategic goal statement for taught postgraduate programmes

TPg programmes form the backbone of postgraduate education in many academic fields, for example, in professional disciplines such as legal studies, business administration, and education.   The University regards self-financed TPg programmes as an essential component of its mission as a first-class comprehensive research university.   TPg programmes should be pursued with the following strategic objectives:

(a) TPg programmes aim at providing valuable resources to help advance the University's goal of achieving academic excellence.   This is in alignment with the other stated programme goals.

(b) TPg programmes shall deliver scholastic values at the quality level of a first-class university. They should fully support faculty and departmental strategies and be built upon Faculty strengths.

(c) The aim of TPg programmes is to address societal needs in postgraduate education in fulfilment of the University's role to serve as an educational leader at the national and international levels.

(d) TPg programmes should serve as a two-way link between the University and society.   They are expected to incorporate and disseminate knowledge gained from the University's research. At the same time, they could help identify and recruit top candidates for the University's research programmes.

Policies and plans for TPg Programmes should be formulated with these objectives in mind.

2.3   Graduate attributes of taught postgraduate programmes

The University has clear expectations of the attributes of its graduates.   The TPg programmes aim to educate students to embark on careers that will allow them to become world leaders in their fields, working as senior managers in enterprises, or experts in other professions related to the pursuit and application of knowledge.

Graduates of the TPg programmes are expected to have acquired comprehensive, state-of-the-art knowledge and relevant expert skills in the subject discipline.   Graduates of the TPg programmes should have gained access to results from up-to-date advances in the field and a depth of knowledge in specialty areas.   They should have accumulated ample experience in practical training, clinical work, project development, or research activities, as prescribed by their programmes.   Communication and language skills at a level appropriate for university graduates are expected already at the time of admission.   In particular, fluent communication skills are expected in languages essential to their discipline.   Proficiency in English is expected as it is the default international language in many professional and scholastic fields.

Postgraduate diploma programmes tend to serve very specific and diversified objectives and have relatively short study periods.   The expected attributes of the graduates of these programmes should be specified by the Graduate Divisions.

Postgraduate students are expected to possess attributes of holders of first degrees obtained from the University or other leading tertiary institutions in domains such as academic honesty, personal integrity, critical and independent thinking, communication and language skills, global vision, desire to serve the society, and others.   Whole-person development therefore does not form part of the formal educational objectives of most postgraduate programmes offered at the University.

2.4   Modes of study

The mode of study of a postgraduate programme may be full-time or part-time.   Unless otherwise specified, classes of part-time programmes may be scheduled in day time as for full-time programmes. Part-time students have to make their own arrangements to attend day-time classes.

Application for change of study mode is allowed only within the student's normative period of study and must be recommended by the Graduate Division and approved by the Dean of the Graduate School.

The remaining normative and maximum periods of study for students who change the study mode are computed based on the principle of ratios of time spent by part-time students as compared with full-time equivalents, specified in the conversion tables published in the *Postgraduate Student Handbook*. Continuing students, i.e., students beyond the normative study period, are not allowed to change their study mode.

2.5   Courses

A TPg programme is made up of courses on specific topics.   Courses could be lectures, tutorials, seminars, field studies, etc., which carry a different number of units.   All TPg students are required to complete the number of units of courses specified in the respective study schemes.

A typical 3-unit taught course is made up of a two-hour lecture and a one-hour tutorial per week throughout a teaching term (the number of hours students spent on out-of-class self-studying is not included).   The general rule is that each unit of course is regarded as equivalent to approximately three hours of study per week by the student.

The fundamental concepts and key principles covered by each course are listed in the course outline. The content specification is not exhaustive.   Learning outcomes, i.e., capabilities, knowledge and skills students expected to have developed during the course, are specified in the course outline.

2.6   Course code and sequence

Since 2010-11 the course code comprises four letters and four numerals.   The first four letters stand for the subject (e.g., BIOL for Biology) and the first numeral stands for the level of study. Undergraduate courses are coded 1000 to 4000 while postgraduate courses are coded 5000 to 8000. Details are given below:

Level	Definition
5000	Postgraduate Diploma/Master's courses
6000	Advanced Master's courses
7000	Doctoral courses
8000	Thesis Monitoring courses, e.g., Thesis Research courses of "articulated" M.Phil.-Ph.D. Programmes or Thesis Monitoring courses for other M.Phil. and Ph.D. programmes.

Lower level courses should normally be taken before upper level courses.   However, some flexibility is allowed through opening most courses to students of all years subject to satisfactory fulfilment of prerequisite and co-requisite requirements, unless otherwise stipulated by the Programme.

As resolved by the Senate, double-coding of a single course is not allowed.

3. Admissions

3.1 Admission process

Postgraduate admissions are coordinated by the Graduate School, which invites applications in September each year.   Applications are considered based on their merits.   Local and non-local applications are handled fairly and equally.   Successful applicants are normally admitted to the following Fall Term (beginning in August).   Applications for deferred admission to the Spring Term (beginning in January) or the next academic year will only be considered if students are unable to take up the study due to illness or an unavoidable cause.   The maximum period for deferred admission is one year.   Applications for deferred admission should be made to the Graduate Division Head before the start of the academic year.

Each year the Graduate School arranges a briefing on postgraduate admission for staff members of the University.   The *Manual on Postgraduate Admissions* will be updated and distributed to guide them through the exercise.   The admission and notification processes are summarised in the diagram on the following page.

3.2 Entrance requirements

Entrance requirements of different TPg programmes are set out in the *General Regulations Governing Postgraduate Studies* (www.gs.cuhk.edu.hk).   Graduate Divisions may set additional programme-specific requirements, such as a subject test, or waive such requirements for some special cases. Applicants are also required to fulfil the University's minimum English Language requirement for admission to our TPg programmes.   Details are available on the Graduate School Admissions website (www.gs.cuhk.edu.hk/admissions).

Applicants holding academic qualifications by completing programmes which differed substantially from "traditional" curricula may be required to provide evidence or objective assessment from accreditation bodies, e.g., Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ), for further consideration.

3.3 Quality of students admitted to taught postgraduate programmes

For quality assurance purposes, the entry qualifications of admitted TPg students are closely monitored. The entry qualifications of TPg students are reported to the University on an annual basis.   Graduate Divisions, Programme Directors, and staff members responsible for TPg admissions should uphold the standards for student admissions, as one of the quality assurance measures.

Admission and Notification Processes

Applications → Graduate Divisions

Graduate Divisions branches to:
- Reject → Releases result online
- Recommend to admit

Recommend to admit branches to:
- Applicants who meet all requirements → GS
- Applicants who do not meet all requirements → Division submits justification to GSAC
- Applicants who are expected to meet all requirements and awaiting documentary proof → GS → Releases result online

Division submits justification to GSAC branches to:
- Approve → Releases result online
- Reject → Releases result online

GS (from Applicants who meet all requirements) → Releases result online

Releases result online (Approve path) branches to:
- Applicant declines offer → Offer void
- Applicant accepts offer → Registration

Releases result online (from GS / documentary proof path) branches to:
- Applicant declines offer → Offer void
- Applicant accepts offer

Applicant accepts offer branches to:
- Documents provided by applicant do not meet condition or no evidence provided by deadline → Offer void
- Documents provided by applicant meet condition → Registration

GS - Graduate School

GSAC - Graduate School Admissions Committee

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4. Registration/Residence Requirements/Leave of Absence

4.1 Orientation

Each year in August, OSA arranges an orientation programme for new postgraduate students. The programme covers matters relating to academic study and campus life. Some of the topics are listed below:

- Postgraduate Studies at CUHK
- Improving Postgraduate Learning
- Honesty in Academic Work
- Using Your Library for a Successful Study at CUHK
- Mental Wellness and Postgraduate Studies
- Career Planning and Development
- Diversity and Inclusion@CUHK
- Campus Crime Prevention and Road Safety
- Tips for Non-local Students

New students are strongly advised to participate in the orientation programme to get acquainted with life in CUHK and - for non-local students - also with life in Hong Kong.

4.2 Student registration

An applicant who has been offered admission to a course of study at the University shall pay the fees and register at the University by the respective deadlines. Anyone who fails to pay fees and register by the specified deadline shall be considered to have declined the offer. An applicant who has been offered admission but wishes to defer registration, i.e., deferred admission, should submit an application before the start of the academic year to the Head of the Graduate Division for approval.

A student shall not be registered simultaneously for another programme of studies leading to the award of a degree, diploma or certificate at this University or at any other tertiary institution unless an application has been submitted in advance to the Graduate Division, endorsed by the Faculty and approved by the Graduate Council. A student in breach of this regulation shall be required to discontinue studies at the University.

4.3 Course selection

The Graduate School announces schedules for course selection and course add/drop on its website. Students are able to complete course selection and course add/drop where applicable through CUSIS. All relevant materials, such as study schemes and teaching timetables, are available at CUSIS. If students wish to register course(s) outside their own study schemes, they should make an application to obtain prior approval from the Programme Director and the offering department of the course(s).

