

Taught Postgraduate
Programmes

STUDENT HANDBOOK

授課式研究生課程 學生手冊

2022/2023

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Taught Postgraduate Programmes Student Handbook

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2022/2023

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香港都會大學 2022

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This Handbook is issued subject to the Statutes and Regulations of the University made under Hong Kong Metropolitan University Ordinance 1997.

本學生手冊是根據《一九九七年香港都會大學條例》制訂的都會大學規程及規例出版。

As the content of this Handbook may change from time to time, readers are advised to refer to the online version for the most updated information (https://www.hkmu.edu.hk/ALTO/DL/Student_Handbook_PG.pdf).

本手冊的內容會隨時因應需要而作出修訂，學生可以閱覽網上版本（https://www.hkmu.edu.hk/ALTO/DL/Student_Handbook_PG.pdf）查閱最新資訊。



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GLOSSARY

advanced standing	The recognition of tertiary level studies successfully completed at a different institution. HKMU may award you credits in respect of these studies towards an HKMU award.
assignment	A piece of work to be completed by a student as fulfilment of the continuous assessment requirements of a course. Assignments are marked by a university staff member or a computer. Most assignment scores contribute to the course result.
credits	Each course is usually worth 5, 10 or 20 credits (under 5-credit system) or 3, 6, 9 (under 3-credit-unit system). As you continue to complete courses, the credits are added together until you have accumulated enough credits to obtain an HKMU award.
excluded combination	Sometimes two different courses contain so high a proportion of common material that they form an excluded combination. Provided that they do not fall under the category of 'courses not allowed to be taken again', you can register for these different courses if you wish, but you are not allowed to count both of them towards a single award.
courses not allowed to be taken again	A course may be replaced by a revised version that still contains very similar materials. Students who have successfully completed the phased out course in a particular group will not be allowed to register for the corresponding replacement course. If a change in course level is involved, the revised level will be used towards the classification of award.
Postgraduate programmes/courses	Postgraduate programmes/courses are normally delivered in face-to-face mode unless otherwise specified. Students studying on face-to-face postgraduate programmes with a full-time load are regarded as full-time postgraduate students. Students studying on face-to-face postgraduate programmes with a part-time load are regarded as part-time postgraduate students.
prerequisite	A course or level of study which you are strongly advised to complete before registering for a specific course.
registration value	The workload of each course in a particular term. You are strongly advised not to take courses which add up to more than a certain registration value.

ACADEMIC REFORM — ‘5-CREDIT’ AND ‘3-CREDIT-UNIT’ SYSTEMS

In 2021, the University embarked on an Academic Reform with the aim of aligning our credit system with that of other local and overseas universities. The change will benefit students by promoting student mobility and internationalization.

This Student Handbook contains information for all taught postgraduate students before and after the Academic Reform.

To assist you in understanding the information contained in this *Student Handbook*, please note the following key features/differences between the 5-credit system (i.e. *before* the Academic Reform) and the 3-credit-unit system (i.e. *after* the Academic Reform).

Key Features

	The 5-credit system <i>Before the Academic Reform</i>	The 3-credit-unit system <i>After the Academic Reform</i>
Taught postgraduate (TPG) students	TPG students admitted before the 2023/24 Academic Year, with the exception of MSCEELCF, MSCSAGE, MSCMLSF and MSCSRF programmes	TPG students admitted in and after 2023/24 the Academic Year, and students admitted in the 2022/23 Academic Year to the following programmes: MSCEELCF, MSCSAGE, MSCMLSF and MSCSRF
Course code format	In the format of FIN B123C or FIN B123CF ‘FIN’ — subject area ‘B’ — offering School ‘123’ — course number and level ‘C’ — medium of instruction ‘F’ — face-to-face teaching mode	In the format of FIN 1023BCF ‘FIN’ — subject area ‘1023’ — course number and level ‘B’ — offering School ‘C’ — medium of instruction ‘F’ — mode of delivery (e.g. ‘F’ is face-to-face mode; ‘D’ is distance learning mode)
Course level	Foundation, Middle, Higher and Postgraduate levels, as indicated by the first digit of the course number; ‘1’ represents Foundation level, ‘2’ Middle level, ‘3’ and ‘4’ Higher level and ‘8’ Postgraduate level	1000-, 2000-, 3000-, 4000- and 8000- levels as indicated by the first digit of the course number

Courses available in	Credits in multiples of 5 (e.g. 5, 10, 20 credits)	Credit-units in multiples of 3 (e.g. 3, 6, 9, 12 credit-units)
Grading basis	Grading scale ranging from A (GPA = 4.0) to C (GPA = 2.0)	Grading scale ranging from A+ (GPA = 4.3) to D (GPA = 1.0)
Maximum registration value per term	New students or first-time postgraduate students: 15 credits Continuing students: 30 credits	New students or first-time postgraduate students: 12 credit-units Continuing students: 24 credit-units

The 3-credit-unit system refers to the new curriculum structure after the academic reform. Courses under the 3-credit-unit system are basically assigned credit-unit values in multiples of 3 and categorized into 1000-, 2000-, 3000-, 4000- and 8000-levels. This is in contrast with the old curriculum structure under the 5-credit system, under which courses are basically assigned credit values in multiples of 5 and categorized into Foundation, Middle, Higher and Postgraduate levels.

1 INTRODUCTION

We welcome you as a student member of Hong Kong Metropolitan University. This *Student Handbook* is prepared for students on postgraduate programmes/courses delivered in face-to-face mode. For students on part-time (distance learning)/(elearning) programmes/courses, please refer to the *Student Handbook* for part-time programmes. This *Student Handbook* will provide you with the required information to guide your study in the University including how to progress towards an award, related policies and procedures, and the various communication channels as well as support services and facilities provided by the University.

Hong Kong Metropolitan University maintains a webpage where announcements of activities and functions will be made from time to time. Do visit our homepage at <https://www.hkmu.edu.hk> regularly to find out more for yourself. The HKMU website (Current Students) allows you to enquire about your personal and academic record and class schedules, register for courses, apply for graduation, download useful forms, read this *Student Handbook*, and rules and regulations, learn about employment opportunities, etc., all online.

We welcome and value your suggestions and enquiries. Apart from writing to us, you can send an email or fax to us. Please refer to Section 14 for the contact details.

2 ACADEMIC CALENDARS AND IMPORTANT DATES

2022/2023 ACADEMIC CALENDAR FOR POSTGRADUATE PROGRAMMES/COURSES

2022 Autumn Term for Postgraduate Programmes/Courses

Week Acad yr	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Week Term	Remarks
2022	Sep								
1	5	6	7	8	9	10	11	1	5/9 First day of term
2	12	13	14	15	16	17	18	2	12/9 The day following Mid-Autumn Festival
3	19	20	21	22	23	24	25	3	
4	26	27	28	29	30			4	
	Oct								
						1	2		1/10 National Day
5	3	4	5	6	7	8	9	5	4/10 Chung Yeung Festival
6	10	11	12	13	14	15	16	6	
7	17	18	19	20	21	22	23	7	
8	24	25	26	27	28	29	30	8	
9	31							9	
	Nov								
		1	2	3	4	5	6		
10	7	8	9	10	11	12	13	10	13/11 Last day to apply for deferment of studies
11	14	15	16	17	18	19	20	11	
12	21	22	23	24	25	26	(27)	12	27/11 Last day to withdraw from courses/ programmes*
13	28	29	30					13	
	Dec								
				1	2	3	4		
14	5	6	7	8	9	10	11	14	5-10/12 Study break
15	12	13	14	15	16	17	18	15	12/12-1/1 Examination period
16	19	20	21	22	23	24	25	16	
17	26	27	28	29	30	31		17	26-27/12 The first and second weekday after Christmas Day
2023	Jan								
							1		1/1 Last day of term
18	2	3	4	5	6	7	8	18	2/1 New Year holiday
19	9	10	11	12	13	14	15	19	2-15/1 Term break

Key

Commencement of term

Study break

Examination period (including Sundays and public holidays)

Term break

Last day to apply for deferment of studies before the commencement of the examination period

() Last day to withdraw from courses/ programmes*

The dates shown in red are Sundays and public holidays

Explanatory notes: * Upon withdrawal from a programme, students will be withdrawn from all courses they have enrolled which have not yet been completed under the programme. The withdrawal record will remain in the student's academic profile.


2023 Spring Term for Postgraduate Programmes/Courses


Week Acad yr	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Week Term	Remarks
2023	Jan								
20	16	17	18	19	20	21	22	1	16/1 First day of term
21	23	24	25	26	27	28	29	2	23–25/1 Lunar New Year holidays
22	30	31						3	
	Feb								
			1	2	3	4	5		
23	6	7	8	9	10	11	12	4	
24	13	14	15	16	17	18	19	5	
25	20	21	22	23	24	25	26	6	
26	27	28						7	
	Mar								
			1	2	3	4	5		
27	6	7	8	9	10	11	12	8	
28	13	14	15	16	17	18	19	9	
29	20	21	22	23	24	25	26	10	26/3 Last day to apply for deferment of studies
30	27	28	29	30	31			11	
	Apr								
						1	2		5/4 Ching Ming Festival
31	3	4	5	6	7	8	(9)	12	7–10/4 Easter holidays
32	10	11	12	13	14	15	16	13	9/4 Last day to withdraw from courses/programmes [#]
33	17	18	19	20	21	22	23	14	
34	24	25	26	27	28	29	30	15	17–22/4 Study break
	May								24/4–14/5 Examination period
35	1	2	3	4	5	6	7	16	1/5 Labour Day
36	8	9	10	11	12	13	14	17	14/5 Last day of term

Key

 Commencement of term

 Study break

 Examination period (including Sundays and public holidays)

 Last day to apply for deferment of studies before the commencement of the examination period

() Last day to withdraw from courses/programmes[#]

The dates shown in red are Sundays and public holidays

Explanatory notes: [#] Upon withdrawal from a programme, students will be withdrawn from all courses they have enrolled which have not yet been completed under the programme. The withdrawal record will remain in the student's academic profile.

2023 Summer Term for Postgraduate Programmes/Courses

(Applicable to some programmes only)

Week Acad yr	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Week Term	Remarks
2023	May								
37	15	16	17	18	19	20	21	1	15/5 First day of term
38	22	23	24	25	26	27	28	2	26/5 Buddha's Birthday
39	29	30	31					3	
	Jun								
				1	2	3	4		
40	5	6	7	8	9	10	11	4	
41	12	13	14	15	16	17	18	5	
42	19	20	21	22	23	24	25	6	22/6 Tuen Ng Festival
43	26	27	28	29	30			7	
	Jul								
						1	2		1/7 HKSAR Establishment Day
44	3	4	5	6	7	8	9	8	9/7 Last day to apply for deferment of studies
45	10	11	12	13	14	15	16	9	
46	17	18	19	20	21	22	(23)	10	23/7 Last day to withdraw from courses/ programmes [#]
47	24	25	26	27	28	29	30	11	
48	31							12	
	Aug								
		1	2	3	4	5	6		
49	7	8	9	10	11	12	13	13	7-20/8 Examination period
50	14	15	16	17	18	19	20	14	20/8 Last day of term
51	21	22	23	24	25	26	27	15	21/8-3/9 Academic year break
52	28	29	30	31				16	
	Sep								
					1	2	3		

Key

	Commencement of term		Last day to apply for deferment of studies before the commencement of the examination period
	Examination period (including Sundays and public holidays)		Academic year break

The dates shown in red are Sundays and public holidays () Last day to withdraw from courses/programmes[#]

Explanatory notes: [#]Upon withdrawal from a programme, students will be withdrawn from all courses they have enrolled which have not yet been completed under the programme. The withdrawal record will remain in the student's academic profile.

IMPORTANT DATES

Registration activity	Term	Postgraduate programmes/courses		
		2022 Autumn	2023 Spring	2023 Summer
Registration starts		mid Jul 2022	mid Dec 2022	mid Apr 2023
Last day of second-round application for financial assistance for the term		by late Aug 2022	by early Jan 2023	by mid May 2023
Announcement of result of second-round application for student financial assistance for the term		by early Sep 2022	by mid Jan 2023	by late May 2023

Examination activity	Examination session	Postgraduate programmes/courses		
		2022 Autumn	2023 Spring	2023 Summer
Exam period		12 Dec 2022 – 1 Jan 2023	24 Apr – 14 May 2023	7–20 Aug 2023
Last day to apply for deferment of studies		13 Nov 2022	26 Mar 2023	9 Jul 2023
Last day to apply for withdrawal of courses/programme		27 Nov 2022	9 Apr 2023	23 Jul 2023
Announcement of examination timetable and arrangements		by mid Nov 2022	by late Mar 2023	by early Jul 2023
Announcement of course results		early Feb 2023	mid Jun 2023	late Sep 2023

Graduation activity	Conferment	Mar 2023	Jul 2023	Sep 2023
Application for graduation period		12 Dec 2022 – 6 Jan 2023	17 Apr – 6 May 2023	1–15 Aug 2023
Deadline for payment of graduation		21 Jan 2023	27 May 2023	2 Sep 2023

3 RULES AND REGULATIONS

GENERAL REGULATIONS FOR TAUGHT POSTGRADUATE PROGRAMMES (5-CREDIT SYSTEM)

1 Authority

- 1.1 These regulations are issued by the Senate under the authority granted to it by section 13(1)(c) of the Ordinance to regulate the admission of persons to courses of study offered by the University and their continuance thereon.
- 1.2 The Senate, or any committee of the Senate empowered by it to do so, may adopt implementing measures and procedures pursuant to any Regulation provided that such measures and procedures will have force only in so far as they are consistent with the Ordinance and these Regulations.

2 Admission

- 2.1 An applicant seeking admission to a face-to-face taught postgraduate programme shall satisfy the general entrance requirements of the University, English language proficiency requirements and specific entrance requirements of the programme concerned, if any, unless he/she has been exempted therefrom.
- 2.2 An applicant may be required to attend a selection interview.
- 2.3 A successful applicant shall register with the University as a student by a prescribed date, otherwise he/she shall be deemed to have given up the admission offer.
- 2.4 Except for graduates of the University and LiPACE higher diplomas, all applicants applying to a taught postgraduate programme shall pay the application fee.
- 2.5 Re-admission to the same programme shall be subject to approval by the University. Application for re-admission shall follow the same admission procedures as application for a new programme. Students re-admitted may be required to retake courses which he/she has already taken and passed, in which case the grades of courses concerned will be capped at the grades previously obtained and tuition fees will need to be paid.

3 Registration

- 3.1 An applicant who has been offered admission to a programme shall complete the registration procedure by a date prescribed by the University, and shall be deemed to have enrolled on that programme on the date of his/her first registration. He/she shall be required to comply with the programme regulations of his/her programme of study as stipulated by the University from time to time.
- 3.2 A student shall register in the name which appears on his/her Hong Kong Identity Card or, in the case of non-local students, his/her passport.
- 3.3 With effect from the 2022 Autumn term, caution money, in an amount as specified by the University, shall be payable by new students on offer acceptance as a deposit to make good any outstanding debts to the University incurred during the course of study. This sum less any deductions made for outstanding debts shall be refundable on discontinuation of studies at the University. For graduating students, caution money shall be converted to graduation fee.

- 3.4 A student shall register with the University for each subsequent academic term by a prescribed date. If a student fails to complete the registration, he/she shall be deemed to have discontinued his/her studies at the University.
- 3.5 Registration shall include the payment of tuition fees as prescribed by the University. If a student fails to complete his/her registration by the stipulated deadline, a late request for registration will be accepted at the discretion of the University, and subject to full payment of tuition fees and a late registration fee.
- 3.6 Students studying full-time programmes shall comply with the specified study load by the University unless his/her programme of study prescribes otherwise. He/she must seek approval of his/her School if he/she wishes to take courses with a lighter or heavier credit loading. Students who do not comply with the prescribed full-time study load may be de-registered by the University.
- 3.7 A student shall inform the University immediately of any change of personal particulars such as correspondence address and telephone number via the Student Portal or in writing to the Registry. Failure to supply up-to-date information may result in the University being unable to provide academic and administrative services to the student.
- 3.8 A student enrolled on any full-time taught postgraduate programme of the University should not simultaneously register to study for another qualification at this University or at any other institution, except with prior approval from the University. Students in breach of this regulation may be subject to discontinuation of studies by the University.

4 Deferment of studies

- 4.1 A student who wishes to defer his/her studies shall submit an application online via MyHKMU with supporting documents to the Registry. Approval of an application to defer studies shall be granted entirely at the University's discretion. Deferment of studies, if granted, shall cover all the courses on which the student has enrolled within the term or year concerned.

- 4.2 The University recognizes the following grounds as a basis for deferment of studies:

- (a) illness or medical emergency; or
- (b) family crisis or other special circumstances which constitute compassionate grounds.

The University, at its discretion, may also consider applications for deferment of studies if a student is required, owing to previous failures in University courses, to resit two or more examinations in any one term. Proof of medical advice is required from students who seek for deferment of studies on medical ground.

- 4.3 A student who has applied for deferment of studies shall continue with his/her studies and attend classes until formal approval is given by the University.
- 4.4 The maximum period allowed for deferment of studies shall normally be one academic year.
- 4.5 A student who has been granted deferment of studies shall not be entitled to the refund, in part or in full, of the tuition fees paid. Upon resumption of studies at the approved time, the student can make use of the tuition fees paid for the deferred term but shall be required to settle additional tuition fees, if any. If the tuition fees for resumed courses are less than the tuition fees paid, the University may grant approval for the student to carry forward the excess fees paid for future course registration use within a specified period, on specified courses.

5 Withdrawal from studies

- 5.1 A student who wishes to withdraw from studies at the University shall submit an application for withdrawal to the Registrar via MyHKMU at least 14 days before the start of the examination period of the relevant term. For withdrawal from a programme, if approval is granted, all courses on which a student has enrolled within the term or year concerned shall be withdrawn. For withdrawal from a course, application shall only be considered if a student can still fulfil the required study load per term upon withdrawal. The record of withdrawal shall be entered into and remain in the student's academic record. The student shall not be entitled to a refund of any tuition fees already paid, in part or in full.
- 5.2 A student who has been de-registered involuntarily or withdrawn from his/her programme at the University for not more than one year but wishes to have his/her student status reinstated shall submit a written application for registration to the Registrar no later than two weeks after the commencement of an academic term. Such an application shall be accepted at the absolute discretion of the University and subject to full payment of tuition fees and late registration fee, if applicable. A student who has discontinued studies for more than one academic year shall seek to apply for re-admission to the University following the usual admission procedure.

6 Selection of courses

- 6.1 A student shall select courses before the commencement of each academic term according to the programme regulations of his/her programme of study. A student wishing to register for courses after the registration deadline as specified by the University from time to time shall have to apply for late registration and settle a late registration fee, as specified from time to time, normally no later than two weeks after the commencement of an academic term.
- 6.2 A full-time student shall normally take 20 credits of courses in a term or 40 credits in an academic year unless his/her programme of study prescribes otherwise. He/she must seek approval of his/her School if he/she wishes to take courses with a lighter or heavier credit loading.
- 6.3 A new part-time student shall normally be allowed to take courses with a maximum registration value* of 15 in his/her first term but may take more in the subsequent terms. He/she must seek approval from his/her School if he/she wishes to take courses of over 15 registration values in the first term.

* In addition to carrying a credit value, each course also carries a registration value which represents the study load per term. A total registration value of 20 is about the normal load for a full-time student.

The following formula illustrates how the registration value is calculated: Registration value = credit value ÷ no. of terms it takes to complete the course.

For example: A 20-credit course of two terms' duration has a registration value of 10, i.e. $20 \div 2 = 10$ A five-credit course of one term's duration has registration value of 5, i.e. $5 \div 1 = 5$

- 6.4 A student shall not repeat any course which he/she has already taken and passed.

7 Period of study

- 7.1 The University has imposed a maximum study period of six years for face-to-face taught postgraduate programmes. In certain cases, the School may stipulate a period of less than six years for individual programmes. Students shall refer to the relevant programme regulations for details. A student must complete all graduation requirements of his/her programme of study within the maximum study period.

- 7.2 A student who fails to complete all graduation requirements of his/her programme of study within the maximum study period shall be terminated from his/her studies.

8 Change of programme of study/course registered

- 8.1 A student who wishes to change his/her programme shall submit an application, as prescribed by the University, with supporting documents to the Registry, and his/her application shall be approved at the discretion of the School concerned. If the change of programme is approved, it shall take effect in the academic term following the term in which it was approved, unless otherwise specified.
- 8.2 Students may also change the course they are registered on. However, applications for change of registered course are limited to courses offered in the same term and course changes shall normally be on a one-to-one basis. Students who wish to change their courses after registration must apply using a specific form and pay an administrative fee. Applications will be considered on a case-by-case basis. Applications shall normally be made as early as possible, and no later than the end of the second week of the term.

9 Course assessment and grades

- 9.1 A student shall be assessed for every course that he/she has registered on the basis of his/her performance in the course. The assessment criteria may include any one or any combination of the following: assignments, quizzes, tests, laboratory sessions, practicums, examinations, attendance, and any other criteria.
- 9.2 Course grades, their standards and grade points used in reporting shall be as follows:

Course Grade	Grade point	Standard
A	4.0	Excellent
A–	3.7	
B+	3.3	Very Good
B	3.0	
B–	2.7	Good
C+	2.3	Fair
C	2.0	Pass
Fail-resit	–	Fail-resit
Fail	0.0	Fail
Pass*	Not applicable	Benchmark Attained

* For designated courses only.

Other grades, including 'Complete' and 'Incomplete' will be used when necessary, e.g. in non-credit bearing courses.

A student who obtains a grade of 'C' or above in a course taken shall earn the credits of that course.

The grade point average (GPA) of a student's course work shall be computed by dividing the total grade points for all courses taken by the total number of credits attempted, inclusive of courses failed.

- 9.3 Assignments – A student shall submit assignments by specified dates. Assignments must be submitted electronically via the OLE, unless otherwise specified. Late submission may be accepted solely at the discretion of the instructor, with penalty if applicable.
- 9.4 Quizzes/Tests/Labs – A student may be required to complete quizzes, tests, laboratory sessions or practicums as part of the assessment, some of which may be compulsory.
- 9.5 Examinations
- 9.5.1 A student shall attend an end-of-course examination for each of the courses he/she takes, unless the course requires no end-of-course examination. A student shall be required to observe the examination arrangements as stipulated by the University from time to time.
- 9.5.2 At the discretion of the Award Committee, a student marginally failing an examination may be granted a chance to resit the examination to be held in the next available examination session provided for the course concerned. The resit examination will normally coincide with the regular examination of the next presentation of the course. If the next presentation of the course does not commence within one year from the current presentation in which the student enrolled and failed, the resit examination will be held within a one-year period after the end of the current presentation.
- 9.5.3 A student taking a resit examination will be required to pay a resit examination fee for each course, as specified by the University from time to time. A student who has discontinued his/her studies at the University before the resit examination is held shall not be permitted to attend the resit examination.
- 9.5.4 A student failing to achieve a Pass grade after the resit examination shall be required to retake the course, if available, in order to be considered for the award of credits. Under certain circumstances, the University may require the student to retake the course in the distance learning mode or to take another course as a substitute.
- 9.5.5 Deferment of an examination will only be considered under very special circumstances, which shall be substantiated by satisfactory documentary evidence provided by the student. Deferment of an examination is normally not applicable to resit examination(s).
- 9.6 Attendance requirement – The minimum attendance requirement for each course is 70%.
- 10 Graduation
- 10.1 To be eligible for an academic award, a student shall have satisfied the requirements of his/her chosen programme of study.
- 10.2 A student shall be required to apply for graduation using a specific form and pay a graduation fee, as specified by the University from time to time, for each award. If a student has paid caution money at offer acceptance, subject to no claim being outstanding, caution money shall be converted into graduation fee.
- 11 Transcript of studies and certification
- 11.1 A transcript is an official document showing the complete academic record of a student in the University, including the result of courses taken, Term GPA, Cumulative GPA and the academic award conferred, if any.

- 11.2 At any stage of studies with the University, a student may apply for an official transcript of studies. A handling fee, as prescribed by the University from time to time, is required for each copy of the transcript.
- 11.3 Upon a student's request, the Registrar may issue an official document confirming the student's status as a student of the University or provide certification of University publications/documents as true copies. A fee may be charged.
- 11.4 Certificates for academic awards
An official certificate for an academic award shall be issued to a student after he/she has been conferred the qualification.
- 11.5 The University reserves the right to withhold the issuance of transcripts, official documents and certificates for academic awards as deemed necessary. For example, this may occur if a student is in debt to the University or is involved in a breach of University rules and regulations.
- 12 Academic integrity and student discipline
- 12.1 A student shall act at all times to uphold academic integrity.
- 12.2 A student who has violated the University's expectation of academic integrity, committed any disciplinary offence or violated any rule or regulation of the University shall be dealt with in accordance with the University's Regulations Governing Academic Integrity and Student Discipline.

GENERAL REGULATIONS FOR TAUGHT POSTGRADUATE PROGRAMMES (3-CREDIT-UNIT SYSTEM)

1 Authority

- 1.1 These regulations are issued by the Senate under the authority granted to it by section 13(1)(c) of the Ordinance to regulate the admission of persons to courses of study offered by the University and their continuance thereon.
- 1.2 The Senate, or any committee of the Senate empowered by it to do so, may adopt implementing measures and procedures pursuant to any Regulation provided that such measures and procedures will have force only in so far as they are consistent with the Ordinance and these Regulations.

2 Admission

- 2.1 An applicant seeking admission to a face-to-face taught postgraduate programme shall satisfy the general entrance requirements of the University, English language proficiency requirements and specific entrance requirements of the programme concerned, if any, unless he/she has been exempted therefrom.
- 2.2 An applicant may be required to attend a selection interview.
- 2.3 A successful applicant shall register with the University as a student by a prescribed date, otherwise he/she shall be deemed to have given up the admission offer.
- 2.4 Except for graduates of the University and LiPACE higher diplomas, all applicants applying to a taught postgraduate programme shall pay the application fee.
- 2.5 Re-admission to the same programme shall be subject to approval by the University. Application for re-admission shall follow the same admission procedures as application for a new programme. Students re-admitted may be required to retake courses which he/she has already taken and passed, in which case the grades of courses concerned will be capped at the grades previously obtained and tuitions fees will need to be paid.

3 Registration

- 3.1 An applicant who has been offered admission to a programme shall complete the registration procedure by a date prescribed by the University, and shall be deemed to have enrolled on that programme on the date of his/her first registration. He/she shall be required to comply with the programme regulations of his/her programme of study as stipulated by the University from time to time.
- 3.2 A student shall register in the name as it appears on his/her Hong Kong Identity Card or, in the case of non-local students, his/her passport.
- 3.3 Caution money, in an amount as specified by the University, shall be payable by new students on offer acceptance as a deposit to make good any outstanding debts to the University incurred during the course of study. This sum less any deductions made for outstanding debts shall be refundable on discontinuation of studies at the University. For graduating students, caution money shall be converted into graduation fee.
- 3.4 A student shall register with the University for each subsequent academic term by a prescribed date. A student failing to complete the registration shall be deemed to have discontinued studies at the University.
- 3.5 Registration shall include the payment of tuition fees as prescribed by the University. If a student fails to complete his/her registration by the stipulated deadline, a late request for registration will be accepted at the discretion of the University, and subject to full payment of tuition fees and a late registration fee.

- 3.6 Students studying full-time programmes shall comply with the specified study load by the University unless his/her programme of study prescribes otherwise. He/she must seek approval of his/her School if he/she wishes to take courses with a lighter or heavier credit loading. Students who do not comply with the prescribed full-time study load may be de-registered by the University.
- 3.7 A student shall inform the University immediately of any change of personal particulars such as correspondence address and telephone number via the Student Portal or in writing to the Registry. Failure to supply up-to-date information may result in the University being unable to provide academic and administrative services to the student.
- 3.8 A student enrolled on any full-time taught postgraduate programme of the University should not simultaneously register to study for another qualification at this University or at any other institution, except with prior approval from the University. Students in breach of this regulation may be subject to discontinuation of studies by the University.

4 Deferment of studies

- 4.1 A student wishing to defer studies shall submit an application online via MyHKMU with supporting documents to the Registry. Approval of an application to defer studies shall be granted entirely at the University's discretion. Deferment of studies, if granted, shall cover all the courses on which the student has enrolled within the term or year concerned.
- 4.2 The University recognizes the following grounds as a basis for deferment of studies:
 - (a) illness or medical emergency; or
 - (b) family crisis or other special circumstances which constitute compassionate grounds.
- 4.3 A student applying for deferment of studies shall continue with his/her studies and attend classes until formal approval for deferment is given by the University. Proof of medical advice is required from students who seek for deferment of studies on medical ground.
- 4.4 The maximum period allowed for deferment of studies shall normally be one academic year.
- 4.5 A student having been granted deferment of studies shall not be entitled to the refund, in part or in full, of the tuition fees paid. Upon resumption of studies at the approved time, the student can make use of the tuition fees paid for the deferred term but shall be required to settle additional tuition fees, if any. If the tuition fees for the resumed courses are less than the tuition fees paid, the University may grant approval for the student to carry forward the excess fees paid for future course registration use within a specified period, on specified courses.

5 Withdrawal from studies

- 5.1 A student wishing to withdraw from studies at the University shall submit an application for withdrawal to the Registrar via MyHKMU at least 14 days before the start of the examination period of the relevant term. For withdrawal from a programme, if approval is granted, all courses on which a student has enrolled within the term or year concerned shall be withdrawn.

For withdrawal from a course, application shall only be considered if a student can still fulfil the required study load per term upon withdrawal. The record of withdrawal shall be entered into and remain in the student's academic record. The student shall not be entitled to a refund of any tuition fees already paid, in part or in full.

- 5.2 A student who has been de-registered involuntarily or withdrawn from his/her programme at the University for not more than one year but wishes to have his/her student status reinstated shall submit a written application for registration to the Registrar no later than two weeks after the commencement of an academic term. Such an application shall be accepted at the absolute discretion of the University and subject to full payment of tuition fees and late registration fee, if applicable. A student who has discontinued studies for more than one academic year shall seek to apply for re-admission to the University following the usual admission procedure.

6 Selection of courses

- 6.1 A student shall select courses before the commencement of each academic term according to the programme regulations of his/her programme of study. A student wishing to register for courses after the registration deadline as specified by the University from time to time shall have to apply for late registration and settle a late registration fee, as specified from time to time, normally no later than two weeks after the commencement of an academic term.
- 6.2 A full-time student shall normally take 15 credit-units of courses in a term or 30 credit-units in an academic year unless his/her programme of study prescribes otherwise. He/she must seek approval of his/her School if he/she wishes to take courses with a lighter or heavier study load.
- 6.3 A student shall not repeat any course which he/she has already taken and passed.

7 Period of study

- 7.1 Each taught postgraduate programme shall specify its normative period of study (N). The maximum period of study of a student shall be the normative period of study of his/her programme plus two years (N+2 years) and shall include any periods of leave of absence and suspension of studies. A student must complete all graduation requirements of his/her programme within this maximum period of study.
- 7.2 A student who fails to complete all graduation requirements of his/her programme of study within the maximum study period shall be terminated from his/her studies.

8 Change of programme of study/course registered

- 8.1 A student who wishes to change his/her programme shall submit an application, as prescribed by the University, with supporting documents to the Registry, and his/her application shall be approved at the discretion of the School concerned. If the change of programme is approved, it shall take effect in the academic term following the term in which it was approved, unless otherwise specified.
- 8.2 Students may also change the course they are registered on. However, applications for change of registered course are limited to courses offered in the same term and course changes shall normally be on a one-to-one basis. Students who wish to change their courses after registration must submit an application using a specific form and pay an administrative fee. Applications will be considered on a case-by-case basis. Applications shall normally be made as early as possible, and no later than the end of the second week of the term.

9 Course assessment and grades

- 9.1 A student shall be assessed for every course that he/she has registered on the basis of his/her performance in the course. The assessment criteria may include any one or any combination of the following: assignments, quizzes, tests, laboratory sessions, practicums, examinations, attendance, and any other criteria.

9.2 Course grades, their standards and grade points used in reporting shall be as follows:

Course Grade	Grade point	Grade Definitions
A+	4.3	Excellent
A	4.0	
A–	3.7	
B+	3.3	Good
B	3.0	
B–	2.7	
C+	2.3	Satisfactory
C	2.0	
C–	1.7	Marginal
D	1.0	
Fail	0.0	Failure

Other grade such as 'Pass' will be used where necessary. A 'Pass' grade does not carry any grade point and shall be excluded from the calculation of GPA.

A student who obtains a grade of 'D' or above in a course taken shall earn the credit-units of that course. A student is not allowed to retake a course for which credit-units have been earned unless with the approval of the School offering the course.

The grade point average (GPA) of a student's course work shall be computed by dividing the total grade points for all courses taken by the total number of credit-units attempted, inclusive of courses failed.

