

**UOW COLLEGE HONG KONG/
ACADEMIC REGULATIONS FOR DIPLOMA IN GENERAL STUDIES**
(applicable to 2023/24 cohort onwards)

Glossary	
Academic Board	The Academic Board of the UOW College Hong Kong
Academic Year/Semester/Term	The academic year is a period of twelve months, normally starting in September of each year. The academic year is divided into two Semesters and a Summer Term.
Assessment	The tests, coursework, examinations, and other activities used to assess students' achievement of course intended learning outcomes and to assign marks/grades.
Assessment Panels	Faculty bodies responsible for assigning grades to students for their courses.
Associate Dean	The Associate Dean of the Faculty
Awards	The award of the Diploma in General Studies.
College	UOW College Hong Kong
Course	The basic units of instruction for which students are registered and for which grades may be assigned. College courses are approved for inclusion in the course catalogue.
College Catalogue	The official record of College courses maintained by the College Office.
Course Examiner	A Course Examiner is appointed by the Dean/Associate Dean of Faculty for each course offered by the Faculty to coordinate the assessment of the course.
Credit Transfer	The assignment of credit units toward the credit unit requirements of a programme on the basis of work done outside that programme. Credit units are normally assigned against specific courses for work equivalent in content and standard.
Credit Unit	Each course is assigned a number of credit units. A credit unit is earned by approximately forty to fifty hours of student work.

Enrolment	The completion of specified procedures to attain student status of the College.
Equivalent Course	Equivalent courses are those courses of the same level where there is sufficient overlap in content that a student may register in the course to meet a degree requirement to recover a failure or to improve a course grade.
Examination Board	College body responsible for classifying students' awards, recommending to Academic Board conferment of awards, and terminating the studies of students on academic grounds on behalf of Academic Board.
Exemption	Students can be exempted from a requirement of a programme. Credit units are not earned for an exemption from a course.
Faculty	"Faculty and equivalent bodies" as defined by the Academic Board. A student's "home faculty" is the Faculty offering the programme in which the student is enrolled.
Grade Point Average (GPA)	<p>The GPA is obtained by adding all the quality points (i.e., grade points multiplied by the number of credit units) for all courses taken during the students' studies at the College, and then dividing the result by the total number of credit units taken. All course grades, unless excluded as approved by the Academic Board, are included in the calculation. The GPA calculation shall not be rounded. Any digits after the second digit to the right of a decimal point shall be truncated.</p> <p>When calculating the GPA for all courses taken at the time of calculation, it is known as the Cumulative GPA (CGPA). When calculating the GPA for a given semester, it is known as Semester GPA (SGPA).</p>
Graduation Date	Date set by Academic Board each year for the graduation of students who have completed requirements for the award.
Operational Grade	A course grade assigned for administrative purposes to assist in the management of student records. Operational grades of I, IP, TR, Z, X, and WD do not count in the calculation of students' GPAs.
President	The President of the UOW College Hong Kong

Programme	The structured academic programme leading to a named award of the College into which students are enrolled.
Registration	The inclusion of a student in the class list of a course.
Required Course	A course that must be passed to complete a programme.
Substitute Course	Under exceptional circumstances where a required course cannot be completed, a “substitute” course may be approved by the Dean/ Associate Dean of the programme-offering Faculty for a student to replace the required course with another.
Transcript	The official academic record of a student’s progress through their programme, including grades assigned for courses.
Vice President	The Vice President of UOW College Hong Kong
Working Days	Mondays to Fridays, excluding Saturdays, Sundays and public holidays, and excluding any day for which a Black Rainstorm Warning, Typhoon Signal Number 8 or above, or an “Extreme Conditions” Warning is issued in Hong Kong.

ACADEMIC REGULATIONS FOR DIPLOMA IN GENERAL STUDIES

These Academic Regulations are made by the Academic Board to govern student progress leading to the award of the Diploma in General Studies by the College.