Students are able to check their own course register at CUSIS during and after the course selection period.   The course register is tentative until approval has been obtained from the Graduate Division after the add/drop period.   Students will be informed when the final course register is available.   Enrolment of courses with limited quota is subject to the Graduate Division's confirmation.   Students are therefore advised to check their final course register before attending classes.

Courses of each programme listed in the *Postgraduate Student Handbook* will be offered according to resources available each year and are subject to approval by respective Faculty Boards.   Students should refer to the "Teaching Timetable" on the Graduate School website for information of course offerings in the current academic year.

According to the Regulations, a student should take at least one course in each term, unless otherwise stated in the study scheme or approved by the Head of the Graduate Division.   Only under special circumstances may a student apply for permission to withdraw from a course or enrol in another course after the add/drop period.   Such an application with justification and supporting documents, if any, should be submitted to the Programme Director and Graduate Division Head for endorsement and the Dean of the Graduate School for approval.   A student who does not complete a registered course without approval to withdraw from it will obtain a failure grade for the course.   Students are not allowed to withdraw from a course after the end of the term concerned.

4.4   Residence requirements

Except for periods of approved leave, all TPg students are required to be in residence during their period of study.

A TPg student is classified as being in residence if

(a) He/She is attending courses as prescribed by his/her programme on a regular basis; and
(b) He/She is present in Hong Kong except for absences not exceeding one month aggregate in an academic year; or
(c) He/She is away from Hong Kong and his/her programme of studies approved by the Graduate Council and the Senate so provides.

4.5   Normative and maximum study periods

A TPg student is required to complete all graduation requirements by the end of the normative study period unless an extension has been granted.   Beyond the normative study period, students will be classified as Continuing Students.   A student must complete the graduation requirements within the maximum study period, which shall include any periods of leave of absence and any suspension of studies.   A student who cannot complete all requirements within the maximum study period shall be discontinued from studies at the University.

The normative and maximum study periods of different taught programmes are available in the *General Regulations Governing Postgraduate Studies* on the Graduate School website.   Students may check their own normative study end date and maximum study end date via CUSIS (https://portal.cuhk.edu.hk).

4.6 Shortening of normative study period

A student who wishes to graduate before the normative study end date may apply to the Graduate Council via the Graduate Division to shorten the study period.   In any case, the minimum normative study period is 12 months for master's programmes and 24 months for doctoral programmes.

4.7 Programme change

Students may apply to change programme.   Different scenarios and the respective approval procedures are described in the following table:

Scenarios	Approval Procedures
(a) Change to another programme of a different Graduate Division	1. Heads of both Graduate Divisions to endorse 2. GCExCo to approve
(b) Change to another programme in the same Graduate Division, where period of study carried over <u>is equal to or NOT more than 50%</u> of the normative period for the new programme	1. Programme Director to endorse 2. Graduate Division Head to approve and report to GS 3. GCExCo to note
(c) Change to another programme in the same Graduate Division, where period of study carried over is <u>more than 50%</u> of the normative period of the new programme	1. Programme Director and Graduate Division Head to endorse 2. GCExCo to approve
(d) Change of the mode of study (full-time/part-time)	1. Programme Director and Graduate Division Head to endorse 2. Dean of GS to approve

4.8 Leave of absence

In case of illness necessitating absence exceeding three weeks, a student should submit an application together with a medical certificate signed by a registered medical practitioner to obtain endorsement from the Graduate Division and permission from the Dean of the Graduate School.

Leave of absence for non-medical reasons is limited to a maximum of one year in the first instance, and any extension is limited to one more year, beyond which no further extension will be granted, unless approval from the Graduate Council is obtained in special cases.   Leave period for TPg students is calculated on the basis of term(s), for example, a student taken a month off will be recorded as taken leave for the given term, if approved.

Applications for leave of absence for non-medical reasons are handled as follows:

Leave of Absence	Approval Procedures
(a) Leave for a period up to 1 year	Graduate Division Head to approve
(b) Leave for more than 1 year and up to 2 years	1. Graduate Division Head to endorse 2. Dean of GS to approve
(c) Leave for more than 2 years	1. Graduate Division Head to endorse 2. GCExCo to approve

A student who has been absent without approved leave of absence or who is in breach of the residence requirements for a continuous period exceeding one month will be considered as having withdrawn from studies.

4.9 Student visa

As of November 2023, CUHK's enrolment of postgraduate students is around 14,000, including a substantial portion of non-local students from around the world, who must first obtain a student visa or other forms of permission by the Immigration Department of the Government of HKSAR for studying in Hong Kong. Under the refinement measures implemented in March 2014 in relation to Hong Kong's development as a Regional Education Hub, the length of stay for non-local students studying full-time locally-accredited post-secondary local programmes will be aligned with the normal duration of programmes, subject to a maximum of six years. All non-local students must comply with the conditions and requirements attached to their student visa.

The following are some highlights of the immigration arrangements applicable to non-local TPg students:

(a) Full-time students may take up employment or study-related internships as arranged or endorsed by institutions. All students, local and non-local, are required to comply with the CUHK policy on taking up of employment and internships.

(b) All non-local students will be allowed to pursue short-term studies in programmes offered by Hong Kong higher education institutions with degree-awarding powers, provided that the cumulative duration of short-term studies should not exceed 180 days within any 12-month period. All students, local and non-local, are required to comply with the CUHK policy on concurrent registration.

(c) Non-local recent graduates who wish to apply to stay and work in Hong Kong after graduation are not required to secure an offer of employment upon application. They may be granted 24 months' stay on time limitation only without other conditions of stay provided that normal immigration requirements are met.

Up-to-date information and further details about student visa can be found on the Hong Kong Immigration Department website at www.immd.gov.hk.

4.10 Employment

According to the University Regulations, all full-time students are not allowed to take up any full-time employment, paid or unpaid, during term time. Students who are approaching the end of their normative study period may be allowed to take up full-time employment under the condition that they have already completed all graduation requirements of the programme, subject to the endorsement of the Programme Director and Head of the Graduate Division, and approval of the Dean of the Graduate School.

Non-local students should also refer to the previous section on student visa.

5.   Progress towards Graduation

5.1   Graduation requirements

All TPg students are required to fulfil a set of graduation requirements as prescribed by the programme in order to graduate.   Some of the requirements are compulsory for all while some are specific to individual programmes or individual students.   Different types of graduation requirements will be introduced briefly in the following sections.   Students should refer to the Course List, Course Descriptions, and Study Scheme of their own programmes in the *Postgraduate Student Handbook* for details.

5.2   Course requirements

The course requirements set out the required courses and elective courses, if applicable, of the Programme.   <u>Students should take at least one course in each term</u>, unless otherwise stated in the Study Scheme or approved by the Head of the Graduate Division.

5.3   Postgraduate students taking undergraduate courses

Postgraduate students are allowed to enrol in undergraduate courses (4000 level or below) in the following situations:

(a) Taking undergraduate courses as make-up requirements:
A TPg student with a first degree of a different subject other than the postgraduate programme he/she is studying may have to make up for some undergraduate courses as assigned by the Programme Director.

(b) Taking undergraduate courses which are not required:
TPg students may take other undergraduate courses, typically in a different subject, purely out of interest (e.g., calligraphy or music), or to develop other skills (e.g., language, including a third language).

TPg students who wish to take undergraduate courses should first consult their Programme Directors.

Programmes can include up to 15% of undergraduate courses in the programme requirements. GCExCo's approval is required if Graduate Divisions request to include more than 15% undergraduate courses in the programme requirements.

5.4   Improving Postgraduate Learning

Over the years, the Graduate School has coordinated with the Centre for Learning Enhancement And Research (CLEAR) to organise related short courses, e.g., research skills, computer skills, presentation skills and Teaching and Learning, thesis writing, laboratory safety, etc. to help postgraduate students do their research. These modules are collectively referred to as the Improving Postgraduate Learning

(IPL) programme. Most IPL short courses are optional for postgraduate students. Programme Directors and Heads of the Graduate Divisions should also promote the IPL modules and encourage their students to take them.   However, students of taught doctoral programmes are required to complete the following IPL modules in their first year of studies for completion of the candidacy requirements with effect from the 2022-23 intake:

1) Research Data Management (RDM) is of increasing interest and importance to the academia. More and more research funders require researchers to submit data management plans as part of grant applications and share their research data to the scholarly community. In light of these policies and requirements, the Research Data Management (RDM) Training is incorporated into an appropriate IPL module offered by the Library.   Students are required to complete the online course *Basics of Research Data Management* in their first year of study.   Information is available at http://www.cuhk.edu.hk/clear/prodev/ipl.html.

2) The University Safety Office (USO) has stipulated in its course/examination protocol that passing the relevant safety examinations is a requirement for those students who undertake laboratory activities that carry safety risks. In principle, postgraduate students should not conduct any laboratory work before meeting the University-recognised training requirements. Students for whom laboratory safety training and examination is relevant, are required to complete the safety courses and/or sit for the examinations in their first year of study prescribed by their programmes/Divisions.