The Cumulative Grade Point Average (CGPA) of a student in an academic programme is the weighted average of the Grade Points of all the courses attempted by the student during the study of the programme, inclusive of courses failed, with the weighting factor being the credit-units of every course. If a student is allowed to take a course multiple times, including retake of a failed course, only the Grade Point of the final attempt will be included in the calculation of CGPA.

9.3 Assignments – A student shall submit assignments by specified dates. Assignments must be submitted electronically via the OLE, unless otherwise specified. Late submission may be accepted solely at the discretion of the instructor, with penalty if applicable.

9.4 Quizzes/Tests/Labs – A student may be required to complete quizzes, tests, laboratory sessions or practicums as part of the assessment, some of which may be compulsory.

9.5 Examinations

9.5.1 A student shall attend an end-of-course examination for each of the courses he/she takes, unless the course requires no end-of-course examination. A student shall be required to observe the examination arrangements as stipulated by the University from time to time.

9.5.2 Deferment of an examination will only be considered under very special circumstances, which shall be substantiated by satisfactory documentary evidence provided by the student.

9.6 Attendance requirement – The minimum attendance requirement for each course is 70%.

10 Academic probation

- 10.1 A student whose CGPA falls below 2.0 in any one term shall be put on academic probation in the next term.
- 10.2 A student on academic probation is required to seek academic advice from the School of the registered programme on the study plan, study load, course selection and plan to improve on the academic performance and may be required to take a reduced study load by the School.
- 10.3 The academic probation will be lifted when a student obtains a CGPA of 2.0 or above on completion of the probation term.
- 10.4 Students on Academic Probation after Spring Term examinations will not be allowed to enroll in courses in the Autumn Term and thereafter until academic advice is received or his/her academic probation is lifted.
- 10.5 A student will be required to discontinue his/her studies if he/she
 - 10.5.1 fails to have academic probation lifted after he/she has been put on academic probation for three consecutive terms with course enrolment, or
 - 10.5.2 has exceeded his/her maximum period of study (N+2)

11 Graduation

- 11.1 To be eligible for an academic award, a student shall have satisfied the requirements of his/her chosen programme of study.
- 11.2 A student shall be required to apply for graduation using a specific form and pay a graduation fee, as specified by the University from time to time, for each award. Caution money paid at offer acceptance shall be converted into graduation fee subject to no claim being outstanding.

12 Transcript of studies and certification

- 12.1 A transcript is an official document showing the complete academic record of a student in the University, including the result of courses taken, Term GPA, Cumulative GPA and the academic award conferred, if any.
- 12.2 At any stage of studies with the University, a student may apply for an official transcript of studies. A handling fee, as prescribed by the University from time to time, is required for each copy of the transcript.
- 12.3 Upon a student's request, the Registrar may issue an official document confirming the student's status as a student of the University or provide certification of University publications/documents as true copies. A fee may be charged.
- 12.4 Certificates for academic awards
 - An official certificate for an academic award shall be issued to a student after he/she has been conferred the qualification.
- 12.5 The University reserves the right to withhold the issuance of transcripts, official documents and certificates for academic awards as deemed necessary. For example, this may occur if a student is in debt to the University or is involved in a breach of University rules and regulations.

13 Academic integrity and student discipline

- 13.1 A student shall act at all times to uphold academic integrity.
 - A student who has violated the University's expectation of academic integrity, committed any disciplinary offence or violated any rule or regulation of the University shall be dealt with in accordance with the University's Regulations Governing Academic Integrity and Student Discipline.

ACADEMIC RULES AND REGULATIONS

Students shall observe the '*Academic Rules and Regulations*' prescribed by the University.

Details of these rules and regulations can be found on the following webpage.

<https://www.hkmu.edu.hk/postgraduate-students/policies-and-guidelines/>

GENERAL REGULATIONS (LIBRARY / COMPUTER LABORATORY)

Students shall observe the '*General Regulations*' prescribed by the University.

Details of these regulations can be found on the following webpage.

<https://www.hkmu.edu.hk/postgraduate-students/policies-and-guidelines/>

PERSONAL DATA PRIVACY ORDINANCE AND POLICY ON EQUAL OPPORTUNITIES

University policy on protection of personal data

With the enactment of the Personal Data (Privacy) Ordinance in December 1996, the University established its personal data protection policy which is set out below:

Principle 1 — Collection

The University provides education and training services. In order to do so, it carries out various activities and collects and uses personal data for various purposes relating to such activities.

Before collecting personal data from you, the University will provide you with the information required by the Ordinance, and will notify you of your right to obtain a copy of, and correct any inaccuracies in, your personal data held by the University.

The University will treat your personal data as confidential. However, from time to time, it may need to disclose your personal data to other persons in order to carry out its activities or because it is required to do so by law. Where possible, the University will try to ensure that the recipient of the personal data also agrees to treat them as confidential and in accordance with the provisions of the Ordinance.

Principle 2 — Accuracy and retention

The University will, where practicable, take steps to ensure that the personal data it maintains on you are accurate, but you should note that the responsibility for informing the University of changes in your personal data rests with you. The

University cannot establish whether your personal data are correct unless you notify the University of any changes. If your personal data are incorrect, the University will take steps to correct such personal data before it uses such data, or will ensure that they are erased.

The University will from time to time review whether it still needs to keep your personal data. Personal data which are no longer required will be deleted.

Principle 3 — Use

Unless it has your consent, the University will not use your personal data for any purpose other than the purpose for which they were collected (or a directly related purpose).

Principle 4 — Security

The University will take steps to protect your personal data against unauthorized or accidental access, processing, erasure or use.

The University has produced a Code of Practice to provide guidance to staff and other individuals who have either a contractual or educational connection with the University.

Principle 5 — Information

On or before collecting personal data from you, the University will inform you:

- (i) why it is collecting your personal data;
- (ii) the purposes for which this data may be used;
- (iii) to whom it may be transferred; and
- (iv) your rights under the Ordinance to ascertain whether the University holds personal data on you.

The University's Code of Practice gives details on:

- (i) the kinds of personal data which the University holds;
- (ii) the purposes for which the University holds such personal data; and
- (iii) the policies and practices of the University in relation to such personal data.

Principle 6 — Access and correction

In accordance with the Ordinance, you are entitled to write to the University:

- (i) to ascertain whether the University holds personal data on you; and, if so
- (ii) to ask for a copy of such personal data; and
- (iii) to require correction of any inaccuracies in such personal data.

You may make such requests with the forms provided by the University for such purposes. Copies of these forms may be obtained from the University Data Protection Officer. The University may charge you a fee to cover its administrative costs.

Personal data (privacy) notice

The Personal Data (Privacy) Ordinance (the Ordinance) came into effect on 20 December 1996. In this connection, the University has established its own personal data protection policy and procedures for compliance with the requirements of the Ordinance. You are required to note the following on or before supplying your personal data to the University.

Requirement to supply personal data

When you become a student of the University, personal data collected during the admission process will become part of your student record. You must inform the University in writing of any changes in your personal data, with copies of relevant documentary evidence where applicable. It is also necessary for you to supply your personal data to the University as and when required.

Consequences of failing to supply personal data

The University may not be able to process academic and administrative matters relating to you if you fail to provide the required data.

Purposes for using your personal data

Your personal data will be used by the University for student and University administration purposes, which may include the following:

- admission
- registration/re-registration and monitoring
- accounting for fees
- planning and control of curricula and examinations
- commissioning and approving educational materials
- assessment and publication of examination results
- graduation and award
- communicating with you
- course-related communications
- promotion and public relations activities
- student welfare
- liaising with student associations
- research and surveys
- alumni
- management analysis
- preparation and submission of statutory returns
- monitoring the use or performance of equipment, vehicles or services
- security
- compliance with legislation and regulations of the Hong Kong Special Administrative Region and those of other jurisdictions relevant to University business
- any other related academic and administrative services.

Classes of persons to whom the University may transfer your personal data

Personal data held by the University related to you will be kept confidential but they may be provided to the following third parties:

- students in your course(s)/programme(s) to facilitate communication;
- student bodies, e.g. Students' Union, student associations and alumni;
- any individuals and/or agents who provide academic and administrative services to the University;
- any individuals and/or agents who conduct surveys and research for the University; and
- donors of student scholarships and bursaries, and other awards.

The University will comply with the requirements in Part 3 Section C (3) and (4) of the University Code of Practice on Personal Data Privacy in the disclosure and transfer of your personal data to a third party.

Right to request access to and correction of personal data

In accordance with the terms of the Ordinance, you have the right to:

- check whether the University holds personal data about you and gain access to such data;
- require the University to correct any inaccurate personal data relating to you; and
- be informed of the kind of personal data relating to you held by the University.

Where necessary, you may be asked to provide further information to help locate the required data for processing your request. The University may refuse to comply with your request if it is impractical to do so.

Requests for access to or correction of personal data

Requests for access to or correction of personal data may be made to the Data Protection Officer (DPO) by completing the Data Access Request Form as specified by the Office of the Privacy Commissioner for Personal Data or the Data Correction Request Form as specified by the University. The University may charge a reasonable fee to cover the administrative costs for complying with a data access request.

For enquiries, you may contact the Data Protection Officer at:

Hong Kong Metropolitan University
Ho Man Tin, Kowloon,
Hong Kong
Email: DPO@hkmu.edu.hk

Policy on equal opportunities

HKMU's position on equal opportunities

It is unlawful for a member, employee or student of the University to harass, discriminate against, vilify or victimize another member, employee or student of

the University, or any other person who has dealings with the University, on the grounds of sex, marital status, pregnancy, breastfeeding, family status, disability or race of that person. The University will not tolerate any unlawful acts of harassment, discrimination, vilification or victimization and it will uphold this principle in all of its operations.

The University, and members and employees of the University who hold supervisory positions, will take all necessary steps in order to ensure that any member, employee or student of the University or any other person who has dealings with the University is not subject to any unlawful acts of harassment, discrimination, vilification or victimization in their employment or in their educational experience.

Members, employees and students of the University should observe the requirements of the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance as stipulated in the Codes of Practice issued by the Equal Opportunities Commission, and any anti-discrimination ordinances that may be enacted. They may be personally liable for acts committed by them.

Proceedings on complaints of harassment, discrimination, vilification or victimization

The University has appointed an Equal Opportunities Officer as a contact person to receive related claims. If staff members, job applicants, students or student applicants feel that they have experienced harassment, discrimination, vilification or victimization within the University, they may make a complaint and are encouraged to do so as soon as possible after the alleged incidents. Both formal and informal proceedings are available.

The informal process may be useful when the party concerned does not realize that certain behaviour is offensive to the recipient, and it may enable prompt action to be taken to stop the unwelcome behaviour at the earliest possible stage. Informal resolution procedures may include talking directly with the respondent or seeking an advocate such as a Dean/Director/Unit Head and Course Coordinator with whom the complainant feels comfortable. This person may provide advice and support to the complainant and serve as an informal mediator between the complainant and the respondent.

The complainant may also file a written complaint to the Equal Opportunities Officer in accordance with the formal proceedings.

Apart from invoking internal procedures, the complainant may lodge a complaint directly with the Equal Opportunities Commission or take action in the District Court.

The University's Policy on Equal Opportunities is available on the HKMU website (Current Students). The contact details of the Equal Opportunities Officer are as follows:

Hong Kong Metropolitan University
Ho Man Tin, Kowloon
Hong Kong
Email: EOO@hkmu.edu.hk

4

REGULATIONS GOVERNING ACADEMIC INTEGRITY AND STUDENT DISCIPLINE

1 Authority

- 1.1 These Regulations are issued by the Senate under the authority granted to it by section 10(15) of the Statute governing operations of the Senate.
- 1.2 The Senate, or any committee of the Senate empowered by it to do so, may adopt implementing measures and procedures pursuant to any Regulation provided that such measures and procedures will have force only in so far as they are consistent with the Ordinance and these Regulations.

2 Academic integrity

- 2.1 The University expects that its students will act at all times to uphold academic integrity, which is a requisite for effective learning and sound scholarship and which is essential in achieving the objectives of the University as stated in the Ordinance.
- 2.2 Activities which violate the University's expectation of academic integrity include, but are not limited to, the following:
 - (a) Submission for assessment purposes of material that is not a student's own work;
 - (b) Copying, either entirely or in part, and whether using the exact words or with some substitution of words, of the published or unpublished work of others without acknowledgement of the original source;
 - (c) Presentation of another person's argument as the student's own without giving due credit to the originator;
 - (d) Dishonesty in publication, the use of false or fabricated data or experimental results;
 - (e) Obtaining or seeking to obtain unauthorized access to question papers or other assessment materials;
 - (f) Misconduct during examinations such as:
 - i. having or seeking access to any unauthorized information, material or electronic device during the examination;
 - ii. aiding or attempting to aid another candidate, or obtaining or attempting to obtain aid from any other person;
 - iii. obtaining or attempting to obtain aid unfairly from any officer of the University or any person as appointed by the University for the conduct of an examination or the assessment activities, either during the period of an examination or afterwards;
 - (g) Impersonating another student, or seeking to have another person impersonate oneself, during an examination, tutorial or other exercise;
 - (h) Misrepresentation of information on academic matters, including but not limited to knowingly making any false statement or falsifying any evidence

in support of admission, deferment of studies or examination, exemption from programme requirements, the award of a degree, diploma, course credit or other distinction by the University.

- 2.3 A University teacher, tutor or other staff member who suspects that a breach of academic integrity has taken place should first investigate and discuss the matter with the student concerned and, where appropriate, with the Internal Examiner of the relevant course. If a mutually acceptable resolution is reached, which shall fall within Regulation 2.5 (a) – (e) below, the staff member concerned shall report the case and resolution to the Dean of the relevant school for record. An annual report of all cases of the school shall be submitted to Student Disciplinary Committee. If a mutually acceptable resolution is not possible or if the breach is of a serious nature, the staff member shall submit a report with evidence of the alleged breach of academic integrity to the Dean.
- 2.4 On receipt of a report that alleges a breach of academic integrity, the Dean shall review the case and decide whether there are reasonable and probable grounds to proceed with a charge of breach of academic integrity. If positive, the student suspected for breaches of academic integrity should be informed of the case and be provided with an opportunity to respond to the accusation and to present any relevant evidence.
- 2.5 Upon reviewing all evidence presented, the Dean shall, in consultation with the Registrar, take one or more of the following actions:
 - (a) Dismiss the case (no further action);
 - (b) Require student to complete an academic honesty assignment;
 - (c) Issue an oral or written reprimand by the Dean, the former in the presence of at least two witnesses, which shall be recorded in the student's file;
 - (d) Require student to complete a make-up assignment, examination or rewriting a work subject to a lower grade;
 - (e) Award a lowered grade or a Fail grade, as appropriate, on the assignment(s), examination(s) or course(s) concerned;
 - (f) Issue a directive that the University not take into account the work in question for assessment purposes including record of Absence for the examination concerned;
 - (g) Recommend a disciplinary hearing be convened under the procedures of Regulation 4 below.
- 2.6 The decision of the Dean shall be communicated to the student. A report of the case shall be passed to the Registrar for record and report to the Student Disciplinary Committee annually.
- 2.7 For alleged examination misconduct occurred in a setting which is formally invigilated, the incident shall be noted in the invigilator's written report, which shall be submitted to the Sub-Committee for Alleged Examination Misconduct (SCAEM) together with any evidence for consideration. A student accused of examination misconduct should be informed of the case and be provided with an opportunity to respond to the accusation and to present any relevant evidence to SCAEM. SCAEM shall review all evidence and decide on dismissal of the case or any penalty to be imposed. The penalty shall fall within Regulation 2.5 (a) – (g) above. The decision of SCAEM shall be communicated to the student. A record of the case shall be passed to the Registrar for record and be reported to the Student Disciplinary Committee annually.

3 Student conduct

I. Expectations

- 3.1 The University encourages students to cultivate a sense of responsibility, promote reflection, and foster accountability and mutual respect. Students are expected, as any other University's member, to act in the best interests of the University community at all times.
- 3.2 All students are expected to:
 - (a) act in accordance and comply with the law;
 - (b) observe rules, regulations and policies of the University;
 - (c) uphold the virtues of honesty and righteousness;
 - (d) act with regard to the health and safety of others;
 - (e) act with regard to the University's reputation and to ensure that their behaviors as students, do not adversely affect the University's reputation and interests;
 - (f) respect the rights and dignity of others, including but not limited to privacy and personal data rights, irrespective of their ethnicity and race, sex and gender identity, sexual orientation, abilities and disabilities, age, religion and family status.

II. Discipline

- 3.3 The University expects good conduct of students and may take disciplinary action against a student who commits any of the following disciplinary offences or who violates any rules, regulations or policies established by the University:
 - (a) Defamation of, assault on or harassment against any member(s) of the University;
 - (b) Willful damage to or defacement of any property of the University or the property of its member(s);
 - (c) Theft, fraud, misapplication of University funds or property of any kind;
 - (d) Conduct which unreasonably obstructs the teaching, learning, assessment, research or consultative activities of the University, its staff or students;
 - (e) Misbehavior of a nature which brings the name of the University into disrepute;
 - (f) Falsification, distortion or misrepresentation of information to the University that is intended to mislead administrative processes, including but not limited to supporting an application to any person or organization for a grant, bursary, prize, scholarship or any other form of award, allowance or assistance;
 - (g) Unauthorized disclosure of confidential information including that relating to the proceedings of any board, council or committee of the University, subject to the provision of relevant codes of practice which may be issued from time to time;
 - (h) Posting unlawful, defamatory, indecent or offensive messages or activities via any media platforms, including but not limited to paper-form media, social media or any public communication channels; and/or making any communications that may incite hatred or violence, or maybe pornographic, proprietary, libelous or derogatory that directly or indirectly damages the reputation and interests of the University or any member(s) of the University;
 - (i) For gain or otherwise, without the written permission of the University, copying any material provided by the University in any form whatsoever;

- (j) Students are not allowed to use video recorders, cameras or voice recorders (including those embedded in mobile phones) in a classroom during classes, unless authorized by the instructor or academic staff member in charge of the class;
 - (k) Subject to the provisions of Regulation 6 below regarding rights of appeal, failing to comply with any penalty imposed by a University disciplinary authority.
- 3.4 Notwithstanding the provisions of Regulation 3.3, the conduct of a student of the University while on the premises of another institution shall be subject to the requirements imposed by that institution.
- 3.5 Any member of the University who suspects that a student has committed a disciplinary offence should report the alleged offence, together with any evidence available, to the Vice President (Students and Support).
- 3.6 On receipt of a report that alleges commission by a student of a disciplinary offence, the Vice President (Students and Support) shall review the case and decide whether there are reasonable and probable grounds to proceed with a charge of student misconduct. If positive, the student accused of the misconduct should be informed of the case and be provided with an opportunity to respond to the accusation and to present any relevant evidence.
- 3.7 Upon reviewing all evidence presented, the Vice President (Students and Support) shall, in consultation with the Director of Student Affairs, take one or more of the following actions:
- (a) Dismiss the case (no further action);
 - (b) Issue an oral or written reprimand, the former in the presence of at least two witnesses, which shall be recorded in the student's file;
 - (c) Require completion of University community service;
 - (d) Impose a requirement to make good any loss of or damage to the property or premises arising from the student misconduct;
 - (e) Recommend a disciplinary hearing be convened under the procedures of Regulation 4 below.
- 3.8 The decision of the Vice President (Students and Support) shall be communicated to the student. A report of the case shall be passed to the Registrar for record and report to the Student Disciplinary Committee annually.
- 3.9 In the event that a student has been subject to law-enforcement actions and/or criminal prosecution during the course of study, regardless of whether he/she is convicted, the student's case shall be considered by the Chair of the Student Disciplinary Committee, who will decide on one of the following actions:
- (a) No further action is necessary;
 - (b) The case shall be transferred to Student Affairs Office for student support service;
 - (c) The case shall be taken up by the Student Disciplinary Committee in accordance with relevant University Rules and Regulations.

4 Disciplinary hearings

- 4.1 On the recommendation of a School Dean, or SCAEM or Vice President (Students and Support) (where appropriate) for a hearing, the Student Disciplinary Committee shall appoint a Student Disciplinary Panel (Panel) from its members

to convene a hearing in relation to allegations of a breach of academic integrity pursuant to Regulation 2 or commission of a disciplinary offence pursuant to Regulation 3.

- 4.2 The student alleged to have committed the breach of academic integrity or disciplinary offence shall have the right to:
- (a) appear before the Student Disciplinary Panel;
 - (b) submit a written statement or present other evidence to the Panel;
 - (c) be accompanied at the hearing by a University staff member or student of his/her choice, who shall however not have the right to speak or present evidence to the Panel.
- 4.3 The Panel's deliberations shall be held in camera. The student shall be advised on conclusion of the hearing of the verdict of the Panel, the outcome and imposition of any sanctions or penalties as provided for in Regulation 5.

5 Sanctions and penalties

- 5.1 On conclusion of a hearing conducted under Regulation 4 above, the Student Disciplinary Panel may impose any of the following sanctions or penalties, singly or in combination, as it may consider appropriate:
- (a) Dismissal of the case;
 - (b) Completion of an academic honesty assignment;
 - (c) Completion of University community service;
 - (d) Issuance of an oral or written reprimand, the former in the presence of at least two witnesses, which shall be recorded in the student's file;
 - (e) Completion of a make-up assignment, examination or rewriting a work subject to a lower grade;
 - (f) The award of a lowered grade or a Fail grade, as appropriate, on the assignment(s), examination(s) or course(s) concerned;
 - (g) Issuance of a directive that the University not take into account the work in question for assessment purposes including record of Absence for the examination concerned;
 - (h) A requirement to make good any loss of or damage to the property or premises arising from the misconduct;
 - (i) Notation on transcript;
 - (j) Exclusion from further registration on courses offered by the University for a definite period;
 - (k) Suspension or dismissal from any course(s) in progress;
 - (l) Suspension from all or specific programme(s) for a definite period;
 - (m) Expulsion from the University;
 - (n) The withholding or revocation by the University of a degree or other academic award;
 - (o) Any other penalties, as deemed appropriate for certain offences.

6 Appeal of disciplinary measures

- 6.1 A student may appeal to the Chair of the Student Disciplinary Committee any decisions taken by a Dean, or SCAEM, or Vice President (Students and Support),

- or Student Disciplinary Panel in respect of an alleged breach of academic integrity pursuant to Regulation 2, or an alleged disciplinary offence pursuant to Regulation 3, other than a decision to convene a disciplinary hearing.
- 6.2 An appeal shall be in writing and shall reach the Chair of the Student Disciplinary Committee no later than fourteen days after the student is informed of the relevant decision.
- 6.3 If the Chair of the Student Disciplinary Committee considers the appeal to have merit, he/she shall appoint a Student Disciplinary Panel to review the case. If the appeal is against the decision of a Student Disciplinary Panel, he/she shall convene a hearing of the Student Disciplinary Committee to discuss the appeal. The student who submitted the appeal shall have the right to:
- (a) appear before the Student Disciplinary Committee/Panel;
 - (b) submit a written statement or present other evidence to the Committee/Panel;
 - (c) be accompanied at the hearing by a University staff member or student of his/her choice, who shall however not have the right to speak nor present evidence to the Committee/Panel.
- 6.4 After the hearing, the Student Disciplinary Committee shall make a decision to either:
- (a) Uphold the decision reached by the relevant University disciplinary authority; or
 - (b) Direct the relevant University disciplinary authority to take one of the alternative courses of action provided for in Regulation 5.1.
- 6.5 The decision reached by the Student Disciplinary Committee in respect of an appeal launched shall be communicated to the student concerned.
- 6.6 A student may lodge a final appeal to the President on the verdict reached by the Student Disciplinary Committee following a hearing conducted under Regulation 6.3. Normally appeals will be considered only on the basis of procedural irregularities or new evidence.
- 6.7 A final appeal under Regulation 6.6 shall be in writing and shall reach the President no later than fourteen days after the student is informed of the relevant decision.
- 6.8 The President or his/her nominee, shall review the case and decide whether the decision of the Student Disciplinary Committee pursuant to Regulation 6.4 shall stand. If he/she considers the appeal to have merit, he may constitute and convene a meeting of an Appeals Panel to discuss the appeal. The Appeals Panel shall make a recommendation to the President to either:
- (a) Uphold the verdict and/or penalties determined by the Student Disciplinary Committee; or
 - (b) Direct the Student Disciplinary Committee to record an alternative verdict and/or impose alternative sanctions or penalties provided for under Regulation 5.
- 6.9 The President, taking into account the recommendation of the Appeals Panel, shall make a decision on the appeal. The President's decision shall be final.
- 6.10 Pending the outcome of an appeal, a student shall observe any suspension imposed by the Student Disciplinary Committee.

5 **PROGRAMME OF STUDY AND COURSES**

PROGRAMME OF STUDY

Registration at HKMU is normally done by programme of study. Our programmes work on a flexible credit accumulation basis. To obtain an award, you are required to follow the regulations governing your programme of study, which outline the number of credits and the courses you need to complete.

Programme Regulations may be updated from time to time. You are advised to check the most up-to-date regulations by downloading from the HKMU website (Current Students). Programme Regulations are normally updated twice a year and will be available in May and November.

You are also advised to contact your Programme Leader for matters related to your studies.

COURSES

Each course carries a credit value. Courses will normally run for one or two terms and the first digit of the course code generally indicates the level of the course. Courses of postgraduate programmes are normally at postgraduate level. The course code of postgraduate-level courses starts with '8' or '9' except for those non-credit bearing courses. The course code of non-credit bearing courses starts with '0'.

Continuous assessment and examination measure your success in any course. When you successfully complete your course, the credits will be added to your record. You can obtain your award upon accumulation of enough credits for the award as prescribed.

EXEMPTION THROUGH ADVANCED STANDING

The University recognizes the prior learning achievements of its students by the award of advanced standing credits. Such credits, where applicable, will be counted towards the total number of credits required for a University award.

Advanced standing credits are awarded for previous qualifications obtained from a recognized tertiary institution and completed by coursework. For applications to be made towards a postgraduate diploma programme, or a Master's Degree programme, the qualification held by a claimant must at least be a postgraduate certificate or a postgraduate diploma, or be a higher degree at least at the Master's Degree level. Postgraduate Diploma in Education or equivalent qualifications, however, may only be used to apply for advanced standing towards the university undergraduate programmes and Postgraduate Diplomas in Education. Advanced standing credits can be applied to the majority of Master's Degrees and Postgraduate Diplomas programmes, with the exception specified in the '*Academic Rules and Regulations*' (see '*Regulations Governing the Grant of Advanced Standing*').

Qualifications which satisfy the entry requirements of a particular programme cannot be used for advanced standing under that respective programme.

Types of credit transfer**1 *Specific Credit Transfer (SCT)***

Specific credits are used for the exemption of a particular course which forms part of the set of required courses for a University award. Specific credits can be applied to Postgraduate-level courses.

2 *Block Credit Transfer (BCT)*

Block credits are counted towards the total number of credits required for a University award. Awardees must complete the remaining courses required for the award by following a list of 'top-up' courses to be prescribed by the University. The top-up courses for completion of a University programme are specified in accordance with an applicant's previous study programme and courses, therefore an award of block credits does not imply an automatic reduction by the same amount in the number of credits required for the completion of the University programme. Applicants should refer to the prescribed top-up list for the number of credits and courses to complete for the programme.

Specific credits and block credits cannot be used together. A successful applicant may be awarded advanced standing credits up to a maximum limit determined by the University in accordance with his/her previous studies. This maximum is also subject to the maximum advanced standing allowed in each HKMU programme.

Regulations and procedures

The academic regulations governing the grant of advanced standing are available on the University website. The *Guide to Application for Advanced Standing* and the *Advanced Standing Application Form (Form A-AP)* contain comprehensive information about the scheme, and its impact on an applicant's course choices. Every applicant is requested to consult the *Guide* before submitting an application. An applicant has to indicate which prior qualifications are to be used in the application and the type of credit transfer applied for.

A student may apply for advanced standing any time after he/she has become a registered student of this University. However, since the award of advanced standing may affect one's course choices, students are advised to submit an application as soon as possible. Furthermore, please note that only the advanced standing credits awarded before February, June or September of any year will be counted for graduation purposes in March, July or September of that year respectively.

Persons who have not registered with the University may also apply under the Extended Scheme.

Advanced standing applications will be processed by the University after all the required documentation and syllabus information is received. Each application is subject to approval by the Advanced Standing Committee (or its delegated authority) upon recommendation by the respective academic unit.

A non-refundable claim fee (which varies in accordance with the type of credit transfer applied for) is charged for each application, irrespective of the application result.

Information on precedents

Information on the entitlement for advanced standing of each individual qualification and precedents of BCT applications are available at the following webpage:

<https://www.hkmu.edu.hk/postgraduate-students/advanced-standing/>

The information on precedents may be updated from time to time. Students are advised to consult the most current information before submitting an application.

Entry pathways and advanced standing

The University has set up entry pathways for some Master's Degree programmes. The programme credit requirements in most pathway programmes are reduced; in other words, students are given an exemption without the need to go through the advanced standing process if being admitted via these pathways. However, students must satisfy the entry requirements specified for admission to the pathway programmes. Holders of relevant qualifications are advised to apply for admission via these pathways if they satisfy the entry requirements.

Should you require further information or wish to obtain the *Application Guide* and application forms for advanced standing, please contact the Advanced Standing & Graduation Team. For details please see Section 14.

RECOGNITION BY PROFESSIONAL BODIES

Our University programmes are recognized by a number of professional institutions, and a range of exemptions have been granted to our graduates. The information provided here is for reference only. It is the student's responsibility to confirm the exemptions and recognition with the relevant professional institutions. Students of business programmes can also refer to http://www.hkmu.edu.hk/ba_recognitions for further details.



(i) Association of Chartered Certified Accountants (ACCA)*

Graduates of the Master of Corporate Governance (MCGF) and Master of Business Administration (MBAF) programmes may claim exemptions of up to a maximum of five and six papers respectively of the ACCA examinations.

For mapping of HKMU courses to be exempted for ACCA examination papers, please refer to the [ACCA website](#).



*In order to apply for corresponding paper exemptions, students must have completed the programme and have passed their courses at HKMU. The exact number of exemptions depends on which corresponding HKMU courses students have passed before completion of the programme at the University.

(ii) Association of International Accountants (AIA)

Graduates of Master of Business Administration (MBAF) and Master of Corporate Governance (MCGF) programmes may claim exemption of the AIA Professional Examinations for up to a maximum of nine papers (out of sixteen papers) on the basis of the completion of corresponding HKMU courses.

For details of exemptions, please refer to the [AIA website](#).



(iii) Chartered Institute of Management Accountants (CIMA)

Students and graduates of the Master of Business Administration (MBAF) and Master of Accountancy (MACF) programmes are eligible for taking the Master's gateway accelerated route for the CIMA Professional Qualification. They may claim exemptions of up to a maximum of ten subjects on the basis of the completion of corresponding HKMU courses.

For details of exemptions, please refer to the [CIMA website](#).



(iv) CPA Australia

The CPA Program examinations of CPA Australia are integrated into the Master of Accountancy programme (MACF). Students of MACF will become Associate Members of CPA Australia. They will be prepared to sit for the CPA Program examinations within the MACF. Graduates of MACF may obtain a CPA (Aust.) designation after meeting the practical experience requirement.

For details, please refer to the [CPA Australia website](#).



(v) The Hong Kong Chartered Governance Institute (HKCGI) and The Chartered Governance Institute (formerly The Institute of Chartered Secretaries and Administrators or ICSA)

Graduates of the MCGF programme are eligible for full exemption from the qualifying programme of the Chartered Governance Institute and the HKCGI. If students intend to apply for full exemption after the completion of the MCGF programme, they must register for student membership with the HKCGI within three months after they have enrolled in the MCGF programme, and must complete the MCGF programme within 1.5 years for face-to-face full time mode and 3 years for face-to-face part time mode.

In addition, students must maintain their studentship with the HKCGI during their course of study (with a minimum period of two years) for their applications for full exemptions in order to become a Graduate of the HKCGI. Students awarded advanced standing credits by the University towards the MCGF programme may not be eligible to receive full exemption from the qualifying programme. It is always the students' responsibility to confirm with the HKCGI that they are eligible for full exemption after the completion of the MCGF programme.

Please refer to the [HKCGI website](#) for information on the latest registration and exemption policy.



(vi) Social Workers Registration Board

The Master of Social Sciences in Autism Spectrum Disorder programme is now recognized by the Hong Kong Social Workers Registration Board (SWRB) as a Continuing Professional Development Course/Activity (CPD). Students who successfully complete the programme can earn up to 500 CPD points.

(vii) Law Society of Hong Kong

The Law Society of Hong Kong has accredited the MA in Legal Translation (MALT) programme as a Continuing Professional Development (CPD) programme. A lawyer who completes any course under the MALT programme can claim CPD points provided that s/he:

- (a) complies with the course attendance requirement;
- (b) attends lectures and/or tutorials totalling in duration not less than the number of hours of CPD points being claimed; and
- (c) provides evidence of such attendance as and if required by the Society.