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

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

1. LANGUAGE OF INSTRUCTION AND ASSESSMENT

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

2. ADMISSION

- 2.1 Admission to the College is based on academic performance and other relevant criteria. The College does not discriminate on the grounds of age, gender, sexual orientation, gender identity, nationality, social or ethnic origin, family status, creed, or disability. The College may have to consider whether its facilities are adequate, before admitting a disabled applicant.
- 2.2 To be eligible for admission to a College's programme, the applicant must satisfy the general entrance requirements as specified by the Academic Board and the programme entrance requirements, if any, or be a "mature applicant" as defined in the general entrance requirements and be able to demonstrate aptitude and suitability for the programme.
- 2.3 Meeting the entrance requirements does not guarantee admission to the College. The College's decisions on the admission of applicants are final.

3. ENROLMENT

- 3.1 Upon admission to the College, students are enrolled in a specific programme.
- 3.2 Only in exceptional circumstances may students enrol for more than one programme concurrently. To enrol for an additional programme, students must apply in writing to the College Office for approval.
- 3.3 Students may change their programme of study. To change their programme, students must apply in writing to the College Office for approval. Changes of programme become effective only after at least one semester of study in a prior programme.

- 3.4 To maintain their enrolment, students must conform to the College's rules and regulations, and must pay all fees and charges owed to them by the due date.

4. LEAVE OF ABSENCE

Students may take a leave of absence from their studies for an approved period. Periods of approved leave of absence may not be less than one full semester and may not accumulate to more than two semesters. Applications for leave of absence should be submitted for approval by the Dean/ Associate Dean of Faculty.

5. CREDIT TRANSFER

- 5.1 Transfer of credits may be granted to a student in recognition of prior studies completed at an appropriate level as recognised by the College. Transferred credits will be counted toward meeting the credit units required to earn an award of the College.
- 5.2 At least half of the credit units required for an award of the College must be earned by the successful completion of courses required by the programme of the College.
- 5.3 Credit units earned through credit transfer do not count in the calculation of a student's GPA, except where special arrangements have been made.
- 5.4 Applications for credit transfer should be made in writing to the College Office for approval by the Dean/ Associate Dean of the faculty offering the course for which credit transfer is sought. Applications for credit transfer for work completed prior to entry to the College must be made before the start of the first semester according to the deadline set by the College Office.
- 5.5 Students intending to seek credit transfer for courses completed at other institutions after being admitted to the College must obtain prior endorsement from the Programme Leader before undertaking their studies. Applications for credit transfer must be submitted immediately in the semester upon receipt of the transcript or other documents certifying the grade attained.

6. COURSE REGISTRATION

- 6.1 Students registering for courses must follow the instructions issued by the College. Students may also need to fulfil any conditions stipulated by the College before they can proceed to register for courses.
- 6.2 The College reserves the right to restrict registration for courses, or permit registration only on a priority basis.
- 6.3 If students remain registered for a course after the last date for dropping the course, as determined by the College Office, they will be assigned a course grade.

7. MAXIMUM AND MINIMUM STUDY LOAD

- 7.1 In each semester, except the Summer Term, students must register for courses summing to a total of at least 12 credit units, and for not more than 18 credit units.
- 7.2 In the Summer Term, students may register for courses but the total load must not exceed nine credit units.
- 7.3 Except where special arrangements are made for their programme, students seeking an exception to AR7.1 or AR7.2 should apply in writing to the Dean/Associate Dean of Faculty.

8. MAXIMUM PERIOD OF STUDY

- 8.1 Students shall complete all programme requirements within a maximum period of two years, inclusive of any periods of leave of absence and suspension of studies.
- 8.2 Students who cannot complete all programme requirements for graduation within the maximum study period will be required to discontinue their studies unless an extension of study beyond the maximum study period has been approved.
- 8.3 Requests for extension of study beyond the maximum study period because of illness or other valid reasons may be granted at the discretion of the Dean/Associate Dean of the Faculty hosting the programme.