In addition to completing the above IPL modules stipulated for partial fulfilment of candidacy requirements, students of taught doctoral programmes are also required to complete the online module "*Observing Intellectual Property and Copyright Law during Research*" for completion of graduation requirements.   Relevant information is available on the CLEAR website at www.cuhk.edu.hk/clear/prodev/ipl.html.

5.5   Research Ethics Training

To strengthen researchers' awareness of ethical concepts, the Office of Research and Knowledge Transfer Services (ORKTS) offers Research Ethics Training (RET) which contains four online modules in the following domains: (a) *Human Subject Ethics;* (b) *Laboratory Animals Ethics;* (c) *Survey and Behavioural Ethics;* and (d) *Publication Ethics*.

Students of taught doctoral programmes admitted in 2017-18 and thereafter are required to complete the online RET module on "*Publication Ethics*" and obtain a valid Publication Ethics Certificate for graduation.   More information on RET is available at www.research-ethics.cuhk.edu.hk/web/.

5.6   Other requirements

Graduate Divisions may prescribe additional graduation requirements for students of their programmes. For example:

- Language requirement, e.g., knowledge of spoken Cantonese and written Chinese may be required for some courses taught in Cantonese and English.

- A higher minimum cumulative GPA (e.g., 2.5) for graduation.
- Additional requirements for individual students depending on their academic progress.
- Students of taught doctoral programmes are required to submit a thesis and pass an oral examination for graduation. The schedule, procedures, and assessment of the thesis and oral examination are described in details in a later Chapter "Submission of Thesis for Taught Doctoral Programmes".

5.7 Course and unit exemptions

Students who have already completed equivalent courses may apply for exemption from taking some courses and/or units by taking the following actions:

(a) Check their eligibility by reading the *Policy on Course and Unit Exemptions for Postgraduate Students* (available in the *Postgraduate Student Handbook*);

(b) Consult the Graduate Division on the possibility of granting course and unit exemptions;

(c) Complete the prescribed online application form and attach any required supporting documents for submission to the Graduate Division via CUSIS; and

(d) Pay the required fee.

Applications will be considered on a case-by-case basis. The decision rests with the Head of the Graduate Division and is subject to approval by the Dean of the Graduate School.

5.8 Language policy

CUHK is a bilingual (Chinese and English) university. The University has three goals related to language proficiency at the postgraduate level:

(a) At the time of admission, ensure a proper alignment of the language proficiency of students with the language of instruction adopted by the programme;

(b) After admission, ensure that students have the opportunity to continue strengthening their language proficiency; and

(c) Provide students with opportunities to be exposed to Chinese language and culture, particularly those without such exposure prior to admission.

The majority of postgraduate students at the University are proficient in Chinese and English, though there is a small number of overseas students who do not have prior exposure to the Chinese language and culture.

In addition, postgraduate students may wish to strengthen their proficiency in Chinese (Putonghua and/or Cantonese) and/or English for academic, professional or other purposes, the programme in which they are enrolled may have specific language proficiency needs (such as proficiency in Japanese in the Japanese Studies programme), or the programme may for general educational purposes have a third language requirement. The University will continue to ensure that appropriate language courses are offered through the relevant units, including the Department of Chinese Language and Literature, Chinese Language Centre, English Language Teaching Unit, Department of Linguistics and Modern Languages, and other relevant departments.

6. Assessment and Examination

6.1 Assessment of academic performance

Assessment of a student's academic performance may take various forms: class work, written work, laboratory performance, field work, research papers, assignments, tests, oral defence, and any other method of academic assessment. A combination of assessment methods may be used in one course. The specific course and assessment method(s) and the relative weight of these methods (e.g., written assignment X%, mid-term test Y%, final course examination Z%) should be spelt out in the course assessment scheme as designed by the teacher responsible and approved by the Assessment Panel of each Graduate Division. The course assessment methods should be announced to students as part of the course outline at an early stage of the academic term.

6.2 Course grades

The University adopts the 4-point grade point system for grading students' performance. A student shall be assessed in every course for which s/he has registered on the basis of his/her performance in the course under the criteria prescribed by the programme concerned. Course grades, their standards and converted points to be used in reporting are as follows:

Grade and Standard		Sub-division (if needed)	Converted Points
A	Excellent	A	4.0
A-	Very Good	A-	3.7
B	Good	B+	3.3
		B	3.0
		B-	2.7
C	Pass	C+	2.3
		C	2.0
		C-	1.7
D	Pass	D+	1.3
		D	1.0
F	Failure	F	0.0
DI	Distinction	Not counted in the calculation of the grade point average (GPA)	
PA	Pass		
FA	Failure		
P	Ungraded Pass	Not counted in the calculation of the grade point average (GPA)	
U	Failure		

"DI"/"PA"/"FA" or "P"/"U" grades are for specified courses adopting a distinction/pass/failure and pass/failure gradings where other grades are not applicable.

GPA of a student's course work is computed by dividing the total weighted converted points for courses taken by the total number of units attempted inclusive of courses failed, where the weighted converted points are converted points multiplied by the number of units of the course concerned. Courses graded by "DI"/"PA"/"FA" or "P" and "U" will be excluded from in the calculation of GPA.

A student who has gained a grade of "D" or above or "DI"/"PA" or "P" in a course will earn the unit(s) of that course. The units of courses repeated/retaken shall count only once towards the fulfilment of course units for graduation. A student receiving a failure grade in a required course must repeat the course or take an approved substitute course.

6.3   Assessment Panel

Each Graduate Division should establish an Assessment Panel which is chaired by the Head of the Graduate Division and comprises at least two members from the Graduate Division, apart from the Graduate Division Head himself/herself. The membership may overlap with that of the Graduate Panel of the Graduate Division. When handling grade appeals, the Assessment Panel may co-opt other teachers or form ad-hoc panels if necessary.

The terms of reference for the Assessment Panel include:

(a) To propose policies on the matters contained in this policy paper (e.g., peer assessment) for approval by the Department/Programme Committee.
(b) To monitor and ensure fairness and honesty in all assessment work.
(c) To review comments provided by Visiting Committee and programme review panels.
(d) To review and define grade descriptors as and when necessary.
(e) To endorse course assessment schemes.
(f) Be responsible for the quality of examination/test papers. For example, for each course, a colleague within the department/programme could be appointed as an internal reviewer to independently check the paper and model answer/marking scheme.
(g) To approve grade boundaries and the assignment of grades recommended by teachers.
(h) To arrange make-up examination/assessment for students who have been given approval to be absent from examination/assessment.
(i) To endorse requests submitted by teachers for change of marks or grades upon appeal by students, and to help resolve any informal complaints thereon.
(j) To ensure that reasonable effort is undertaken to monitor and uphold academic honesty in all assessments.
(k) Any other duties as determined by individual Departments/Divisions/Programmes.

6.4   Examination administration

Course examinations are administered either by the Registration and Examinations Section of the Registry or Graduate Divisions. The former is responsible for administration of examinations for undergraduate courses in some of which postgraduate students could have enrolled. The latter is responsible for administration of examinations for postgraduate courses.

Students who are unable to sit any examination due to illness or other compelling reasons should apply in writing with documentary evidence to the Graduate School as early as possible but in any case not later than five working days from the examination. The Graduate School will determine in consultation with the Graduate Division the required follow-up action. An application for absence from examination on medical ground shall be accompanied by a medical certificate signed by a registered medical

practitioner.   A student who is absent from any examination without permission will be given a failure grade in that examination.   No supplementary examination is allowed for students failing an examination in this case.   However, under special circumstances, the Graduate Council may on the recommendation of the Graduate Division approve an exceptional assessment arrangement.

For rules to be observed by candidates during examinations, please refer to the *Postgraduate Student Handbook* available on the Graduate School website and additional/specific rules to be prescribed by the Graduate Divisions/course teachers.   A student who violates any of the rules regarding examinations shall be disciplined in accordance with the nature and gravity of the offence.

6.5   Grade appeal process

Grade appeals are handled by the Assessment Panel of each Graduate Division.   However, it is advisable that students who wish to initiate a grade appeal should first approach the teacher responsible and discuss with him/her the expectations of both parties.   This will provide a chance for both parties to review the examination script, or any other form of student work which has been assessed, together with the relevant course assessment scheme and other rules and regimes.   If a resolution acceptable to both parties cannot be achieved through this informal process, the student may submit a formal grade appeal to the Assessment Panel through the Graduate Division or Head of the Graduate Division <u>within two weeks</u> from the grade release date of the course concerned.   No appeal for grade review will be accepted after this period.

6.6   Unsatisfactory performance

A student is required to discontinue studies if his/her performance is unsatisfactory.   The definition of unsatisfactory performance is as follows:

(a) The cumulative grade point average is 1.0 or below; or
(b) The student fails to have probation lifted after being put on academic probation for two consecutive terms of attendance; or
(c) Additional requirements laid down by the Graduate Division are not satisfied.

A student shall be put on academic probation if he/she has obtained a cumulative GPA below 2.0 in the preceding term unless he/she is required to discontinue studies.   A student on academic probation shall be reviewed by the Graduate Division at the end of the term in which he/she is put on probation, at which time if he/she has obtained a cumulative GPA of 2.0 or above or attained satisfactory progress, probation shall be lifted, otherwise probation shall continue to apply in his/her next term.