(viii) The Nursing Council of Hong Kong

Master of Nursing (Chinese Medicinal Nursing) was included in the Nursing Council of Hong Kong's 'List of Local Master Programmes in Health Related Stream recognised under the Voluntary Scheme on Advanced and Specialised Nursing Practice' (as at December 2021).

COURSE ENROLMENT

Re-registration

Students must register with the University for each academic term by a prescribed date. You should take note of the relevant parts of *Section 3* on 'General Regulations for Postgraduate Programmes' and the following limitations:

- Registration will normally be processed on a first-come, first-served basis. The University will try to accommodate as many students as possible. As quota for some of the courses is limited, students are advised to submit their applications as early as possible.
- If two courses contain a lot of common materials, they will form an *excluded combination*. Only one of the courses will be counted towards a single award. For details, please refer to <https://www.hkmu.edu.hk/admissions/distance-learning/excluded-combinations/>.
- Some courses have advisory prerequisites. *Prerequisites* are determined to ensure that you have acquired the basic knowledge and skills that you will need to complete a particular HKMU course more easily. The University strongly recommends you to complete a course's prerequisites before enrolling on that particular course. In cases where the prerequisites are mandatory, you must complete the prerequisites before enrolling in the course concerned. The prerequisites are clearly stated in the individual course descriptions on the HKMU website.
- Students are not allowed to re-register for a course that they have already passed. This includes courses with changes in course codes or have its counterparts presented in the distance learning mode.
- Normally you will not be allowed to re-register in the coming term on a course that you are currently studying. If you want to re-register on such a course, you have to withdraw from it first (see the paragraph on 'Withdrawal from studies').
- If the level of a course changes, e.g. from Foundation to Middle or vice versa, the credits for that course will count towards the award at the new level, irrespective of the level at which it was passed. These courses will be classified as courses not allowed to be taken again. For details, please refer to <https://www.hkmu.edu.hk/admissions/distance-learning/courses-not-allowed-to-be-taken-again/>.



Re-registration can normally be made online or by submitting the re-registration form during the registration period. Continuing students will receive the re-registration information by email before the re-registration period.

Late registration

If you wish to register for courses after the registration deadline specified by the University, you will need to apply for late registration using *Form R-LRF* and settle a late registration fee normally no later than two weeks after the commencement of an academic term.

Change of programme of study/course registered

Students who wish to change their programme should apply using *Form R-CP*, and applications will be approved at the discretion of the School concerned.

Students may also change the course they are registered on. However, applications for change of registered course are limited to courses offered in the same term and the course changes should normally be on a one-to-one basis. Students who wish to change their courses after registration must apply using *Form R-CC* and pay an administrative fee. Applications will be considered on a case-by-case basis. Applications should be made as early as possible and no later than the end of the second week of the term.

STUDENT RECORDS

Student Identity Card

Before the start of the term, all new students will be issued a Student Identity Card that is valid for their period of study with the University. If you are a new student and do not receive your Student Identity Card, you should inform the Student Records Team of the Registry within two weeks after the start of the term.

The Student Identity Card is an important proof of identity for using University facilities and for your attendance at classes/examinations. The card is only valid when it is used in conjunction with your Hong Kong Identity Card or passport (if a Hong Kong Identity Card is not available).

Students who have lost or damaged their student identity cards should arrange for a replacement card immediately through *Form R-ID* and pay an administrative fee.

Change of personal particulars

If there are any changes to your personal details, it is your responsibility to notify the University. To update personal details, such as correspondence address, telephone numbers, etc., you can do so directly via the HKMU website (Current Students) → MyHKMU. Failure to supply up-to-date information may result in the University being unable to provide or process academic and administrative services to you.

You can enquire about your personal and academic record via the HKMU website (Current Students) → MyHKMU.

INTERRUPTING YOUR STUDIES

Students who have difficulty continuing their studies for any reasons are strongly advised to consult their tutors and Course Coordinators for advice and guidance.

Temporary halting of studies and student status

Temporary halting of studies is not normally an option for full-time postgraduate students. For part-time postgraduate students who have completed all enrolled courses and wish to stop taking courses for a while, you are advised to consult your programme leader. Temporarily halting of studies will have implications on your study period. It is the responsibility of students to complete required credits and conditions before the stipulated study period in order to obtain the corresponding award.

Deferment of studies

If you are taking courses but wish to defer your studies until a later date, you should apply for deferment of studies. For details please refer to the information about deferment of studies in *Section 3 'General Regulations for Postgraduate Programmes'*.

Please refer to *Section 2 'Academic Calendars and Important Dates'* for the application deadline and submit the application via the HKMU website (Current Students) → MyHKMU. For details, please refer to our website.

For students who wish to apply for the Continuing Education Fund (CEF), any deferment of studies for a course for which you intend to claim reimbursement would mean that the completion date of the course would be deferred. It is the CEF applicants' responsibility to observe and enquire with the Office of CEF on the related procedures for special circumstances.

Withdrawal from studies

If you wish to discontinue or withdraw from your studies, please submit an application via the HKMU website (Current Students) → MyHKMU by the deadline as stipulated in *Section 2 'Academic Calendars and Important Dates'*. Please refer to the information about withdrawal from courses in *Section 3 'General Regulation for Postgraduate Programmes'*. **Students who do not submit assignments or attend the examination without having formally withdrawn will be given a Fail grade for the course** (see *Section 9 'Assessment and Examinations'*).

STUDY AT OTHER INSTITUTIONS

Full time students whose student visas are sponsored by HKMU should not register concurrently with other local institutions.

8 LECTURES AND TUTORIALS FOR POSTGRADUATE PROGRAMME COURSES

Postgraduate courses are normally delivered on campus, in the form of lectures and tutorials by the Course Coordinator or other University staff members. Some classes may be held during daytime on weekdays. Details of the contact hours are specified in the Course Outline. You can contact your Programme Leader for general and programme-specific matters and your Course Coordinator for course-specific matters.

Before the term commences, you can visit MyHKMU via the HKMU website (Current Students) under the section on 'Class Schedule' to check the confirmed class schedule. Students should only attend classes of their groups. Class schedule for practical laboratory sessions, if any, will be provided by your school separately. As the timetable may change during your course of study, you should refer to the most up-to-date timetable when attending classes, if any.

9 ASSESSMENT AND EXAMINATIONS

ASSESSMENT OF YOUR WORK

At HKMU, there are two main forms of assessment for most courses: continuous assessment and examinations.

Continuous assessment is based on assignments, projects/case studies, oral presentation, quizzes, laboratory sessions, practicums, attendance, etc. and/or any other criteria.

Most courses have a written examination which is held at the end of the course.

For courses with written examination, your course result will be determined by your performance in **both** the **continuous assessment** and the **examination**.

The regulations governing assessment and examinations are included in 'Course Assessment and Grades' in *Section 3 'General Regulations for Postgraduate Programmes'*.

CONTINUOUS ASSESSMENT

You must submit your assignments by specified dates. If an assignment is submitted late, it is at the discretion of the University teacher concerned to accept or not accept it, and to determine the appropriate penalty to be imposed, if any. If you encounter special circumstances regarding your continuous assessment or if you are dissatisfied with your score on any of your assignments, you are advised to discuss this with your Course Coordinator. Assignments must be submitted electronically via the OLE, unless otherwise specified.

Students can check their assignment scores in MyHKMU via the HKMU website (Current Students), under the section on 'Assessment Result'.

END-OF-COURSE EXAMINATION

The regulations governing examinations are included in *Section 3 'General Regulations for Postgraduate Programmes'* and 'Assessment Regulations' in the 'Academic Rules and Regulations'.

There are three examination periods each year for postgraduate courses. Please refer to *Section 2 'Academic Calendars and Important Dates'* for details. Oral/listening examinations for languages courses and examinations for some special courses may be held earlier in advance of the examination period. Students can go to the HKMU website to check the examination timetable and arrangements about one month before

the start of the examination period. Students should check this information online by going to the 'Examination Timetable and Arrangement' via MyHKMU of the HKMU website (Current Students). You are strongly recommended to check your assignment scores and/or overall continuous assessment score (OCAS) online by going to the 'Assessment Result' section via MyHKMU of the HKMU website (Current Students) before attending an examination and following the procedures under the 'Assessment Regulations' should you need to make queries regarding submission of assignments and assignment scores.

Examinations may be held in the morning, afternoon and/or evening, and sometimes on the same day for different courses. Such arrangement is made based on a number of factors in order to avoid clashes in examinations. It is important to consider these dates when you are planning ahead for holidays or business trips. Deferment of your examination will NOT be permitted because of holiday plans.

Students will be notified of the address of the examination centres, admissible/inadmissible materials which you must/must not bring to a course examination, approved models of calculators for use in HKMU examinations, etc. You must read all the examination information carefully before attending an examination. Students in violation of any of the regulations/instructions may be penalized in accordance with the Regulations Governing Academic Integrity and Student Discipline. Any infringement of the examination regulations/instructions, including possession of inadmissible materials (e.g. notes, rough paper, etc.), tearing or taking away question papers or answer books and bringing in non-approved models of calculators, may lead to a **SERIOUS PENALTY**, or even disqualification from the examination. Ignorance/misreading of these rules is not an excuse. If you have any queries, you can always contact the Examinations Office.

Course Certificate

Examination matters	Procedures	Application period
Course Certificate via <i>Form E-CC</i>	Complete an application form and return it to the Registrar together with a cheque to cover the application fee.	throughout the year.

Points to note for a Course Certificate:

- Those students who have obtained an overall pass result and gained the respective number of credits on a course offered by the University can apply for a Course Certificate.
- The Course Certificate serves to certify that a student has successfully completed an HKMU course. The certificate includes the course code, title and its number of credits.
- Under no circumstances will the content of the certificate be modified to suit individual needs.
- The Course Certificate will be sent to applicants by registered mail within 10 working days after receipt of the application by the University.

Deferment of examination

Examination matters	Procedures	Deadline
Deferment of examination via <i>Form E-DA</i>	Complete an application form and return it to the Registrar before the deadline. Attach relevant supporting evidence to the application.	cause known before the exam, e.g. business trip: no later than 7 days before the exam date. unforeseen circumstance, e.g. illness: no later than 7 days after the exam.

Points to note for a deferment of examination:

- (a) See *Section 3 'General Regulations for Postgraduate Programmes'* and '*Assessment Regulations*' in the '*Academic Rules and Regulations*'.
- (b) Only under very special circumstances will deferment of an examination be considered. Deferment of examination is however not applicable to those courses without examination. Students who have been granted funding from the Continuing Education Fund (CEF) or other sponsorship funding bodies should pay particular attention to the terms and conditions governing the approval of the CEF or other appropriate funding. As a result of examination deferment, the completion date of the course will be delayed, which may have implications affecting claims for reimbursement, etc. It is the responsibility of the student to check the terms and conditions and to liaise with the appropriate body on the related procedures for special circumstances as the University cannot take responsibility for this.
- (c) Examination deferment will NOT be considered if students are not able to achieve an overall continuous assessment (OCAS) of 31 or above.
- (d) If the reason for absence from examination is illness, a medical certificate issued by a registered medical practitioner or registered Chinese medicine practitioner must be submitted.
- (e) Students taking a deferred examination are advised to check with the Course Coordinator before sitting for the deferred examination as the course syllabus/content may be revised or updated from time to time.
- (f) If this is your first attempt (or it is a deferred examination) and you do NOT attend the examination as scheduled without approval for deferment of the examination (or further deferral), a Fail grade will result. You will NOT be allowed to sit the examination on a later occasion unless you re-register for the course.
- (g) If the course is in its last presentation, you may be given a single chance to defer the examination on legitimate and properly attested grounds. No requests for further deferrals for any reason whatsoever will be considered.
- (h) Students who are approved to defer their examination will take the examination at a time and place arranged by the University.

- (i) Deferred examination students are expected to present themselves for examination only in the next examination period available for the course concerned. You are not required to submit any assignments unless specified otherwise.
- (j) For deferred examination students, the overall continuous assessment score (OCAS) obtained at the end of the course and the overall examination score (OES) achieved in the deferred examination will be used in the calculation of your course score and overall course result.

Resit examination (Not applicable to students admitted to the 3-credit-unit system)

Examination matters	Procedures	Deadline
Resit examination	Students should settle the resit fee for each course and complete all necessary procedures stipulated in the confirmation of resit examination notification.	Please refer to the deadlines specified in the resit examination notification.

Points to note for a resit examination:

- (a) See Section 3 'General Regulations for Postgraduate Programmes' and 'Assessment Regulations' in the 'Academic Rules and Regulations'.
- (b) At the discretion of the appropriate Award Committee, students who have marginally failed the examination may be granted a **single chance** to resit the examination. Resit examination is however not applicable to courses without examination.
- (c) Students who have been granted funding from the Continuing Education Fund (CEF) or other sponsorship funding bodies should pay particular attention to the terms and conditions governing the approval of the CEF or other appropriate funding. As a result of the resit examination, the completion date of the course will be delayed, which may have implications affecting claims for reimbursement, etc. It is the responsibility of the student to check the terms and conditions and to liaise with the appropriate body on the related procedures for special circumstances as the University cannot take responsibility for this.
- (d) If you do NOT pay the fee before the designated deadline, it will be assumed that you do not wish to resit the course examination. If you do not accept the resit offer, are absent from the resit examination, or have withdrawn from the course before the resit exam, a Fail result will be recorded and printed on your transcript.
- (e) You will NOT be granted a second chance to resit if you fail in the resit examination.
- (f) Students taking resit examinations are advised to check with the Course Coordinator for the updated course material, if applicable, before sitting for the resit examination as the course syllabus/content may be revised or updated from time to time.

- (g) Resit examination students are expected to present themselves for examination only in the next examination period available for the course concerned. You are not required to submit any assignments unless specified otherwise.
- (h) For resit examination students, the overall continuous assessment score (OCAS) obtained at the end of the course and the overall examination score (OES) achieved in the resit examination will be used in the calculation of your course score and overall course result.

As mentioned in *Section 3* (point 7), the University imposes a maximum study period for postgraduate programmes.

[Not applicable to students admitted under 3-credit-unit system] Students who are unable to fulfil all the requirements for graduation because of marginal failure in one course may at the absolute discretion of the School concerned be granted a chance for alternative assessment/special examination in the course concerned. Course results for alternative assessment/special examination will be capped at Grade 'C'.

Special examination

Examination matters	Procedures	Deadline
Special examination for students with disabilities or special educational needs via <i>Form S-DI</i>	Complete an application form and return it to the Student Affairs Office before the deadline. Attach relevant supporting evidence to the application, e.g. medical report	within three weeks after the start of the term

Points to note for a special examination:

- (a) See 'Assessment Regulations' in the '*Academic Rules and Regulations*'.
- (b) Special examination arrangements will NOT be considered if students are not able to achieve an overall continuous assessment (OCAS) of 31 or above.
- (c) If the above regulations do not address your disability or special educational needs, you should consult the Examinations & Assessment Team *at least 8 weeks* before the start of the examination period.
- (d) Requests for special examination arrangements not supported by relevant evidence will NOT be considered.
- (e) Students have to fill in an application form again and submit relevant supporting evidence if there are changes in disabilities and special educational needs which require special examination arrangements.
- (f) The University may not be able to make special arrangements if the relevant information fails to reach the University before the prescribed deadline.

Special circumstances

Examination matters	Procedures	Deadline
Special circumstances for continuous assessment	Please contact your Course Coordinator	contact your Course Coordinator no later than 3 weeks before the start of the exam period.
Special circumstances for examination via <i>Form E-SE</i>	Complete the form and return it to the Registrar before the deadline. Attach relevant supporting evidence to the form.	within 7 days after the exam date.

Points to note for special circumstances:

- (a) See 'Assessment Regulations' in the '*Academic Rules and Regulations*'.

For continuous assessment:

- (b) It is your responsibility to contact your Course Coordinator early.

For an examination:

- (c) Information for Award Committee should be submitted to the Registrar on the correct form by the prescribed deadline. However, the committee will only give limited consideration to such information.
- (d) *Form E-SE received later than 7 days* after the examination date will NOT be considered.
- (e) If you are prevented from submitting the form due to hospitalization or other serious reason, you should authorize a person to submit it on your behalf. Evidence supporting your claim must be submitted. The Award Committee will not consider information received after the prescribed deadline or without relevant supporting evidence.
- (f) If you are ill during the examination, you should report the matter to the University by submitting *Form E-SE* together with a medical certificate to the University *within 7 days* after the examination date.
- (g) *Form E-SE* should only be used for serious situations such as illness immediately before or during the examination or bereavement of an immediate family member close to the examination date.
- (h) You must support your claim with evidence such as a medical certificate. The registered medical practitioner or registered Chinese medicine practitioner must clearly understand that the medical certificate is required to cover illness during the examination. For the requirements on the supporting evidence, please refer to the important notes on *Form E-SE*. The information will only be used to your benefit.

Students with disabilities or special educational needs

If you feel that your disability or special educational needs was a serious disadvantage during the completion of your continuous assessment or examination, you can contact you Course Coordination or submit *Form E-SE* as stipulated above. Please note that previous information which you may have supplied to the University about your disability or special educational needs will not be brought to the attention of the Award Committee without your consent or written request.

THE AWARD OF COURSE RESULTS

Course results are determined by an Award Committee appointed for each course and then endorsed by the School Board.

Details of the course grading scheme can be found in *Section 3 'General Regulations for Postgraduate Programmes'*.

If there is a written examination for your course, your overall continuous assessment score and examination score will be sent to the Award Committee for consideration. Your course score (the calculation of this score is defined in the respective *Course Guide* or course outline) will be calculated from both the overall continuous assessment score and the overall examination score.

The course grade is mainly determined by the overall course score (CS) yet students are normally required to obtain a minimum in both overall examination score (OES) and overall continuous assessment score (OCAS) set by the University in order to obtain a Pass result. To be awarded a particular course grade, students must meet the minimum CS set by the Award Committee.

[Not applicable to students admitted under 3 credit-unit system] A student must have achieved the OES resit threshold score set by the Award Committee in order to qualify to resit an examination. In determining the resit threshold score, the Award Committee makes a judgment on the likelihood of a student being able to improve their performance sufficiently to pass at the next attempt. From an academic point of view, students who fail to achieve this minimum level will need to retake the course. A student may resit an examination one time only.

Consideration of the Award Committee

If you are just below a borderline, the Award Committee may consider any special circumstances information (see the previous part on 'Special circumstances'). They may also review or remark your examination script to determine whether or not to upgrade your status.

The Award Committee will receive a computer printout with the overall continuous assessment score, the overall examination score and the course score for each student. This printed information will be considered by the Award Committee when drawing up the pass list of students. The Committee will also have access to all examination

scripts, information submitted by students and tutors on special circumstances (*Form E-SE*), information about tutors and markers of examination scripts, adverse conditions at examination centres, administrative errors on the part of the University, and statistical analyses of overall continuous assessment, examination and course scores.

If an Award Committee is unable to decide a student's result on the basis of the evidence available, the student may be required to undergo a viva voce examination. This examination normally is in the form of an oral examination conducted by a member of the full and/or part-time academic staff. The University will notify the student required to take a viva voce examination of its date, time and place.

Examination misconduct and irregularities

A candidate alleged to have committed misconduct under 'Assessment Regulations' B10 in the '*Academic Rules and Regulations*' shall be liable to proceedings by the University as specified in 'Regulations Governing Academic Integrity and Student Discipline' in the '*Academic Rules and Regulations*'. Notwithstanding, the University strongly advises students to read carefully the related regulations and instructions governing the conduct of examinations before attending an examination. Any infringement of the examination regulations/instructions, including possession of inadmissible materials (e.g. notes, rough paper, etc.), tearing or taking away question papers or answer books and bringing in non-approved models of calculators, may lead to a SERIOUS PENALTY, or even disqualification from the examination. Any queries on examination regulations/instructions should be directed to the Examinations & Assessment Team. If a student is alleged to have not complied with any of the examination regulations/instructions, it is the student's responsibility to cooperate with the invigilators and any officers of the University during the investigation, including submitting the relevant information, reference material, calculator, etc. The material or device collected will be returned to the student concerned intact after investigation. The University may at its discretion take disciplinary action against any uncooperative students.

Announcement of course results

See 'Assessment Regulations' in the '*Academic Rules and Regulations*' for relevant information. Course results will be released online in batches. Students will be able to check all results of the courses assessed by going to the 'Academic Record' section via MyHKMU of the HKMU website (Current Students). Once your course results are released in the 'Academic Record' section of the HKMU website, you may apply for a Course Certificate or a Transcript of Studies on a need basis. A fee will be levied.

Write to the Examinations & Assessment Team if your results are not released by 6 weeks after the respective examination period. In order to safeguard confidentiality, no results will be given over the telephone.

Course results will not be released to persons in debt to the University or students who have not satisfied any compulsory requirements. Students may forfeit the opportunity to appeal against course results.

Appeals

Examination matters	Procedures	Deadline
Appeals against course result via <i>Form E-AR</i>	Complete an application form and return it to the Registrar together with a cheque to cover the appeal fee before the deadline.	Within 6 weeks after respective examination period.

Points to note for appeals:

- (a) See 'Assessment Regulations' in the '*Academic Rules and Regulations*'. Course results appeal is however not applicable to courses without examination.
- (b) Late submission of information about special circumstances will NOT be considered.
- (c) Under the current policy, the overall examination scores (OES) will be released together with the reply to the appeal of course results or upon receipt of a data access request via *Form OPS003*. The University will not provide any other information regarding examination performance.
- (d) Under no circumstances will the examination script be copied or returned to the student.
- (e) The fee is refundable for successful cases of appeal in the circumstances that a more favourable course result is awarded.
- (f) In the appeal stage of course results, students' scores will be thoroughly checked and a re-marking on the examination script will be carried out.
- (g) Telephone enquiries and appeal letters without *Form E-AR* will NOT be entertained.

Remarks

- All fees paid for examination matters above are non-refundable and non-transferable for other purposes unless specified otherwise.
- Forms are obtainable from the Registry Counter and the Information Centre or by downloading them from the HKMU website (Current Students).
- Enquiries regarding the above should be directed to the Examinations & Assessment Team by phone at 2768 6688 or by fax at 8148 3378.

10 GRADUATION AND CERTIFICATION

IMPORTANT POINTS TO NOTE

1. Students should refer to the relevant programme regulations to check their eligibility to graduate.
2. Students who will have completed the appropriate number of relevant credits and satisfied the requirements for the award can apply for graduation.
3. The University confers awards three times a year, in March, July and September respectively. Graduates will be invited to attend the Congregation within the same year.
4. Award certificates will be available for collection in April (for March conferment), August (for July conferment) and October (for September conferment). Graduates will be informed by email of the details for collecting their award certificates.

HOW TO APPLY FOR GRADUATION

1. Students applying for graduation should submit an online application via MyHKMU according to the respective application periods as indicated in the "Application Period" section. Late application for graduation will NOT be accepted.
2. Applicants will receive an email acknowledgement after submitting the application successfully. If you do not receive the acknowledgement email, please contact the Advanced Standing and Graduation Team by phone (27686683/27686692) or via email (reggrad@hkmu.edu.hk) immediately.
3. Students who will have all of their programme requirements fulfilled upon completion of the currently enrolled course(s) for their graduation programmes will receive a notification email about their prospective graduate status.
4. Upon receipt of the notification email, applicants are required to submit an online confirmation of graduation via MyHKMU and pay the graduation fee (if applicable) by the stipulated deadline as indicated in the "Graduation Confirmation" section. With effect from the 2022 Autumn term, caution money shall be payable by new students on offer acceptance. The money shall be converted into graduation fee upon graduation. If you do not receive the notification email, please contact our office by phone (27686683/27686692) or via email (reggrad@hkmu.edu.hk) immediately.
5. Students having all course results finalized, meeting the graduation requirements and having completed the required graduation procedures will be approved by the Senate for appropriate award. No withdrawal of application for graduation is allowed.
6. Students who have submitted an application but are unable to graduate according to the respective programme regulations will be refunded the paid graduation fee.

APPLICATION PERIOD

Academic Year 2022/23	Conferment month	Application period*
Students who intend to graduate after 2022 Autumn Term examinations	March 2023	12 December 2022 – 6 January 2023
Students who intend to graduate after 2023 Spring Term examinations	July 2023	17 April – 6 May 2023
Students who intend to graduate after 2023 Summer Term examinations	September 2023	1–15 August 2023

GRADUATION CONFIRMATION

Conferment month	Deadline* for (1) online confirmation of graduation and (2) payment of graduation fee (if applicable)
March 2023	21 January 2023
July 2023	27 May 2023
September 2023	2 September 2023

*It is subject to change. Please refer to Student Announcement on the University's website for any update.

RELINQUISHMENT/ARTICULATION OF QUALIFICATIONS

Based on the award already conferred by the University, you may study additional relevant credits for a higher award of the same or different programme. When you will have completed the additional credits and satisfied the requirements for the higher award, you can apply for graduation through articulation/relinquishment of your current award.

Relinquishment/ articulation arrangements	Application for graduation via <i>MyHKMU</i> .
Procedures	Same as application for graduation, but you must indicate that you will graduate through relinquishment/articulation.
Deadline	Please see 'How to apply for Graduation'.

Points to note for application for relinquishment/articulation of qualifications:

- (a) Relinquishment/articulation of qualifications is applicable to specific awards only. Please refer to 'Regulations governing the articulation of qualifications' in the *'Academic Rules and Regulations'*, and the programme regulations for the relevant awards.
- (b) You must notify the University of your intention to articulate/relinquish your award for a higher award via *MyHKMU*.
- (c) Holders of designated degrees who wish to relinquish their awards for higher awards may be required to return the original certificates to the University at the time they collect their certificates of higher awards.

TRANSCRIPT OF STUDIES

A transcript is an official document showing the complete academic record of a student in the University, including the results of courses taken, the Cumulative GPA and academic awards conferred, if any. Courses currently being taken will not be included.

At any stage of your studies with the University, you may apply through the HKMU website (Current Students) for an official transcript of studies. When you have completed the requirements for your award and have paid the graduation fee, the University will issue you a copy of your final award transcript free of charge after the conferment of awards.

The University reserves the right to withhold the issuance of transcripts, official documents and certificates for academic awards as deemed necessary. For example, this may occur if a student is in debt to the University or is involved in a breach of University rules and regulations.

CERTIFICATION OF STATUS

On request, the Registrar can provide a formal document confirming your status as an HKMU student or certify pages from HKMU publications/documents as true copies. A fee may be charged.

11 ADVERSE WEATHER ARRANGEMENTS

Guidelines for retention/cancellation/postponement of various activities under Typhoon Signal No. 8 or above / Black Rainstorm Warning

Activities	Signal issued		Signal lowered
	Before activity hours	During activity hours	
Classes (including lectures, tutorials, day schools, surgeries, laboratory sessions, PC laboratory sessions, and all other face-to-face meetings/activities)	Cancelled if the signals are still in force: 1. at 6:30am — for classes before 2:00pm 2. at 10:00am — for classes between 2:00pm– 6:00pm 3. at 2:00pm — for all classes on that day	<u>Typhoon Signal No. 8 or above</u> All classes to be terminated; self-study facilities will close <u>Black Rainstorm Warning</u> Classes already in progress will continue; self-study facilities will remain open	Classes are to be held as scheduled* if the signals are lowered: 1. before/at 6:30am — for all classes on that day 2. before/at 10:00am — for classes at 2:00pm and after 3. before/at 2:00pm — for classes at 6:00pm and after
Examinations	Postponed if the signals are still in force or expected to be issued <i>within 4 hours</i> from the scheduled examination time	<u>Typhoon Signal No. 8 or above</u> All examinations to be terminated <u>Black Rainstorm Warning</u> Examinations already in progress will continue	Examinations will be held as scheduled* if the signals are lowered <i>4 hours before</i> the scheduled examination time
Stanley Ho Library and Ho Sik Yee Library	Will not open	<u>Typhoon Signal No. 8 or above</u> To be closed <u>Black Rainstorm Warning</u> Remain open; to be closed at 6:00pm if the signal is still in force at 4:00pm.	Will open <i>within 2 hours</i> if the signals are lowered before/at 1:00pm (if situation allows) Will open at 6:00pm if the signals are lowered after 1:00pm (if situation allows) Will remain closed if the signals are lowered after 4:00pm

Activities	Signal issued		Signal lowered
	Before activity hours	During activity hours	
Free-access PC Labs Main Campus (MC) Jockey Club Campus (JCC) Kwai Hing Campus (KHC) HKMU–CITA Campus (MCC)	Will not open	<u>Typhoon Signal No. 8 or above</u> To be closed <u>Black Rainstorm Warning</u> Remain open; to be closed at 6:00 pm if the signal is still in force at 4:00 pm.	(If situation allows) Will open <i>within 2 hours</i> if the signals are lowered before/at 4:00 pm (before/at 1:00 pm on Sundays and public holidays for the KHC lab) Will remain closed if the signals are lowered after 4:00 pm (after 1:00 pm on Sundays and public holidays for the KHC lab)
Information Centre	Will not open	<u>Typhoon Signal No. 8 or above</u> To be closed <u>Black Rainstorm Warning</u> Remains open	<u>Mondays to Fridays</u> Will open <i>within 2 hours</i> if the signals are lowered before/at 4:00 pm (if situation allows) <u>Saturdays and Sundays</u> Will open <i>within 2 hours</i> if the signals are lowered before/at 1:00 pm (if situation allows)
Walk-in Registration	Will not open	<u>Typhoon Signal No. 8 or above</u> To be closed <u>Black Rainstorm Warning</u> Remains open	Will open <i>within 2 hours</i> if the signals are lowered before/at 1:00 pm (if situation allows)
Remarks	<ul style="list-style-type: none"> All University activities will normally be held as scheduled when Typhoon Signal No. 3 or below is in force or when a Red/Amber Rainstorm Signal is in force. When the Pre-No. 8 Special Announcement is made by the Hong Kong Observatory, all University activities/facilities/services will be terminated or closed as soon as possible. Public announcements will be made as soon as possible whenever necessary. General public announcements from the Education Bureau do NOT apply to the HKMU. Students may call the Information Centre on 2711 2100 for information. Also, students may call the following hotlines: 2768 6688 (examinations) and 2768 6677 (tutorials). If necessary, examinations will be rescheduled and students will receive information about new arrangements within two weeks of the original examinations. 		

* Subject to availability of centres and traffic conditions

12 FACILITIES AND STUDENT SERVICES

INFORMATION CENTRE

If you need information or advice on matters relating to your study, you are welcome to contact the appropriate offices of the University detailed in Section 14. The University also welcomes criticism, complaints, comments and constructive suggestions from students, alumni, and the general public. However, as a policy, the University will NOT respond to those who do not disclose their identity. Individuals should supply their real name, student number or past student number and correspondence address. Since some of the suggestions, complaints or criticism may concern individuals, the University will reply in writing.

Information Centre

The Information Centre, located on the ground floor of HKMU's Main Campus, provides enquiry services to both students and visitors. Most of the forms you need can also be obtained from the centre. The counter service hours and contact information of the centre are:

Mondays to Fridays	9:00 am–7:30 pm
Saturdays	9:00 am–5:30 pm
Sundays	12:00 noon–5:30 pm
Public holidays	closed
Telephone hotline	2711 2100
Fax	2715 0760
Email	info@hkmuh.edu.hk

Registry

Address: Registry, Room A0511, Block A, 5/F, Main Campus,
Hong Kong Metropolitan University, Ho Man Tin.

Mondays to Fridays 9:00 am–5:40 pm
Closed on Saturdays, Sundays and Public holidays

Tel: 2768 6633
Fax: 2789 2725

Opening hours

Unless otherwise stated, the normal opening hours of the offices of the University are:

Mondays–Fridays (including festival days* which fall on a working day)	9:00 am–1:00 pm 2:00 pm–5:40 pm
Saturdays, Sundays and public holidays	closed
Special occasions	Notice of changes in opening hours will be put up in advance at the entrance of the office.

* Festival days include Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year's Eve and Lunar New Year's Eve.

HKMU MAIN CAMPUS

The Main Campus (MC) is located at 30 Good Shepherd Street, Ho Man Tin, Kowloon. It covers an area of approximately 34,000 m², and contains a multi-purpose hall, lecture theatres and tutorial rooms. Learning facilities on campus include a library, computer laboratories and various science laboratories.

Campus opening hours

Mondays to Sundays and public holidays 8:00 am–12:00 midnight

Finance and Facilities Management Office (Facilities Management Unit) opening hours

Mondays to Fridays 9:00 am–5:38 pm

Saturdays, Sundays and public holidays closed

Tel: 3120 2413

Fax: 2624 7608

HKMU JOCKEY CLUB CAMPUS

The Jockey Club Campus (JCC) is located at 81 Chung Hau Street, Ho Man Tin, Kowloon, which is within five minutes' walk from the Main Campus. JCC occupies 25,000 m² and contains an auditorium, a sports hall, lecture theatres, tutorial rooms and Exhibition Gallery. Specially designed facilities include a library, a computer centre, testing and certification laboratories, creative arts studios and laboratories, etc.