9. GRADING OF COURSES

- 9.1 Courses are graded according to the following schedule:

Grade	Grade Point	Grade Definitions	
A+	4.3	Excellent	The qualifiers, such as “Excellent”, “Good”, “Fair” etc., define student performance with respect to the achievement of course intended learning outcomes (CILOs).
A	4.0		
A-	3.7		
B+	3.3	Good	
B	3.0		
B-	2.7		
C+	2.3	Fair	
C	2.0		
C-	1.7		
D	1.0	Marginal	
F	0.0	Failure	

P(<i>pass-fail courses only</i>)		Pass
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Operational Grades

IP	In Progress	An IP grade is shown where a student will register for the same course in the subsequent semester/term to complete the assessment of the course.
I	Incomplete	A grade of incomplete may be granted (1) where there are extenuating circumstances that have prevented a student from completing required work or attending the examination; (2) at the discretion of the Assessment Panel. Where an "I" grade is assigned, the Assessment Panel will approve a schedule for the completion of work, or a supplementary examination. An alternative grade should be assigned no later than four weeks after the "I" grade is first reported or as soon as practicable thereafter.
X	Late Drop	Assigned when a student is permitted to drop the course after the add/drop deadline.
WD	Withdrawn	Assigned when a student has registered for the course in a semester/term and subsequently submitted a notification of withdrawal of studies.

- 9.2 Students assigned a grade of D or better, or a Pass grade in a pass-fail course, earn credit units for the course. Grades of F, IP, I, S, or X do not earn credit units.
- 9.3 Grades of P, I, IP, S and X are not counted in the calculation of a student's CGPA. Grades of F are counted, unless the fail is recovered under AR12.3.
- 9.4 Grades of P, I, IP, S and X are not counted in the calculation of a student's SGPA.

10. ILLNESS OR OTHER CIRCUMSTANCES AFFECTING ASSESSMENT

A student who reasonably believes that his/her ability to attend an examination, or course assessment has been adversely affected by circumstances beyond his/her control must submit the case with documentary evidence to the relevant Course Examiner through the Faculty Office of the course-offering faculty, as soon as possible but no later than 5 working days of the scheduled date for completing the affected examination or assessment. The

programme Assessment Panel will make decisions on all mitigations where a final examination is involved.

11. REVIEW OF COURSE GRADES

11.1 Requests for review of course grades are governed by AR11.

Informal Resolution

11.2 For review of course grades via informal resolution, the Course Examiner will consider requests on grounds of administrative error in recording or calculating the marks or result, or other circumstances that impact the course grade awarded.

11.3 A student should contact the Course Examiner within 5 working days of the announcement of grades by the College with a view to resolving the matter informally.

11.4 If a revision to the student's course grade is considered necessary, the Course Examiner should make a recommendation to amend the grade and seek the endorsement of the Chair of the Assessment Panel. Any grades thus amended will be reported to the Assessment Panel at its next meeting.

11.5 The decision on the informal review will be communicated to the student by the Course Examiner no later than 13 working days following the announcement of grades by the College.

11.6 Other than disagreement with the academic judgement of Course Examiners which does not constitute valid grounds for formal review by virtue of AR 11.7, if the student's concerns regarding course grades as stipulated in AR 11.2 cannot be resolved by informal means, the student may seek resolution via the formal procedures outlined below. However, informal review is not a pre-requisite for the formal procedures.

Formal Procedures for Review

11.7 Disagreement with the academic judgement of Course Examiners does not constitute a valid ground for formal review. For formal review of course grades, only requests with the following grounds will be considered:

- (i) there has been a procedural irregularity in the assessment process; for example, the assessment was not conducted in accordance with the Academic Regulations or with the arrangement prescribed for the course;
- (ii) there exist circumstances that impacted the course grade awarded and that the student was unable to bring them to the attention of the Course Examiner prior to the assessment for valid reasons.

- 11.8 Any request for review of course grades must be made in writing to the Dean/Associate Dean of the faculty offering the course within 22 working days of the announcement of grades by the College. The written application must:
- (i) state the grounds on which the request for review is made;
 - (ii) include a description of the relevant facts; and
 - (iii) provide supporting evidence.
- 11.9 Upon receipt of the formal request for review, the Dean/Associate Dean of faculty will determine whether or not a prima facie case for review has been established. If, in the view of the Dean/Associate Dean of faculty, there is no prima facie case, then the request will be dismissed, and the decision conveyed to the student no later than 32 working days following the announcement of grades by the College. The decision of the Dean/Associate Dean of faculty to dismiss the request is final.
- 11.10 If, in the view of the Dean/Associate Dean of faculty, there is a prima facie case, then he/she will refer the matter to the Faculty Grade Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of course grade on the basis of the information and documents provided by the student and other information available to the Committee. The Committee will record its proceedings and resolutions.
- 11.11 If the Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide on the action to be taken. The Assessment Panel will report back to the Faculty Grade Review Committee any decisions taken on cases referred via this procedure.
- 11.12 The decision on the formal review will be communicated in writing to the student by the Dean/Associate Dean of faculty with a brief statement of the reasons for the decision. The decision should be conveyed to the student no later than 54 working days following the announcement of grades by the College.