7. Submission of Thesis for Taught Doctoral Programmes

7.1 Preparation for thesis

Students of taught doctoral programmes are required to submit a thesis and pass the oral examination within the prescribed period of time for graduation. The eligibility of a student for award of a degree is assessed by the Thesis Assessment Committee on the basis of:

(a) The thesis;

(b) An oral examination; and

(c) A written examination, if required.

The Graduate School has published a document titled *Research and Thesis Writing*, which focuses on the structure of a thesis and provides advice on the areas of research and thesis writing techniques. The publication comprises six chapters:

Chapter 1: Beginning research – advises how to select a research topic and work with a Supervisor

Chapter 2: Effective use of information – guides students through searching for information online and helps them develop skills and techniques for using library resources

Chapter 3: Structuring a thesis – outlines the main components of the structure of an academic thesis

Chapter 4: Writing a thesis – focuses on the actual writing of a thesis

Chapter 5: Proofreading – focuses on proofreading and suggests a number of ways of checking for inconsistency in thesis content and structure at micro and macro levels

Chapter 6: Guide to thesis formatting – contains information about the requirements for formatting a thesis, based on the regulations of the Graduate School

The publication is the output of a concerted effort of various CUHK departments. Students are advised to read the document carefully at the beginning of their studies and consult it later on whenever deemed appropriate. It is accessible from the GS Platform (Students) on the Graduate School website.

7.2 Procedure

The procedure relating to thesis submission is summarized in the following table, with more elaborations available in the ensuing sections.

Event/Time	Tasks of Students	Tasks of Graduate Divisions
Declaration of intention to submit thesis – submit to Graduate School (GS) four months before actual submission	Complete and submit Form TAS-1 with 1-2 pages summary	- Supervisor and Head of the Graduate Division to approve proposed date of submission and thesis title; - Graduate Division to forward signed Form TAS-1 to GS, with nominations of Thesis Assessment Committee members on Form TAD-1A (for master's) or TAD-1C (for doctoral).
Appointment of examiners – after approval of nomination		Head of the Graduate Division to inform Internal Examiners (IE) of their appointment.
Change of thesis title – after approval of thesis title	Complete and submit Form TAS-2 to Graduate Division for approval	Supervisor and Head of the Graduate Division to approve and forward signed Form TAS-2 to GS.
Change of Thesis Assessment Committee		Complete Form TAD-2A/TAD/S1 and forward to GS.
Deferment of submission of thesis – delay in submission of thesis beyond the original proposed date	Complete and submit Form TAS-3 to Graduate Division for approval	Supervisor and Head of the Graduate Division to approve the application and forward signed Form TAS-3 to GS.

Event/Time	Tasks of Students	Tasks of Graduate Divisions
Submission of thesis – according to the proposed date of thesis submission	Check the applicable submission method at GS Platform (Student). *Conventional Procedure:* (i) Upload the first draft of thesis to VeriGuide (http://veriguide1.cse.cuhk.edu.hk/portal/plagiarism_detection/index.jsp); (ii) Complete the "Academic Honesty Declaration Statement", which will be sent from VeriGuide to the student via email after uploading; (iii) Submit the required documents to GS: - *Copies of thesis for dispatch to External Examiner(s); - An abstract of thesis/portfolio in both Chinese and English; - Completed Forms TAS-4, TAS-5, TAS-6 and the "Academic Honesty Declaration Statement";	Graduate Division to distribute thesis and Form TAD-3 (Thesis Assessment Report) to IEs.
	- Receipts of examination fee and publication fee (for doctoral students); and (iv) Submit *copies of thesis (for IEs) to Graduate Division. *New Online Procedure:* (i) Upload the following documents to CUSIS (the thesis will be transferred to VeriGuide via CUSIS): - First draft of thesis/portfolio; - An abstract of thesis/portfolio in both Chinese and English; - Completed Form TAS-5 with endorsement from the Supervisor and Head of Graduate Division; - Receipts of examination fee and publication fee (doctoral); and (ii) Submit *copies of thesis (for IEs) to Graduate Division. (*Number of copies depends on the number of examiners)	
Oral examination – after submission of thesis to Division and GS	Attend an oral examination	Graduate Division to arrange oral examination <u>within two months</u> after thesis submission.

Event/Time	Tasks of Students	Tasks of Graduate Divisions
Assessment reports – immediately after oral examination		Head of the Graduate Division to collect IEs' reports and complete Form TAD-5.
Assessment results – available upon completion of assessment process	- may check progress on GS Platform (Students); - act according to instruction of Graduate Division/GS. (For follow-up actions on different final grades, please refer to the relevant sections below.)	Head of the Graduate Division to: - complete and return Forms TAD-5, TAD-6, TAD-7 to GS with a copy of IEs' reports; - copy the above Forms to Supervisor, with a copy of all examiners' reports; - copy Form TAD-6 (with Part A of examiners' assessment report) to student for information and follow up action. Supervisor to give advice to student, if applicable.

7.3 Declaration of intention to submit thesis

Students have to declare their intention to submit the thesis by completing and returning the "Declaration Form on Intention to Submit Thesis/Portfolio" (Form TAS-1) to the Graduate Division and Graduate School <u>four months before actual submission</u>. Form TAS-1 includes the proposed date of submission and the thesis title (with 1-2 pages of summary/abstract of thesis) for approval by the Supervisor and Head of the Graduate Division.

If the intended date of submission is more than three months ahead of the end of the original normative study period, permission of the Graduate Council is required. Since the normative study period will end three months after the intended date of submission, permission to shorten the normative study period will be handled at the same time. A separate application for shortening the normative period is not needed.

Students are not allowed to submit theses during leave of absence or if the External Examiner(s) has/have not yet accepted the invitation to serve on the Thesis Assessment Committee.

7.4 Thesis Assessment Committee

Upon approval of the thesis title and the proposed date for submission, the Graduate Division will nominate members of the Thesis Assessment Committee to evaluate the student's thesis for award of the degree sought and provide the student with an opportunity to defend the thesis. The composition of the Thesis Assessment Committee is as follows:

(a) Chairperson – the Head of the Graduate Division or his/her representative with an academic title of Associate Professor or above at CUHK. The Supervisor/Co-supervisor should NOT serve as the Chairperson of the Committee.

(b) At least three Internal Examiners –
    (i) the Head of the Graduate Division or his/her nominee as Chairperson;
    (ii) the student's Supervisor; and
    (iii) a third Internal Examiner from within or outside the Graduate Division.

The Internal Examiners must be academic staff of the University. An academic staff who left the University may continue to serve as Supervisor/Co-supervisor/Internal Examiner of the student within three months from retirement/resignation.

(c) External Examiner – An External Examiner must not be an academic staff of the University. Anyone who has been a teaching staff of the University and who has taken part in the teaching of the candidate, even in a visiting capacity, within the last three years of the assessment or anyone who is expected to join the University before the assessment is completed is not eligible for appointment as External Examiner. In addition, an External Examiner must be at least Senior Lecturer in the Commonwealth system or Associate Professor in the American system of high academic qualifications with considerable and recent experience in university teaching. In special circumstances, External Examiners without university affiliation but have the rank of Associate Professor (or equivalent) or above are appointed on the basis of relevant professional experience. Two External Examiners will be appointed to assess the thesis of a part-time

doctoral student who is a current full-time staff member of the University at the rank of Assistant Professor or above.   All nominations of External Examiners must be approved by the Senate and University Council.

7.5   Submission of thesis

Students are not allowed to submit theses for examination unless the External Examiners have accepted the invitation. Students should <u>not</u> contact the External Examiners on matters related to the thesis.

Students should submit their theses to the Graduate School according to the proposed schedule, unless permission for deferment has been obtained.

For details please refer to the *General Information for Thesis Preparation and Submission – A Guide for Research Postgraduate and Taught Doctoral Students.* It is important to note that with effect from 2 January 2025, completion of the exit survey for research postgraduate and taught doctoral students is mandatory as part of the final thesis/portfolio submission process. The submission pathway will be available in the Thesis Submission Procedures.

Upon reviewing the student's thesis and the originality report generated by VeriGuide, the Chairperson of the Thesis Assessment Committee notifies the Graduate School and Graduate Division if the thesis can be sent to the External Examiner for assessment.   If the Supervisor finds that the thesis is not suitable for submission, he/she will forward the thesis to the Internal Examiners for a decision.   If there is any disagreement among the Internal Examiners, the case will be referred to the Head of the Graduate Division.

It is advisable to note the following before a student submits his/her thesis:

(a) Timing
With effect from the 2021-22 academic year, the University will have three degree conferment dates in each year, i.e. 31 March, 31 July, and 15 October.

Students are required to submit the final thesis before the deadline as stipulated below in order to have their graduation included in the degree conferment date concerned.   Students who submit the final version of their thesis before 31 August will normally have the degree conferred in the same year.