Campus opening hours

Mondays to Sundays and public holidays 8:00 am–12:00 midnight

HKMU JOCKEY CLUB INSTITUTE OF HEALTHCARE

The HKMU Jockey Club Institute of Healthcare (IOH) is located at 1 Sheung Shing Street, Ho Man Tin, Kowloon, and is within five minutes' walk from the Main Campus. IOH occupies 18,000 m² and contains a grand theatre, lecture theatre and classrooms. Specially designed facilities include physiotherapy laboratories, the clinical nursing education centre, child development centre, sports and wellness centre, and academic concourse, etc.

Campus opening hours

Mondays to Sundays and public holidays 8:00 am–10:00 pm

The above opening hours of the campuses are for reference only and may change or be adjusted on an as-needed basis without further notice.

HKMU KWAI HING CAMPUS

The Kwai Hing Campus (KHC) is conveniently located on Levels 8–11, Tower 2 of Kowloon Commerce Centre, which is about two minutes' walk (under the covered walkway) from Kwai Hing MTR Station. With a gross area of over 9,290 m², the Campus comprises fully equipped classrooms, a lecture theatre, PC and languages laboratories and learning resource centre, but also several purpose-built teaching/learning facilities such as Jockey Club STEAM Education Laboratory, Media Production Laboratory, Aviation Services Training Zone, SMART Hotel Room, Mock-up Ward, etc. The opening hours, counter service hours and contact information are as follows:

Campus opening hours

Mondays to Saturdays	8:30 am–10:00 pm
Sundays and public holidays	1:00 pm–6:00 pm (Level 8 only)
Lunar New Year public holidays	Closed
Festival days*	8:30 am–8:00 pm

LiPACE Counter service hours

Mondays to Fridays	9:00 am–7:00 pm
Saturdays	9:30 am–2:00 pm
Sundays and public holidays	closed

Enquiry line: 3120 9988 (LiPACE Programmes)
2540 0072 (Campus Management Office)

Enquiry fax: 2381 8456 (LiPACE Programmes)

* Festival days include Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year's Eve and Lunar New Year's Eve.

CAMPUS TOUR

You may visit the following webpages for campus tours of the Main Campus, Jockey Club Campus and Jockey Club Institute of Healthcare.

Main Campus

<http://www.hkmu.edu.hk/fmu/campus-information/main-campus/floor-directory>



Jockey Club Campus

http://www.hkmu.edu.hk/fmu/campus-information/jockey_club-campus/floor-directory



Jockey Club Institute of Healthcare

<http://ioh.hkmu.edu.hk/overview/facilities-features>



USE OF HKMU FACILITIES

HKMU Library

Knowing how to find and use information effectively is vital to your study here at HKMU and your lifelong learning. The Library provides you with quality information resources and services and helps you to acquire information skills necessary for academic pursuit and lifelong learning.

In the Stanley Ho Library (Main Campus) and the Ho Sik Yee Library (Jockey Club Campus), you can find course set books, course materials, course-related audio-visual materials, monographs, journals, reference materials and much more.

The Electronic Library at www.hkmu.edu.hk/lib provides abundant learning resources including full-text e-books, e-journals, e-news, databases, reference resources, selected past examination papers/ specimen examination papers from academic departments and supplementary readings. You can access the Electronic Library while you are at home.



Library staff are happy to assist you in using our services and resources. We offer library guides, orientation programmes, and workshops throughout the year to help you. You can also visit our Library homepage or click on 'Library' at the HKMU website for details.

We hope that you will make the Library services and resources an indispensable part of your academic life at HKMU.

Location and contact information

Enquiry: 2768 6777

Email: libwww@hkmu.edu.hk

Stanley Ho Library

1-2/F, Main Campus, Good Shepherd Street, Ho Man Tin, Kowloon.

Service counter: 2768 6778

Ho Sik Yee Library

5/F, Jockey Club Campus, 81 Chung Hau Street, Ho Man Tin, Kowloon.

Service counter: 3120 2555

Visit the Library homepage (www.hkmu.edu.hk/lib) to learn more about the HKMU Library's resources, services and facilities.



Opening hours of Stanley Ho Library and Ho Sik Yee Library

Mondays to Fridays (excluding public holidays)	9:00 am–10:00 pm
Saturdays, Sundays and public holidays	12:00 noon–9:00 pm
Festival days*	early closing at 5:40 pm

* Festival days include Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year's Eve and Lunar New Year's Eve.

Notice of opening hours and any subsequent changes will be posted in advance at the Library entrance and on the Library homepage.

Public libraries with HKMU course materials

Public libraries	Telephone
Hong Kong District	
Aberdeen Public Library 3/F, Aberdeen Municipal Services Building, 203 Aberdeen Main Road, Aberdeen, Hong Kong.	2921 1055
City Hall Public Library* 2-6/F & 8-11/F, City Hall High Block, Central, Hong Kong	2921 2672
Central Reference Library, 8/F, Hong Kong Central Library* 66 Causeway Road, Causeway Bay, Hong Kong.	2921 0222
Quarry Bay Public Library 4-5/F, Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Quarry Bay, Hong Kong.	2922 4058
Kowloon District	
Kowloon Public Library* 5 Pui Ching Road, Kowloon.	2926 4062
Lai Chi Kok Public Library G/F-1/F, 19 Lai Wan Road, Lai Chi Kok, Kowloon.	2746 4270
Ngau Chi Wan Public Library 5-6/F, Ngau Chi Wan Municipal Services Building, 11 Clear Water Bay Road, Kowloon.	2927 6055
Shui Wo Street Public Library 5-6/F, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon.	2927 3055
Yau Ma Tei Public Library G/F & 1-3/F, Block A, 251 Shanghai Street, Yau Ma Tei, Kowloon.	2928 6055
New Territories	
Cheung Chau Public Library 2/F, Cheung Chau Municipal Services Building, 2 Tai Hing Tai Road, Cheung Chau.	2981 5455
Shatin Public Library* 1 Yuen Wo Road, Sha Tin.	2694 3729
Tseung Kwan O Public Library 9 Wan Lung Road, Tseung Kwan O.	2706 8101
Tsing Yi Public Library 1/F, Tsing Yi Municipal Services Building, 38 Tsing Luk Street, Tsing Yi.	2497 2904
Tsuen Wan Public Library* 38 Sai Lau Kok Road, Tsuen Wan.	2490 3891
Tuen Mun Public Library* 1 Tuen Hi Road, Tuen Mun.	2450 7129
Yuen Long Public Library G-1/F, Yuen Long Leisure & Cultural Building, 52 Ma Tin Road, Yuen Long.	2479 2511

* Materials for postgraduate courses are available only in these locations.

Computing facilities and laboratories

PC laboratories

Courses with a practical computing component will normally have timetabled computer laboratory sessions. These sessions will generally be held at the Main Campus, Jockey Club Campus or Kwai Hing Campus. Free-access computing facilities are also available at the Main campus, Jockey Club Campus, Kwai Hing Campus and HKMU-CITA Campus for general use by students. The PC Labs are equipped with PCs as well as diverse, popular PC applications and course-specific software. The latest 'Registration and Booking Policies' are displayed at the entrance of the Labs. In addition, PCs have also been set up in common areas, such as B-1/F of the Main Campus and Room C0310, to facilitate learning and studying.

Locations of HKMU PC laboratories

Main Campus (MC):

Solomon Lee Computer Laboratory
4/F, Block B, 30 Good Shepherd Street
Ho Man Tin, Kowloon, Hong Kong
Tel: 2768 6524

Jockey Club Campus (JCC):

Fong Connie Computer Centre
6/F, Block D, 81 Chung Hau Street
Ho Man Tin, Kowloon, Hong Kong
Tel: 2768 6524

Kwai Hing Campus (KHC):

The Jockey Club Computer Laboratory
Room K0812, Level 8,
Tower 2, Kowloon Commerce Centre,
51-53 Kwai Cheong Road, Kwai Chung, N.T., Hong Kong
Tel: 2768 6524

HKMU-CITA Campus (MCC):

Level 1, CITA Training Centre,
201-203 Lai King Hill Road, Kwai Chung, N.T., Hong Kong
Tel: 3460 9585

Hours of free-access computing facilities:

Main Campus and Jockey Club Campus Mondays to Sundays and public holidays 9:00 am–9:00 pm*

Kwai Hing Campus	Mondays to Saturdays	9:00 am–9:00 pm*
	Sundays and public holidays	1:00 pm–6:00 pm*
	Lunar New Year's public holidays	closed

HKMU-CITA Campus	Mondays to Fridays	9:00 am–7:00 pm*
	Saturdays, Sundays and public holidays	closed

* Special opening hours on festival days (Main Campus, Jockey Club Campus, Kwai Hing Campus and HKMU-CITA Campus):

Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year's Eve, Lunar New Year's Eve and Lunar New Year's Day	9:00 am–5:40 pm
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Special occasions: Notice of changes in opening hours will be put up in advance at the entrance of the PC labs.

The PC Lab at HKMU-CITA Campus is closed on Saturdays, Sundays and public holidays. For information regarding the opening hours for Yi Jin students, please refer to the separate *Student Handbook* for the Yi Jin programme.

Internet service

All PCs on campus are connected to the Internet, except for some special task PCs, e.g. Print Queue Monitor. Students can access the Internet with their own devices via the University Wi-Fi network.

HKMU website (Current Students)

The HKMU website (Current Students) provides students with student related information and a number of online services (<http://www.hkmu.edu.hk/current-students>).



Student Mobile App

The official mobile app of HKMU provides students with quick access to important information including academic records, class schedules, profiles and more. The HKMU Student Mobile App is available to all students of HKMU and uses the same User ID and password as MyHKMU.

The latest version of the HKMU Student Mobile App is available through the Apple App Store and Google Play.

iPhone users



Android users



MyHKMU

This part of the HKMU website (Current Students) serves as a single entry point to all of the University's online services and content requiring a user log in. MyHKMU has many useful features. It enables you to:

- *Single-Sign-On* — access the University's secure online services including the OLE and various student services by logging in just once;
- *Personalization* — personalize your page by selecting the University's online content and services that you use most; and
- *Communication* — open a communication channel to allow the University to send you personalized messages to keep you informed of news and events related to your studies.

Further information is available at:

- HKMU website (Current Students) → Student Portal (choose your mode of study) → Services and Support → MyHKMU User guide
- HKMU website (Current Students) → Student Portal (choose your mode of study) → Services and Support → Single Password Management

Note: To log in to MyHKMU you will need to create a new Single-Password.

University email

The University email is the main form of communication between university staff, Course Coordinators, tutors and students. During the study period, every student is given a University email account that is equipped with an email forwarding feature. Academic and administrative information will be sent to your University email account.* Thus, it is essential that you check your University email frequently or set up email forwarding to an email address that you check often so that you will not miss any important updates.

* To protect students' personal data, the University will only send emails to your University email account. This includes any responses to emails that you have sent from your personal email account. You are strongly advised to email the University with the University email account to protect your personal data. In case you have to email the University with a non-University email account, you will be required to quote your student number in the email. The University will reply to your University email account.

You can access your email through any of the following ways:

- <http://webmail.hkmu.edu.hk>
- <http://www.hkmu.edu.hk> → Current Students → Student Portal (Undergraduates & Sub-degree) → Services and Support → Email Service → Webmail

Note: If your course has online support, you can also access your email account through the University's OLE (Online Learning Environment).

You will need to enter your Username and Password:

- Username: 's' + first seven digits of your student number
- Password: The Single Password you have created. If you have not yet created a Single Password, you will need to create one:

<http://www.hkmu.edu.hk> → Current Students → Student Portal (Undergraduates & Sub-degree) → Services and Support → Single Password Management

The User Guide on the email system is available at:

<http://www.hkmu.edu.hk> → Current Students → Student Portal (Undergraduates & Sub-degree) → Services and Support → Email Services → Webmail → Guide

* Current University email system will be migrated to O365 Email in the Autumn Semester 2022. For details, please refer: <https://www.hkmu.edu.hk/ito/webmail-migration>.

O365 Email

Current students with active enrolled courses are entitled to use Microsoft Office software and licenses. Current students can download and install the latest versions of Microsoft Office software and apps to support their study. To access email messages via mobile devices, students can download and install the Outlook app from the Apple App Store or Google Play Store.

O365 account username and password:

- Username: 's' + first seven digits of your student number + '@live.hkmu.edu.hk'
- Initial password: 'HKmu' + last four digits of your HKID + day of birth (DD) + month of birth (MM).

After your first login, you can reset the password at:

<http://www.hkmu.edu.hk> → Current Students → Student Portal (Undergraduates & Sub-degree) → Services and Support → Email Services → O365 Email → Activate or Reset Password

The license for Microsoft Office and One Drive will be terminated if you have not enrolled for any active courses. Please make sure to back up and download the necessary files from One Drive before service termination.

The HKMU O365 email account will be kept as a permanent communication channel with the University. Termination of the accounts is subject to the terms of Microsoft's policy.

Further information on O365 Email is available at:

<http://www.hkmu.edu.hk> → Current Students → Student Portal (Undergraduates & Sub-degree) → Services and Support → Email Services → O365 Email → FAQ / Microsoft Outlook Web App web site

* Current University email system will be migrated to O365 Email in the Autumn Semester 2022. For details, please refer: <https://www.hkmu.edu.hk/ito/webmail-migration>.

Online support

All our courses are supported by an online delivery system, the Online Learning Environment (OLE), where you will be able to access your course materials. Through the OLE you can participate in online discussions with your instructors as well as other students. Other features include the dashboard, online news and course information, weblinks, online submission and return of assignments. More details about the online components of your course will be provided in the [OLE User Guide](#).

Mobile learning — the HKMU iBookcase app

With a view to promoting mobile learning, the University has developed a new mobile app — the HKMU iBookcase. The app is best accessed via smartphones and tablets. After logging in, iBookcase enables seamless downloading of HKMU course materials to the student's personal smartphone or tablet for convenient self-study. The main benefits of mobile learning include increased flexibility as well as enhanced self-study and independent learning. More information about the iBookcase app is available on its webpage (<https://www.hkmu.edu.hk/alto/hkmu-ibookcase/ibookcase-app/>).

Laboratories (Jockey Club Campus)

Practical laboratory sessions, to support courses in science, applied science and technology, will be arranged as scheduled activities.

The University has five specialist teaching and research laboratories. They are located on the 9/F, Block D and Block E at the Jockey Club Campus. The five laboratories are:

- Lee Hysan Science Laboratory (Biology, Chemistry, Earth Science, Ecology, Molecular Biology);
- The Jockey Club Environmental Laboratory (Environmental Science, Analytical Chemistry, Nursing Foundation Courses);

- The Jockey Club Technology Laboratory (Electronics, Mechatronics, Physics);
- The Jockey Club Multimedia Laboratory (Research Project); and
- Building Services Engineering Laboratory

These laboratories are equipped with modern teaching and research equipment, including items as diverse as UV spectrophotometers, ultra performance liquid chromatography, logic analysers, and various microscopes. They can accommodate up to 300 students at any one time.

Testing and Certification Laboratories and STEAM Education Laboratories (Jockey Club Campus)

There are three testing and certification laboratories and three STEAM education laboratories on 10/F of Jockey Club Campus, namely:

- Chemical and Microbiological Testing and Certification Laboratory;
- Electrical and Electronic Testing and Certification Laboratory;
- Billion Charity Fund Physical and Mechanical Testing and Certification Laboratory;
- Jockey Club STEAM Education Integrated Laboratory;
- Jockey Club Innovative Media Laboratory; and
- Jockey Club STEAM Learning and Teaching Laboratory.

The Testing and Certification Laboratories are operated in reference to International Standard ISO/IEC 17025 and are specially equipped with state-of-the-art instruments and facilities to support the Testing and Certification programmes. The STEAM Education Laboratories provide reference for secondary schools that hope to implement a comprehensive STEAM education curriculum in the near future. Interested groups will have the chance to experiment with their own STEAM projects at the University's STEAM Education Laboratories before renovating their school's laboratories for STEAM education purposes. The Laboratories can accommodate up to 235 students each time.

The major instruments and facilities — such as anechoic chamber, Orbitrap mass spectrometer, flow cytometer, flow injection analyser, accelerated solvent extractor, liquid chromatographic/mass spectrometer, inductively coupled plasma mass spectrometer, acoustic chamber, and universal tester — make possible a wide range of testing to cater for industry demand, including chemical testing, testing of construction materials and electrical and electronic products, environment testing, food testing, microbiological testing, physical and mechanical testing, testing of textiles and garments, testing of toys and children's products, etc.

Name of Laboratory	Room No.	Student Capacity
Chemical and Microbiological Testing and Certification Laboratory	D1013–D1023	56
Electrical and Electronic Testing and Certification Laboratory	E1023–E1027	26
Billion Charity Fund Physical and Mechanical Testing and Certification Laboratory	E1011–E1020	33
Jockey Club STEAM Education Integrated Laboratory	D1010	40
Jockey Club Innovative Media Laboratory	D1009	40
Jockey Club STEAM Learning and Teaching Laboratory	E1030–E1031	40
		235

Clinical Nursing Education Centre

The Clinical Nursing Education Centre is located at the HKMU Jockey Club Institute of Healthcare. This Centre is specially designed to provide a simulated environment to nurses and health care professions for clinical nursing and healthcare skill training, skill competency assessment, health promotion and research. The learning scope of nursing covers general nursing, mental health nursing, Chinese medicinal nursing and community health care, from fundamental to advanced level. The Centre is equipped with human patient simulators, virtual reality training facilities, community health care training facilities, Chinese medicinal electronic models and fundamental nursing equipment.

Others

Catering

There are three catering outlets on the Main Campus, one at the Jockey Club Institute of Healthcare and one on the Jockey Club Campus. On the Main Campus, MU Club provides fast food, cart noodles and beverages; Snack Bar provides street snacks; and MU Cafe offers coffee, sandwiches, cookies and muffins, salads, desserts, etc. At the Jockey Club Institute of Healthcare, IOH Mini Cafe provides light meals and coffee. On the Jockey Club Campus, Jubilee Club offers Hong Kong cuisine and local-style Western cuisine. All HKMU staff and students are entitled to discounts on food and beverage purchases at the catering outlets. The catering service is monitored by the University's Catering Committee. Students are welcome to voice their opinions through the student representative of the Catering Committee, or directly to the caterers.

Opening hours:

MU Club

Mondays to Sundays	7:30 am–9:00 pm
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Snack Bar

Mondays to Fridays	11:00 am–5:30 pm
Saturdays, Sundays and public holidays	closed

MU Cafe

Mondays to Fridays	7:30 am–8:00 pm
Saturdays, Sundays and public holidays	closed

IOH Mini Cafe

Mondays to Fridays	8:00 am–7:00 pm
Saturdays, Sundays and public holidays	closed

Jubilee Club

Mondays to Sundays	7:00 am–9:00 pm
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The above opening hours are for reference only. The exact opening hours may be adjusted where required and appropriate.

Car parking

Students with disabilities or special educational needs may apply to park for free on campus through the Student Affairs Office. Other students who need a parking space may purchase a carpark coupon from the Information Centre on the Main Campus,

the Security Control Room on the Jockey Club Campus or the Security Control Centre at the carpark entrance of the Jockey Club Institute of Healthcare.

Students will be allowed to park their cars at the Main Campus, Jockey Club Campus or Jockey Club Institute of Healthcare, subject to availability of carparking space, by presenting carpark coupon(s) to the security guard at the carpark entrance within the specified parking period.

Mondays to Fridays	6:00 pm–12:00 midnight
Saturdays, Sundays and public holidays	8:00 am–12:00 midnight

Booking of lecture theatres, halls, computer labs and tutorial rooms and classrooms

Lecture theatres, halls, computer labs, tutorial rooms and classrooms are primarily for teaching and academic purposes. SU or student societies may make use of these facilities during non-scheduled hours to organize activities by submitting applications directly to the Finance and Facilities Management Office (Facilities Management Unit). Booking charges will be settled by funding as approved by the Committee of Student Affairs (CSA).

Enquiry: Main Campus, Jockey Club Campus and Jockey Club Institute of Healthcare
3120 2413

Sports halls

There are two sports halls at HKMU. Multi-purpose Hall is located on the Main Campus and Agile Sports Hall on the Jockey Club Campus. The halls offer a wide range of sports facilities for students and staff. For more information about booking procedures and other details, please go to the hall webpage at:



<https://www.hkmu.edu.hk/fmu/university-facilities/sports-halls>

Gymnasium

The Gymnasium is located in F0920, Sports and Wellness Centre, 9/F of the Jockey Club Institute of Healthcare. Fitness equipment is provided to full-time students free of charge for fitness training. To access the Gymnasium, full-time students must register as a user of the Gymnasium with the Student Affairs Office.

Activity rooms

There is an activity room at the Main Campus and at the Jockey Club Campus. The rooms are ideal for group activities such as dance and martial arts practice sessions. For more details, please go to the activity rooms webpage at:



<https://www.hkmu.edu.hk/fmu/university-facilities/activities-amenities/activity-room>

Student common rooms/leisure rooms/learning commons

Student commons rooms/leisure rooms/learning commons are located on the HKMU Main Campus/Jockey Club Campus/Jockey Club Institute of Healthcare. For the Main Campus/Jockey Club Campus, the opening hours are normally 8:00 am–12:00 midnight daily. For the Jockey Club Institute of Healthcare, the opening hours are 8:00 am–10:00 pm daily.

Quiet room

The quiet room is located at C0930, 9/F of Kwok Tak Seng Building (Block C) of the Main Campus. The room serves for personal retreat and reflection. Opening hours are normally 8:00 am–12:00 midnight daily.

Roof garden

The roof garden is an outdoor area located on 13/F of Kwok Tak Seng Building (Block C), Main Campus. The opening hours of the garden are from 8:30 a.m. to 6:30 p.m. daily (closed on public holidays).

Student lockers

All active students are eligible to apply for storage lockers. Please contact Finance and Facilities Management Office (Facilities Management Unit) at 3120 2413 for details.

Lost and found property

In case of lost and found property (only for valuables or items with personal data), students may contact the security staff of the Security Control Rooms on the Main Campus or Jockey Club Campus (JCC), or the Security Control Counter of the Jockey Club Institute of Healthcare (IOH) respectively. A list of lost and found items for valuables and items with personal data is posted monthly on common area notice boards.

Claims for sundry items (e.g. umbrellas, water bottles, stationery, glasses, etc.) can be made at the Self-service Corners in the Security Control Rooms on the Main Campus and Jockey Club Campus (JCC) and the Security Control Counter of the Jockey Club Institute of Healthcare (IOH) respectively.

For the Kwai Hing Campus and HKMU-CITA Campus, students may contact the respective on-site staff at the Management Offices.

Safety and security on campus

For security purposes, students on campus may be asked by the security guards to show their Student ID Cards to prove their identity. Students are responsible for their own belongings while on campus.

While on campus, students are strongly advised to study the fire escape routes shown on the floor plans and familiarize themselves with those routes and procedures to be taken in case of fire or emergency. Such information has been posted up on the communal area notice boards on the campus. An annual fire drill will be held to enhance fire safety awareness among campus users.

Emergency call service

In case of an emergency or accident on the HKMU campuses, students may contact or directly go to the following security control rooms for assistance:

Security control room of Main Campus

Rm C-141, -1/F, Kwok Tak Seng Building (Block C), Main Campus (near the carpark)

Tel: 2768 6260 or 2624 5767

Security control room of Jockey Club Campus
Rm E0G07, G/F, Block E, Jockey Club Campus (near the drop-off area)
Tel: 3120 2403 or 2406 2098

Security control room of Jockey Club Institute of Healthcare
Rm FG012, G/F, Block F, Jockey Club Institute of Healthcare
Tel: 3641 1056 or 2716 5199

Breastfeeding-friendly premises

FFMO (FMU) has made available some spaces with seating for lactating mothers. Locations of these facilities are listed below:

Main Campus	C0722, 7/F, Kwok Tak Seng Building (Block C)
Jockey Club Campus	D0107, 1/F Block D
Kwai Hing Campus	Executive Female Toilet on Level 9
Jockey Club Institute of Healthcare	F1121, 11/F and F1207, 12/F Block F

STUDENT ACTIVITIES AND SUPPORT

The University encourages students to organize student-related activities to enrich their campus life and broaden their horizons. The University provides financial and other support to student-related activities through the Committee on Student Affairs and the Student Affairs Office (SAO). Currently there are more than 30 Student Societies which have been granted HKMU recognition and supported with the University funding. Students are encouraged to participate in diverse activities from programme-based and interest-based Student Societies.

The HKMU Students' Union aims to enhance the quality of campus life experience for all students.

A Student Activity Centre has been established on the Main Campus to provide a venue for student activities. Only the office-bearers of recognized Student Societies are eligible to use the Centre.

Students can contact SAO staff (tel.: 2768 6267 or email: ssa@hkmu.edu.hk) for enquiries related to student activities.

STUDENTS WITH DISABILITIES OR SPECIAL EDUCATIONAL NEEDS

HKMU encourages students with disabilities or special educational needs to participate in its courses to the maximum of their ability. We have taken practical steps to help students with disabilities or special educational needs. The Committee on Student Affairs advises the University on the adequacy of the services provided and ensures that individual needs are met as far as possible.

Before enrolling in a course, you should read the requirements and course information in the Prospectus, the Courses Supplement and the Course Guides or course outlines.

Students should carefully consider their study load. On average, most HKMU students are expected to spend at least 15 to 20 hours a week for courses worth a total of 20 credits registered in a semester. They are encouraged to seek further advice from their respective Course Coordinator(s) by referring to the Online Learning Environment or calling the Class Scheduling & Tutors Team of the Registry at 2768 6677.

The University provides services to students with disabilities or special educational needs. Services include class and campus support for study and assessment accommodation, and special examination arrangements (see *Section 9 'Assessment and Examinations'*), subject to the University's discretion. Students have to apply for the support services via Student Affairs Office before the stipulated deadline and should indicate the type of disabilities or special educational needs in the application/registration form to facilitate the University in providing the appropriate services for them. The University will try to provide the required services according to circumstances; however, it may not always be possible to do so if there are insufficient resources or other constraints. If applicants do not indicate their disabilities or special educational needs in their applications or do not provide the necessary medical proof(s) and supporting document(s), they might not be able to obtain timely support services from the University should needs arise during their studies.

HKMU allows some flexibility in terms of arrangements for students with disabilities or special educational needs. However, students with disabilities or special educational needs will be assessed by the same academic performance measures as other HKMU students.

The Student Affairs Office is responsible for the overall coordination and provision of services for students with disabilities or special educational needs. Please contact the staff at 2768 6753 or email ssa@hkmu.edu.hk or fax 2712 2301 for details.

CAREER SERVICES

Students can find job vacancy information posted by various employers as well as links to sites with useful career resources on the SAO homepage. For enquiries, please contact SAO staff (tel: 2768 6644 / email: career@hkmu.edu.hk).

FINANCIAL ASSISTANCE

HKMU students taking postgraduate programmes may be able to apply for the following University or Government financial assistance:

HKMU bursary and loan schemes

The University provides bursaries or loans by paying tuition fees for HKMU students who have passed the income assessment. Please visit the Student Affairs Office website (<https://www.hkmu.edu.hk/sao/fa>) for details of eligibility or requirements. You can also contact the Student Affairs Office by phone (Tel: 2768 6636) for further information.



Interest-free Tuition Installment Plan

Students who are principal cardholders of the BOC HKMU Dual Currency Platinum Card can apply for the Interest-free Tuition Installment Plan to pay their tuition fees. For details, please refer to the University website (<https://www.hkmu.edu.hk/pao/giving/boc-hkmu-dual-currency-platinum-card>).

Government schemes

- Extended Non-means-tested Loan Scheme (ENLS)

The ENLS, which is administered by the government Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency, provides financial assistance in the form of loans to eligible students to pay their tuition fees. For details, please visit the SFO website (<https://www.wfsfaa.gov.hk/sfo/en/index.htm>) or contact SFO at (Tel: 2150 6223).

- Continuing Education Fund (CEF)

The Continuing Education Fund (CEF) subsidizes adults with learning aspirations to pursue continuing education and training courses. The maximum entitlement for new applicants (who have never opened a CEF account) is \$25,000. To be eligible for consideration for fee reimbursement, the applicant must have completed the CEF reimbursable course in compliance with CEF regulations, having passed it at the threshold prescribed by the Office of Continuing Education Fund which may not be the same as the University's pass threshold set for the course. For details, please visit the government CEF website (<https://www.wfsfaa.gov.hk/cef/en/index.htm>) or contact the Office of Continuing Education Fund (Tel: 3142 2277).

SCHOLARSHIPS AND PRIZES

A number of scholarships and prizes donated by commercial organizations, firms, and individuals are awarded to students who have outstanding academic achievements. These are normally awarded through Schools' nominations on the basis of academic merits at HKMU. The list of various scholarships can be found on the Student Affairs Office website (<http://www.hkmu.edu.hk/sao>).



13 FEES

Advanced standing claim fee

This fee covers administrative costs related to the processing of your claim. It varies according to the type of credit transfer being applied for.

Refer to the *Guide to Application for Advanced Standing* for details.

Certification fee

This fee covers administrative costs related to the processing of your request for letters certifying your student status, programme of studies, registered courses, tuition fees and award, etc.

\$50 per copy

Change of course registered fee

This fee is charged for processing the related application.

\$100

Course fee

Paying the course fee is part of the registration process for the course. You will be asked to pay the fee by a stipulated deadline when you are offered a place. The offer will be withdrawn if you do not pay within the time allowed.

Refer to the online information of the appropriate term for details.

Course Certificate fee

This fee is charged for processing the related application and issuing the Course Certificate.

\$50 per copy

Course result appeal

This fee is charged for appeals lodged in relation to course results.

\$650 per course

Note: This is refundable for successful cases of appeal and award of a more favorable result status

Late registration fee

This fee covers administrative costs related to the processing of late registrations.

\$500 per academic term

Graduation fee (if applicable)

This fee is applicable to students who wish to apply for graduation for an award.

Postgraduate programmes

\$500 per award

Resit fee

This fee is applicable to those taking a resit examination. \$220 per course

Replacement award certificate fee

This fee is charged for producing a replacement award certificate. \$800

Student Identity Card replacement

A fee is charged for the replacement of the Student Identity Card. \$100

Transcript / testimonial fee

This fee is charged for producing an official transcript or testimonial of studies. \$100 per copy

Unsuccessful autopay fine

Unsuccessful autopay transaction penalty for loan repayment. \$30

Notes:

- The above fees are subject to change.
- Fees paid are non-refundable and non-transferable for other purposes unless specified otherwise.
- Applicants/students are responsible to pay the fees before the specified deadline.
- Applicants/students should follow the University's instructions concerning acceptable forms of payment for the above fees.
- With effect from the 2022 Autumn term, caution money shall be payable by new students on offer acceptance. The money shall be converted into graduation fee upon graduation.
- Academic awards will NOT be made to persons in debt to the University.