Appeal Procedures

- 11.13 Formal requests for review of course grades should normally be resolved at the faculty level. A student may only appeal against the decision of the Faculty Grade Review Committee on the basis of procedural irregularity in the review process within 10 working days following receipt of the decision on the formal review. A student may submit an appeal in writing to the Vice President. The appellant should clearly indicate the grounds for appeal and provide evidence in support of the appeal. The Vice President will determine whether or not a prima facie case for appeal has been established. If, in the view of the Vice President, there is no prima facie case, then the appeal will be dismissed, and the decision conveyed to the student normally no later than 10 working days following receipt of the appeal. The decision of the Vice President to dismiss an appeal is final.

- 11.14 If, in the view of the Vice President, there is a prima facie case, he/she will refer the matter to a College Academic Review Committee for consideration.
- 11.15 If the College Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide the actions to be taken. The Assessment Panel will report back to the College Academic Review Committee any decisions taken on cases referred via this procedure.
- 11.16 The College Academic Review Committee should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing normally no later than 27 working days following receipt of the appeal case by the Vice President and is final.
- 11.17 The Faculty Grade Review Committees will submit a report of formal requests for review of course grades considered to the Academic Board annually. The College Academic Review Committee will submit an annual report to the Academic Board on all appeal cases received by the College Academic Review Committee.

12. STUDENTS' ACADEMIC PROGRESS AND ACADEMIC STANDING

Academic Standing

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

<u>Standing</u>	<u>Definitions</u>
Satisfactory Progress	Student is making satisfactory academic progress.
Academic Warning	The student's academic performance has been unsatisfactory, or his/her overall academic average is below minimum requirements. A student on warning is asked to seek academic advice from his/her programme advisor.
Academic Probation	The student's academic performance has been extremely unsatisfactory, or his/her overall academic average has continued to be below the minimum requirements for graduation. A student on Academic Probation will be assigned an academic advisor by his/her home Faculty and will not be permitted to register for courses in the following semester without the approval of the academic advisor. The home Faculty may also require a student on Academic Probation to take a reduced study

load and/or to fulfil specific conditions such as GPA attainments in the following semester.

Academic Suspension A student who cannot benefit from course registration in the next semester may be suspended for an approved period of not less than one semester. Academic Suspension is designed to provide the student with an opportunity to resolve the problems that are preventing him/her from making academic progress. On return from his/her suspension, the student may be given the opportunity for one additional course repeat in each failed course to recover failure(s).

Operational Standing

Review A temporary status indicating that a student's performance may require a change of academic standing and has been referred to the student's Faculty.

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

Repeating Courses to Improve Grades

- 12.3 Unless otherwise specified, a student may repeat a course, or an equivalent course, to recover a failure or to improve a course grade of D, subject to the concerned faculty's course offering schedule and availability. After the first attempt, only two repeat attempts are permitted. Course grades for all attempts will appear on the student's transcript, but only the final grade earned will be included in the calculation of the student's CGPA.

13. CONFIRMATION AND CLASSIFICATION OF AWARDS

- 13.1 To be granted the award of the Diploma in General Studies by the College students must successfully pass all required courses and achieve an overall attendance of 80%. A minimum mark of 30% for both coursework and examination components are required where there is an examination component in the course assessment.
- 13.2 Where the normal course requirements of a programme cannot be completed, a "substitute" course may be approved by the Dean/Associate Dean of the programme home Faculty for a student, replacing the required course. For cases of non-native students seeking for substitution of one or both of the Chinese courses in the Diploma programme, Level A1 College General Education courses may be taken as a "substitute" course.

- 13.3 The College may allow credit units earned by students enrolled in a particular programme of the College to be counted toward the requirements of another programme for which they are enrolled.
- 13.4 A student may be granted an exemption from specific courses based on prior study. Credit units are not earned for an exempted course.
- 13.5 A student may be granted the award of the Diploma in General Studies only if he/she has achieved a CGPA of 1.70 or above.
- 13.6 A student completing the requirements for an award graduates on the next following graduation date.