Degree Conferment Date	31 March	31 July	15 October
Deadline for final thesis submission to GSO	28 February	30 June	31 August

(b) Formatting
There are specific requirements for thesis formatting such as order of contents, margins, paper size, citation styles, etc.   For details, please refer to *Guide to Thesis Formatting* of the *Research and Thesis Writing* available on the GS Platform (Students) for illustrations and samples.

(c) Number of copies
The number of copies to be submitted depends on the number of members serving on the Thesis

Assessment Committee. Students should check with their Graduate Division the number of copies required. Except for the copy for External Examiner(s) which should be submitted electronically to the Graduate School, student must submit all other copies directly to the Graduate Division. The Graduate School will send the thesis to the External Examiner(s) for assessment.

(d) Required documents and fees
The thesis must be submitted together with the completed forms and required fees. Please study the *General Information for Thesis Preparation and Submission – A Guide for Research Postgraduate and Taught Doctoral Students* carefully well in advance to familiarize with the requirements.

7.6 Oral examination

After dispatch of the thesis to the Examiners, an oral examination will be held by the Thesis Assessment Committee. Normally, such an examination will <u>be held within two months after the submission</u> of the thesis. Requests for delay should be submitted by the Graduate Division to the Dean of the Graduate School for approval.

The presence of an External Examiner at the oral examination is compulsory for doctoral programmes. Where the External Examiner is unable to be present at the oral examination, a second External Examiner will be appointed to attend the oral examination and undertake the same responsibilities as the first External Examiner.

The Graduate Division will inform the student of the details of the oral examination at least one week in advance. The oral examination covers not only the subject matter of the student's thesis but also knowledge in related fields deemed essential to the field of specialisation. The Chairperson of the Thesis Assessment Committee chairs the oral examination and ensures that questions are fair and that the student is given adequate opportunity to answer them.

Even if the Examiners consider that a student's thesis is not of the standard for the award of the degree sought, a student may, at the discretion of the Thesis Assessment Committee, be given an oral examination to defend his/her thesis.

7.7 Written examination

Any written examination, if required, will be arranged by the Graduate Division. The Graduate Division should keep a record of the written examination and provide the record if circumstances require.

7.8 Thesis grades and follow-up actions

Examiners are normally given a period of five weeks for assessment of the thesis. Students may check the progress of this assessment process on the GS Platform (Students). Upon receipt of all Examiners' reports, the Chairperson of the Thesis Assessment Committee will decide on a final grade within four weeks and through the "Notification to Student on Results of Thesis/Portfolio Assessment" (Form TAD-6) inform the student of the final assessment result and the required follow-up actions, if any. If revisions are required, the Supervisor must ensure that corrections are made satisfactorily within a

specified period of time not later than three months.

The grading system of the final grades for the thesis and follow-up actions on different thesis grades are shown in the following table:

Grade	Status	Follow-up Action
I	Pass	(a) If revision is not required, the student will be recommended for award of degree. (b) If revision is required, the revised thesis should be inspected by Supervisor(s) before the student is recommended for award of degree. Documents to be submitted to GS: - final version of thesis; - completed Form TAS-7; and - completed "ProQuest Publishing Agreement" (for doctoral students).
II	This submission NOT passed. Re-submission allowed and re-examination required	Students should: - revise and re-submit the thesis to the Thesis Assessment Committee (repeat submission process mentioned in earlier sections); and - pay the re-submission fee and continuation fee (if applicable).
III	Failure - no re-submission allowed	Graduate Division to submit recommendation to discontinue the student from studies for consideration by GCExCo.

7.9 Re-submission

A student whose thesis is not passed but re-submission is allowed and re-examination is required must re-write and re-submit the thesis to the satisfaction of the Thesis Assessment Committee before being recommended for the award of degree. The re-submission must be made within 12 months from the date of the official notification of the result of the first examination and within the student's prescribed maximum period of study.

A student who fails to re-submit the final version of thesis within one year from the date as specified by the Thesis Assessment Committee will be required to discontinue studies.

Apart from ruling in regard to thesis re-submission, the Thesis Assessment Committee may decide whether or not the student should be re-assessed by oral examination.

Only one re-submission of thesis is allowed unless exceptional approval is granted by GCExCo on extension of the re-submission deadline and/or further re-submission of the thesis.

7.10 Deferment of submission of thesis

To apply for deferment of submission of a thesis beyond the originally proposed date, the form for "Application for Deferment of Submission of Thesis/Portfolio" (Form TAS-3) should be completed and forwarded to the Supervisor and Head of the Graduate Division for approval and then to the Graduate School for record. Deferment must NOT exceed the maximum study period. The deferment of the thesis submission may result in a delay of the graduation.

7.11 Submission of final version of thesis

Students are required to submit an electronic copy of the final version of their theses.   For details please refer to the *General Information for Thesis Preparation and Submission – A Guide for Research Postgraduate and Taught Doctoral Students.*

7.12 Copyright of theses

The University decided that with effect from 2007-08 students should hold the copyright ownership of their theses.   However, to make theses accessible for wider scholarly and academic purposes, students are requested to sign an agreement to grant the University a worldwide irrevocable, non-exclusive right in respect of the copyright to the theses for the purpose of making copies, abstracts, reproducing or otherwise dealing with the theses by whatever means, including but not limited to, digitising, storing, reproducing, and distributing the theses in any media and in any format, provided that any and all such acts are only for scholarly and academic purposes and with proper acknowledgment of authorship.

For theses submitted before the effective year, the University retains the copyright of each of the theses submitted.   A request may be made to the Dean of the Graduate School to grant permission to release this copyright to anyone intending to use a part or whole of the materials in any thesis in a proposed publication.   Students/graduates are expected to give due acknowledgement of their Supervisors' guidance (in case of a translation, students should seek the approval of the original author). Photocopying of theses may be made for "fair use" for the purposes of research or private study, without the express permission of the Dean of the Graduate School, in accordance with the prevailing guidelines for copyrighted works.

7.13 Confidentiality of thesis

Normally, requests for keeping theses confidential will not be approved.   Students and Supervisors who wish to protect potential patent rights (which will belong to the University if the work is done as part of normal duties) should exercise care to exclude sensitive material from the theses.

With effect from December 2014, a one-year "restricted access" is granted automatically to the final version of thesis submitted by a postgraduate student.   The said period is extended to two years and made applicable to students who submit the final version of their theses after the change comes into effect on 22 April 2022.   Access to the table of contents and full text of the thesis will be blocked during this period after which the thesis will be open for public access unless approval from GCExCo is granted. Students may opt out of the "restricted access" if they wish to release their theses immediately for open access.

Approval for confidentiality for theses for reasons other than patent application may be granted only in exceptional circumstances, normally up to three years (including the "restricted access" period).   Each case will have to be submitted to GCExCo for consideration.

Students (including graduates) are advised to make requests for extending and modifying the restricted

access period in writing at least one month prior to the date the restriction shall lapse. Retroactive requests for extending the restricted access period received after the said deadline will not be approved.

8. Quality Assurance

8.1 External assessment of taught postgraduate programmes

External examiners, normally persons of high academic qualifications with considerable and recent experience in university teaching at Senior Lecturer/Associate Professor rank, shall be appointed for postgraduate programmes for an initial three years or for a longer duration on a need basis.   Normally no visit to Hong Kong will be required.   However, for some programmes, external examiners may be required to visit the University.   One external examiner is normally appointed per programme, but for a programme with more than one specialisation, two or more external examiners may be appointed.

The external examiner will take part in the assessment of marked scripts/assignments/projects, etc. of courses selected for review.   After reviewing the selected courses for each term, the external examiner will send his/her comments and recommendations to the Dean of the Graduate School.   In addition, the external examiner is required to submit an overall report to the Dean of the Graduate School at the end of the year on the performance of the students and the standard of the programme, and if possible, to give views on the development of the programme.

8.2 Taught postgraduate programme review

According to the *Integrated Framework for Curriculum Development and Review (IF): II. Taught Postgraduate Programmes*, each TPg programme should conduct its own programme self-evaluation and be subject to a formal external programme review.   The self-evaluation report of the programme should be considered by an external review panel appointed by the Faculty Board.

The programme review report consists of both self-evaluation and external review components, and should be submitted to the Faculty Board for approval and discussion of follow-up actions and formation of an action plan to address any issues for which there is potential for improvement.   The review report and action plan should then be forwarded to the Graduate School for submission to the Senate Committee on Teaching and Learning (SCTL) and the Visiting Committee concerned, as appropriate.

8.3 Committee on Re-approval of Self-financed Taught Postgraduate Programmes

All self-financed TPg programmes, including programmes offered jointly with a partner institution, should have a maximum validity of six years, after which re-approval for continuation of the programme will be considered from both academic and resource angles.   The Committee on Re-approval of Self-financed Taught Postgraduate Programmes considers the continuation or otherwise of all programmes after such six-year period or a shorter re-approval period as the case may be.   The major sets of criteria for review are:

(1) Academic quality;
(2) Alignment with University/Faculty/Department strategic goals;
(3) Sufficient student demand normally demonstrated by an annual intake of not less than 20 fte;
(4) Provision of sustainable resources, such as adequate teaching support, normally offered by regular teaching staff, administrative support, classroom facilities, and other teaching and

learning facilities;

(5) High quality of student intake normally demonstrated by the standing of the students' home institutions, GPAs, and English language proficiency and other credentials upon admission as well as upon graduation and employment statistics;

(6) Observation of the no cross-subsidy principle; and

(7) Financial viability evidenced by the programme budget as reviewed by the Resource Allocation Committee.

