This Handbook is published for the guidance of postgraduate students who wish to enter the University in 1995-96. The information herein may be changed from time to time by the appropriate University Authority. In the event of inconsistency between information contained in the Handbook and a University regulation or programme, or where an interpretation of the Handbook is required, the decision of the University Authority shall be final. The Handbook does not form any part of a contract between any person and the University.

All enquiries should be addressed to:

The Director of Admissions, Registration and Records
The Hong Kong University of Science and Technology
Clear Water Bay
Kowloon
Hong Kong

Telephone : (852) 2358 6646
Facsimile : (852) 2358 2463
Principal Officers of the University

The Chancellor: The Right Honourable Christopher PATTEN

The Chairman of the Council: Sir Sze-yuen CHUNG, GBE, JP

The Vice-Chairman of the Council: Dr. CHENG Hon-kwan, OBE, JP

The Treasurer of the Council: The Honourable LAU Wah-sum, OBE, JP

The Vice-Chancellor and President: Professor Chia-Wei WOO, BS, MA, PhD

The Pro-Vice-Chancellor for Academic Affairs: Professor Shan-Dow Kung, BS, MS, PhD

The Pro-Vice-Chancellor for Administration and Business: Mr. Ian F.C. MACPHERSON, CBE, MA

The Pro-Vice-Chancellor for Research and Development: Professor Eugene WONG, BS, AM, PhD
There are two kinds of ongoing transitions in Hong Kong. A political transition is taking place to prepare Hong Kong for self governance after 1997. At the same time, an economic transition has been occurring quietly, to advance Hong Kong from a labour intensive economy to a technology based society. These two transitions promise great opportunities to people who are highly motivated, well educated, and caring.

Hong Kong has very little in the way of natural resources. Our greatest asset is our people - an intelligent, hard-working, and versatile people, a people perfectly placed to take advantage of higher education. Over the last two decades, the meaning of "higher education" has changed in Hong Kong. A baccalaureate degree provides a young person with a licence, so to speak, to enter the world of high technology and modern management. To become truly competitive and to contribute in leadership roles, however, a strong postgraduate education may soon become a prerequisite. This has been the common experience of economically advanced countries, and is becoming increasingly evident in all the newly industrialised economies – notably Singapore, South Korea, and Taiwan.

The Hong Kong University of Science and Technology (HKUST) has been created to help meet Hong Kong's needs for economic development in and beyond these times of transition. The University comprises four Schools and, immediately upon opening in October 1991, courses for master's and doctoral degrees began in all four. Eventually some 30% of the University enrolment will be at postgraduate levels.

All the leading academic staff appointed at HKUST so far have served as senior professors in major research universities around the world, or in equivalent posts in industrial laboratories. HKUST's staff possess rich experience in directing postgraduate and postdoctoral studies, have published extensively in professional journals, and are highly respected internationally. They are precisely the kind of scholars under whose direction numerous Hong Kong students have gone overseas to pursue advanced study over the years. In support of their efforts, both the Government and the private sector have been generous in ensuring that this new technological University is well equipped for state-of-the-art research work.

We welcome applications from graduates of our fine sister institutions in Hong Kong, and graduates of strong institutions elsewhere. To the latter, I wish to add that Hong Kong is a great place to live and a land of diverse opportunities. In return, international students will help to broaden our vistas and enhance Hong Kong's position as one of the world's great metropolises.

We also invite applications from those who are currently employed, to come either full-time or part-time. These mature and already contributing members of Hong Kong's society are an important component of HKUST's postgraduate student body. The real-life experience they bring enrich the everyday education of their fellow students. Also, they serve as links to industry, commerce, the professions, and public services, with which the University's academic staff expect to collaborate closely.

The coming decade will see great moments in the history of Hong Kong. Great moments have always been made by ordinary people. We in Hong Kong are fortunate to be the ordinary people who can, with vision and determination, capture these great moments and make them our own. To do so hand in hand with people of like mind, to do so while creating a world-class university, and to do so in an idyllic environment, is to live life to its fullest.

Friends, if you share our love for learning, our faith in the people of Hong Kong, and our sense of mission and excitement, join us.