14 USEFUL CONTACTS AND SUMMARY OF USEFUL FORMS

Enquiries	Contact	Phone	Fax	Email
Advanced Standing (e.g. request for information, claims processing)	Advanced Standing & Graduation Team	2768 6624	8148 3375	regaso@hkm.edu.hk
Course Enrolment (e.g. re-registration, change of programme/course, late registration, deferment/withdrawal of studies)	Admissions & Enrolment Team (Taught Postgraduate)	2768 6606	8148 3380	regae@hkmu.edu.hk
Class Sections (e.g. reallocation of class section, class schedule)	Class Scheduling & Tutors Team	2768 6677	8148 3377	regcsat@hkmu.edu.hk
Examinations & Assessment (e.g. assignments, examination timetable, deferment of examination, resit examination, course results)	Examinations & Assessment Team	2768 6688	8148 3378	regexam@hkmu.edu.hk
Graduation Enquiries	Advanced Standing & Graduation Team	2768 6683 2768 6692	8148 3379	reggrad@hkmu.edu.hk
Student Records (e.g. change of personal particulars, request for certification/transcript, student ID cards)	Student Records Team	2768 6623	8148 3374	regrec@hkmu.edu.hk
Special Education Needs (e.g. special learning materials)	Student Affairs Office	2768 6753	2712 2301	ssa@hkmu.edu.hk
Student Career Services (e.g. career information and development)		2768 6644	2712 2301	career@hkmu.edu.hk
Student Financial Services (e.g. scholarships, bursary, loan)		2768 6636	2712 2301	sao_sfs@hkmu.edu.hk
Student Activities (e.g. student societies)		2768 6267	2712 2301	ssa@hkmu.edu.hk
Course / Assignment Materials (e.g. set books, course materials dispatch)	Office for Advancement of Learning and Teaching (ALTO)	2768 6446	2714 3324	hkm_dist@hkmu.edu.hk

Enquiries	Contact	Phone	Fax	Email
Library	Information enquiries Stanley Ho Library Ho Sik Yee Library	2768 6777 2768 6778 3120 2555	2715 1950	libwww@hkmu.edu.hk
Short Course Enquiries	LiPACE	3120 9988	2381 8456	lipace@hkmu.edu.hk
Computer Laboratory	–	2768 6524	2762 7469	ituhelp@hkmu.edu.hk
Advice on Course Choices and Programme of Study	Course Coordinators of Schools: <ul style="list-style-type: none"> • School of Arts & Social Sciences • Lee Shau Kee School of Business & Administration • School of Education & Languages • School of Nursing & Health Studies • School of Science & Technology • Bachelor of General Studies (Registry) 	2768 5721 2768 6940 2768 5809 3970 2961 2768 6824 2768 6601	2391 3184 2391 9095 2395 4235 2406 2375 2789 1170 2761 3935	as@hkmu.edu.hk ba@hkmu.edu.hk el@hkmu.edu.hk nhs@hkmu.edu.hk sct@hkmu.edu.hk regadm@hkmu.edu.hk
Telephone Transfer	–	2711 2100	–	–
General Enquiries	Information Centre 24-hour Infoline	2711 2100	2715 0760	info@hkmu.edu.hk
Public Affairs	Public Affairs Office	2768 6360	2789 0323	pao@hkmu.edu.hk
Emergency	Main Campus	2768 6260 / 2624 5767	–	–
	Jockey Club Campus	3120 2403 / 2406 2098	–	–
	Jockey Club Institute of Healthcare	3641 1056 / 2716 5199	–	–
	Kwai Hing Campus (campus management)	2540 0072	–	–

Enquiries	Contact	Phone	Fax	Email
Others				
Booking of Venue (e.g. tutorial room, classrooms and sports halls)	Finance and Facilities Management Office (Facilities Management Unit)	3120 2413 (Main Campus, Jockey Club Campus and Jockey Club Institute of Healthcare)	–	hkmumc@hongyip3.com
Lost and Found		3120 2413 (Main Campus, Jockey Club Campus and Jockey Club Institute of Healthcare) 2540 0072 (Kwai Hing Campus)	–	hkmumc@hongyip3.com fmukhc@hkmu.edu.hk

SUMMARY OF USEFUL FORMS FOR STUDENTS

Visit the following webpage to download [useful forms](#) that you may need for requesting various services from the Registry and Student Affairs Office.

學分承認	大學酌情承認學生在其他專上院校已修讀的課程及所取得的成績，作為本校學分的一部分。
作業	學生在修讀一個科目期間必須完成的功課將由大學教職員或電腦評改。大部分作業的得分將歸入該科總成績內計算。
學分	每個科目均有指定的學分值，通常分為 5、10 或 20 學分（按五學分學制），或 3、6 或 9 學分（按三學分學制）。當你修畢一個科目及格後，所得的學分會列入你個人的紀錄內。學分可以累積起來，直至你累積的學分符合取得本校頒授資格的規定為止。
不可兼修的科目組合	兩個或多個科目的內容大致相同，即構成一項不可兼修的科目組合。只要該些科目並非不可重修的科目組合，你仍可註冊修讀此等科目，但本校只會將其中一科的學分計算在有關資格所需的總學分之內。
不可重複修讀的科目組合	某些科目會由經修訂的科目取代，但內容十分相似。因此，已修畢個別組別中已停辦科目的學生不得重複註冊修讀用以取代的科目。如有關科目的程度同時有所更改，本校即會採用更改後的科目程度，以釐定你將獲得資格的等級。
研究生課程	除非另有訂明，研究生課程一般是以面授模式授課。以全日制學生學習量修讀研究生課程的學生稱為全日制研究生。以兼讀制學生學習量修讀研究生課程的學生為兼讀制研究生。
先修科目	學生在註冊修讀某一個特定科目前，本校極力建議該生應先修畢某一科目或某種程度的學科。
註冊值	在一個學期內每個科目的學習量。當總註冊值達到某個數目，學生應避免在該學期內再加修另一科目。

學術改革 —— 「五學分學制」和「三學分學制」

大學在 2021 年開始進行學術改革，旨在使本校課程的學科學分與其他本地和海外大學一致。此舉亦有利於促進學生的流動性和學生群體的國際化。

本學生手冊涵蓋學術改革前及後 的所有授課式研究生課程資訊。

為幫助同學閱讀及更容易掌握本學生手冊中所載的信息，以下將列舉一些「五學分學制」（即學術改革前）和「三學分學制」（即學術改革後）的主要特點和差異。

主要特點

	「五學分學制」 (學術改革前)	「三學分學制」 (學術改革後)
授課式研究生課程學生	適用於 2023/24 學年之前獲取錄入讀授課式研究生課程的學生。 以下課程除外：MSCEELCF、MSCSAGF、MSCMLSF 及 MSCSRF	適用於 2023/24 學年或之後獲取錄入讀授課式研究生課程的學生，及於 2022/23 學年獲取錄入讀以下四個授課式研究生課程的學生：MSCEELCF、MSCSAGF、MSCMLSF 及 MSCSRF
學科編號格式	學科編號格式如下： FIN B123C 或 FIN B123CF 「FIN」代表學科領域 「B」代表開辦學科之學院 「123」代表學科號碼及程度 「C」代表學科之教學語言 「F」代表面授的學科	學科編號格式如下： FIN 1023BCF 「FIN」代表學科領域 「1023」代表學科號碼及程度 「B」代表開辦學科之學院 「C」代表學科之教學語言 「F」代表學科之授課模式（「F」為面授模式；「D」為遙距模式）
學科程度	學科以其學科號碼的首個數字表示基礎、中級、高級或深造程度：「1」是基礎程度，「2」是中級程度，「3」和「4」是高級程度，「8」是深造程度	學科以其學科號碼的首個數字表示學科的程度，由低至高分為「1000-」、「2000-」、「3000-」、「4000-」及「8000-」程度
學科之學分	學科的學分一般為 5 的倍數，例如 5、10 或 20 學分（credits）	學科的學分一般為 3 的倍數，例如 3、6、9 或 12 學分（credit-units）

成績等級	成績分為 A（GPA = 4.0）至 C（GPA = 2.0）等級	成績分為 A+（GPA = 4.3）至 D（GPA = 1.0）等級
每學期的註冊值上限	新生或初次入讀研究生課程的學生：15 學分（credits） 在讀學生：30 學分（credits）	新生或初次入讀研究生課程的學生：12 學分（credit-units） 在讀學生：24 學分（credit-units）

“三學分學制”是指學術改革後的新課程結構。“3 學分學制”下的課程基本上以 3 的倍數分配學分，而科目則分為 1000-、2000-、3000-、4000 級和 8000 程度。這與“5 學分學制”下的舊課程結構形成鮮明對比。“5 學分學制”下的課程基本上以 5 的倍數分配學分，而科目水平則分為基礎、中級、高級和深造程度。

1 引言

歡迎你成為香港都會大學的學生。本手冊是為修讀以面授模式授課的研究生課程 / 科目而設。修讀兼讀制（遙距學習）課程 / 科目的學生請參閱兼讀制課程的學生手冊。本手冊載有修讀本校課程須知事項和其他有用資料，包括如何累積學分以取得學位，以及有關的政策、程序和規例。本手冊亦詳列本校提供的各種溝通途徑、輔學服務和設施。

香港都會大學在互聯網上設有網站，校園活動和本校的工作會不時在網上公布。學生應經常瀏覽大學的網站（網址是 <https://www.hkmu.edu.hk/tc>），以了解校內情況。通過香港都會大學網站（在學學生），同學可作網上註冊，查詢各項網上資料，包括個人紀錄及學業紀錄、上課時間表、畢業申請、本學生手冊、教務及一般規例和就業指南，亦可索取常用表格。

我們歡迎學生查詢資料及提供建議。除致函大學外，亦可用傳真或電子郵遞方式與我們聯絡。聯絡資料請參閱第 14 章。

2 校曆表及重要日期

2022/2023年度研究生課程/科目校曆表

2022 年秋季學期研究生課程 / 科目

週次 學年	一	二	三	四	五	六	日	週次 學期	備註
2022	9 月								
				1	2	3	4		
1	5	6	7	8	9	10	11	1	5/9 開學日
2	12	13	14	15	16	17	18	2	12/9 中秋節翌日
3	19	20	21	22	23	24	25	3	
4	26	27	28	29	30			4	
	10 月								
						1	2		1/10 國慶日
5	3	4	5	6	7	8	9	5	4/10 重陽節
6	10	11	12	13	14	15	16	6	
7	17	18	19	20	21	22	23	7	
8	24	25	26	27	28	29	30	8	
9	31							9	
	11 月								
		1	2	3	4	5	6		
10	7	8	9	10	11	12	13	10	13/11 申請延期修業的截止日期
11	14	15	16	17	18	19	20	11	
12	21	22	23	24	25	26	(27)	12	27/11 申請退修科目 / 課程截止日期 [#]
13	28	29	30					13	
	12 月								
				1	2	3	4		
14	5	6	7	8	9	10	11	14	5-10/12 溫習休假
15	12	13	14	15	16	17	18	15	12/12-1/1 考試期
16	19	20	21	22	23	24	25	16	
17	26	27	28	29	30	31		17	26-27/12 聖誕節後第一及二個周日
2023	1 月								
							1		1/1 學期完結
18	2	3	4	5	6	7	8	18	2/1 新年假
19	9	10	11	12	13	14	15	19	2-15/1 學期完結休假

註

學期開始

溫習休假

考試期 (包括星期日及公眾假期)

學期完結休假

考試前申請延期修業的截止日期

() 申請退修課程 / 科目的截止日期[#]

星期日及公眾假期以紅色標示

註解：[#] 學生如退修課程，則該課程內所有尚未完成的科目也會列作「退修」。退修紀錄將繼續保留在學生紀錄內。

2023 年春季學期研究生課程 / 科目

週次 學年	一	二	三	四	五	六	日	週次 學期	備註
2023	1 月								
20	16	17	18	19	20	21	22	1	16/1 開學日
21	23	24	25	26	27	28	29	2	23-25/1 農曆新年假
22	30	31						3	
	2 月								
			1	2	3	4	5		
23	6	7	8	9	10	11	12	4	
24	13	14	15	16	17	18	19	5	
25	20	21	22	23	24	25	26	6	
26	27	28						7	
	3 月								
			1	2	3	4	5		
27	6	7	8	9	10	11	12	8	
28	13	14	15	16	17	18	19	9	
29	20	21	22	23	24	25	26	10	26/3 申請延期修業的截止日期
30	27	28	29	30	31			11	
	4 月								
						1	2		5/4 清明節
31	3	4	5	6	7	8	(9)	12	7-10/4 復活節
32	10	11	12	13	14	15	16	13	9/4 申請退修科目 / 課程截止日期 [#]
33	17	18	19	20	21	22	23	14	
34	24	25	26	27	28	29	30	15	17-22/4 溫習休假
	5 月								24/4-14/5 考試期
35	1	2	3	4	5	6	7	16	1/5 勞動節
36	8	9	10	11	12	13	14	17	14/5 學期完結

註

學期開始

溫習休假

考試期（包括星期日及公眾假期）

學期完結休假

考試前申請延期修業的截止日期

() 申請退修課程 / 科目的截止日期[#]

星期日及公眾假期以紅色標示

註解：[#] 學生如退修課程，則該課程內所有尚未完成的科目也會列作「退修」。退修紀錄將繼續保留在學生紀錄內。

2023 年夏季學期研究生課程 / 科目

(只適用於部分課程)

週次 學年	一	二	三	四	五	六	日	週次 學期	備註
2023	5 月								
37	15	16	17	18	19	20	21	1	15/5 開學日
38	22	23	24	25	26	27	28	2	26/5 佛誕
39	29	30	31					3	
	6 月								
				1	2	3	4		
40	5	6	7	8	9	10	11	4	
41	12	13	14	15	16	17	18	5	
42	19	20	21	22	23	24	25	6	22/6 端午節
43	26	27	28	29	30			7	
	7 月								
						1	2		1/7 香港特別行政區成立紀念日
44	3	4	5	6	7	8	9	8	9/7 申請延期修業的截止日期
45	10	11	12	13	14	15	16	9	
46	17	18	19	20	21	22	(23)	10	23/7 申請退修科目 / 課程截止日期 [#]
47	24	25	26	27	28	29	30	11	
48	31							12	
	8 月								
		1	2	3	4	5	6		
49	7	8	9	10	11	12	13	13	7-20/8 考試期
50	14	15	16	17	18	19	20	14	20/8 學期完結
51	21	22	23	24	25	26	27	15	21/8-3/9 學年完結休假
52	28	29	30	31				16	
	9 月								
					1	2	3		

註

學期開始

溫習休假

考試期 (包括星期日及公眾假期)

學期完結休假

考試前申請延期修業的截止日期

() 申請退修課程 / 科目的截止日期[#]

學年完結休假

星期日及公眾假期以紅色標示

註解：[#] 學生如退修課程，則該課程內所有尚未完成的科目也會列作「退修」。退修紀錄將繼續保留在學生紀錄內。

重要日期

<div>學期</div> <div>註冊事宜</div>	研究生課程 / 科目		
	2022 年秋季	2023 年春季	2023 年夏季
註冊開始	2022 年 7 月中旬	2022 年 12 月中旬	2023 年 4 月中旬
該學期申請第二輪學費資助計劃截止日期	2022 年 8 月下旬	2023 年 1 月上旬	2023 年 5 月中旬
該學期第二輪學費資助計劃申請結果公布日期	2022 年 9 月上旬	2023 年 1 月中旬	2023 年 5 月下旬

<div>考試期</div> <div>考試事宜</div>	研究生課程 / 科目		
	2022 年秋季	2023 年春季	2023 年夏季
考試期	2022 年 12 月 12 日至 2023 年 1 月 1 日	2023 年 4 月 24 日至 5 月 14 日	2023 年 8 月 7 日至 8 月 20 日
申請延期修業截止日期	2022 年 11 月 13 日	2023 年 3 月 26 日	2023 年 7 月 9 日
申請退修科目截止日期	2022 年 11 月 27 日	2023 年 4 月 9 日	2023 年 7 月 23 日
考試時間表及有關安排公布日期	2022 年 11 月中旬	2023 年 3 月下旬	2023 年 7 月上旬
科目成績公布日期	2023 年 2 月上旬	2023 年 6 月中旬	2023 年 9 月下旬

畢業日期 畢業事宜	2023 年 3 月	2023 年 7 月	2023 年 9 月
畢業申請日期	2022 年 12 月 12 日 至 2023 年 1 月 6 日	2023 年 4 月 17 日 至 5 月 6 日	2023 年 8 月 1 日 至 8 月 15 日
繳付畢業費截止日期	2023 年 1 月 31 日	2023 年 5 月 27 日	2023 年 9 月 2 日

3 規例

授課式研究生課程的一般規例（五學分學制）

中文譯本僅供參考，如中文與英文版本有任何不一致之處，概以英文本為準。

1 權力

- 1.1 教務會根據條例第 13(1)(c) 條賦予的權力頒布規例，用以規管錄取學生入讀大學所提供的課程及學生繼續就讀事宜。
- 1.2 教務會或獲教務會授權的委員會，可根據任何規例採取各項執行措施及程序，惟該等措施及程序須與條例及本規例相符，方為有效。

2 入學

- 2.1 申請入讀面授授課式研究生課程的人士必須符合本校的一般入學條件、英語能力要求以及有關課程的指定入學條件（如適用），除非申請人已獲本校豁免有關要求。
- 2.2 申請人可能需要參加甄選面試。
- 2.3 獲錄取的申請人必須在本校指定的日期或之前辦理入學註冊手續，否則會視作自動放棄入讀資格。
- 2.4 除本校畢業生或李嘉誠專業進修學院之高級文憑畢業生外，所有申請人申請授課式研究生課程時必須繳交報名費。
- 2.5 申請重讀相同課程的學生，其申請須經大學批准。申請程序與申請入讀新課程的程序是相同的。獲重新取錄入讀相同課程的學生可能會被要求重修在較早前已取得及格成績的學科，在這種情況下，學生需要支付學費，其重修學科的成績將以先前的成績為上限。

3 註冊

- 3.1 成功申請入讀有關課程的人士必須在本校指定的日期或之前完成註冊手續，並在第一次註冊當日視為已入讀該課程。學生入讀該課程後必須遵守該課程的課程規例。
- 3.2 學生用以註冊的姓名必須與香港身份證或護照（只適用於非本地生）上所顯示的一致。
- 3.3 由 2022 年秋季學期起，新生在接受錄取通知時須繳交保證金，以備償還任何積欠大學之款項。學生如有欠款，將於其保證金扣除，餘額將於學生退學時發還。學生畢業時須繳交畢業費，其保證金將轉為畢業費。
- 3.4 學生必須在其後的每個學期按本校指定日期或之前辦理註冊手續。未完成註冊的學生將被視為已終止在校學習。
- 3.5 註冊時，學生需按大學要求繳交學費。學生若未能在本校指定的日期或之前辦

理註冊手續，本校會酌情決定是否接受其逾期註冊的申請。學生必須繳交全額學費和「逾期註冊申請費」。

- 3.6 就讀全日制課程的學生應跟從大學規定的學習量，除非課程另有規定。學生如希望於學期內修讀的學科超出或少於總學分要求，必須徵求相關學院批准。學生如不遵守大學規定的學習量可能會被大學撤銷學籍。
- 3.7 學生個人資料若有更改，如通訊地址、電話號碼等，應立刻通過本校的學生網頁或以書面通知教務處，否則本校可能無法為該學生提供教學及行政服務。
- 3.8 修讀本校全日制授課式研究生課程的學生除非得到大學預先批准，否則不可同時於本校或任何專上院校註冊修讀其他專上課程。違者可能會被大學勒令退學。

4 延期修業

- 4.1 學生如欲延期修業，應連同有關文件經 MyHKMU 遞交網上申請。大學會酌情批准有關申請。延期修業申請一經批准，將適用於該學期或學年已註冊的所有學科。
- 4.2 大學認為學生如因以下理由可申請延期修業：
 - a 生病或患急症；
 - b 家庭出現嚴重問題，或其他特殊情況下構成值得同情的理由。

另外，大學亦可能會酌情考慮學生因考試不及格而需在同一學期內重考大學兩個或以上科目而提出的延期修業申請。以健康理由申請延期修業的學生必須提供註冊醫生證明書。

- 4.3 已申請延期修業的學生，在未收到大學正式批准通知前，仍應繼續修課及出席課堂。
- 4.4 一般情況下，延期修業時限最長為一年。
- 4.5 獲批准延期修業的學生已繳交的全數或部分學費將不獲退還。學生獲批准復課時，可使用延期修業期間所繳交的學費以支付課程費用，如有關款項不足以支付所修讀科目之學費，學生需繳交有關差額。如需支付之學費少於已繳交之款項，大學可批准學生在指定期限內，將已多付之款項用以支付未來指定學科之註冊費用。

5 退修

- 5.1 學生如欲退修本校的課程，須於相關學期考試開始之前 14 天內經 MyHKMU 向教務長遞交申請。退修課程的學生，其退修申請一經批准，該學期或學年已註冊的所有學科會視為退修。申請退修學科的學生，如在退修後仍能符合大學規定每學期的指定學習量，其申請才會獲得考慮。退修紀錄會保存於該學生的學業紀錄中。不論任何情況下，退修課程的部分或所有學費將不獲退還。
- 5.2 學生如欲在退學後或被大學撤銷學籍不多於一年後恢復大學學籍，必須不遲於學期開課後兩個星期內以書面形式向教務長遞交註冊申請。申請是否獲得批核，由大學全權決定。申請人若有學費仍未繳交，必須先將學費悉數付清；如逾期遞交申請，申請人則須額外繳付「逾期註冊申請費」。中止學習超過一個學年的學生應按照一般入學程序重新申請入學。

6 選科

- 6.1 學生須於每個學期開課前按所選讀課程的課程規例報讀科目。學生如欲在本校指定的日期之後選科，學生須遞交逾期註冊申請，並須繳交「逾期註冊申請費」（本校將不時檢討及釐定有關費用）。本校一般只接受不遲於開課後兩個星期內所遞交的逾期註冊申請。
- 6.2 一般而言，全日制學生應該每學期修讀 20 個總學分或每學年修讀 40 個總學分。課程另有規定者除外。學生如希望修讀較總學分要求少或多的科目，須獲有關學院批准。
- 6.3 兼讀制新生在第一個學期一般不會獲分配總註冊值 * 超過 15 的科目組合，而在之後的學期，學生可選修較多科目。學生如希望在第一個學期修讀註冊值超過 15 的科目組合，須獲有關學院批准。

* 每個科目除帶有一個學分値外，都附有一個註冊値。註冊値是用以表示一個科目在一個學期內的學習量。註冊値為 20 的科目，學習量大概相等於一個全日制學生的學習時數。

以下公式說明了註冊値的計算方法：

註冊値 = 學分値 ÷ 修畢該科所需的學期數目

例如：一個 20 學分科目，修課期為兩個學期，註冊値是 10 ($20 \div 2 = 10$)；一個 5 學分科目，修課期為一個學期，註冊値是 5 ($5 \div 1 = 5$)。

- 6.4 學生不得重讀已取得及格的學科。

7 修業期限

- 7.1 面授授課式研究生課程的最長修業期限一般是六年，惟個別課程的最長修業期限或會少於六年，詳情請參閱相關的課程規例。學生必須在該課程的最長修業限期內完成所有畢業要求。
- 7.2 學生如未能在最長修業期限內完成所有畢業要求，會被終止繼續修業。

8 更改選修課程或註冊科目

- 8.1 學生如欲更改選修課程，須用大學規定的申請表提交給教務處，並附上證明文件；申請是否獲得接納，由有關教學學院酌情決定。除非另有指明，更改課程申請一經批准，將在獲批准後的下一學期生效。
- 8.2 學生亦可申請更改已註冊的學科，但只限於同一學期開辦的學科，而且一般須以「一科轉一科」的形式進行更改。假如已辦理學科註冊手續而欲轉讀其他學科，學生須填妥指定表格，並須繳付行政費用。大學將按個別情況處理每項申請。學生必須不遲於學期開課後兩個星期內遞交申請表。

9 成績評核及等級

9.1 大學將會根據學生所註冊科目的表現而進行評估。評估準則包括以下一項或多項：作業、小測、測驗、實驗課、實習、考試、出席率及其他任何準則。

9.2 學業成績表所採用的成績等級、標準及等級點如下：

成績等級	等級點	標準
A	4.0	優異
A-	3.7	
B+	3.3	優良
B	3.0	
B-	2.7	良好
C+	2.3	尚可
C	2.0	及格
不及格－重考	—	不及格－重考
不及格	0.0	不及格
及格 *	不適用	成績達標

* 僅適用於指定科目。

需要時會使用其他等級，包括「完成」及「未完成」，例如：不設學分值的科目。

學生在所修學科獲取「C」或以上的成績等級，即取得該學科的學分（按 5 學分學制）。

學生的學業成績平均積點（GPA）計算方法為：

$$\frac{\text{所修讀學科（包括不及格學科）的等級點總和}}{\text{所修畢學科的總學分（包括不及格學科）}}$$

9.3 作業

學生須於規定限期內呈交功課。除非另有指明，所有作業必須經網上學習系統（OLE）遞交。如果學生遲交功課，本校老師會酌情決定是否接受有關功課，並視乎情況決定是否扣分及扣多少。

9.4 小測 / 測驗 / 實驗課

學生可能需要完成小測、測驗、實驗課或實習，作為評估一部分，而當中有些評估可能是必須的。

9.5 考試

9.5.1 除非學科另有註明，學生一般需要出席所修學科的期終考試。學生必須遵守本校規定的考試事項安排。

9.5.2 如學生於考試中僅以很少分數差距未能及格，經成績評核委員會酌情決定後，或會獲給予一次重考機會。有關學生將獲安排在該科目下一個考試期重考。重考一般會在該科目的下一開辦學期之期終考試進行。若該科目不會在下一學年開辦，大學仍會安排學生在現時修讀學期後的一年內重考。

9.5.3 重考學生需要繳交每科的重考費用（本校將不時檢討及釐定有關費用）。
於重考限期前已退修的學生將不獲重考資格。

9.5.4 學生重考仍未能取得及格成績，將須重讀有關科目（如有該科），以獲取相關學分。在某些情況下，大學可能需要學生以遙距模式修讀該科，或修讀另一科以作代替。

9.5.5 只有在非常特殊情況下，並須有書面文件證明，本校方會考慮學生的延期考試申請。延期考試一般並不適用於重考。

9.6 出席率要求 每一科目的最低出席率要求為七成。

10 畢業

10.1 學生必須符合其修讀課程的要求，方可獲考慮頒授學術資格。

10.2 學生必須使用指定表格申請畢業，並就個別學術資格繳交「畢業費」。本校將不時檢討及釐定有關費用。如學生在接受錄取通知時已繳交大學規定的保證金，而在學習期間沒有任何索賠未償還，學生畢業時其保證金將轉為畢業費。

11 學業成績表及證明

11.1 學業成績表為本校發出的有效文件，詳列學生在大學的完整學業紀錄，包括個別科目成績、學期成績平均積點，累積成績平均積點及學術資格（如適用）。

11.2 學生可於修業期間申請學業成績表，大學會就每份學業成績表收取行政費用（本校將不時檢討及釐定有關費用）。

11.3 因應學生的要求，教務長可以發出正式的證明文件，證明其為本校的學生，或證明某張副本為取自本校刊物／文件的真本。本校可能徵收行政費用。

11.4 學術資格證書

已獲大學授予學術資格的學員，會獲發正式的證書。

11.5 大學保留在特定情況下（例如學生尚未向大學繳清欠款或違反大學規例），拒絕向學生發放學業成績表、正式文件及學術資格證書的權利。

12 學術誠信及學生紀律

12.1 學生必須時刻堅守學術誠信。

12.2 學生如違反大學對學術誠信的期望、觸犯有關大學紀律的規定，或違反大學制訂的其他守則或規例，大學會按照《學術誠信及學生紀律規例》向犯事學生採取紀律行動。

授課式研究生課程的一般規例（三學分學制）

中文譯本僅供參考，如中文與英文版本有任何不一致之處，概以英文本為準。

1 權力

- 1.1 教務會根據條例第 13(1)(c) 條賦予的權力頒布規例，用以規管錄取學生入讀大學所提供的課程及學生繼續就讀事宜。
- 1.2 教務會或獲教務會授權的委員會，可根據任何規例採取各項執行措施及程序，惟該等措施及程序須與條例及本規例相符，方為有效。

2 入學

- 2.1 申請入讀授課式研究生課程的人士必須符合本校的一般入學條件、英語能力要求以及有關課程的指定入學條件（如適用），除非申請人已獲本校豁免有關要求。
- 2.2 申請人可能需要參加甄選面試。
- 2.3 獲錄取的申請人必須在本校指定的日期辦理入學註冊手續，否則會視作自動放棄入讀資格。
- 2.4 除本校畢業生及李嘉誠專業進修學院之高級文憑畢業生外，所有申請人於申請授課式研究生課程時必須繳交報名費。
- 2.5 申請重讀相同課程的學生，其申請須經大學批准。申請程序與申請入讀新課程的程序是相同的。獲重新取錄入讀相同課程的學生可能會被要求重修在較早前已取得及格成績的學科，在這種情況下，學生需要支付學費，其重修學科的成績將以先前的成績為上限。

3 註冊

- 3.1 成功申請入讀有關課程的人士必須在本校指定的日期或之前完成註冊手續，並在第一次註冊當日視為已入讀該課程。學生入讀該課程後必須遵守該課程的課程規例。
- 3.2 學生用以註冊的姓名必須與香港身份證或護照（只適用於非本地生）上所顯示的一致。
- 3.3 新生在接受錄取通知時須繳交保證金，以備償還任何積欠大學之款項。學生如有欠款，將於其保證金扣除，餘額將於學生退學時發還。學生畢業時須繳交畢業費，其保證金將轉為畢業費。
- 3.4 學生必須在其後的每個學期按本校指定日期或之前辦理註冊手續。未完成註冊的學生將被視為已終止在校學習。
- 3.5 註冊時，學生需按大學要求繳交學費。學生若未能在本校指定限期辦理註冊手續，本校會酌情決定是否接受其逾期註冊的申請。學生必須繳交全額學費和「逾期註冊申請費」。
- 3.6 就讀全日制課程的學生應跟從大學規定的學習量，除非課程另有規定。學生如希望於學期內修讀的學科超出或少於總學分要求，必須徵求相關學院批准。學生如不遵守大學規定的學習量可能會被大學撤銷學籍。

- 3.7 學生個人資料若有更改，如通訊地址、電話號碼等，應立刻通過本校的學生網頁或以書面通知教務處，否則本校可能無法為該學生提供教學及行政服務。
- 3.8 修讀本校全日制授課式研究生課程的學生除非得到大學預先批准，否則不可同時於本校或任何專上院校註冊修讀其他專上課程。違者可能會被大學勒令退學。

4 延期修業

- 4.1 學生如欲延期修業，應連同有關文件經 MyHKMU 遞交網上申請。大學會酌情批准有關申請。延期修業申請一經批准，將適用於該學期或學年已註冊的所有學科。
- 4.2 大學可接受學生因以下理由申請延期修業：
 - (a) 生病或患急症；
 - (b) 家庭出現嚴重問題，或其他特殊情況下構成值得同情的理由。
- 4.3 已申請延期修業的學生，在未收到大學正式批准通知前，仍應繼續修課及出席課堂。以健康理由申請延期修業的學生必須提供註冊醫生證明書。
- 4.4 一般情況下，延期修業時限最長為一學年。
- 4.5 獲批准延期修業的學生已繳交的全數或部分學費將不獲退還。學生獲批准復課時，可使用延期修業期間所繳交的學費以支付課程費用，如有關款項不足以支付所修讀學科之學費，學生需繳交有關差額。如需支付的學費少於已繳交之款項，大學可批准學生在指定期限內，將已多付之款項用以支付未來指定學科之註冊費用。

5 退修

- 5.1 學生如欲退修本校的課程，須於相關學期考試開始之前 14 天內經 MyHKMU 向教務長遞交申請。退修課程的學生，其退修申請一經批准，該學期或學年已註冊的所有學科會視為退修。申請退修學科的學生，如在退修後仍能符合大學規定每學期的指定學習量，其申請才會獲得考慮。退修紀錄會保存於該學生的學業紀錄中。不論任何情況下，退修課程的部分或所有學費將不獲退還。
- 5.2 學生如欲在退學後或被大學撤銷學籍不多於一年後恢復大學學籍，必須不遲於學期開課後兩個星期內以書面形式向教務長遞交註冊申請。申請是否獲得批核，由大學全權決定。申請人若有學費仍未繳交，必須先將學費悉數付清；如逾期遞交申請，申請人則須額外繳付「逾期註冊申請費」。中止學習超過一個學年的學生應按照一般入學程序重新申請入學。

6 選科

- 6.1 學生須於每個學期開課前按所選讀課程的課程規例報讀學科。學生如欲在本校指定的日期之後選科，學生須遞交逾期註冊申請，並須繳交「逾期註冊申請費」（本校將不時檢討及釐定有關費用）。本校一般只接受不遲於開課後兩個星期內所遞交的逾期註冊申請。
- 6.2 除非課程另有規定，一般而言，全日制學生應該每學期修讀 15 個總學分（按 3 學分學制）或每學年修讀 30 個總學分（按 3 學分學制）。學生如希望修讀的學科超出或少於總學分要求，須獲有關學院批准。
- 6.3 學生不得重讀已取得及格的學科。

7 修業期限

- 7.1 每個授課式研究生課程一般都有指定的修業期限（N）。學生的最長修業期限為其課程的指定修業期限再加兩年（N + 兩年），休學及延期修業的時間會包括其中。學生必須在該課程的最長修業限期內完成所有畢業要求。
- 7.2 學生如未能在最長修業期限內完成所有畢業要求，會被終止繼續修業。

8 更改選修課程或註冊科目

- 8.1 學生如欲更改選修課程，須按大學指引連同有關文件向教務處提出申請；申請是否獲得接納，由有關學院酌情決定。除非另有指明，更改課程申請一經批准，將在獲批准後的下一學期生效。
- 8.2 學生亦可申請更改已註冊的學科，但只限於同一學期開辦的學科，而且一般須以「一科轉一科」的形式進行更改。假如已辦理學科註冊手續而欲轉讀其他學科，學生須填妥指定表格，並須繳付行政費用。大學將按個別情況處理每項申請。學生必須不遲於學期開課後兩個星期內遞交申請表。

9 成績評核及等級

- 9.1 大學將會根據學生所註冊學科的表現進行評估。評估準則包括以下一項或多項：作業、小測、測驗、實驗課、實習、考試、出席率及其他任何準則。
- 9.2 學業成績表所採用的成績等級、標準及等級點如下：