9. Student Fees

9.1 Student fees

Some student fees applicable to TPg students are listed below for reference.   For information on other fees, please refer to the Fees table published in the CUHK Calendar at www.iso.cuhk.edu.hk/english/publications/calendar/. Fees are subject to revision from time to time.

Types of Fees	HK$
Tuition fee	please refer to respective TPg programmes
Fee for application for course and unit exemptions	160
Fee for transcript or certifying letter (per copy)	50

Fee for report on curriculum details
    First copy
    Each subsequent copy
	
	150
	50

Fee for replacement of graduate certificate (per copy)	800
Fee for replacement of CU Link Card (each card)	130
Caution money	450
Graduation fee	450
Reinstatement of studentship	430
Fine for fee payment in arrears	200

9.2   Payment schedule of tuition fee

Tuition fee notes are issued by the Donations and Projects Management Unit (DPU) of the Finance Office in electronic format by e-mails to students' @Link mailbox two weeks prior to the payment due date of each term.   Students are advised to check their mailbox to receive the fee notes and make payments accordingly.

A student who is in arrears shall be subject to fines.   Unless written approval is given by the University to defer payment, a student who is in arrears, whether in part or in full, or who has outstanding fees/fines unpaid for more than two weeks shall be considered to have withdrawn from studies.

Apart from caution money, all fees once paid shall not be refunded, unless exceptionally approved by the Bursar and Director of Finance.

10. Academic Honesty and Disciplinary Action

10.1 Academic honesty

The University places utmost importance on honesty in academic work and intellectual property, and adopts a policy of zero tolerance on cheating in examinations, plagiarism and infringement of intellectual property.   Any related offence will lead to disciplinary actions including termination of studies or employment.   As such, the University has prepared *Honesty in Academic Work: A Guide for Students and Teachers* which is available at www.cuhk.edu.hk/policy/academichonesty/.

The content of the *Guide* is listed below for easy reference:

Section 1:   What is plagiarism
Section 2:   Proper use of source material
Section 3:   Citation styles
Section 4:   Plagiarism and copyright infringement
Section 5:   CUHK regulations on honesty in academic work
Section 6:   CUHK disciplinary guidelines and procedures
Section 7:   Guide for teachers and departments in handling cases of academic dishonesty
Section 8:   Recommended statement to be included in course outlines
Section 9:   Electronic submission of assignments via VeriGuide
Section 10:   Declaration to be attached to assignments

CLEAR has prepared a video (English/Cantonese/Putonghua version) regarding honesty in academic work (www.cuhk.edu.hk/clear/tnl/acad_honesty.html). Students are strongly encouraged to watch the video so as to have a full understanding of the issue.

10.2 Infringement of copyright

The law protects creators of original works such as books, newspapers, computer programmes, photographs, films, sound recordings, and broadcasts.   The creators hold the exclusive right to use or authorise others to use their work – including reproduction, public performance, and broadcasting. The Copyright Ordinance provides certain limited exemptions for learning purposes.   "Fair dealing" of a work for research or private study, criticism, review, news reporting, or for giving or receiving instruction in a specified course of study provided by an educational establishment is permitted. Copyright infringement is a serious offence and may lead to civil remedies or even criminal sanctions. For more information, please visit the University's website at www.cuhk.edu.hk/policy/copyright.

Copyright infringement by the CUHK members, such as excessive downloading of electronic content, violates local laws and University license agreements and will lead to University disciplinary action. For details of the University's policy on copyright and confidentiality of theses, please refer to the *Postgraduate Student Handbook*.

10.3 Graduate School Disciplinary Committee

The University may take disciplinary action against a student, who violates any rule or regulation prescribed by the University authorities, and/or commits any misconduct such as plagiarism, wilful damage to any property of the University, fraud, theft, refusal to comply with regulations, offence of immoral nature, etc. Disciplinary actions may take the form of reprimand, suspension of rights, termination of studies, etc. The Graduate School Disciplinary Committee is a sub-committee of the Graduate Council to handle all non-academic disciplinary matters pertaining to postgraduate students and where appropriate, recommend penalties to be imposed.

Upon receipt of a case involving student discipline, the relevant Disciplinary Committee shall constitute a Disciplinary Panel to examine the case and recommend a course of action. The Senate Committee on Student Discipline has resolved that with effect from 2015-16, all disciplinary cases of an academic nature involving postgraduate students shall be handled by the Faculties that offer the courses concerned. The Graduate School Disciplinary Committee will handle non-academic disciplinary matters. The Panel of the Graduate School Disciplinary Committee normally consists of three members of the Committee who, wherever possible, shall not be from the same Faculty as that of the student who is the subject of the complaint.

The student concerned has the following rights:

(a) He/She is allowed to object to any member of the Disciplinary Panel formed for his/her case by giving reasons. The Chairperson of the Committee is the authority for ruling on such objections.

(b) He/She has the right to request a meeting with the Disciplinary Panel before a decision on his/her case is taken. He/She is also allowed to meet the Panel, as the case may be, with an accompanying person whose identity should be limited to: University staff member, fellow University students, parent, sibling, spouse, or registered guardian.

(c) He/She has the right to appeal against the verdict and/or penalty passed by the Panel in writing by giving reasons. The matter will then be referred to the Senate Committee on Student Discipline. Late requests for appeals are not accepted.

Details on the workflow on handling discipline cases by the Graduate School Disciplinary Committee can be found at www.cuhk.edu.hk/gss/Student_Staff/GSDCworkflow.pdf.

11. Course Evaluation and Feedback

11.1 Course and Teaching Evaluation Questionnaire

Course and Teaching Evaluation (CTE) is a key quality assurance mechanism for teaching and learning and is conducted as a compulsory exercise at the University.   Students' opinions about the courses they have taken and about the teacher(s) of the course are collected through the CTE Questionnaire. The results will be used for the enhancement of quality of teaching and learning, and of curriculum design.   The results will also be made known to the students through controlled access.

11.2 Exit survey (Survey on Taught Postgraduate Programmes)

Upon graduation, all TPg students will be invited by the Graduate School to complete a Survey on Taught Postgraduate Programmes.   The survey, which can be regarded as an exit survey, is for the quality assurance of the TPg programmes at the University.   The purpose is to collect feedback from students on the quality of teaching and learning difficulties for the improvement of the TPg programmes. Individual responses will be kept strictly confidential.

The survey contains questions on admissions, teaching, programme of study and campus life, and also personal information without personal identifiers.   Graduating students can make use of this chance to help improve the quality of the TPg programmes and the teaching and learning environments of the University.

As stated at the end of the Survey on Taught Postgraduate Programmes, students are most welcome to discuss their problems and/or suggestions with their Programme Director, Department Chairperson, Head of the Graduate Division, Faculty Dean, or the Dean of the Graduate School.

12. Credentials

12.1 Academic results

Students can check their academic results (grades and GPA of the courses taken in each term) on CUSIS. Relevant information about academic results, such as the schedule for releasing grades for each term and the guide to the grading system, is available online via the GS Platform (Students). Students may also generate an unofficial transcript via CUSIS. However, it is not an official document and is intended for students' reference or records of their academic results. If a student or a graduate needs a formal document as proof of his/her academic achievements, he/she should apply for a transcript to be issued by the Graduate School.

12.2 Transcripts

A transcript is an official proof of a student/graduate's academic achievements. It is a formal document listing the student/graduate's personal data, all the courses taken (including those before and after programme transfer, if applicable), grades achieved, GPAs and remarks such as period of leave taken, programme transfer, academic exchange, penalty, etc. In short, it is a full record of the academic activities and achievements of the student/graduate during his/her period of study at the University.

There are two versions of transcript for different purposes: official copy and student copy. A student who wishes to apply for admission to another educational institution or for employment may apply for an official transcript. The official copy shall not be issued to a student or any private individual. It shall be sent directly to the institution or prospective employer. The student copy is issued to students directly. Students may request an official copy or a student copy, or both, to serve different purposes.

Applications for transcripts can be made online via the Graduate School website at a fee.

12.3 Letter of Certification

The Letter of Certification is a letter to certify a student's current status in the University with details of date of admission, programme of study, expected date of graduation, etc.   For graduates, the Letter of Certification also states the degree/diploma awarded and the graduate certificate print date.

Applications for Letters of Certification can be made online via the Graduate School website at a fee. Applicants are advised to state the purpose of their applications so that the required information can be included in the Letter.

12.4 Report on Curriculum Details

The Report on Curriculum Details sets out the study scheme and course descriptions of a student/graduate's Programme. It is usually requested by bodies of accreditation or institutions which need to verify the level of academic attainments of the student/graduate. Applications for Reports on Curriculum Details can be made online via the Graduate School website at a fee.