HANDS ON THE PRESENT AND EYES FOR THE FUTURE

Chia-Wei WOO
Vice-Chancellor and President
CONTENTS

I. THE UNIVERSITY
  1. Introduction
  2. Academic Faculty
  3. Students
  4. Postgraduate Programmes

II. ADMISSION OF STUDENTS
  5. Postgraduate Admission Requirements
  6. Application for Admission
  7. Students from Overseas

III. FEES, SCHOLARSHIPS AND FINANCIAL ASSISTANCE
  8. Fees for 1995-96 Academic year
  9. Scholarships
  10. Financial Assistance

IV. ACADEMIC REGULATIONS
  11. Terminology
     A. Programme
     B. Department
     C. Major Department
     D. Course
     E. Course Code
     F. Course Vector and Credits
  12. General Regulations
     A. Student Conduct
     B. Academic Integrity and Discipline
     C. Academic Dishonesty
     D. Procedures in Case of Academic Dishonesty
     E. Sanctions
     F. Student Rights and Obligations
     G. Examination Guidelines for Students
     H. Intellectual Property Rights
     I. Use of Human or Animal Subjects
     J. Variance from Regulation
  13. Regulations Governing Postgraduate Studies
     A. Programme Registration
     B. Study Commitment
     C. Double Registration
     D. Late Registration
     E. Full-time and Part-time Study
     F. Duration of Study
     G. Course Registration
     H. Course Requirements
     I. Course Repeats
     J. Course Enrolment Changes
     K. Prerequisites, Exclusions and Background
     L. Course Auditor
     M. Course Exemption
     N. Advanced Standing
     O. Assessment
       A. Course Grading
       B. Absence from Final Examinations
       C. Postgraduate Grades
       D. Grade Reports
       E. Grade Review
       F. Grade Averages
     G. Conduct of Thesis Examinations
     H. Thesis Format
     I. Academic Standing
     J. Residence Requirements
     K. MSc and MA Programmes
     L. MBA Programme
     M. MPhil Programmes
     N. PhD Programmes
     O. Graduation
     P. Inter-departmental / Programme Transfer
     Q. Programme Withdrawal
The objectives of the University are—

(a) to advance learning and knowledge through teaching and research, particularly—

(i) in science, technology, engineering, management and business studies; and

(ii) at the postgraduate level; and

(b) to assist in the economic and social development of Hong Kong.

~ The University Ordinance
I. THE UNIVERSITY

Introduction

The Hong Kong University of Science and Technology (HKUST) was incorporated in April 1988, and opened in October 1991, as a technological university dedicated to the advancement of learning and scholarship, with special emphasis on research, postgraduate education, and close collaboration with business and industry.

The University occupies an impressive 60-hectare site on the northern end of Clear Water Bay Peninsula at Tai Po Tsai. Situated on the slopes along the shore, the campus grounds are terraced to afford buildings on all levels with unobstructed panoramic views of the sea.

The campus is being built in three phases. Phase I was completed in July 1991 and has a capacity of 2,000 full-time equivalent (FTE) undergraduate and postgraduate students. Phase II, bringing capacity to about 7,000 FTE students, was completed in January 1993. With the completion of Phase III (contingent upon approval of funds), the University will be able to accommodate a student body of 10,000 FTE students.

The major source of financial support for the University is the Government of Hong Kong through the University and Polytechnic Grants Committee (UPGC) and its Research Grants Council (RGC). Student fees, other sources of research support and donations are also significant contributors to the University's budget which will exceed $1 billion in 1994-95. Construction of Phases I and II of the campus was assisted by a grant from the Royal Hong Kong Jockey Club of almost $2 billion towards the cost of over $3.2 billion.
The Vice-Chancellor/President is the chief executive officer and the three principal branches of the University are Academic Affairs, Administration and Business, and Research and Development, each headed by a Pro-Vice-Chancellor. Within Academic Affairs are the four schools which comprise the academic heartland of HKUST, each school being divided into departments or divisions. As well, there are a number of academic service units and research units located administratively within the branch. Administration and Business is concerned with the non-academic administrative and financial operation of the University, and Research and Development focuses on research administration and contractual and applied research relevant to Hong Kong's technological and socio-economic development.