成績等級	等級點	標準
A+	4.3	優異
A	4.0	
A-	3.7	
B+	3.3	良好
B	3.0	
B-	2.7	
C+	2.3	中等
C	2.0	
C-	1.7	
D	1.0	僅可
Fail	0.0	
		不及格

必要時會使用「及格」等其他等級。「及格」等級不帶任何等級點，亦不會計算在平均積點內。

學生在所修學科獲取「D」或以上的成績等級，即取得該學科的學分（按3學分學制）。除非得到開辦該學科的學院批准，否則學生不得重修已獲取學分的學科。

學生的學業成績平均積點（GPA）計算方法為：

$$\frac{\text{所修讀學科（包括不及格學科）的等級點總和}}{\text{所修畢學科的總學分（包括不及格學科）}}$$

學生在課程中取得的累積平均績點，是學生在修讀有關課程期間修讀的所有學科（包括不及格的學科）的平均績點。倘學生獲准多次修讀單一學科，包括重修不及格的學科，則只有最後一次修讀該科的成績計入累積平均績點。

9.3 作業

學生須於規定限期內呈交功課。除非另有指明，所有作業必須經網上學習系統（OLE）遞交。如果學生遲交功課，本校老師會酌情決定是否接受有關功課，並視乎情況決定是否扣分及扣多少。

9.4 小測 / 測驗 / 實驗課

學生可能需要完成小測、測驗、實驗課或實習，作為評估一部分，其中一些評估可能是必須的。

9.5 考試

9.5.1 除非該學科不設考試，否則學生應出席所修學科的期終考試。學生必須遵守本校規定的考試事項安排。

9.5.2 只有在非常特殊的情況下，並須有書面文件證明，本校方會考慮學生的延期考試申請。

9.6 出席率要求

每一學科的最低出席率要求為七成。

10 試讀

10.1 在任何一個學期累積平均績點低於 2.0 的學生，將於下一個學期被列為試讀生。

10.2 試讀生必須就所註冊課程的學習計劃、學習量、選科，以及提升學習成效計劃等，向所屬學院作學術諮詢。學院可能要求試讀生減少學習量。

10.3 學生如在試讀學期終結時取得累積平均績點 2.0 或以上，其試讀生的身份將會被解除。

10.4 在春季考試後被列為試讀生的學生不獲准報讀秋季學期及以後的學科，直至收到學業建議或其試讀生的身份被解除為止。

10.5 學生在下列情況下，須被終止學籍。

10.5.1 連續三個試讀學期終結時，其試讀生的身份未被解除；或

10.5.2 已超過其最長的修業期限（N+2）。

11 畢業

11.1 學生必須符合其修讀課程的要求，方可獲考慮頒授學術資格。

11.2 學生必須使用指定表格申請畢業，並就個別學術資格繳交畢業費（本校將不時檢討及釐定有關費用）。如學生在接受錄取通知時已繳交大學規定的保證金，而在學習期間沒有任何索賠未償還，學生畢業時其保證金將轉為畢業費。

12 學業成績表及證明

- 12.1 學業成績表為本校發出的有效文件，詳列學生在大學的完整學業紀錄，包括個別學科成績、學期成績平均積點，累積成績平均積點及學術資格（如適用）。
- 12.2 學生可於修業期間申請學業成績表，大學會就每份學業成績表收取行政費用（本校將不時檢討及釐定有關費用）。
- 12.3 因應學生的要求，教務長可以發出正式的證明文件，證明其為本校的學生，或證明某張副本為取自本校刊物 / 文件的真本。本校可能徵收行政費用。
- 12.4 學術資格證書
已獲大學授予學術資格的學生，會獲發正式的證書。
- 12.5 大學保留在特定情況下（例如學生尚未向大學繳清欠款或違反大學規例），拒絕向學生發放學業成績表、正式文件及學術資格證書的權利。

13 學術誠信及學生紀律

- 13.1 學生必須時刻堅守學術誠信。
- 13.2 學生如違反大學對學術誠信的期望、觸犯有關大學紀律的規定，或違反大學制訂的其他守則或規例，大學會按照《學術誠信及學生紀律規例》向犯事學生採取紀律行動。

教務規例

學生應遵守大學的教務規例。請瀏覽以下網頁查閱教務規例的詳情：

<https://www.hkmu.edu.hk/postgraduate-students/tc/policies-and-guidelines/>

一般規例（圖書館／電腦室）

學生應遵守大學的一般規例。請瀏覽以下網頁查閱教務規例的詳情：

<https://www.hkmu.edu.hk/postgraduate-students/tc/policies-and-guidelines/>

個人資料（私隱）條例及平等機會政策

大學的保障個人資料政策

本大學因應一九九六年十二月頒布的《個人資料（私隱）條例》，已擬定其保障個人資料政策如下：

第一項原則：收集

香港都會大學提供教育及培訓服務。為此，大學開展各種活動並收集及使用個人資料，用於與該等活動有關的各種目的。

在收集你的個人資料前，香港都會大學會向你提供條例要求的資料，並告知你可享有的權利，如取得大學持有你的個人資料的複本及要求改正資料中的不準確之處。

香港都會大學會將你的個人資料保密。但為了進行某些大學活動或基於法律要求，大學可能不時需要把你的個人資料披露給其他人士。如有可能，香港都會大學將盡力確保接收個人資料的人士亦同意將該等資料保密，並按照條例的規定處理該等個人資料。

第二項原則：準確性及保留

如切實可行，香港都會大學將採取措施確保其保留有關你的個人資料是準確的，但你應留意，倘若你的個人資料有所變更，你有責任告知香港都會大學。如果你不將該等資料的變更通知香港都會大學，大學就不能確認你的個人資料是否正確無誤。如果你的個人資料不正確，大學將採取步驟，在使用該等資料前改正資料中的不準確之處，或將資料中的不準確之處刪除。

香港都會大學會不時檢討以確定是否需要繼續保存你的個人資料。不再需要的個人資料將被刪除。

第三項原則：使用

除非經你同意，否則香港都會大學不會將你的個人資料用於在收集該等資料時指定的目的（或直接相關的目的）以外的其他用途。

第四項原則：保安

香港都會大學將採取措施保障你的個人資料免受任何未經批准的或意外的查閱、處理、刪除或使用。

香港都會大學已制定了一套《實務守則》為員工及與其他香港都會大學有合約或教育上聯繫的個人提供指引。

第五項原則：資訊

向從你收集個人資料之時或之前，香港都會大學將告知你：

- (i) 要收集你的個人資料的原因；
- (ii) 該等資料可能會作甚麼用途使用；
- (iii) 該等資料可能會轉移給甚麼人士；及
- (iv) 條例賦予你要求香港都會大學確定是否持有你的個人資料的權利。

香港都會大學制定的《實務守則》詳細列明了

- (i) 大學持有的個人資料的種類；
- (ii) 大學持有該等個人資料的目的；及
- (iii) 大學在該等個人資料方面的政策及實踐常規。

第六項原則：查閱及改正

根據條例，你有權致函香港都會大學：

- (i) 以確定大學是否持有你的個人資料；如證明屬實，還可以
- (ii) 要求提供一份該等個人資料的複本；及
- (iii) 要求改正該等個人資料中的任何不準確之處。

你可以使用香港都會大學提供的表格提出上述要求。這些表格可以從香港都會大學保障資料主任處取得。香港都會大學可向你收取所需的行政費用。

《個人資料（私隱）條例》公告

個人資料（私隱）條例已於一九九六年十二月二十日生效，本校（以下稱「大學」）亦已擬定其保障個人資料政策及程序。在提供你的個人資料給大學或之前，你需要注意以下《個人資料（私隱）條例》公告：

收集個人資料的需要

當你成為香港都會大學的學生後，你於招生過程中所提供的個人資料將會成為你的學生紀錄。有關資料如有任何變更，必須以書面通知大學，並在需要時提供相關證明文件複本。如有須要，你仍需向大學提供你的個人資料。

未能提供有關資料的後果

假若你不向大學提供有關資料，大學可能就無法處理與你有關的學業及行政事宜。

大學收集你的個人資料的目的

你的個人資料會用於與學生事務及大學行政管理有關的事宜，可能包括以下用途：

- 招生
- 註冊登記、再註冊登記及管理
- 收費
- 課程及考試的安排及控制
- 委託製作及審批教材
- 評核成績及公布考試結果
- 畢業及頒發學位
- 與你的通訊
- 與學科有關的通訊
- 宣傳及公關活動
- 學生福利
- 與學生組織團體聯繫
- 研究及調查
- 校友聯繫
- 管理分析
- 預備及提交法定申報表
- 監察設備、車輛或服務之使用及表現
- 保安
- 遵守香港特別行政區及與大學業務相關的其他司法地區之法例及規則的要求
- 其他有關學業及行政服務

大學可能會把你的資料提供給第三者

大學會將你的個人資料保密，但亦可能將這些資料提供予：

- 修讀同一科目 / 課程的同學作通訊之用
- 學生組織如學生會、各類學會、校友會
- 為配合大學運作而提供學業和行政服務的個人、代理人或機構
- 任何為大學進行意見調查及研究的個人、代理人或機構
- 獎助學金和獎項的捐贈者

大學如將你的個人資料披露或轉移給第三者，將按大學所制定的《個人資料私隱實務守則》第三部分 C(3) 及 (4) 節處理。

查閱及改正你的個人資料的權利

根據條例中的條款，你有權：

- 查核大學是否持有你的個人資料並有權查閱有關資料
- 要求大學更正有關你的不準確的個人資料
- 要求大學透露其所持有你的個人資料的種類

如有需要，大學可能會要求你提供進一步資料，以處理你所要求找尋的個人資料。在非可行之情況下，大學有權拒絕你的要求。

查閱及改正你的個人資料的要求

你需要採用個人資料私隱專員公署指定的查閱資料要求表格或大學指定的更改資料要求表格向保障資料主任提出上述要求。大學有權就向保障資料主任查閱資料的要求收取合理的行政費用。

如對上述有任何查詢，可聯絡大學的保障資料主任：

香港九龍何文田

香港都會大學

電子郵遞：DPO@hkmu.edu.hk

平等機會政策

香港都會大學對平等機會所持立場

凡本大學的成員、僱員或學生，如基於性別、婚姻狀況、懷孕、餵哺母乳、家庭崗位、殘疾或種族對本大學其他成員、僱員或學生，或任何與本大學有交往的人士作出騷擾、歧視、中傷或「使人受害」的歧視行為，均屬違法。本大學不會容忍任何違法的騷擾、歧視、中傷或「使人受害」的歧視行為，並會在所有的運作上堅守這個原則。

本大學及在本大學擔任督導職位的成員和僱員將採取一切必要措施，確保本大學的成員、僱員或學生，或任何與本大學有交往的人士不會在就業或學業上遭受任何違法的騷擾、歧視、中傷或「使人受害」的歧視。

本大學的成員、僱員及學生均須遵守平等機會委員會根據《性別歧視條例》、《殘疾歧視條例》、《家庭崗位歧視條例》及《種族歧視條例》而制定的實務守則，以及任何可能頒布的反歧視條例。他們可能要對自己所作的行為承擔個人責任。

就騷擾、歧視、中傷或「使人受害」的歧視行為投訴的申訴程序

本大學已委任一位平等機會主任擔任聯絡人，負責受理有關騷擾、歧視、中傷或「使人受害」的歧視行為的申訴。任何職員、求職者、學生或入學申請者如認為在本大學內遭受到騷擾、歧視、中傷或「使人受害」的歧視，均可作出投訴，並宜於指稱事件發生後盡快作出投訴。本大學有正式的和非正式的申訴程序供申訴人選擇。

非正式申訴程序適用於當有關人士並不察覺某些行徑已冒犯他人。這程序也有助本大學能在最早的階段，迅即採取行動制止不受歡迎的行徑。非正式途徑包括由投訴人直接與被投訴人面談，或投訴人自行物色一位他／她感到可以放心傾訴的訟務人，例如院長／總監／部門主管或學科主任。這位訟務人可給予投訴人意見和支持，並可充當投訴人與被投訴人之間的非正式調停人。

投訴人亦可循正式申訴程序向大學平等機會主任提出書面申訴。

除了採用校內程序，投訴人亦可以直接向平等機會委員會提出申訴，或向法院提出訴訟。

關於本大學平等機會政策，可到香港都會大學網站（在學學生）瀏覽。

平等機會主任的聯絡資料如下：

香港九龍何文田

香港都會大學

電子郵件：EOO@hkmu.edu.hk

4 學術誠信及學生紀律規例

如果此《學術誠信及學生紀律規例》的英文和中文版本有任何不一致之處，當以英文版為準。

1 權力

- 1.1 教務會根據規管教務會運作的規程第 10(15) 條賦予的權力頒佈本規例。
- 1.2 教務會或獲教務會授權的委員會可根據任何規例採用各項執行措施及程序，惟該等措施及程序須與條例及本規例一致，方為有效。

2 學術誠信

- 2.1 大學期望每位學生時刻堅守學術誠信，這是有效學習及優良學術成就的必要條件，及對於達致條例訂明的大學宗旨非常重要。
- 2.2 違反大學學術誠信期望的行為包括但不限於：
 - (a) 提交並非學生本人所做的作業供評分之用；
 - (b) 抄襲他人已出版或未出版的著作，不論是抄襲全部或其中部分內容，以及是否原文照錄或用其他字眼代替原文詞句而不註明出處；
 - (c) 提出他人的論據作為本人的論據而不說明論據的出處；
 - (d) 不誠實學術著作：使用虛假或捏造的資料或實驗結果；
 - (e) 取得或企圖取得未經許可使用的考試卷或其他評分資料；
 - (f) 考試時作出違反考試規例的行為，包括但不限於：
 - i. 在考試期間查閱、瀏覽或獲取任何未經准許閱讀的資料 / 信息、文件 / 物件，或使用任何電子設備；
 - ii. 考生協助或意圖協助另一位考生，或向另一位考生或人士求助或意圖求助
 - iii. 在考試期間或之後，考生向大學任何教職員，或大學委任負責處理考試或評核事宜的任何人士，不正當地求助，或意圖不正當地求助；
 - (g) 冒名頂替同學參加考試、上導修課或做其他活動或企圖以他人頂替自己；
 - (h) 就學業事宜提供失實資料，包括但不限於故意提供虛假陳述或偽造任何證明文件，以期獲得入學、延期修業或考試、豁免課程要求、獲取大學頒授的學位、文憑、學分或其他榮譽等。
- 2.3 大學教師、導師或其他教職員如懷疑有學生違背學術誠信，應首先作出調查並與有關學生了解情況，並在適當情況下與相關科目的校內主考人商議。如經商討後達成了雙方均接受並符合本規例第 2.5 (a) – (e) 條的規定的解決方案，有關教職員應將事件和解決方案報告相關學院的院長備案。學院需就所有違背學術誠信的個案向學生紀律委員會提交年度報告。如未能議定雙方均接受的解決辦

法，或事件涉及嚴重違規，教職員應向有關的學院院長提交涉嫌違背學術誠信的事件報告及證據。

- 2.4 學院院長收到涉嫌違背學術誠信事件的報告後，應研究有關個案，並決定該指控是否具合理性和可能性。如果結果是肯定的，則應就相關個案知會涉嫌違反學術誠信的學生，並為學生提供一個作出回應和提交相關證據的機會。
- 2.5 在審查所有提交的證據後，學院院長應會同教務長研究有關個案，並採取以下一項或多項行動：
 - (a) 撤銷該個案（不採取進一步行動）；
 - (b) 要求學生完成學術誠信作業；
 - (c) 由學院院長發出口頭或書面告誡；發出口頭告誡時，須至少有兩位證人在場，並須將告誡記錄在學生檔案內；
 - (d) 要求學生重寫作業、補考或重寫部分功課並授予較低成績；
 - (e) 按照具體情況，在違規的作業、試卷或學科上授予較低成績或評為不及格；
 - (f) 發出指示，聲明大學不將有問題的作業 / 考卷作評分之用，包括紀錄有關考試為缺席；
 - (g) 按照下文第 4 條訂明的程序，由學生紀律聆訊小組召開聆訊。
- 2.6 院長的決定須通知有關學生。個案報告應提交教務長備案，並每年向學生紀律委員會報告。
- 2.7 若違規事件發生在試場等有正式監考人員監督的場合，監考員應將學生違規事件寫在報告內，並將相關證據一起提交給考試違規小組委員會 (SCAEM) 以供考慮。被指控考試行為不當的學生應被知會，並可向 SCAEM 回應指控並提供任何相關證據。SCAEM 應審查所有證據，並決定撤銷個案或處以任何符合本規例第 2.5(a) – (g) 條的規定的處罰 SCAEM 的決定須通知有關學生。個案記錄應提交給教務長備案，並每年向學生紀律委員會報告。

3 學生行為

一、期望

- 3.1 大學鼓勵學生培養責任感、促進反思、為自己的行為負責和相互尊重。學生應該像任何其他大學的成員一樣，始終以大學社群的最佳利益行事。
- 3.2 大學預期所有學生都會：
 - (a) 依法行事；
 - (b) 遵守大學的規章制度和政策；
 - (c) 秉持誠實正直的美德；
 - (d) 行事顧及他人的健康和 safety；

- (e) 行事顧及大學的聲譽，並確保他們作為學生的行為不會對大學的聲譽和利益產生不利影響；
- (f) 無論對方的種族、性別、性取向、能力和殘疾、年齡、宗教和家庭狀況如何，都尊重他人的權利和尊嚴，包括但不限於個人資料隱私權。

二、學生紀律

- 3.3 大學預期學生有良好品行，學生若有以下違反紀律的行為，或違反大學制訂的守則、規例或政策，大學可向犯事學生採取紀律處分：
- (a) 誹謗、攻擊或騷擾大學的任何成員；
 - (b) 蓄意破壞或塗污大學公物或其成員的財物；
 - (c) 盜竊、詐騙或不當運用大學的基金或任何財產；
 - (d) 不合理地妨礙大學教職員或學生的教導、學習、評核、研究或顧問工作；
 - (e) 作出使大學聲譽受損的行為；
 - (f) 向大學提供偽造、歪曲或失實的資料，意圖誤導行政程序，包括但不限於以期向任何個人或機構申請撥款、助學金、獎項、獎學金或任何形式的獎勵、津貼或援助等；
 - (g) 除大學發出的各項守則有所規定外，在未經同意下洩露機密資料，包括與大學任何理事會、校董會或委員會有關的議事進程和紀錄；
 - (h) 通過任何媒體平台，包括但不限於紙媒、社交媒體或任何公共傳播渠道發布非法、誹謗、下流或攻擊性的信息或活動；及 / 或進行任何可能煽動仇恨或暴力、色情、違反專利、誹謗或貶損而可能直接或間接損害大學或大學任何成員的聲譽和利益的通信；
 - (i) 未經大學書面同意，以任何形式翻印大學所提供的資料，藉以牟利或作非牟利之用；
 - (j) 學生在上課期間，在未經負責該課堂的講師或教員許可，在課室內使用攝錄機、照相機或錄音機（包括有攝錄、照相或錄音功能的手提電話）。
 - (k) 除本規例第 6 條中有關上訴權利條文有所規定外，不遵從大學紀律當局所勒令施行的處分。
- 3.4 除本規例第 3.1 條的規定外，大學學生在其他機構的範圍時，亦應遵守有關機構的規定。
- 3.5 任何大學成員如懷疑有學生違反紀律，應向副校長（學生事務及支援）報告該涉嫌違規的行為並提供相關證據。
- 3.6 副校長（學生事務及支援）收到學生涉嫌違反紀律的報告後，應研究有關個案，並決定該指控是否具合理性和可能性。如果結果是肯定的，則應就相關個案知會涉嫌違反紀律的學生，並為學生提供一個作出回應和提交相關證據的機會。

- 3.7 在審查所有提交的證據後，副校長（學生事務及支援）應會同學生事務總監研究有關個案，並採取以下一項或多項行動：
- (a) 撤銷該個案（不採取進一步行動）；
 - (b) 發出口頭或書面告誡；發出口頭告誡時，須至少有兩位證人在場，並須將告誡記錄在學生檔案內；
 - (c) 要求學生完成大學社區服務；
 - (d) 要求學生賠償或還原因其不當行為所造成的財物或場所的任何損失或損壞；
 - (e) 按照下文第 4 條訂明的程序，由學生紀律聆訊小組召開聆訊。
- 3.8 副校長（學生事務及支援）的決定須通知有關學生。個案報告應提交教務長備案，並每年向學生紀律委員會報告。
- 3.9 如果學生在大學修讀期內受到執法行動及／或刑事檢控，無論他／她是否被定罪，學生紀律委員會主席都應考慮該學生的個案，並決定採取以下其中一項行動：
- (a) 須採取進一步行動；
 - (b) 把個案轉交給學生事務處處理，以便提供學生支援服務；
 - (c) 該個案須交由學生紀律委員會按照相關大學規章審理。

4 紀律聆訊

- 4.1 學生紀律委員會收到有關學院院長、考試違規小組委員會 (SCAEM) 或副校長（學生事務及支援）提出的建議後，應任命一個由其部分成員組成的學生紀律聆訊小組（聆訊小組）就涉嫌違反第 2 條學術誠信或違反第 3 條紀律行為的事件召開聆訊。
- 4.2 涉嫌違背學術誠信或違反紀律的學生有權：
- (a) 出席該聆訊；
 - (b) 呈交書面聲明或提交其他證據予聆訊小組審議；
 - (c) 由校內教職員或自己選擇的同學陪同出席聆訊，惟該等人士無權向聆訊小組表達意見或提出證據。
- 4.3 聆訊小組應閉門商議。學生將獲通知聆訊小組對聆訊作出的最後裁決，包括根據本規例第 5 條施行的處分或罰則。

5 處分及罰則

- 5.1 根據本規例第 4 條進行的聆訊審結時，學生紀律聆訊小組如認為需要，可施行以下一項或多項處分或罰則：
- (a) 撤銷該個案（不採取進一步行動）；
 - (b) 要求學生完成學術誠信作業；
 - (c) 要求學生完成大學社區服務；

- (d) 發出口頭或書面告誡；發出口頭告誡時，須至少有兩位證人在場；發出的告誡應記錄在學生的檔案內；
- (e) 要求學生重寫作業、補考或重寫部分功課並授予較低成績；
- (f) 按照具體情況，在違規的作業、試卷或學科上授予較低成績或評為不及格；
- (g) 發出指示，聲明大學不將有問題的作業 / 考卷作評分之用，包括紀錄有關考試為缺席；
- (h) 要求學生賠償或還原因其不當行為所造成的財物或場所的任何損失或損壞；
- (i) 在學業成績表上注明違規事項；
- (j) 於指定期內不准再選修大學開辦的科目；
- (k) 勒令暫停修讀或退修大學的科目；
- (l) 在指定期內暫停修讀所有大學課程或指定大學課程；
- (m) 開除學籍；
- (n) 暫不頒授或取消已頒授的大學學位或其他學術資格；
- (o) 任何其他被視為適用於某些違規行為的罰則。

6 對紀律處分提出上訴

- 6.1 學生可就學院院長、考試違規小組委員會 (SCAEM) 或學生紀律聆訊小組根據本規例第 2 條就涉嫌違背學術誠信的事件作出的決定；或副校長（學生事務及支援）或學生紀律聆訊小組根據本規例第 3 條就涉嫌違反紀律行為作出的決定，向學生紀律委員會主席提出上訴，除非該決定是議決召開聆訊。
- 6.2 學生必須以書面提出上訴。上訴書應在學生獲通知有關決定後十四天內交予學生紀律委員會主席。
- 6.3 學生紀律委員會主席若認為上訴的個案有值得商榷的理據，他 / 她應任命一個學生紀律聆訊小組進行聆訊，商議上訴個案。如果上訴是反對學生紀律聆訊小組的決定，他 / 她應召開學生紀律委員會聆訊商議上訴個案。提出上訴的學生有權：
 - (a) 出席該聆訊；
 - (b) 呈交書面聲明或提交其他證據予聆訊小組審議；
 - (c) 由校內教職員或自己選擇的同學陪同出席聆訊，惟該等人士無權向聆訊小組表達意見或提出證據。
- 6.4 在聆訊商議後，學生紀律委員會可決定：
 - (a) 維持有關紀律處分機關原來作出的決定；或
 - (b) 指示有關紀律處分機關採取本規例第 5.1 條所述行動的其中一項。

- 6.5 學生紀律委員會就提出的上訴所作的決定須通知有關學生。
- 6.6 學生可以就學生紀律委員會在根據第 6.3 條進行聆訊後達成的裁決向校長提出最終上訴。通常，只有根據程序違規或有合理新證據下提出的上訴才會獲得考慮。
- 6.7 根據本規例第 6.6 條的上訴，學生必須以書面提出。上訴書應在學生獲通知有關決定後十四天內交予校長。
- 6.8 校長或其委託人應審查個案以決定學生紀律委員會根據第 6.4 條作出的決定是否有效。如校長或其委託人認為上訴的個案有值得商榷的理據，他 / 她可任命上訴委員會，並召開上訴委員會會議，討論上訴個案。上訴委員會應向校長提出建議：
- (a) 維持學生紀律委員會作出的裁決及 / 或罰則；或
 - (b) 指示學生紀律委員會記錄另一裁決及 / 或根據本規例第 5 條的規定施行其他處分或罰則。
- 6.9 校長在考慮上訴小組的建議後，對上訴作出決定為最終決定。
- 6.10 在上訴結果未有定案前，學生應遵守學生紀律委員會施行的停學處分。

5 修讀課程及科目

修讀課程

香港都會大學的學生一般需註冊修讀一項課程。香港都會大學的課程以靈活的累積學分制為基礎。你必須依照擬修讀課程的規例，修畢所需學分和科目，才能取得相關資格。

課程規例或會適時修訂。學生可於香港都會大學網站（在學學生）下載最新的課程規例。課程規例一般每年更新兩次，並於五月和十一月備妥供學生索取。

有關學習上的事宜，大學建議你向課程主任查詢。

科目

每個科目均有學分值。科目的修課期一般為一學期或兩學期，而科目編號的首個數字一般顯示該科目的深淺程度。研究生課程一般要求學生修讀深造程度科目（編號的首個數字一般為「8」或「9」；不帶學分的科目的首個數字為「0」）。

各科成績通過平時作業和考試來評核。當成功修畢一科後，該科學分便會記入你的紀錄內；根據規定累積了足夠而程度適當的學分，即可獲頒授相關資格。

6 豁免及學歷承認

學分承認

大學會考慮承認學生在入學前已取得的學術資格，或已修讀的課程，並給予承認學分。若適用的話，這些學分可計算入本校課程的學分要求。

申請人的學歷必須於認可專上院校通過修課方式取得，方符合申請學分承認的資格。申請深造文憑課程或碩士學位課程的學分承認，申請人必須持有一項深造證書或深造文憑或一項至少達到碩士程度的高等學位。學位教師教育文憑及其等同的學歷，只可用於大學的學位教師教育文憑、學士學位課程及副學位課程的學分承認申請。承認學分適用於大部分碩士學位課程及深造文憑課程，但不適用於「教務規例」之「授予學分承認規例」所列的課程。

如某一項課程設有入學要求的話，任何列作符合課程入學資格的學歷，均不得在該課程下申請學分承認。

學分承認的類別

1. 特定學分承認

學生透過申請特定學分承認而獲授予特定學分，可豁免修讀課程規例要求的指定科目。特定學分可適用於豁免深造程度科目。

2. 整體學分承認

透過申請整體學分承認而獲授予的整體學分，可計入課程規定畢業所需的總學分之內。此外，獲授予整體學分承認的學生，須按照本校指定的一系列「尚須選修科目」修畢其餘的學分，以完成課程的畢業要求。「尚須選修科目」乃根據申請人所曾修讀的課程及學科而釐定，因此，申請人獲批准某一數額的整體學分，並不表示即可獲得同等數量的學分減免；申請人須依照「尚須選修的科目表」去完成應修的學分及科目。

特定學分和整體學分不可合用。申請人獲本校承認的學分，在數額上設有上限，此上限由本校根據申請人的學歷釐定，但不會超越課程設定的承認學分上限。

規例與程序

有關學分承認的教務規例，載於大學網頁。學分承認的詳細資料，以及對選科的影響，詳載於「學分承認申請指引」和「學分承認申請表」（A-AP 表格）。申請人在作出申請決定前，應先閱讀「學分承認申請指引」。此外，申請人須在申請表上註明用以申請的學歷，以及申請哪一類別的學分承認。

學生正式成為本校註冊學生後，可隨時提交學分承認申請。但由於申請結果會影響選科決定，因此宜盡早辦理。此外，學生也須留意，只有在每年二月、六月或九月

前獲授予的承認學分，方可分別計算在當年三月、七月或九月的累積學分內，以符合課程的畢業要求。

從未在本校註冊的人士，可透過「延伸計劃」申請學分承認。

申請人需交妥申請所需的文件及課程資料。每宗申請經由學院審議，再提交學分承認委員會（或其授權者）審批。

所有申請均須繳付申請費用（金額視乎申請類別而定），已繳費用概不退還。

先例資料

有意申請學分承認的人士，可通過以下網頁查閱個別學歷的得分上限，以及整體學分承認的先例資料：

<https://www.hkmu.edu.hk/postgraduate-students/tc/advanced-standing/>

有關先例的資料會不時更新，本校建議學生在遞交申請表前，先查閱最新的資料。

入學途徑與學分承認

大學已就部分碩士學位課程設立入學途徑。部分設有入學途徑的課程所需修讀的學分較少；換言之，循這些入學途徑入讀的學員，可無須申請學分承認，便得到學分減免。不過，學員必須符合大學規定的入學要求，方可獲取錄。持有相關學歷的學員，在確定符合有關入學資格後，宜先考慮以入學途徑申請入學。

如欲進一步查詢資料或需要索取學分承認申請指引及申請表，可與教務處學分承認及畢業組聯絡。詳情見第 13 章。

專業承認

本校的課程已取得多個專業團體的承認，學生在達到有關課程的規定後，便可獲得相關的豁免。本節所提供的專業承認資料僅供參考而已。有關的專業團體有權更改專業承認的資料。學生需自行向有關專業團體查詢關於豁免及專業承認的詳情。修讀商業管理課程的學生如欲取得進一步資料，請查閱以下網頁：http://www.hkmu.edu.hk/ba_recognitions（只提供英文版本）。



(i) ACCA 特許公認會計師公會 *

企業管治碩士及工商管理碩士的畢業生，如報考特許公認會計師公會（ACCA）的考試，分別最多可獲豁免五份及六份試卷。

有關本校學科與特許公認會計師公會可豁免試卷的對照，可參閱[特許公認會計師公會](#)網頁。



* 學生必須在香港都會大學取得有關學位，並在該等課程內修畢相關科目，取得及格成績，方可申請試卷豁免。可獲豁免試卷的數目，則視乎學員所修讀的課程及於當中所取得及格成績的相關科目。

(ii) AIA 國際會計師公會

工商管理碩士及企業管治碩士的畢業生，如報考國際會計師公會（AIA）的考試，在全數十六份試卷中，最多可獲豁免九份試卷，個別試卷之豁免會要求學生必須先完成本校相關之學科。

有關豁免試卷的詳情，可瀏覽[國際會計師公會網頁](#)。



(iii) CIMA 英國特許管理會計師公會

工商管理碩士及會計學碩士的學生和畢業生可經快速通道（Master's gateway route）取得英國特許管理會計師公會（CIMA）的專業資格。

有關豁免試卷的詳情，可瀏覽[英國特許管理會計師公會網頁](#)。



(iv) CPA Australia 澳洲會計師公會

會計學碩士課程融合澳洲會計師公會之澳洲註冊會計師課程（CPA Program）考試。會計學碩士課程的學生可註冊成為該會會員，並於修讀課程的同時，報考該會的澳洲註冊會計師課程考試。畢業生累積足夠的認可工作經驗後，可申請成為澳洲註冊會計師。

有關詳情可瀏覽[澳洲會計師公會網頁](#)。



(v) 香港公司治理公會（HKCGI）

特許公司治理公會 [原稱：特許秘書及行政人員公會 (ICSA)]

持有企業管治碩士畢業證書的人士，如報考香港公司治理公會的專業考試，均可獲完全豁免所有考試。惟學員在開始修讀企業管治碩士課程首三個月內，必須同時註冊成為香港公司治理公會「註冊學員」，並必須在一年半內完成企業管治碩士全日制面授課程，或三年內修畢企業管治碩士兼讀制面授課程。再者，學員必須於在學期間已成為香港公司治理公會「註冊學員」（至少兩年），方有資格在畢業時申請完全豁免所有專業考試，成為「畢業學員」。如學員通過申請學分承認獲大學豁免部分學分，這些學員在畢業時未必能獲得香港公司治理公會完全豁免專業考試。因此學員有責任自行向香港公司治理公會核實他們能否獲完全豁免待遇。關於註冊手續及豁免專業考試的詳情，請瀏覽[香港公司治理公會網頁](#)。