12.5 Graduate Certificate

The Graduate Certificate is an official proof of the conferment of degree/diploma. There is no need for students/graduates to apply for it upon degree conferment.   The certificate will be made available for collection at University specified times as announced by GSO.

12.6 Replacement of Graduate Certificate

In case of loss or damage of the original Graduate Certificate, a graduate may apply for a replacement Certificate from the Graduate School at a fee. However, an application for replacement due to change of name after graduation will normally not be accepted.

A graduate should only possess one valid copy, including the replacement copy, of the Certificate, for each degree at any given time. In other words, if a Certificate previously reported lost is subsequently found, the graduate concerned is required to return the replacement Certificate to the Graduate School.

A replacement Certificate follows in general the current format of the Graduate Certificate, with an additional statement "This certificate is re-issued on [DD/MM/YYYY]", and the replacement will also bear the signatures of the current University Officers.

For details of the application procedures, please visit the Graduate School website at https://www.gs.cuhk.edu.hk/page/ReplacementofGraduateCertificates.

12.7 Certified true copy of the Graduate Certificate

As no duplicate copy of the Graduate Certificate will be issued, graduates may find it helpful to apply for a certified true copy of the Graduate Certificate for various purposes. Graduates or their representative will need to present the true copy of the Graduate Certificate at the Graduate School and a certified true copy can be prepared immediately at a fee.

13. Appeals and Complaints

13.1 Complaint process

The University is committed to the provision of the highest standard of education to all its students, and to maintaining an environment that facilitates learning to the fullest extent possible. In so doing, the University has established formal complaint procedures so that any current student who has reasonable ground to believe that he/she might have been treated in an improper manner by a staff member of the University, in an academic or non-academic matter, resulting in his/her being directly affected, may lodge a complaint with the University for an independent investigation.

These procedures are based on the principle that complaints will only be considered on matters of procedure that might have resulted in the complainant being unfairly treated, e.g., a complaint about the grade given by a teacher is admissible on possible procedural errors in determining the grade, but not on a teacher's academic judgment or evaluation with which the student concerned might disagree.

Although no student should be discriminated against or penalised for raising a *bona fide* complaint on reasonable grounds, the University also recognises the rights of individuals who may be wrongfully accused in the circumstances of a complaint. Where it is found that a student has raised a frivolous or vexatious complaint, or used false information in lodging a complaint, the complaint will be dismissed and any ongoing investigation will be terminated. The University reserves the right to invoke its student disciplinary procedure in respect of the student's conduct.

When a complaint is first lodged, the parties concerned should attempt to resolve the matter by informal means as far as possible. If an informal resolution cannot be reached, one or more of the following stages in the procedures should be followed:

Stage 1:   Formal Complaint
Stage 2:   Appeal to the Vice-Chancellor
Stage 3:   Appeal to the Council

Students who wish to lodge a complaint should first look at the *Procedures for Dealing with Student Complaints* at www.gs.cuhk.edu.hk/download/ComplaintProcedures.pdf, complete the prescribed complaints form and submit it to the Responsible Authority as set out therein.

Matters related to student discipline and allegations of sexual harassment will be dealt with by the Senate Committee on Student Discipline and in accordance with the University's prevailing Policy Against Sexual Harassment respectively.

13.2 Policy against sexual harassment

Sexual harassment is prohibited by law in Hong Kong. The University is committed to eliminating and preventing sexual harassment and will not condone any act of sexual harassment committed by its students and staff members.

There is a well-defined mechanism for dealing with allegations or complaints of sexual harassment and for providing proper redress if and when harassment occurs. By clearly stating the University's stance on sexual harassment and putting an appropriate procedure in place, the University aims to cultivate a sense of justice, fairness and openness in the University community in relation to gender equality and the furtherance of mutual respect. For more information on the legal definition and examples of sexual harassment and details of CUHK's policy, please refer to the website of the Committee Against Discrimination and Sexual Harassment at http://cadsh.cuhk.edu.hk/en-gb/. The current officers designated by the Panel Against Discrimination and Sexual Harassment to deal with enquiries and complaints are:

Convenor	Professor Margaret Ip	margaretip@cuhk.edu.hk
Member	Professor Lam Hon Ming	honming@cuhk.edu.hk
Secretary	Ms. Yoyo Lam	yylam@cuhk.edu.hk

Any staff member or student of the University who (a) has been sexually harassed by another staff member or student; (b) has witnessed an act of sexual harassment committed by another staff member or student of the University; or (c) has been expressly authorised by a victim to act on his/her behalf may approach the Panel Against Discrimination and Sexual Harassment. A flowchart summarizing the procedures to handle sexual harassment complaints is available at http://policy-harass.cuhk.edu.hk/images/download-center/Flow_chart.pdf.

13.3 Personal Data (Privacy) Ordinance

As a data user and a responsible public institution, CUHK undertakes to comply with the requirements of the data protection principles set out in the Personal Data (Privacy) Ordinance, and to ensure that personal data kept are accurate, securely kept and used only for the purpose for which they have been collected. All students are required to comply with all relevant provisions of the Ordinance and observe the following six Data Protection Principles under the Ordinance in the collection, use, disclosure and retention of personal data:

Principle 1 – Purpose and Manner of Collection: this provides for the lawful and fair collection of personal data and sets out the information a data user must give to a data subject when collecting personal data from that subject.

Principle 2 – Accuracy and Duration of Retention: this provides that personal data should be accurate, up-to-date and kept no longer than necessary.

Principle 3 – Use of Personal Data: this provides that unless the data subject gives consent otherwise personal data should be used for the purposes for which they were collected or a directly related purpose.

Principle 4 – Security of Personal Data: this requires appropriate security measures to be applied to personal data (including data in a form in which access to or processing of the data is not practicable).

Principle 5 – Information to be Generally Available: this provides for openness by data users about the kinds of personal data they hold and the main purposes for which personal data are used.

Principle 6 – Access to Personal Data: this provides for data subjects to have rights of access to and correction of their personal data.

For details of the Ordinance and its provisions please refer to the website of the Office of the Privacy Commissioner for Personal Data, Hong Kong at www.pcpd.org.hk.   Students are also requested to observe the "*Information Security Best Practices*", especially the "*Guidelines for Securely Managing Mobile/Removable Devices*" listed on the ITSC website at www.itsc.cuhk.edu.hk/user-trainings/information-security-best-practices.   It is important that any incident or suspected incident of violation of the Personal Data (Privacy) Ordinance such as the loss of devices which carry identifiable personal or sensitive data, is reported to the University as soon as possible so that remedial actions can be taken to prevent or minimize the damages caused to the data subjects, the University and all other parties concerned.   Please refer to the *Information Security Incident Report Policy and Procedures* under *Information Security Policies* posted on the ITSC website.

For further information, please visit the University's website at www.cuhk.edu.hk/policy/pdo.

13.4 Whistleblowing Policy

The Whistleblowing Policy is established to enable staff, students and other relevant parties to report their concern, in good faith and on a strictly confidential basis, about perceived irregularities in the operation of the University and the activities undertaken by its staff members that fall outside the scope of existing University policies and procedures.   Members of the University can be assured that they can report such perceived irregularities without fear of reprisal or retribution.

For further details, please refer to the policy document at www.gs.cuhk.edu.hk/download/WhistleblowingPolicy.pdf.

14. Services and Support for Students

14.1 Chinese University Student Information System (CUSIS)

The CUSIS provides a "centralised" interface for students to obtain the following information and services through a personal account:

- Personal record
- Handbooks, Study Schemes
- Course selection and course add/drop
- Academic results
- Online application for programme change, course and unit exemptions, leave of absence, official documents, etc.

Teachers and staff of Graduate Divisions can also login CUSIS for information and functions for their reference and use.

14.2 Graduate School Platform

The GS Platform (Students) allows students to obtain the following information and services on the Graduate School website:

- Rules and regulations, guidelines
- Announcements
- Thesis supervision and submission
- Improving Postgraduate Learning (IPL), academic honesty
- Useful forms

Teachers and staff of Graduate Divisions may also login to the GS Platform (Divisions) for information and reference.

14.3 Student Advisory System

The University has put in place a Programme/Division-level advisory system, which focuses on academic advising, to support students' academic development and to overcome academic problems. Advisors, apart from giving advice on academic matters, can become resource persons and provide information on other whole-person development opportunities to students.

Under the implementation plan approved by the Senate, every student is assigned one academic advisor (Level I Advisor) by the Graduate Division. Graduate Divisions are also requested to nominate designated academic advisors (Level II Advisor) for students who need further support. Graduate Divisions/Programmes will have the flexibility to decide on the details of the appointment of Levels I and II advisors, such as whether Levels I and II advisors are to be the same person for a particular student,

and the number of academic advisors for the Graduate Division, etc., so as to suit the different needs of Graduate Divisions/Programmes.