Three of the University's schools - Science, Engineering, and Business and Management - provide both undergraduate and postgraduate education. The School of Humanities and Social Science offers postgraduate education, and general education for all undergraduates. As the medium of instruction is English, classes aimed at improving English Language skills are available to students, as needed.

To complement the schools and their constituent academic departments, the University has set up interdisciplinary research institutes, the Research Centre and the Technology Transfer Centre to facilitate collaboration among the different schools and partnerships between the University and the public and private sectors.

**Academic Faculty**

With a policy calling for one faculty member for every 11 students, the University recruits worldwide for faculty who have achieved excellence in their fields and are highly respected as both teachers and researchers. These include both established academics and promising younger scholars. More than 85% have earned doctorates, pursued postdoctoral studies, or taught at the world's leading research universities.

These men and women care about Hong Kong, its people and its future. They have broad intellectual interests, and wish to work collaboratively with colleagues in other fields and interact with professionals in industry, commerce and the public services. Most importantly, they care about their students.

The University began instruction in 1991 with some 100 faculty, a large percentage of whom were in senior positions. By the end of 1994 about 350 academics will have been appointed. Presently at a lower level, the steady-state student-faculty ratio should be 11:1.

**Students**

The University seeks highly qualified and motivated young men and women with wide interests who have received a well-rounded secondary education. In addition to having achieved good grades, they should be active participants in diverse activities and possess great potential.

The University's goal is to engage its students in a continuous dialogue, to challenge them intellectually, and to encourage them to think on their own and to learn how to learn. Thus the University's graduates will become competent professionals, innovative leaders in their fields, adaptable and versatile generalists, and sensitive, caring citizens.
The University offers postgraduate programmes leading to master’s and doctoral degrees in all four Schools, as indicated below:

**SCHOOL OF SCIENCE**

Master of Science (MSc)
- Biotechnology#
- Environmental Science
- Materials Science and Engineering#
- Mathematics
- Physics

Master of Philosophy (MPhil)
- Biochemistry
- Biology
- Chemistry
- Mathematics
- Physics

Master of Philosophy (MPhil)
- Biochemistry
- Biology
- Chemistry
- Mathematics
- Physics

Doctor of Philosophy (PhD)
- Biochemistry
- Biology
- Chemistry
- Mathematics
- Physics

# Also available to students in the School of Engineering.

**SCHOOL OF ENGINEERING**

Master of Science (MSc)
- Chemical Engineering
- Civil and Structural Engineering
- Computer Science
- Electrical and Electronic Engineering
- Environmental Engineering
- Industrial Engineering
- Mechanical Engineering

Master of Philosophy (MPhil)
- Chemical Engineering
- Civil and Structural Engineering
- Computer Science
- Electrical and Electronic Engineering
- Industrial Engineering
- Mechanical Engineering

Doctor of Philosophy (PhD)
- Chemical Engineering
- Civil and Structural Engineering
- Computer Science
- Electrical and Electronic Engineering
- Industrial Engineering
- Mechanical Engineering
### SCHOOL OF BUSINESS AND MANAGEMENT

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Business Administration (MBA)</td>
<td>M300</td>
</tr>
<tr>
<td>Master of Science</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>M311</td>
</tr>
<tr>
<td>Economics</td>
<td>M331</td>
</tr>
<tr>
<td>Master of Philosophy (MPhil)</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>M310</td>
</tr>
<tr>
<td>Economics</td>
<td>M340</td>
</tr>
<tr>
<td>Finance</td>
<td></td>
</tr>
<tr>
<td>Information Systems</td>
<td>M320</td>
</tr>
<tr>
<td>Management Operations</td>
<td>M370</td>
</tr>
<tr>
<td>Management of Organisations</td>
<td>M350</td>
</tr>
<tr>
<td>Marketing</td>
<td>M360</td>
</tr>
<tr>
<td>Doctor of Philosophy (PhD)</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>D310</td>
</tr>
<tr>
<td>Economics</td>
<td>D330</td>
</tr>
<tr>
<td>Finance</td>
<td>D340</td>
</tr>
<tr>
<td>Information Systems</td>
<td>D320</td>
</tr>
<tr>
<td>Management Operations</td>
<td>D321</td>
</tr>
<tr>
<td>Management of Organisations</td>
<td>D351</td>
</tr>
<tr>
<td>Marketing</td>
<td>D360</td>
</tr>
</tbody>
</table>