(vi) 社會工作者註冊局

自閉症譜系障礙社會科學碩士課程為香港社會工作者自願性持續專業發展計劃（CPD）認可課程。成功完成碩士課程的學生可取得上限為 500 的香港社會工作者自願性持續專業發展計劃（CPD）專業學分。

(vii) The Law Society of Hong Kong 香港律師會

法律翻譯文學碩士課程為香港律師會認可的持續專業進修（CPD）課程。任職律師的學員凡修畢該課程內任何科目，並符合下列條件，可申報 CPD 學分：

- (a) 達到課程要求的出席率；
- (b) 出席課堂和 / 或導修課的時數，不得少於所申報的 CPD 時數；
- (c) 按律師會之要求，有需要時提供相關的出席證明。

(viii) 香港護士管理局

護理學碩士（中醫護理）為香港護士管理局「專科護士自願認可計劃」下認可的碩士學位課程。（於 2021 年 12 月更新）

7 選科及學生紀錄

選科

舊生選科

學生必須在其後的每個學期按本校指定的日期或之前辦理註冊手續。學生選科時請留意第3章「研究生課程的一般規例」相關部分和有下列限制：

- 註冊手續一般以先到先得的方式處理。本校會盡量提供足夠的學額以滿足學生的需要。惟某些科目學額有限，建議學生應盡早提交申請。
- 如果兩個科目的教材大部分相同，這兩科會構成不可兼修的科目組合。學生只能運用此組合其中一個科目所得的學分，以取得某一學位。有關「不可兼修的科目組合」的詳情，請參閱 <https://www.hkmu.edu.hk/admissions/distance-learning/excluded-combinations/>。
- 若干科目或設有建議性先修科目；本校認為學生在選修該等科目前，應在另一個指定科目（通常屬較低程度）獲得相關知識及技巧。本校非常鼓勵學生選修該等科目前，先完成所設的先修科目。倘該等科目所設的先修科目為必修科，學生必須先完成這些先修科目，才可選修該等科目。設有先修科目者，已在大學網站的個別科目介紹部分清楚列明。
- 學生不得重讀已取得及格的科目，包括更改了編號的科目，或相應以遙距學習模式開辦，但內容完全一樣的科目。
- 學生在修讀下一學期科目時，一般不得重修目前正修讀的科目。如欲重新註冊報讀某科，必須先行退修（請參考「退修科目」一節）。
- 若科目程度有所更改，如基礎程度科目改為中級程度科目或後者變為前者，不論該科目在更改前的程度如何，校方一概以最新的科目程度作為依歸，將相應的學分計算入學位的總學分之內。此等科目將列為不可重複修讀的科目組合。有關「不可重複修讀的科目組合」請參閱 <https://www.hkmu.edu.hk/admissions/distance-learning/courses-not-allowed-to-be-taken-again/>。



學生一般可在註冊期間，選擇經網上註冊或遞交「舊生選科註冊表」註冊科目。舊生會在舊生選科開始前透過電郵收到舊生選科資料。

逾期選科

學生如欲在本校指定的日期之後選科，學生須填妥 *R-LRF* 表格遞交逾期註冊申請，並須繳交「逾期註冊申請費」（本校將不時檢討及釐定有關費用）。本校一般只接受不遲於開課後兩個星期內所遞交的逾期註冊申請。

更改選修課程 / 更改註冊科目

學生如欲更改選修課程，須遞交 *R-CP* 表格申請；申請是否獲得接納，由有關的教學學院酌情決定。

學生亦可申請更改已註冊的科目，然而只限於同一學期開辦的科目，並且在一般情況下，須以一對一形式替換。假如你已辦理科目註冊手續而想轉讀其他科目，應填妥 *R-CC* 表格，並須繳付行政費用。每項申請將按個別情況處理。學生必須不遲於學期開課後兩個星期內盡早遞交申請表。

學生紀錄

學生證

本校會在學期開始前，把學生證發給新生。學生證於學生在本校修讀期間內有效。學生如未有收到學生證，應於開課後兩星期內通知教務處學生紀錄組。

當學生使用大學設施及參與課堂 / 考試時，學生證是重要的身份證明文件。學生證須與香港身份證或護照（只適用於沒有香港身份證者）同時使用方為有效。

學生如遺失或損毀學生證，應填妥 *R-ID* 表格，立即辦理補領手續，並須繳付行政費用。

更改個人資料

學生若有需要更改個人資料，應通知大學。學生可登入本校網站（在學學生）→ MyHKMU，更改個人資料，如通訊地址及電話號碼等，否則本校可能無法為你提供與學業有關的服務和行政服務。此外，學生亦可登入本校網站（在學學生）→ MyHKMU 查閱個人紀錄及學業紀錄。

暫停學業

學生如因任何理由難以繼續修課，本校鼓勵同學先徵求導師及學科主任的意見，尋求指導。

暫時休學及學籍

暫時休學不適用於全日制研究生。兼讀制研究生如已修畢所有註冊修讀的科目而暫時又無意修讀其他科目，則應先徵求課程主任的意見。暫時休學會對學生的修讀年期有所影響。學生有責任在指定的修讀年期內修畢課程要求的學分及符合課程的規例，以獲取有關學歷資格。

延期修業

假如你現正修讀一個科目，但希望延遲至較後時間始再行修課，則應申請延期修業。有關詳情請參閱第3章「研究生課程的一般規例」有關延期修業部分。

如欲申請延期修業，請登入本校網站（在學學生）→ MyHKMU 填妥表格，並在申請限期內遞交。有關申請詳情，請參閱第2章〈校曆表及重要日期〉及本校網頁。

如你需申請延期修讀科目，而同時擬就該科申領發還持續進修基金款項，則該科的完成日期會因延期修業的有關安排而有所延遲。持續進修基金申請人應該遵守有關申領發還款項的規定。如遇到任何特殊情況，可向持續進修基金辦事處查詢。

退修學業

假如你決定終止修課，請登入本校網站（在學學生）→ MyHKMU 填妥表格，並按第2章〈校曆表及重要日期〉列出的截止日期遞交表格。有關詳情請參閱第3章「研究生課程的一般規例」退修部分。**學生若未正式退學而欠交作業或缺考，一律當作不及格論。**（詳情見第9章〈評核及考試〉。）

在其他院校修讀課程

以本大學名義申請學生簽證入讀本校的全日制學生，不能同時在本地其他院校註冊修讀課程。

研究生課程的科目由學科主任或大學教職員教授，並在大學校舍進行。有部分課堂或於平日日間舉行。每科的面授時數詳列於「課程大綱」。有關課程的一般或特別查詢，請聯絡課程主任；與學科相關的事宜，請向學科主任查詢。

你可在開課前通過大學網站（在學學生）登入 MyHKMU 的「上課時間表」讀取上課時間表。學生只需出席所屬組別的課堂。實驗課的時間表（如適用）將會由學院派發給你。在你修讀期間，你的上課時間表或有更改；你應根據最新修定的時間表上課。

9 評核及考試

成績評核

大部分科目的成績評核方法主要分兩方面：平時作業和考試。

平時作業主要包括作業、研究計劃 / 專案研究、口述報告、測驗、實驗課、實習、出席率等，及 / 或其他任何準則。

大部分科目均設有期終考試，於修畢科目時舉行。

如果你修讀的科目設有期終考試，你的科目成績將以平時作業及考試兩方面評分。

評核及考試的規例詳列於第3章「研究生課程的一般規例」之「成績評核及等級」。

平時作業

學生須於規定限期內繳交作業。如果你遲交作業，本校教師擁有酌情權，決定是否評核有關作業，並視乎情況決定是否扣分及扣多少。你若因特殊情況以致影響平時作業成績，又或不滿意平時作業的得分，大學建議你與學科主任聯絡。除非另有指明，學生必須使用網上學習系統遞交作業。

學生可通過都會大學網站（在學學生）登入 MyHKMU 的「作業及科目成績」查核作業成績。

期終考試

考試的規例已詳列於第3章「研究生課程的一般規例」及「教務規例」之「成績評核規例」。

研究生科目每年舉行三次考試。有關詳情請參閱第2章〈校曆表及重要日期〉。語文科目的口試或聆聽考試及一些特別科目的考試可能較正式考試期提早舉行。學生可於考試期之前約一個月，通過本校網站（在學學生），登入 MyHKMU 的「考試時間表及安排」查閱有關考試時間表及考試事項安排。本校強烈建議你在應考前，通過本校網站（在學學生），登入 MyHKMU 的「作業及科目成績」查閱作業得分及平時作業總分。學生如需處理有關作業紀錄的事宜，應按照「成績評核規例」所列明的程序辦理。

考試可在上午、下午及／或晚間舉行；有時不同科目的考試可能受各種因素限制或為避免考試時間相撞而須安排在同一天內進行。學生計劃出外公幹或旅遊，應緊記考試日期。本校不會批准學生因外出旅遊而延期考試。

校方會通知學生有關試場地址、於應考時可以或不得攜帶的物品、可於大學考試時使用的計算機型號一覽表等資料。你在考試前務須仔細閱讀所有考試事項安排的資料。學生如違反有關規例／指引，大學可根據「學術誠信及學生紀律規例」予以處分。考生如違反任何考試規例／指引，包括帶備未獲准使用的考試物品（例如筆記、草稿紙等）、撕下或取去試卷或答題簿、帶備未經批准使用的計算機型號等，將會被**嚴重處分**，或被取消考試資格。出於無知或誤讀資料而犯規，大學不會接納為抗辯理由。學生如有任何查詢，應與考試組聯絡。

學科修讀證書

學科修讀證書	申請程序	提交日期
申請學科修讀證書 (用 <i>E-CC</i> 表格)	填妥申請表，連同支票寄交教務長。	全年任何時間。

學科修讀證書注意事項：

- 凡本校學生，可就已考獲及格成績並取得相關學分值的科目，向校方申請學科修讀證書。
- 學科修讀證書旨在證明學生已成功完成某一科目，並提供與該科有關的資料，如科目編號、名稱與學分值。
- 在任何情況下，本校都不會因應個別學生的要求，特別為其修訂證書的內容。
- 證書將於大學收到申請後十個工作天內，以掛號方式郵寄給申請人。

延期考試

延期考試	申請程序	截止提交日期
申請延期考試 (用 <i>E-DA</i> 表格)	填妥申請表，在限期前寄交教務長。 隨同申請表附上相關的證明文件。	若考試前已知原因（如到海外公幹），應於考試日最少 七天 前申請； 在未可預料的情況下（如生病），應於考試日後 七天 內申請。

延期考試注意事項：

- 請參閱第3章「研究生課程的一般規例」及「教務規例」之「成績評核規例」。

- b. 只有在非常特殊的情況下，校方才會考慮讓學生延期考試。儘管如此，延期考試不適用於不設期終考試的科目。對於獲持續教育基金或其他資助計劃資助的學生，你必須特別留意有關資助計劃的各項條款，延期考試將延長你的修業期，也可能因而影響你的資助計劃。你應向有關資助團體查詢，大學將不能為此負責。
- c. 本校不會考慮平時作業總分未達 31 分或以上的學生提出的延期考試。
- d. 如因病缺考，學生必須呈交由註冊執業醫生或註冊中醫發出的醫生證明書。
- e. 延期考試的學生必須注意，由於各科的大綱和內容時有修訂或更新，學生參加延期考試前，應聯絡有關學科主任了解情況。
- f. 假如學生於第一次應考有關科目時（或參加已獲批准延期考試時），在未獲批准延期（或再延期）考試的情況下，缺席該科考試，本校會將該科目的成績列為「不及格」。校方不會准許學生事後另行參加該科目的考試，學生若重新註冊修讀該科目則作別論。
- g. 假如有關科目已是最後一次開辦，而學生有充分的申請理據，並附有足夠證明文件，可獲給予一次延期考試的機會。此後，本校不會考慮學生以任何理由再次延期考試的申請。
- h. 獲批准延期考試的學生，須依照本校安排的時間和地點參加有關科目的延期考試。
- i. 獲准延期考試的學生只須出席該科擬定的下一次考試，除另有指定外，均無須再提交任何習作。
- j. 獲准延期考試的學生，於科目完結時在習作評分中取得的平時作業總分，以及在延期考試中取得的考試總分，將用作計算科目總分和科目成績。

重考（不適用於 3 學分學制課程的學生）

重考	申請程序	截止提交日期
重考	學生應繳交每一科目的重考費用，及按確認重考安排通知所示辦妥手續。	請參閱確認重考安排通知。

重考注意事項：

- a. 請參閱第 3 章「研究生課程的一般規例」及「教務規例」之「成績評核規例」。
- b. 在考試中僅以很少分數差距未能及格的學生，經成績評核委員會酌情決定，或會獲給予一次重考機會。儘管如此，重考不適用於不設期終考試的科目。
- c. 獲持續教育基金或其他資助計劃資助的學生，必須特別留意有關資助計劃的各項條款。重考將延長你的修業期，也可能因而影響你的資助計劃。你應向有關資助團體查詢，大學將不能為此負責。

- d. 假如學生在指定限期前未能繳交重考費用，即當作放棄重考處理。放棄重考機會、缺席重考或在重考前退修課程的學生，該科成績都會確定為「不及格」，並記錄在學業成績表上。
- e. 在重考中仍不及格者，不會再獲重考機會。
- f. 重考的學生必須注意，由於各科的大綱和內容時有修訂或更新，學生參加重考前，應向學科主任查詢（如適用者）。
- g. 重考生只須出席該科擬定的下一次考試，除另有指定外，均無須再提交任何習作。
- h. 重考生於科目完結時在習作評分中取得的平時作業總分，以及在重考中取得的考試總分，將用作計算科目總分和科目成績。

（不適用於 3 學分學制課程的學生）如第 3 章第七部分所陳述，大學已就研究生課程實行最長修業期限。如學生因在畢業前修讀的最後一個科目所取得的成績等級為僅低於及格水平，而未能符合畢業資格的要求，學院可按情況酌情考慮給予該學生一次另類評核 / 特別考試的機會。但該另類評核 / 特別考試的最高成績等級將會限定在「C」級。

特別考試安排

特別考試安排	申請程序	截止提交日期
申請殘疾或有特別學習需要學生的特別考試安排（用 <i>S-DI</i> 表格）	填妥申請表，在限期前寄交學生事務處。 隨同申請表附上相關的證明文件，例如醫生證明書。	有關學期開課日後的三星期內。

特別考試安排注意事項：

- a. 請參閱「教務規例」之「成績評核規例」。
- b. 平時作業總分未達 31 分或以上的學生，將不會獲考慮特別考試的安排。
- c. 若上述條例不切合你的情況，你應在考試期前最少八星期向教務處考試及評核組查詢。
- d. 學生如未能提交相關的證明文件，其特別考試安排的申請將不獲受理。
- e. 學生如因殘疾情況或特別學習需要有改變而需要特別安排，就必須重新填寫申請表，連同相關證明文件一併遞交。
- f. 若有關資料未能於上述限期前交至大學，則校方未必能就個別申請作出相應安排。

特殊情況

特殊情況	申請程序	截止提交日期
提交因特殊情況而影響平時作業成績的資料	請與學科主任聯絡	考試期開始當日起計 三星期 前聯絡學科主任。
提交因特殊情況而影響考試表現的資料 (用 <i>E-SE</i> 表格)	填妥表格，在限期前寄交教務長。 隨同申請表附上相關的證明文件。	於考試日後 七天 內。

特殊情況注意事項：

- a. 請參閱「教務規例」之「成績評核規例」。

平時作業

- b. 學生有責任及早與學科主任聯絡。

考試

- c. 學生須於限期前，填妥表格連同成績評核委員會所需的相關資料，呈交予教務長。然而，本校必須強調，委員會只能給予這類資料有限的考慮。
- d. 於考試完結七天後方接獲的 *E-SE* 表格一概不予考慮。
- e. 若由於嚴重事故（例如：入院留醫）而不能親自遞交申請，學生應委託代表提交。每份申請表均須連同相關的證明文件在限期前一同提交，否則成績評核委員會不予考慮。
- f. 假如你在考試期間生病，你應在考試日後七天內填妥 *E-SE* 表格，連同醫生證明書一併呈交教務長。
- g. *E-SE* 表格只適用於遇上嚴重困難的學生（例如：於臨考試前或考試時生病或於臨近考試時喪親）。
- h. 所有申請必須連同證明文件一起提交，例如醫生證明書。你的註冊執業醫生或註冊中醫必須明白，證明書是為了證明你在考試期間生病而簽發的。有關證明文件的要求，詳載於 *E-SE* 表格的重要事項內。這些資料只會在對學生有利的情形下使用。

殘疾或有特別學習需要學生

假如你覺得你身受的殘疾情況或特別學習需要嚴重影響你在平時作業或考試所得的成績，你可以按照上述指引，聯絡學科主任或遞交 *E-SE* 表格。請注意：你可能曾經向校方提供有關你的殘疾或特別學習需要的資料，但校方只會在對學生有利的書面要求時，才會呈交這類資料予成績評核委員會考慮。

頒授科目成績

每個科目均個別設有一個由本校任命的成績評核委員會，負責評定該科的成績，再由教學學院審核通過。

科目成績評級標準請參閱第 3 章「研究生課程的一般規例」。

倘若你所修讀的科目設有期終考試，學生的平時作業總分及考試總分會呈交有關科目的成績評核委員會審議，而學生的科目總分（其計算方法詳列於「課程大綱」）是以平時作業總分及考試總分兩者一同計算出來的。

成績級別主要取決於科目總分，但學生必須同時在考試總分及平時作業總分均取得大學設定的最低成績要求，才可取得及格的成績級別。要獲頒某個成績級別，學生所取得的成績必須符合成績評核委員會所釐定的該級別的最低成績要求。

（不適用於 3 學分學制課程的學生）學生必須達到由成績評核委員會釐定的重考最低指定分數，才獲得一次重考機會。委員會在釐定重考最低分數標準時，已考慮到學生在重考中取得及格成績的可能性。從學術觀點而論，不能達到最低標準的學生，須重修該科。

成績評核委員會如何評定成績

假如你的成績剛好低於邊緣範圍，成績評核委員會可考慮你已呈交的任何有關特殊情況的資料（詳情見上節「特殊情況」），並可能會作出檢討或重改你的考卷，以便決定應否把你的成績提高至邊緣範圍以上。

成績評核委員會將收到一份電腦報告，列出每個學生的平時作業總分、考試總分及科目總分。成績評核委員會將按照學生在電腦報告表上的資料作出考慮，然後決定及格學生名單。委員會亦有權審閱各方面的相關資料，包括考卷、由學生及導師所提交有關特殊情況的資料（*E-SE* 表格）、有關導師及閱卷員的資料、試場的情況、校方有沒有行政失誤及有關平時作業、考試和科目總分的統計分析等。

在某些情況下，委員會若根據所有現存的資料仍未能作出決定，便可能要求學生參加口試。口試通常由一位本校的全職或兼職教員主持；須參加口試的學生會收到校方關於口試安排的通知，包括舉行日期、時間和地點等。

考試的作弊及違規行為

倘考生被指稱違反「教務規例」之「成績評核規例」第 B10 條的規定，本校會根據「學術誠信及學生紀律規例」處分。然而，大學鼓勵學生於參加考試前應詳閱為考試事宜而制訂的有關規例及指引。考生如違反任何考試規例 / 指引，包括帶備未獲准使用的考試物品（例如筆記、草稿紙等）、撕下或取去試卷或答題簿、帶備未經批准使用的計算機型號等，將會被**嚴重處分**，或被取消考試資格。假如你對考試事宜有任何查詢，應聯絡考試及評核組。倘考生被指稱違反任何有關考試的規例或指引，則考生有責任與監考員及大學其他職員合作，協助調查，包括提

交有關資料、參考物件、計算機等。校方在完成調查之後，會把物件歸還考生。對於拒絕合作的考生，大學可酌情對其採取紀律處分。

公布科目成績

請參閱「教務規例」之「成績評核規例」。科目成績將分批於網上發布。學生可在通過本校網站（在學學生），登入 MyHKMU 的「學業紀錄」，查閱其科目成績。科目成績一經公布，個別學生可按需要申請學科修讀證書，或學業成績表。學生申請是項服務，須繳付手續費。

學生若在有關係考試期後六星期內仍未能查閱其科目成績，應以書面向考試及評核組查詢。為保機密，校方不會在電話上向學生透露成績。

在學生未償還所欠本校債務前，或未符合某些規定必修項目的要求前，本校將不會公布其成績。學生可能會失去上訴成績的機會。

上訴

考試事宜	申請程序	截止提交日期
上訴科目成績 (用 <i>E-AR</i> 表格)	填妥申請表，連同支票在限期前寄交教務長。	考試期後的六星期內。

上訴科目成績注意事項：

- (a) 請參閱「教務規例」之「成績評核規例」。然而，上訴科目成績申請不適用於不設期終考試的科目。
- (b) 遲交或後補的特殊情況資料概不考慮。
- (c) 根據現行的政策，本校只會在上訴結果通知書或在收到學生以 *OPS003* 表格索取個人資料時，發布學生的考試總分。此外，校方不會提供任何關於考試表現的資料。
- (d) 在任何情況下，本校都不會將考卷的正本或影印本發還給學生。
- (e) 如上訴成功而獲頒更佳的成績等級，學生可獲發還上訴費用。
- (f) 在上訴階段校方會重新覆核學生的得分及重改考卷。
- (g) 電話查詢，或沒有附上 *E-AR* 表格的上訴書，概不受理。

各項考試事宜須知：

- 為上述考試事宜而繳付的費用概不發還，亦不得撥作其他用途，若本校另有訂明則作別論。
- 表格可在教務處詢問處、諮詢中心索取，以及從香港都會大學網站（在學學生）下載。
- 查詢上述資料，請與考試及評核組聯絡，電話：2768 6688，傳真：8148 3378。

10 畢業及證明

重要事項

1. 學生應參閱相關課程規例以確認自己是否符合畢業資格。
2. 學生若在擬獲取的學術資格累積足夠學分，並完全達致有關的學術要求，便可申請畢業。
3. 本校在每年的三月、七月及九月頒授學術資格，大學會邀請有關畢業生參加該年度的畢業典禮。
4. 畢業證書會在每年的四月（三月頒授的學術資格）、八月（七月頒授的學術資格）及十月（九月頒授的學術資格）派發。畢業生將會收到電郵通知有關領取畢業證書的時間。

畢業申請

1. 學生如欲申請畢業，須按「申請時段」部分內的指定限期前透過 MyHKMU 於網上遞交畢業申請。逾期申請恕不受理。
2. 成功遞交申請的學生將會經學生電郵收到申請確認。如在遞交申請後未有收到電郵確認，請立即致電 2768 6683 / 2768 6692，或經電郵 reggrad@hkmu.edu.hk 與學分承認及畢業組聯絡。
3. 已遞交畢業申請的學生，如在所有成績公布後符合畢業資格，將會收到預期畢業的電郵通知。
4. 收到通知的學生須於「確認畢業」部分內的指定限期前透過 MyHKMU 於網上確認畢業意向及繳交畢業費（如適用）。自 2022 年秋季學期起，新生需在接受錄取通知時支付大學規定的保證金，當學生畢業時，保證金將轉換為畢業費。如於限期日仍未收到電郵通知，請立即致電 2768 6683 / 2768 6692，或經電郵 reggrad@hkmu.edu.hk 與學分承認及畢業組聯絡。
5. 在成績公布後符合畢業資格及完成所需畢業程序的申請人，經大學教務會審批後將會獲頒授有關的學術資格。申請人不能於確認畢業後撤回其申請。
6. 已遞交畢業申請的學生如在成績公布後未能達到畢業要求，大學將會安排退還其已繳交的畢業費。

申請時段

2022/23 學年	學術資格頒授月份	畢業申請時段 *
計劃於 2022 年秋季考試期後畢業的同學	2023 年 3 月	2022 年 12 月 12 日至 2023 年 1 月 6 日
計劃於 2023 年春季考試期後畢業的同學	2023 年 7 月	2023 年 4 月 17 日至 5 月 6 日
計劃於 2023 年夏季考試期後畢業的同學	2023 年 9 月	2023 年 8 月 1 日至 8 月 15 日

確認畢業

學術資格頒授月份	透過 MyHKMU 於網上確認 (1) 畢業意向及 (2) 繳交畢業費的限期 (如適用) *
2023 年 3 月	2023 年 1 月 21 日
2023 年 7 月	2023 年 5 月 27 日
2023 年 9 月	2023 年 9 月 2 日

* 日期可能有所更改。請參閱大學網站上的學生通告，了解有關的更新。

轉換學術資格

你可以根據本校已頒授的學術資格，修讀額外學分，以取得相同或不同課程的較高學術資格。當你將修畢這些額外的學分，並會符合有關學術資格的要求，可經轉換現有的學術資格申請畢業以取得較高學術資格。

轉換學術資格安排	透過 MyHKMU 於網上申請畢業。
申請程序	與申請畢業的程序相同，但學生必須在申請時註明擬通過轉換學術資格申請畢業。
截止日期	請參閱畢業申請部分。

申請轉換學術資格注意事項

- (a) 轉換學術資格只適用於指定的學術資格。請參閱「教務規例」內的「學位銜接資格規例」及有關較高學術資格的課程規例。
- (b) 如果你希望轉換較高的學術資格，必須於申請畢業時提出。收到申請後，本校會發出畢業通知，供學生確認其畢業申請。
- (c) 已持有指定學位的學生如希望把取得的學術資格轉換為較高的學術資格，在領取較高學術資格時，可能要將已頒授的證書交還本校。

學業成績表

學業成績表是本校發出的有效文件，詳列學生在大學的完整學業紀錄，包括個別科目成績、累積平均積點及學術資格（如適用）。正在修讀的科目將不包括在內。

學生可於修業期間，通過本校網站（在學學生），遞交學業成績表申請。此外，當學生修畢整個課程，並繳交畢業費後，本校會在學術資格頒授後免費發出一份學業成績表，證明學生已完成該課程。

大學保留權利，在特定情況下，例如學生尚未向大學繳清欠款或違反大學規例，可拒絕發放學業成績表、正式文件及學術資格證書予學生。

在學及學歷證明

若有需要，教務長會發出正式的證明文件，證明你為本校的學生，或證明某張副本為取自本校刊物／文件的真本。本校可能徵收手續費。

11 天氣惡劣時的安排

八號或以上颱風信號 / 黑色暴雨警告信號下各項活動的安排

活動	警告發出		警告除下
	在活動時間開始前	在活動時間內	
課堂 (包括講課、導修課、日間課堂、補習式指導、實驗課、電腦課，以及所有其他面授課堂 / 活動)	警告如在以下時間仍然生效，將取消上課： 1. 上午六時三十分——適用於下午二時前的課堂 2. 上午十時——適用於下午二時至晚上六時的課堂 3. 下午二時——適用於當天所有課堂	八號或更高颱風信號 所有課堂終止，自修設施將關閉。 黑色暴雨警告 已開始的課堂將繼續進行，自修設施仍然開放。	警告如在以下時間除下，將如常上課*： 1. 在上午六時三十分或之前除下——適用於當天所有課堂 2. 在上午十時或之前除下——適用於當天下午二時或之後的課堂 3. 在下午二時或之前除下——適用於晚上六時或之後的課堂
考試	警告如在考試開始前四小時仍然生效，或預料警告將在開考前四小時內發出，考試將延期舉行。	八號或更高颱風信號 所有考試終止 黑色暴雨警告 已開始的考試將繼續進行	警告如在考試開始四小時前除下，考試將如期舉行*。
何鴻燊圖書館及何息夷圖書館	不會開放	八號或更高颱風信號 關閉 黑色暴雨警告 照常開放。如警告在下午四時仍然生效，於下午六時關閉。	警告如在下午一時或以前除下而情況許可，在警告除下兩小時內重新開放。警告如在下午一時後除下而情況許可，在晚上六時重新開放。如在下午四時後除下，將繼續關閉。

活動	警告發出		警告除下
	在活動時間開始前	在活動時間內	
電腦實驗室 正校園 賽馬會校園 葵興校園 荔景校園	不會開放	<u>八號或更高颱風信號</u> 關閉。 <u>黑色暴雨警告</u> 照常開放。如警告在下午四時仍然生效，於晚上六時關閉。	視乎情況許可，警告如在下午四時或以前除下，會在兩小時內重新開放（警告如在星期日及公眾假期下午一時或以前除下，葵興校園實驗室會在兩小時內重新開放）。 警告如在下午四時後除下，繼續關閉（警告如在星期日及公眾假期下午一時後除下，葵興校園實驗室會繼續關閉）。
諮詢中心	不會開放	<u>八號或更高颱風信號</u> 關閉 <u>黑色暴雨警告</u> 照常開放	<u>星期一至五</u> 警告如在下午四時或以前除下而情況許可，在警告除下 <u>兩小時內</u> 重新開放。 <u>星期六、日</u> 警告如在下午一時或以前除下而情況許可，在警告除下 <u>兩小時內</u> 重新開放。
即時註冊	不會辦公	<u>八號或更高颱風信號</u> 停止辦公 <u>黑色暴雨警告</u> 照常辦公	警告如在下午一時或以前除下而情況許可，在警告除下 <u>兩小時內</u> 將恢復辦公。
<p>備註</p> <ul style="list-style-type: none"> 當三號或以下颱風信號或紅 / 黃色暴雨警告信號生效時，大學的所有活動通常會如期舉行。 當天文台發出預警八號熱帶氣旋警告信號時，大學將會盡快終止或關閉所有活動 / 服務及設施。 如有需要，本校會盡快發出公告。教育局發出的一般公告並不適用於香港都會大學。 學生可致電本校諮詢中心 2711 2100 查詢。 學生亦可致電以下熱線： 2768 6688（考試）及 2768 6677（導修） 如考試需改期舉行，本校會於原定考試日期的兩星期內通知有關學生最新安排。 			

* 視乎各中心可否使用及交通情況而定。

12 設施及學生服務

諮詢中心

如欲查詢有關修業的資料，可與大學有關部門聯絡，詳細資料請參閱第 14 章。學生、校友及公眾人士如對本校有任何批評、投訴、建議或具建設性的意見，歡迎隨時向本校提出。但本校的政策是不會回應那些未能提供真正身份的人士的意見或批評。因此，如有投訴或意見，請必須說明自己的真實姓名、學生號碼（或畢業前的學生號碼）及通訊地址。有些意見、投訴或批評可能涉及有關個人問題，本校會以書面回覆。

諮詢中心

諮詢中心位於大學正校園地下，專為學生及訪客提供查詢服務。大部分表格也可以在本中心取得。職員當值時間及聯絡資料如下：

星期一至五	上午九時至晚上七時三十分
星期六	上午九時至下午五時三十分
星期日	正午十二時至下午五時三十分
公眾假期	休息
熱線：	2711 2100
傳真：	2715 0760
電郵：	info@hkmu.edu.hk

教務處

地址：香港都會大學正校園 A 座 5 樓 A0511 室教務處

星期一至五 上午九時至下午五時四十分

星期六、日及公眾假期休息

電話：2768 6633

傳真：2789 2725

辦公時間

除非另有註明或另行通知，大學各部門一般辦公時間如下：

星期一至五（包括非公
眾假期的節日[#]） 上午九時正至下午一時正
下午二時正至五時四十分

星期六、日及公眾假期 休息

特別情況 各部門將預先在其辦公室的門外張貼更改開放時間的告示

[#] 節日包括中秋節、冬至、聖誕節前夕、除夕及農曆大除夕。

香港都會大學正校園

正校園位處九龍何文田牧愛街 30 號，總樓面面積共 34,000 平方米，設有多用途禮堂、演講廳及導修課室。校園亦同時提供圖書館、電腦實驗室以及多個科學實驗室等設施。

校園開放時間

星期一至日及公眾假期 上午八時至午夜十二時

財務及校園管理處（校園管理部）

星期一至五	上午九時至下午五時三十八分
星期六、星期日及公眾假期	休息
電話：	3120 2413
傳真：	2624 7608

香港都會大學賽馬會校園

賽馬會校園位處九龍何文田忠孝街 81 號，由正校園步行數分鐘即可到達。校園佔地 25,000 平方米，設有綜藝廳、體育館、展覽廊、演講廳及導修課室，並同時提供圖書館、電腦中心、檢測和認證實驗室、文化創意工作室及實驗室等設施。

校園開放時間

星期一至日及公眾假期 上午八時至午夜十二時

香港都會大學賽馬會健康護理學院

香港都會大學賽馬會健康護理學院位處九龍何文田常盛街 1 號，由正校園步行數分鐘即可到達。校園佔地 18,000 平方米，設有學藝館、演講廳及教室，並同時提供物理治療實驗室、臨床護理教學中心、兒童發展中心、體育及健康中心和學術廊等設施。

校園開放時間

星期一至日及公眾假期 上午八時至晚上十時

各校園開放時間可能因運作及其他需要而作出更改，本校將不另行通知；以上開放時間只供參考。

香港都會大學葵興校園

葵興校園位處港鐵葵興站旁的九龍貿易中心第2座8至11樓，經有蓋行人天橋步行約2分鐘便可直達中心，交通便利。中心面積超過9,290平方米。除了設備完善的課室、演講廳、電腦及語言實驗室和學習資源中心外，校園還設有賽馬會STEAM教育實驗室、媒體製作實驗室、航空服務培訓區、智能酒店教室及模擬病房教室等，開放時間、查詢服務時間及聯絡方法如下：