14.4   University Library

The Chinese University of Hong Kong Library is one of the major academic research libraries in East Asia.   It comprises the University Library and six other Libraries – Ch'ien Mu Library at New Asia College, Elisabeth Luce Moore Library at Chung Chi College, Wu Chung Library at United College, Li Ping Medical Library at the teaching hospital in Shatin, Architecture Library and Lee Quo Wei Law Library.

With over 2.7 million print volumes, 4.8 million ebooks, more than 150,000 electronic journal subscriptions and 900 databases, the Library welcomes around 2.3 million visits per year.   Collections reflect CUHK's bilingual and multicultural environment.   The electronic collections can be accessed and library resources (*LibrarySearch*) can be searched online at www.lib.cuhk.edu.hk.   Books can be borrowed from any of the libraries.   As part of the *Hong Kong Academic Library Link (HKALL)* students can also use books from the other seven UGC-funded university libraries in Hong Kong.

In addition to a roving help team, librarians offer specialist support in person, via email or phone. Library orientation sessions are organised for new students at the beginning of each academic year. Workshops are held throughout the year, so that students can find, use and apply the information they need effectively.   Information guides and news about all of the Libraries are available on the Library website.

14.5   Language training

Language courses for non-major students are mainly organised by the English Language Teaching Unit (ELTU) and Yale-China Chinese Language Centre (CLC).   There are practical language courses, such as Postgraduate Presentation Skills and Putonghua/Cantonese for non-native speakers, or courses in special topics like Chinese Reading and Chinese Culture.

A Supervisor may include additional language courses in a student's study scheme as considered necessary or appropriate to improve the student's ability to understand the literatures in the student's field of research as well as in the presentation of his/her own ideas and research outputs.   Students may also take the initiative to request the Supervisor to add language courses in their study scheme. In both scenarios, the additional workload to be imposed on the students must be considered.

Interested students please visit the website of ELTU at www.cuhk.edu.hk/eltu/ and CLC at www.cuhk.edu.hk/clc/new/en/.

14.6   Independent Learning Centre

The Independent Learning Centre (ILC) provides a resource-rich environment for students to reflect on and engage in their role as Independent Learners.   Through specialised workshops, individual consultations, online resources, and guided study plans, ILC helps learners to improve their communication and study skills, as well as plan their own learning strategies.

Please visit the ILC website (www.ilc.cuhk.edu.hk) for information about its services and resources available to students.

14.7   Information Technology Services Centre

The Information Technology Services Centre (ITSC) provides a comprehensive range of IT infrastructure and services, and integrates information technology into almost every facet of university life.

MyCUHK, the one-stop University portal, offers personalised access to CUSIS, University administrative systems, cloud email service, library services, a wide range of online services and campus information.   The User Areas (1/F, Pi Ch'iu Building) and the Learning Commons (6/F, Wu Ho Man Yuen Building) are both equipped with computers, audio visual facilities and multi-functional printers to provide printing, scanning and photocopying services.   They also have functional spaces to facilitate students' individual studies and group works.

For further Information, please visit the ITSC website at www.itsc.cuhk.edu.hk.

14.8   Student services and student activities

CUHK is committed to providing its students with a holistic and balanced education, consisting of both formal and non-formal elements.   The formal element is primarily academic pursuit, while the non-formal element includes non-academic and extracurricular activities and personal education.   OSA aims to facilitate the all-round personal development and growth of students of the University.   It works with other functional units within the University and external resources to provide quality non-formal educational experience and support to students.

OSA provides a wide range of services for eligible postgraduate students as follows:

   (a) Wellness and counselling
   (b) Learning and cultural enhancement
   (c) Career planning and development
   (d) Student development and resources

For details of the services, please visit the OSA website at www.osa.cuhk.edu.hk/.

14.9   Off-campus housing

Information is available on the off-campus housing information website (http://lces.osa.cuhk.edu.hk/non-local-services/housing/off-campus/introduction/) which is managed by OSA.   Students will find useful information such as accommodation for rental in relevant districts, points to note in signing tenancy agreements, FAQ, and useful links on the website.   There is also an online forum for students to share housing information and look for flat-mates.

14.10 Student association

TPg students are eligible to join the Postgraduate Student Association of The Chinese University of Hong Kong (CUPSA), taking part in the following:

(a) Assisting postgraduates with issues related to campus life, academic and administrative aspects in the University.
(b) Attending various university committees and taking part in University management.
(c) Organising, co-organising and promoting events and recreational activities for postgraduates.
(d) Providing new postgraduates with information and help for settling down in campus, as well as holding the orientation week.
(e) Representing CUHK postgraduates to attend outer conferences and social events.

Please visit the CUPSA Facebook page at https://www.facebook.com/cuhk.cupsa/ for more information and the latest activities.

14.11 University Medical Service Office

The University Medical Service Office (UMSO) provides on-campus medical, dental, and health promotion services to full-time students and staff members and their dependants. Its medical team includes physicians, dental surgeons, and other allied health professionals. The health clinic is equipped with a minor operating theatre, a dispensary, a medical laboratory, and a physiotherapy unit to provide primary medical and dental care services. For specific or more serious medical conditions, the clinic can arrange referrals to specialists. The Dental Unit provides both preventive and curative services, as well as dental prostheses. The Health Education Unit organises regular talks, student activities, awareness campaigns, and vaccination programmes.

Appointments can be made via telephone, Internet or in person. Medical services are generally free of charge, whereas the Dental Unit charges a nominal fee. Please visit the UMSO website at www.umso.cuhk.edu.hk for more information.

In case of emergency, members of the University should seek prompt treatment at the Accident and Emergency Department of the Prince of Wales Hospital in Shatin or any Hospital Authority hospital. To call an ambulance, please dial 999.

14.12 Other cultural/recreational/sports facilities and services

There are other sports facilities, cultural and recreational facilities and services for students:

(a) Physical education and sports facilities
In order to promote students' health and fitness, the University provides a variety of sports facilities and courses for students and staff members, details of which are available at www.peu.cuhk.edu.hk/en-gb/.

(b) Sir Run Run Shaw Hall

The Sir Run Run Shaw Hall is the biggest and professionally-equipped theatre in the University suitable for holding ceremonies, assemblies, meetings, lectures and examinations, and for staging concerts, drama and dance performances, film shows and exhibitions. Temporary studio setting is possible on request. Booking for cultural activities is welcomed. For further information, please visit the Hall's website at www.srrsh.cuhk.edu.hk/en.

(c) The Office of the Arts Administrator

The Office of the Arts Administrator is responsible for presenting and organising arts programmes, promoting and coordinating campus-wide arts activities, and providing educational opportunities in the arts for students' holistic development. For more information of the Office, please visit their website at www.srrsh.cuhk.edu.hk/en.

(d) Parking

Students may obtain parking labels from the Security Office. Please refer to the University Traffic and Parking Regulations in the *Postgraduate Student Handbook* or visit the Security Office website at www.scu.cuhk.edu.hk/index.php/en/ for more information.

(e) MTR Student Travel Scheme

Full-time students may apply for the scheme and enjoy the MTR ticket discount. For details, please refer to the Office of Admissions and Financial Aid website at http://admission.cuhk.edu.hk/aid/application.html.

14.13 Safety and environmental issues

CUHK is devoted to cultivating a positive safety culture through the concerted efforts of all departments/units. The University Safety Office co-ordinates activities to support this mission, including provision of safety manuals and guidelines for the University community, organising health and safety talks and training courses such as *Getting to know the Safety Instructions of Chemicals*, *Safety Talk on Manual Handling Operation and Prevention of Back Injuries*, *Safety Talk on Health Hints on the use of Display Screen Equipment*. The Office also coordinates a list of departmental safety officers. Students and staff may contact the Office directly or the departmental safety officers if they need advice on safety issues. The Office's website is https://useo.cuhk.edu.hk/.

CUHK is a socially responsible institution of higher education committed to sustainable development. We value university social responsibility (USR) and articulate our USR priorities and connect them to sustainable development in the Strategic Plan. We are determined to translate USR into action to make a difference. The Social Responsibility and Sustainable Development Office (SRSDO) is charged to advise senior management on key areas of USR and to execute, evaluate and enhance the USR action initiatives outlined in the Strategic Plan. For more details, please visit the office website at https://www.srsdo.cuhk.edu.hk/en-gb/.

Sources of information contained in this Code of Practice

CUHK units:
Academic and Quality Section, the Registry
Centre for Learning Enhancement And Research
Communications and Public Relations Office
CUHK Library
English Language Teaching Unit
Independent Learning Centre
Information Technology Services Centre
Office of Admissions and Financial Aid
Office of Research and Knowledge Transfer Services
Office of Student Affairs
Postgraduate Halls
Postgraduate Student Association of The Chinese University of Hong Kong
Physical Education Unit
Registration and Examinations Section, the Registry
Security Office
Sir Run Run Shaw Hall
Social Responsibility and Sustainable Development Office
The Office of the Arts Administrator
University Medical Service Office
University Safety Office
Yale-China Chinese Language Centre

Websites of other bodies:
Office of the Privacy Commissioner for Personal Data
Immigration Department of the Government of the HKSAR

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