### SCHOOL OF HUMANITIES AND SOCIAL SCIENCE

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Arts (MA)</td>
<td></td>
</tr>
<tr>
<td>Chinese Studies</td>
<td>M513</td>
</tr>
<tr>
<td>Humanities</td>
<td>M413</td>
</tr>
<tr>
<td>Social Science</td>
<td>M423</td>
</tr>
<tr>
<td>Master of Philosophy (MPhil)</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>M410</td>
</tr>
<tr>
<td>Social Science</td>
<td>M420</td>
</tr>
<tr>
<td>Doctor of Philosophy (PhD)</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>D410</td>
</tr>
<tr>
<td>Social Science (provisional)*</td>
<td>D420*</td>
</tr>
</tbody>
</table>

* Expected to be offered in Fall 1995.
II. ADMISSION OF STUDENTS

Postgraduate Admission Requirements

Applicants seeking admission to a master's degree programme should have obtained a first degree from this University or a recognised institution, or obtained an approved equivalent qualification; and satisfied the school and department concerned as to their fitness as well as their English ability to pursue the postgraduate programme.

To be eligible for admission to a PhD degree programme, applicants should normally have obtained a master's degree from this University or an approved institution, or presented evidence of satisfactory work at the postgraduate level on a full-time basis for at least one year, or on a part-time basis for at least two years; and satisfied the school and department concerned as to their chosen subject of research, as well as their fitness and English ability to undertake the research.

Selected applicants may be invited for interview. Successful applicants will receive an offer of admission from the school or department concerned, and may be required to satisfy specified conditions. Applicants receiving an offer will be expected to accept or decline by a specified date.

Application for Admission

Application forms for admission to postgraduate programmes are available directly from:
Admissions, Registration and Records Office
The Hong Kong University of Science and Technology
Clear Water Bay
Kowloon
Hong Kong
The closing date for the return of the application forms is 15 March for admission in September of the same year, but late applications may be considered. Items to be submitted with the completed application form include a one-page statement on study plans and career goals; two letters of recommendation mailed directly to the Director of Admissions, Registration and Records; officially certified academic transcripts of undergraduate studies (and postgraduate studies, if any); and a copy of the bank pay-in-slip confirming that the application fee of the HK$120 has been paid into the University's bank account.

For overseas applicants, if official transcripts are in a language other than English or Chinese, a certified translation into English must be provided. In lieu of the bank pay-in-slip confirming payment of application fee, overseas applicants may submit a bankdraft or certified bank cheque of an amount equivalent to US$16.00 with the completed application form.

**Students from Overseas**

The University welcomes applications from overseas students who are seeking admission to full-time studies at the postgraduate level. Applicants should be aware, however, that competition for admission is such that only very well-qualified candidates will gain admission.

As non-local students are not allowed to work, either full-time or part-time in Hong Kong, overseas students should carefully consider the financial aspects of their studies in Hong Kong before applying for admission. In 1995-96, tuition fees (except for MBA programme) will amount to $31,030 per annum and accommodation in on-campus postgraduate halls will involve approximately $10,300 per person for single occupancy and $6,700 per person for double occupancy in air-conditioned rooms for a residential year of about 280 days. In addition monies will be needed for subsistence, textbooks, local travel, sports equipment, clothing, and other personal needs. A total of at least $71,000 per academic year (9 months) is likely to be required for postgraduate study.