校園開放時間

星期一至六	上午八時三十分至晚上十時
星期日及公眾假期	下午一時至晚上六時（只開放8樓）
農曆新年公眾假期	休息
節日 [#]	上午八時三十分至晚上八時

李嘉誠專業進修學院詢問處服務時間

星期一至五	上午九時至晚上七時
星期六	上午九時三十分至下午二時
星期日及公眾假期	休息

查詢熱線：3120 9988（查詢李嘉誠專業進修學院課程）
：2540 0072（校園管理處）

傳真號碼：2381 8456（查詢李嘉誠專業進修學院課程）

[#] 節日包括中秋節、冬至、聖誕節前夕、除夕及農曆大除夕。

大學設施一覽

你可以瀏覽以下網頁，進一步了解正校園、賽馬會校園及賽馬會健康護理學院的設施。

正校園：

<https://www.hkmu.edu.hk/fmu/tc/campus-information/main-campus/floor-directory/>



賽馬會校園：

<https://www.hkmu.edu.hk/fmu/tc/campus-information/jockey-club-campus/floor-directory/>



賽馬會健康護理學院：

<http://ioh.hkmu.edu.hk/zh-hant/overview/facilities-features/>



大學設施

圖書館

懂得如何有效地搜尋和使用資訊，對學生在都會大學修讀課程以至終身學習都大有裨益。圖書館除了提供高質量的資源外，亦幫助學生掌握在學業及終身學習上需具備的資訊技巧。

設於正校園的何鴻燊圖書館及賽馬會校園的何息夷圖書館，藏有指定教科書及教材、與學科相關的書籍、期刊、視聽教材、參考資料，以及其他豐富的學習資源。

電子圖書館提供豐富的學習資源，包括有全文電子書籍、電子期刊、電子報刊、資料庫、參考資料、由各學院提供的部分歷屆試題 / 模擬試卷及輔助讀物。學生可在家中通過互聯網連上電子圖書館。網址是 www.hkmu.edu.hk/lib/tc。



圖書館職員非常樂意幫助學生使用各類服務和資源。我們預備了圖書館服務和設施的使用指南，也舉辦導覽及工作坊，讓學生參加。詳細資料載於圖書館網頁和本校網站。

大學期望學生能充分利用圖書館的服務及資源用心學習。

圖書館館址及電話

一般查詢：2768 6777

電郵：libwww@hkmu.edu.hk

何鴻燊圖書館館址

九龍何文田牧愛街正校園 1 至 2 樓

服務櫃台：2768 6778

何息夷圖書館館址

九龍何文田忠孝街 81 號賽馬會校園 5 樓

服務櫃台：3120 2555

請瀏覽圖書館網頁（www.hkmu.edu.hk/lib/tc）獲取更多有關圖書館資源、服務及設施的詳情。



何鴻燊圖書館及何息夷圖書館開放時間

星期一至五（公眾假期除外）	上午九時至晚上十時
星期六、星期日及公眾假期	中午十二時至晚上九時
* 節日	下午五時四十分提前閉館

* 節日包括中秋節、冬至、聖誕節前夕、除夕及農曆新年大除夕。

開放時間以及更改開放時間的告示會預先上載於圖書館網頁，並張貼在圖書館入口處。

藏有香港都會大學教材公共圖書館一覽表

公共圖書館	電話
香港區	
香港仔公共圖書館	2921 1055
香港仔大道二百零三號香港仔市政大廈三樓	
大會堂公共圖書館 *	2921 2672
香港中環大會堂高座二至六樓及八至十一樓	
香港中央圖書館中央參考圖書館 *	2921 0222
香港銅鑼灣高士威道六十六號香港中央圖書館八樓	
鯪魚涌公共圖書館	2922 4058
香港鯪魚涌街三十八號鯪魚涌市政大廈四至五號	
九龍區	
九龍公共圖書館 *	2926 4062
九龍培正道五號	
荔枝角公共圖書館	2746 4270
九龍荔灣道十九號地下至一樓	
牛池灣公共圖書館	2927 6055
九龍清水灣道十一號牛池灣市政大廈五至六樓	
瑞和街公共圖書館	2927 3055
九龍觀塘瑞和街九號瑞和街市政大廈五至六樓	
油蔴地公共圖書館	2928 6055
九龍油蔴地上海街二百五十一號 A 座地下及 1 至 3 樓	
新界區	
長洲公共圖書館	2981 5455
長洲大興堤路二號長洲市政大廈二樓	
沙田公共圖書館 *	2694 3729
沙田源禾路一號	
將軍澳公共圖書館	2706 8101
將軍澳運隆路九號	
青衣公共圖書館	2497 2904
青衣青綠街三十八號青衣市政大廈一樓	
荃灣公共圖書館 *	2490 3891
荃灣西樓角路三十八號	
屯門公共圖書館 *	2450 7129
屯門屯喜路一號	
元朗公共圖書館	2479 2511
元朗馬田路五十二號元朗文化康樂大樓地下及一樓	

* 深造程度科目的教材只存放於這些圖書館。

電腦設施及實驗室

電腦實驗室

大學部分科目要求學生利用電腦實習，這些科目通常會訂出電腦實習課時間表。實習課通常在大學的正校園、賽馬會校園或葵興校園舉行。此外，大學的正校園、賽馬會校園、葵興校園及荔景校園亦備有電腦設施，供學生使用。這些電腦實驗室均配置了個人電腦及多種常用的電腦軟件，更備有個別科目指定的軟件供學生使用。最新的「登記及預訂方法」張貼在電腦室入口處。此外，在大學的正校園 B-1 樓和 C0310 室等地方也設置了個人電腦，方便學生學習。

地址

正校園

李鉅能電腦實驗室

香港九龍何文田牧愛街 30 號正校園 B 座 4 樓

電話：2768 6524

賽馬會校園

方燕琮電腦中心

香港九龍何文田忠孝街 81 號 D 座 6 樓

電話：2768 6524

葵興校園

賽馬會電腦實驗室

香港新界葵涌葵昌路 51-53 號九龍貿易中心第 2 座 8 樓 K0812 室

電話：2768 6524

荔景校園

香港新界葵涌荔景山路 201-203 號 1 樓

電話：3460 9585

開放時間如下：

正校園及 賽馬會校園	星期一至日及公眾假期	上午九時至晚上九時 *
葵興校園	星期一至六	上午九時至晚上九時 *
	星期日及公眾假期	下午一時至晚上六時 *
	農曆新年公眾假期	休息
荔景校園	星期一至五	上午九時至晚上七時 *
	星期六、星期日及公眾假期	休息

* 節日開放時間（正校園、賽馬會校園、葵興校園及荔景校園）：

中秋節、冬至、聖誕節前夕、除夕、農曆新年大除夕及年初一 上午九時至下午五時四十分

特別情況：更改開放時間的告示會預先張貼在實驗室入口。

荔景校園的電腦實驗室，於星期六、星期日和公眾假期關閉。至於「毅進計劃」課程學生使用電腦實驗室的時間，見「毅進計劃」課程《學生手冊》。

互聯網設施

大學校園內的電腦均可接上互聯網，特別用途的電腦除外（例如：打印機監控器）。另外，學生亦可經大學提供的無線網絡為自備的流動裝置接上互聯網。

香港都會大學網站（在學學生）

學生只需進入都會大學網站（在學學生），便可使用大學為學生提供的網上資源和功能（<http://www.hkmu.edu.hk/current-students/tc>）。



學生流動應用程式

香港都會大學流動應用程式（HKMU Student Mobile App）讓學生可以快速存取重要的資料，當中包括學習紀錄、課堂時間表，個人資料等。香港都會大學學生流動應用程式供所有在學學生使用，登入時只需使用與 MyHKMU 相同的登入名稱及密碼即可。

iPhone 使用者



Android（安卓）使用者



MyHKMU

「MyHKMU」是使用本校所有網頁服務和資源的統一網頁，學生和導師應盡量通過「MyHKMU」來使用本校服務和讀取資訊。

「MyHKMU」有如下特點：

- 單一登入：無需重新登入，用戶便可以使用本校大部分的網上服務，如網上學習系統及其他多項服務。
- 個人化網頁：用戶可以因應自己最常瀏覽的資訊及使用的服務，設定一個個人化網頁。
- 通訊便捷：這個網頁是一個主要溝通渠道。學生會收到大學發出的個人通訊，包括與修讀學科有關的消息及活動資料。

要進一步了解「MyHKMU」，請按以下的路徑登入網頁，閱讀有關內容：

- 香港都會大學網站（在學學生）→ 服務及支援 → MyHKMU 使用指南
- 香港都會大學網站（在學學生）→ 服務及支援 → 統一密碼管理（學生）

註：要登入 MyHKMU，你要設定一個統一密碼。

大學電郵

大學電郵是大學教職員、學科主任、導師以及學生的主要通訊工具。每位在學學生均獲開立大學電郵帳戶，並附有電郵轉發功能。學術及行政資料會傳送至學生的大學電郵帳戶*。因此，你需經常查閱並整理好帳戶內的郵件以確保未有遺漏任何重要訊息

* 為保障學生個人資料，大學只會發送電郵至你的大學電郵帳戶，當中包括回覆任何你經個人電郵發送的電郵。大學強烈建議你使用大學電郵帳戶與大學溝通以保障你個人隱私及資料。萬一你需要使用其他非大學電郵帳戶與大學溝通，請於電郵內註明你的學生號碼，大學將會傳送回覆至你的大學電郵帳戶。

你可循以下其中一種方法登入電郵帳戶：

- 登入 <http://webmail.hkmu.edu.hk>
- 進入本校網站 <http://www.hkmu.edu.hk> → 在學學生 → Student Portal（本科生及副學位）→ 服務及支援 → 大學電郵服務 → 電子郵件

註：如果你修讀的學科設有網上支援，便可以循網上學習系統登入本校的電郵系統。你必須輸入使用者名稱和密碼，詳情如下：

- 使用者名稱：「s」+ 學生編號的首七個數字
- 密碼：你自行設定的私人統一密碼。假如你沒有私人統一密碼，請按以下步驟登入相關網頁設定密碼

本校網站 <http://www.hkmu.edu.hk> → 在學學生 → Student Portal（本科生及副學位）→ 服務及支援 → 統一密碼管理（學生）

你可以按照以下步驟登入相關網頁查閱指南：<http://www.hkmu.edu.hk> → 在學學生 → Student Portal（本科生及副學位）→ 服務及支援 → 大學電郵服務 → 電子郵件 → 簡介

* 大學電郵系統將於 2022 年秋季學期更新至 O365 電郵系統。詳情請參閱：<https://www.hkmu.edu.hk/ito/webmail-migration>

O365 電郵帳戶

帳戶授權學生使用微軟辦公室（Microsoft Office）的軟件，讓學生於個人桌上電腦、手提電腦或流動裝置下載並安裝最新的微軟辦公室軟件及流動應用程式。關於手機或流動裝置收發電郵方面，學生可從蘋果網上商店或 Google 網上商店下載 Outlook App 使用。

香港都會大學學生 O365 帳戶的使用者名稱及密碼：

- 使用者名稱：「s」+ HKMU 學生編號的首七個數字 + @live.hkmu.edu.hk
- 首次登入密碼：「HKmu」+ 香港身份證（最後四位號碼）+ 生日日期（DD）+ 生日月份（MM）

登入 O365 帳戶後，你可以循以下途徑重設密碼：

<http://www.hkmu.edu.hk> → 在學學生 → Student Portal（本科生及副學位）→ 服務及支援 → 大學電郵服務 → 電子郵件 → O365 Email → Activate or Reset Password

如學生再沒有修讀任何課程，Microsoft Office 和 One Drive 的服務就會終止。服務終止之前，請確保已備份 One Drive 內的文件。

HKMU O365 電子郵件帳戶作為與大學的終生溝通渠道會予以保留，但帳戶終止條款受 Microsoft 約束。

要進一步了解 O365 電子郵件的資訊，請按照以下路徑登入相關網頁：<http://www.hkmu.edu.hk> → 在學學生 → Student Portal（本科生及副學位）→ 服務及支援 → 大學電郵服務 → 電子郵件 → O365 Email → FAQ /Microsoft Outlook Web App web site

* 大學電郵系統將於 2022 年秋季學期更新至 O365 電郵系統。詳情請參閱：<https://www.hkmu.edu.hk/ito/webmail-migration>

網上支援

本校設有網上學習系統（簡稱 OLE），為所有學科提供學習支援，你可以在網上閱讀教材。通過該系統，你可以和導師、同學討論交流。學員亦可以通過該系統取得儀表板、本校消息、學科資訊和其他網站的連結，以及繳交和收取作業。個別科目的網上學習元素，在《[網上學習系統用戶手冊](#)》中會有詳細說明。

移動學習——都會大學 iBookcase 流動應用程式

為推動移動學習，大學研發了一個嶄新的流動學習應用程式——都會大學 iBookcase。學生通過智能手機或平板電腦來使用這個應用程式，會達到最佳的效果。登入程式後，iBookcase 便會將學習材料暢通無阻地下載至學生的個人智能手機或平板電腦，方便自學。移動學習有助學生靈活學習，促進個人學習，並提升自學能力。可登入 iBookcase 網頁（<https://www.hkmu.edu.hk/alto/hkmu-ibookcase/ibookcase-app/>）瀏覽詳情。

實驗室（賽馬會校園）

大學會定期舉行實驗課，以配合科學、應用科學和科技科目的教學。

大學在賽馬會校園 D 座及 E 座 9 樓設有五個專門的教學及研究實驗室，分別為：

- 利希慎科學實驗室（生物、化學、地球學、生態學、分子生物學）
- 賽馬會環境實驗室（環境科學、分析化學、護理學基礎課程）
- 賽馬會科技實驗室（電子、機械電子、物理）
- 賽馬會多媒體實驗室（專題研究）
- 屋宇設備工程實驗室

這些實驗室設有各種先進的教學和研究設備，如 UV 分光光度計、超高效液相色譜、邏輯分析器和各種顯微鏡。這幾個實驗室共可容納達 300 名學生。

檢測和認證實驗室及 STEAM 教育實驗室（賽馬會校園）

大學設有三個檢測和認證實驗室及三個 STEAM 教育實驗室，均位於賽馬會校園 10 樓，分別為：

- 化學及微生物檢測和認證實驗室
- 電機及電子檢測和認證實驗室
- 億京慈善基金物理及機械檢測和認證實驗室
- 賽馬會 STEAM 教育綜合實驗室
- 賽馬會創意媒體實驗室
- 賽馬會 STEAM 學與教實驗室

檢測和認證實驗室乃參照國際標準 ISO/IEC 17025 運作的實驗室，配備各種先進儀器及設施，專為支援檢測和認證等課程發展。STEAM 教育實驗室供中學進行 STEAM 相關的實驗及項目，為他們進行校內 STEAM 實驗室翻新之前以作參考，並為未來實施全面 STEAM 教育課程作好準備。這幾個實驗室可以容納達 235 名學生。

實驗室主要設有電波暗室，高解析度軌道阱質譜儀、流式細胞儀、流動注入分析儀、加速溶劑萃取儀、高效液相色譜 / 質譜儀及電感耦合等離子體質譜儀、消音室及萬能材料試驗機等設備，可提供不同測試包括化學測試、建築材料、電器及電子產品、環境測試、食品、微生物測試、物理及機械能測試、紡織品及成衣、玩具及兒童產品等，以切合業界需求。

實驗室	實驗室房號	人數
化學及微生物檢測和認證實驗室	D1013-D1023	56
電機及電子檢測和認證實驗室	E1023-E1027	26
億京慈善基金物理及機械檢測和認證實驗室	E1011-E1020	33
賽馬會 STEAM 教育綜合實驗室	D1010	40
賽馬會創意媒體實驗室	D1009	40
賽馬會 STEAM 學與教實驗室	E1030-E1031	40
		235

臨床護理教學中心

臨床護理教學中心設於香港都會大學賽馬會健康護理學院。中心採用特別設計，讓護理及醫療專業人員在一個模擬的臨床環境下接受護理及醫療技巧培訓和評核，推廣健康教育和進行研究。中心設備完善，配備模擬病人、虛擬實景訓練設施、健康護理訓練設施、中醫護理電子模型，以及基礎護理儀器和設施，可提供普通科護理、精神科護理、社區健康護理及中醫護理的基礎至專科護理的教學培訓。

其他

餐廳

正校園分別有三家餐廳，賽馬會健康護理學院及賽馬會校園分別各有一家餐廳。正校園的「大學會所」供應多款美食，包括快餐、車仔麵及飲料等；「Snack Bar」主要售賣地道的街頭小食；「MU Cafe」則提供咖啡、三文治、曲奇鬆餅、沙律、甜點等美食；賽馬會健康護理學院的「Mini Cafe」提供輕食及咖啡等；賽馬會校園的「銀禧閣」則供應港式西餐及中式美食。凡惠顧以上餐廳的都會大學教職員及學生均享折扣優惠。餐廳服務由大學轄下的膳食委員會監察。學生可向膳食委員會之學生代表提出意見，或直接向承辦商反映。

開放時間：

大學會所

星期一至日 上午七時三十分至晚上九時正

Snack Bar

星期一至五 十一時正至下午五時三十分

星期六、日及公眾假期 休息

MU Cafe

星期一至五 上午七時三十分至晚上八時正

星期六、日及公眾假期 休息

IOH Mini Cafe

星期一至五 上午八時正至下午七時正

星期六、日及公眾假期 休息

銀禧閣

星期一至日 上午七時正至晚上九時正

以上時間表只供參考。開放時間可能會按需要而作出更改。

停車證及泊車券

殘疾或有特別學習需要的學生可向學生事務處申請在校內免費泊車。其他學生如有需要，須先往正校園諮詢中心、賽馬會校園保安控制室或賽馬會健康護理學院停車場入口保安控制櫃台購買泊車券。

如有空置車位，學生可在下列指定時間內在正校園、賽馬會校園或賽馬會健康護理學院泊車，進入時須將泊車券交予停車場入口之保安員：

星期一至五 上午六時正至午夜十二時

星期六、日及公眾假期 上午八時正至午夜十二時

租用演講廳、禮堂、電腦實驗室及導修課室 / 教室

演講廳、禮堂、電腦實驗室及導修課室 / 教室主要是作教學及學術用途，其餘時間則可供學生會或學生組織租用，以舉辦活動。學生會及學生組織可直接向財務及校園管理處（校園管理部）申請。場租將從學生事務委員會審批的活動資助中扣除。

查詢：

正校園、賽馬會校園及賽馬會健康護理學院

3120 2413

體育館

大學設有兩個體育館，分別位於正校園的多用途禮堂及賽馬會校園的雅居樂體育館，提供多種體育設施給學生和教職員租用。有關訂場或其他資料，請瀏覽以下網頁：

<https://www.hkmu.edu.hk/fmu/tc/university-facilities/sports-halls/>



健身室

健身室位於賽馬會健康護理學院九樓體育及健康中心 F0920 室，內設健身器材供全日制學生進行體能訓練，費用全免。全日制學生需先向學生事務處登記為健身室使用者。

活動室

正校園及賽馬會校園均設有活動室，方便學生進行各式各樣的活動，如排舞及練武等。有關活動室的其他詳情，請瀏覽以下網頁：

<https://www.hkmu.edu.hk/fmu/tc/university-facilities/activities-amenities/activity-room/>



學生休息室 / 休憩室 / 學習坊

大學正校園 / 賽馬會校園 / 賽馬會健康護理學院設有學生休息室 / 休憩室 / 學習坊，正校園及賽馬會校園開放時間一般為每天上午八時至午夜十二時，賽馬會健康護理學院開放時間為每天上午八時至晚上十時。

靜思室

位於正校園郭得勝樓（C 座）C0930，提供寧靜的空間作個人靜修及反思。開放時間一般為每天上午八時至午夜十二時。

天台花園

天台花園位於正校園郭德勝樓（C 座）13 樓。花園之開放時間為每天早上八時半至晚上六時半，公眾假期不對外開放。

學生儲物櫃

於本校修讀課程的在學學生均可申請租用儲物櫃。詳情可致電 3120 2413 與財務及校園管理處（校園管理部）聯絡。

失物認領

學生如有拾獲或遺失物件（只限貴重或附有個人資料物品），可聯絡正校園、賽馬會校園的保安控制室或賽馬會健康護理學院的保安控制櫃台。校方每月均會公布貴重及附有個人資料物品的失物清單，張貼於校舍各樓層的告示板上。

雜項物品（例如：雨傘、水樽、文具、眼鏡等）可於正校園、賽馬會校園的保安控制室或賽馬會健康護理學院的保安控制櫃台設置的自助服務台自行領回。

有關葵興校園及荔景校園的失物認領，可聯絡駐管理處職員。

校園的安全與保安

為保安理由，校園保安員或會要求校內學生出示學生證，以查核身份。學生有責任看管自己的物品。

在校園內，學生必須詳細閱讀各走火路線的平面圖，以熟習在發生火警或緊急事故時應採取的逃生措施。這些資料已全部張貼於校內的告示板上。火警演習每年舉行一次，旨在提高校園使用者的防火安全意識。

緊急救援服務

在校園內遇有緊急事故或意外時，學生可致電下列二十四小時緊急電話熱線或直接到保安控制室向當值保安人員求助：

正校園保安控制室

正校園郭得勝樓（C 座）-1 樓 C-141 室（位於停車場側）

電話：2768 6260 或 2624 5767

賽馬會校園保安控制室

賽馬會校園 E 座 G 樓 E0G07 室（位於上落貨區側）

電話：3120 2403 或 2406 2098

賽馬會健康護理學院保安控制室

賽馬會健康護理學院 F 座 G 樓 FG012 室

電話：3641 1056 或 2716 5199

母乳餵哺友善場所

為方便母乳餵哺，財務及校園管理處（校園管理部）特意提供設有座椅的空間，給授乳期母親使用。地點如下：

正校園

郭得勝樓（C 座）7 樓 C0722

賽馬會校園

D 座 1 樓 D0107

賽馬會健康護理學院

F 座 11 樓 F1121 及 12 樓 F1207

葵興校園

9 樓女行政人員洗手間內

學生活動及服務

香港都會大學一向鼓勵學生舉辦學生活動以充實校園生活及拓寬個人視野，並透過大學的學生事務委員會及學生事務處為學生團體提供所需的支援及協助。香港都會大學現時有超過 30 個學生團體獲大學認可成立及接受資助。學生可參與不同類型以學科和興趣為基礎的學會活動。

香港都會大學學生會旨在提升校園生活質素和服務同學。

學生組織活動中心設於正校園，供學生組織共同使用。所有成為香港都會大學認可學生團體之幹事均合乎資格使用。

如欲查詢有關學生活動事宜，歡迎與學生事務處職員聯絡（電話：2768 6267 或電郵：ssa@hkmu.edu.hk）。

殘疾或有特別學習需要的學生

香港都會大學鼓勵殘疾或有特別學習需要的學生積極參與各學科的活動，並提供實際輔助。學生事務委員會就本校能否提供足夠服務向校方提意見，盡量照顧每個學生的需要。

學生在選修科目之前，應先參閱《課程概覽》、《學科簡介》及《學科指南》或「課程大綱」。殘疾或有特別學習需要的學生應小心衡量個人之學習量。大部分學生於一個學期修讀合共 20 學分的科目，平均每週需要用上十五至二十小時。大學鼓勵學生查閱網上學習系統或致電教務處課堂及導修組（電話：2768 6677）向有關的學科主任查詢。

本校為殘疾或有特別學習需要的學生提供支援及協助。服務包括課堂及校園內有關學業和考評上的支援及特別考試安排（見本手冊第 9 章）等，視乎大學酌情批准。大學亦建議學生於遞交入學申請時列出其殘疾或特別學習需要的情況，以便大學提供適當服務。大學會盡量按情況安排所需服務；然而，某些服務也許礙於資源所限或其他原因而無法提供。如學生未有於申請時說明其殘疾情況或有特別學習需要或未能提供相關證明，則可能令有關學生未能在適切時候獲得相關支援服務。

雖然本校為殘疾或有特別學習需要的學生作出若干靈活的服務安排，協助他們修讀大學課程，但本校必須強調所採用的學業成績計分方法與一般學生無異。

學生事務處負責協調及安排殘疾或有特別學習需要的學生服務，若學生需要該等服務，請致電 2768 6753，電郵至 ssa@hkmu.edu.hk，或傳真至 2712 2301 與有關職員聯絡。

就業服務

學生可在學生事務處網站瀏覽僱主刊登的職位空缺資料，亦可取得就業資源的網址。如欲查詢，請與學生事務處職員聯繫（電話：2768 6644 或電郵：career@hkmu.edu.hk）。

學生資助

修讀研究生課程的香港都會大學學生可申請以下由大學或政府提供的經濟資助：

香港都會大學助學金或貸款

大學提供助學金或貸款予通過入息審查的香港都會大學學生，以繳付學費。請瀏覽學生事務處網頁（<https://www.hkmu.edu.hk/sao/tc/fa>）以了解相關申請資格及詳情。你亦可致電學生事務處（電話：2768 6636）查詢。



免息分期付款計劃

學生可以中銀香港都會大學雙幣白金主卡持卡人身份申請「免息分期付款計劃」以支付學費。詳情可瀏覽大學網頁（<https://www.hkmu.edu.hk/pao/tc/giving/boc-hkmu-dual-currency-platinum-card>）。

政府學費資助計劃

- 擴展的免入息審查貸款計劃（ENLS）

擴展的免入息審查貸款計劃由政府任職家庭及學生資助事務處轄下的學生資助處提供，以貸款形式協助符合資格的學生繳付學費。詳情請瀏覽學生資助處網頁（<http://www.wfsfaa.gov.hk/sfo>）或聯絡學資處（電話：2150 6223）。

- 持續進修基金（CEF）

持續進修基金為有志進修的成年人提供持續教育和培訓資助。每名新申請人（即從未開立持續進修基金帳戶）可申領合共最多港幣 25,000 元的資助。合資格申請人須修畢持續進修基金可獲發還款項課程，並獲得持續進修基金指定之最低成績（請注意：該基金之最低成績與校內評定之及格成績未必一致）。詳情請瀏覽政府持續進修基金網頁（<https://www.wfsfaa.gov.hk/cef/tc>）或聯絡持續進修基金辦事處（電話：3142 2277）。

獎學金及獎項

香港都會大學的獎學金和獎項，均由不同的商業機構、公益團體和私人捐贈，以勉勵學業成績優異的學生。大學一般會通過學院提名，甄選成績卓越的學生，授予獎學金及獎項。有關各類獎學金名單可瀏覽學生事務處網頁（<http://www.hkmu.edu.hk/sao>）。



13 費用

學分承認申請費

這項收費用於支付處理學分承認申請的行政開支。
費用多少，視乎所申請的學分承認種類而定。

詳情請參閱「學分承認申請指引」。

證明文件費用

這項收費用以支付處理學生所申請的證明文件的行政開支，例如有關學生身份、修讀課程、註冊科目、學費和學術資格等的證明文件。

每份 \$50

轉科費用

這項收費用以支付處理有關申請的行政開支。

\$100

學費

繳交學費為註冊過程的一個步驟。在獲本校錄取後，學生應於指定日期繳交學費；於繳費限期過後仍未繳交學費者，將不獲本校錄取。

詳情請參閱網上資料。

學科修讀證書費用

這項收費用以支付處理有關申請及簽發學科修讀證書的行政開支。

每份 \$50

科目成績上訴

學生如提出成績上訴，須繳付費用。

每科 \$650

註：如上訴成功而獲頒更佳成績等級，可獲退還費用。

逾期註冊申請費

這項收費用以支付處理有關逾期註冊申請的行政開支。

每學期 \$500

畢業費（如適用）

學生欲申請畢業，須繳付此項費用。

深造證書及文憑、深造學位課程

每份申請 \$500

重考費用

學生重考須繳付重考費用。 每科 \$220

補發畢業證書

這項收費用以支付補發畢業證書的行政開支。 \$800

補領學生證

學生補領學生證須繳付補領費用。 \$100

學業成績表／畢業證明書費用

這項收費用以支付簽發正式學業成績表／畢業證明書的行政開支。 每份 \$100

自動轉賬不能兌現罰金

償還貸款時自動轉賬不能兌現者須繳付罰金。 \$30

備註：

- 上述收費額或會更改。
- 除非本校另有訂明，所有已繳費用概不發還，亦不得撥作其他用途。
- 申請人／學生必須於限期前繳交各項所需費用。
- 申請人／學生應遵照本校規定的付款形式，繳交上述費用。
- 自 2022 年秋季學期起，新生需在接受錄取通知時支付大學規定的保證金，當學生畢業時，保證金將轉換為畢業費。
- 在學生未償還所欠本校債務前，本校不會頒授學術資格給該學生。

14 常用聯絡方法及常用表格一覽

查詢內容	部門	電話	傳真	電郵地址
學分承認 (例如：索取申請表格、查詢申請處理)	學分承認及畢業組	2768 6624	8148 3375	regaso@hkmu.edu.hk
科目註冊 (例如：舊生選科、更改科目 / 課程、逾期選科、延期修業 / 退修學業)	入學及註冊組 (授課式研究生課程)	2768 6606	8148 3380	regae@hkmu.edu.hk
導修組別 (例如：更改導修組別、上課時間表)	課堂及導修組	2768 6677	8148 3377	regcsat@hkmu.edu.hk
考試及評核 (例如：功課、考試時間表、延期考試、重考、科目成績)	考試及評核組	2768 6688	8148 3378	regexam@hkmu.edu.hk
畢業查詢	學分承認及畢業組	2768 6683 2768 6692	8148 3379	reggrad@hkmu.edu.hk
學生紀錄 (例如：更改個人資料、申請證明書 / 學生成績表、學生證)	學生紀錄組	2768 6623	8148 3374	regrec@hkmu.edu.hk
有特別學習需要的學生援助 (例如：特別教材 / 器材)	學生事務處	2768 6753	2712 2301	ssa@hkmu.edu.hk
就業服務 (例如：就業資訊及發展)		2768 6644	2712 2301	career@hkmu.edu.hk
學生獎助服務 (例如：獎學金、助學金、貸款)		2768 6636	2712 2301	sao_sfs@hkmu.edu.hk
學生活動 (例如：學會)		2768 6267	2712 2301	ssa@hkmu.edu.hk
課程教材 / 作業 (例如：指定教科書、教材供應)	教與學發展處	2768 6446	2714 3324	hkmu_dist@hkmu.edu.hk
圖書館	諮詢服務 何鴻燊圖書館 何息夷圖書館	2768 6777 2768 6778 3120 2555	2715 1950	libwww@hkmu.edu.hk
短期課程查詢	李嘉誠專業進修學院	3120 9988	2381 8456	lipace@hkmu.edu.hk

查詢內容	部門	電話	傳真	電郵地址
電腦實驗室	—	2768 6524	2762 7469	ituhelp@hkmu.edu.hk
選科及課程輔導	各學院的學科主任： <ul style="list-style-type: none"> 人文社會科學院 李兆基商業管理學院 教育及語文學院 護理及健康學院 科技學院 通識教育學士（教務處） 	2768 5721 2768 6940 2768 5809 3120 2660 2768 6824 2768 6601	2391 3184 2391 9095 2395 4235 2406 2375 2789 1170 2761 3935	as@hkmu.edu.hk ba@hkmu.edu.hk el@hkmu.edu.hk nhs@hkmu.edu.hk sct@hkmu.edu.hk regadm@hkmu.edu.hk
轉駁服務	—	2711 2100	—	—
一般查詢	諮詢中心 24 小時資訊聆	2711 2100	2715 0760	info@hkmu.edu.hk
公共事務	公共事務處	2768 6360	2789 0323	pao@hkmu.edu.hk
緊急事故	正校園	2768 6260/ 2624 5767	—	—
	賽馬會校園	3120 2403/ 2406 2098	—	—
	賽馬會健康護理學院	3641 1056/ 2716 5199	—	—
	葵興校園	2540 0072 (校園管理部)	—	—
其他事項				
預訂場地 (例如：導修課室、教室、體育館)	財務及校園管理處 (校園管理部)	3120 2413 (正校園、賽馬會校園及賽馬會健康護理學院)	—	hkmumc@hongyip3.com
失物認領 / 報失		3120 2413 (正校園、賽馬會校園及賽馬會健康護理學院) 2540 0072 (葵興校園)	—	hkmumc@hongyip3.com fmukhc@hkmu.edu.hk

學生常用表格一覽

請進入以下網頁下載[表格](#)，申請使用由教務處及學生事務處提供的各項服務。

香港都會大學

Hong Kong Metropolitan University

香港九龍何文田

Ho Man Tin, Kowloon

Hong Kong

網址 Website

<https://www.hkmu.edu.hk>