Classification of the Award

- 13.7 The College grants the award with the following classifications:

Award	Classification
Diploma in General Studies	Distinction, Credit, Pass.

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

14. TERMINATION OF STUDIES

- 14.1 The College has the right to terminate a student’s study for failure to maintain satisfactory academic progress as determined by the Examination Board or to comply with the policies and procedures of the College.
- 14.2 Students whose studies at the College have stopped due to termination by the College or self-withdrawal may apply for admission to any other programme of the College without time constraint. However, a student who withdrew from a programme or was terminated from the programme due to academic reasons may only apply for re-admission to the same programme no earlier than nine months after the withdrawal/termination.

15. REVIEW OF EXAMINATION BOARD DECISIONS

- 15.1 Requests for review of an Examination Board’s decision on academic standing or final award are governed by AR15. The academic judgement of the Board shall not be subject to review.

Informal Resolution

- 15.2 For review of an Examination Board's decision via informal means, the College will only consider requests on grounds of administrative error in recording, transcribing, or reporting of the result.
- 15.3 A student should attempt to resolve the matter informally by contacting the Programme Leader within 5 working days of the publication of the academic standing or final award by the College. However, informal review is not a pre-requisite for the formal procedure.
- 15.4 If an amendment to the decision on academic standing or award classification is considered necessary, the Programme Leader should make a recommendation via the Dean/ Associate Dean of faculty to this effect and seek the endorsement of the Chair of the Examination Board. Any Examination Board decision thus amended will be reported to the Examination Board at its next meeting.
- 15.5 The decision on the informal review will be communicated to the student by the Programme Leader no later than 8 working days following receipt of the informal request for review.

Formal Procedures for Review

- 15.6 For formal review of an Examination Board's decision, only requests with the following grounds will be considered:
- (i) there has been a procedural irregularity affecting the Board's decision;
 - (ii) there exist circumstances that impacted the Board's decision that the student was unable to bring to the attention of the Board prior to its deliberations for valid reasons.
- 15.7 A student may submit a formal request in writing to the Vice President within 22 working days of the publication of the Examination Board's decision. The application must:
- (i) state the grounds on which the request for review is made;
 - (ii) include a description of the relevant facts; and
 - (iii) provide supporting evidence.
- 15.8 The Vice President will determine whether or not a prima facie case for review has been established. If, in the view of the Vice President, there is no prima facie case, then the request will be dismissed, and the decision conveyed to the student no later than 10 working days following receipt of the request. The decision of the Vice President to dismiss the request for review is final.
- 15.9 If, in the view of the Vice President, there is a prima facie case, he/she will refer the matter to the College Academic Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of Examination Board's decision on the basis of the information and documents provided by the student and other

information available to the Committee. The Committee will record its proceedings and resolutions.

- 15.10 If the College Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the case and decide whether changes to the student's academic standing or award classification are required. The Examination Board will report back to the College Academic Review Committee any decisions taken on cases referred via this procedure.
- 15.11 The decision on the formal review will be conveyed to the student in writing no later than 22 working days following receipt of the formal request for review.

Appeal Procedures

- 15.12 Formal requests for review of the Examination Board's decisions should normally be resolved by the College Academic Review Committee. A student may only appeal against the decision of the Committee on the basis of procedural irregularity in the review process. A student may submit an appeal in writing to the President within 10 working days following receipt of the decision regarding the formal review. The appellant should clearly indicate the grounds for appeal and provide evidence in support of the appeal.
- 15.13 If the President determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the case and decide whether changes to the student's academic standing or award classification are required. The Examination Board will report back to the President any decisions taken on cases referred via this procedure.
- 15.14 The Committee Secretary appointed by the Chair shall record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing within 22 working days following receipt of the appeal and is final.
- 15.15 The College Academic Review Committees will submit a report of formal requests for review of Examination Board decisions and appeal cases received to the Academic Board annually. The President will submit an annual report to the Academic Board on all appeal cases received.

Date of approval by Academic Board: 11 October 2023

Last update: after AB meeting on 9 October 2024 – AR5.4, AR5.5 and (associate dean → dean/associate dean)