Students from overseas must obtain a visa in order to study in Hong Kong. Applications should be made well in advance at a British Consulate or High Commission or Visa Office, or by writing directly to The Hong Kong Immigration Department, 2/F, Tower II, 7 Gloucester Road, Wanchai, Hong Kong. Applicants will be required to show sufficient financial resources to cover expenses for their period of study. Applicants must also nominate a sponsor who is resident in Hong Kong, aged over 21, to whom they are known personally. Postgraduate applicants who have difficulty in nominating a sponsor in Hong Kong may indicate on their visa applications that the University's Director of Admissions, Registration and Records is willing to act in this capacity.
III. FEES, SCHOLARSHIPS AND FINANCIAL ASSISTANCE

This section deals with tuition and other fees, and financial assistance available for students.

**Fees for 1995-96 Academic Year**

There are a variety of fees as described below. Except for caution money, fees are not refundable.

1. An application fee of $120 is charged for each application for admission in 1995-96 to the University, payable at the time of submission of the application form.

2. The tuition fee for postgraduate students (except for those in the MBA programme) is HK$31,030 per annum for full-time students and HK$15,515 per annum for part-time students. The fee is paid in two equal instalments before the beginning of each semester.

3. The fee structure for full-time and part-time MBA students is described in the MBA brochure of the School of Business and Management.

4. In addition, each new student is required to pay a deposit of $300 as caution money on first registration. Charges will be made against this deposit if there are any unpaid claims against the student, such as outstanding library dues. The balance will be transferred towards the graduation fee, or refunded if the student leaves the University before graduation.

5. Students joining the Students' Union are required to pay an initial entry fee and thereafter an annual subscription. These fees are set by the Union and collected by the University on behalf of the Union.
6. Students may be required to pay late charges for failure to complete certain University procedures by stipulated deadlines. These include delays in paying tuition fees and completing registration procedures, overdue library books, etc. Late charges are levied in accordance with the rules and regulations set by the respective offices.

7. The residential hall charges for 1995-96 are approximately $10,300 per person for single occupancy and $6,700 per person for double occupancy in air-conditioned rooms at the postgraduate halls for a residential year of about 280 days. Hall charges are to be paid in two instalments and do not include the cost of meals.

8. Other small fees and charges:

   - Transcript fee per copy* $30
   - Replacement of Student I/D Card $30
   - Application fee for retention of place $200
     (deferred entry)
   - Graduation fee $300
   - Late registration $100
   - Testimonial fee $10

* A free copy will be issued to students upon graduation or withdrawal from the University.

---

**Scholarships**

**Scholarships and Prizes**

The University administers a number of scholarships and prizes on behalf of individual and corporate donors. Most are awarded to students, without application, on the strength of academic merit and the recommendations of a school or department. Other scholarships may have conditions specified by the donor. Further details are available at the Student Affairs Office.

**Postgraduate Studentships**

The University awards postgraduate studentships to selected full-time research postgraduate students. Recipients of studentships are required to engage in ancillary teaching and/or research duties assigned by their major departments. In 1994-95, postgraduate studentships are at the rates of $10,000, $5,000 or $2,500 per month.

---

**Financial Assistance**

**Government Student Financial Assistance**

Full-time students who have the right of abode in Hong Kong or have resided or have had their home in Hong Kong continuously for three complete years immediately prior to the commencement of their programme of study are eligible to apply for financial aid to the Government Student Financial Assistance Agency. Assistance is offered in the form of grants and/or loans. Grants are given for tuition fee and academic expenses; loans are approved for living expenses. Awards are means-tested so that the amount awarded is related to family disposable income. Students are expected to repay their loans at an interest rate of 2.5% per annum within a specified period after graduation or upon leaving the University.
Application forms and further details may be obtained from the Government Student Financial Assistance Agency at 9/F, National Mutual Centre, 151, Gloucester Road, Wanchai, Hong Kong, or from the Student Affairs Office of the University. Students with financial difficulties are urged to apply for assistance under this scheme at the beginning of the academic year.

University Loans and Bursaries
Students with additional financial needs may apply for financial assistance administered by the University. In general, these funds are used to supplement, but not substitute for, Government financial assistance. Details are available at the Student Affairs Office.

IV. ACADEMIC REGULATIONS

All students are responsible for their individual conduct and for adherence to the regulations.

A. TERMINOLOGY

1. Programme
A programme is an official degree programme recognised by UPGC. Each programme is given a unique programme code; e.g. the Master of Philosophy programme in Biochemistry bears the code M110.

2. Department
The term department is used in the Academic Calendar to include all academic departments, the two divisions in the School of Humanities and Social Science, and any other academic units administering programmes.

3. Major Department
A student’s major department is the academic unit which offers the specific programme in which the student is enrolled.

4. Course
A course is the basic unit of instruction at the University and is usually taught in either the Fall or Spring Semester. Courses are offered by all academic departments, the two divisions in the School of Humanities and Social Science as well as the Language Centre. All courses are designated by a course code, title and vector; e.g. CIVL 571 Advanced Soil Mechanics [3-0-0:3].
5. Course Code

Each course is identified by a course code which comprises a four-letter code followed by a three-digit number code. The letter code denotes either the area of study or course offering department. The 23 letter codes currently in use are:

- ACCT  Accounting
- BICH  Biochemistry
- BIOL  Biology
- BTEC  Biotechnology
- CENG  Chemical Engineering
- CHEM  Chemistry
- CIVL  Civil and Structural Engineering
- COMP  Computer Science
- ECON  Economics
- ELEC  Electrical and Electronic Engineering
- ESCE  Environmental Science and Engineering
- FINA  Finance
- HUMA  Humanities
- INDE  Industrial Engineering
- ISMT  Information and Systems Management
- LANG  Language
- MARK  Marketing
- MATH  Mathematics
- MATL  Materials Science and Engineering
- MECH  Mechanical Engineering
- MGTO  Management of Organisations
- PHYS  Physics
- SOSC  Social Science

The last two digits of the number code represent a departmental coding series while the first digit indicates the course level:

- 0 = Introductory courses which are designed for undergraduate students without an AL background in the subject area. A student admitted with an acceptable AL grade in the subject must replace such a course with an appropriate alternative.
- 1 = Undergraduate year 1 courses
- 2 = Undergraduate year 2 courses
- 3 = Undergraduate year 3 courses
- 5 = Postgraduate courses
- 6 = Postgraduate courses usually in the form of seminars, independent studies, reading courses or master research
- 7 = Postgraduate courses usually in the form of doctoral seminars or research

For example, CIVL 571 denotes that it is a postgraduate course offered by the Department of Civil and Structural Engineering.

6. Course Vector and Credits

Each course is assigned a course vector which indicates the number of instructional hours required and credits to be earned. It contains four numbers which stand for:

- first number = lecture hours per week
- second number = tutorial, seminar or recitation hours per week
- third number = laboratory or field study hours per week
- fourth number = number of course credits

For example, a course vector of [3-1-2:3] denotes a course that requires 3 lecture hours, 1 tutorial/seminar/recitation hour, and 2 laboratory hours each week, and carries 3 credits.

The credit value of a course depends on the required scheduled hours of instruction. Normally, one credit is designated for one lecture hour, one seminar hour or three laboratory hours per week. However, sessions may be given less credit per hour if some scheduled hours such as tutorials reduce non-scheduled work by students.
B. GENERAL REGULATIONS

Regulations described in this section apply to all students.

1. Student Conduct

The University expects good conduct from all students. Rules and regulations are formulated and enforced to ensure the effective operation of the University, and the well-being of students and staff.

2. Academic Integrity and Discipline

Academic integrity is basic to the work of all students at the University, and to scholarly and scientific work generally. Central to academic integrity is the presentation of one’s own work as one’s own, the acknowledgement of others’ work, and the truthful reporting of results obtained. Students should acquaint themselves with the University’s policy on academic integrity and discipline.

2.1 Academic Dishonesty

There are a number of ways in which the tenets of academic integrity may be violated. The offences stated below are by no means exhaustive and the determination of academic dishonesty will be based on the broader context of the students’ possible intent to mislead an instructor or the University as to their academic achievement, status, or qualifications. “Students” as used here includes currently registered students as well as those who have graduated or left the University.

Plagiarism is defined as the presentation of work which actually originates from other sources as one’s own, for credit in a course or programme of study or towards the fulfilment of degree requirements. It includes the presentation in theses, examinations, tests, term papers, and other assignments, of someone else’s work without attribution, including the presentation of someone else’s argument in one’s own words without acknowledgement.

Cheating is defined as the unauthorised giving, receiving or utilising, or any attempt to do so, of information or assistance during a test or examination. Also included are the unauthorised receipt or conveyance, or the attempt to do so, of test or examination questions; giving or receiving assistance on an essay or assignment beyond what is approved by the instructor; impersonating someone else or causing or allowing oneself to be impersonated by someone else in writing or participating in a test or examination; the submission of any academic work containing a purported statement of fact, or reference to a source, which has been concocted; presenting for credit in any course or programme of study, without the permission of the instructor concerned, academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere; and any other conduct designed to provide a misleading basis for judgement of the students’s performance or academic standing.

2.2 Procedures in Case of Academic Dishonesty

If an instructor suspects that an act of academic dishonesty has been committed, he or she may choose, in the first instance, to discuss the matter privately with the student concerned to arrive informally at a mutually acceptable resolution. However, in cases when such agreement is not possible and in which the instructor has strong reasons to believe that a breach of academic integrity has occurred, the instructor may wish to begin a formal process of enquiry by calling a meeting with the student according to the procedures outlined below. If the offence relates to the activities of an academic department, division, centre or a similar unit,
rather than a specific course, an appropriate member of the University staff arranges the meeting. In all cases, the student is informed of the purpose of the meeting in advance and the discussion is on record.

If, after the meeting, the instructor, or other appropriate individuals as noted, is satisfied that no academic dishonesty has been committed, no further action will be taken. The decision is conveyed to the student. If the student admits the alleged offence, the instructor may recommend an appropriate sanction and the student is informed accordingly. A report will be made to the student’s major department. If, however, the student denies the charge, or disputes the sanction, or fails to attend the meeting, and the instructor decides that an act of academic dishonesty has been committed, the instructor forwards the case to the department head for further action.

2.3 Sanctions

The following sanctions may be imposed, singly or in combination, and will be noted in the student’s file: verbal or written warning or reprimand; a lower grade or failure on the assignment or test or examination, which may result in a lower course grade including failure in the course; a make-up assignment or test or examination; a reduction of the final grade or a failure in the course as a penalty exclusive of any reduced grade; withdrawal of eligibility for future scholarships and other academic awards; ineligibility for honours upon graduation; suspension from the University for a set period or indefinitely; cancellation of academic standing or academic credits obtained thus far; withholding or rescinding an HKUST degree; any other sanctions, as deemed appropriate for certain offences.

2.4 Student Rights and Obligations

Students have the right to be informed that an academic offence is suspected, to defend themselves against the charges and present evidence, and to meet with the authority imposing a sanction for this latter purpose. They should be informed of the verdict, the sanction, and the appeal procedures and should also be advised to approach the Director of Student Affairs for advice and guidance.

An appeal may be made against either the verdict or the sanction(s) imposed. This must be made in writing within fourteen days of receiving the decision and should state the grounds on which it is made. Normally, appeals will be considered only on the grounds of procedural irregularity or new evidence.

In some cases appeal decisions can be appealed against. At each stage, the student is informed if further appeal is possible and any conditions which may pertain.

3. Examination Guidelines for Students

3.1 Examinees will be asked to show their Student Identity Cards for verification purposes. Students who are unable to present their cards will not be allowed to write the examination.

3.2 Examinees are not allowed to bring into or remove from the examination room any printed or written matter save with the express permission of an examiner or invigilator. Unless expressly permitted by the examiner, no books, paper, calculators, or any information storage and retrieval device will be allowed.
3.3 Normally, no examinees will be allowed to enter the examination room later than thirty minutes after the start of the examination, and no examinees will be permitted to leave the examination room within the first thirty minutes of the examination. An invigilator or examiner may waive this time limit under special circumstances, such as sickness. Late comers will not be given any extra time for the examination.

3.4 Examinees who are taken ill during the examination and have to leave the examination room are advised to proceed immediately to the Student Health Services on campus, if possible, or seek other appropriate medical assistance as soon as possible.

3.5 Examinees should only write on their answer books or on any supplementary answer books and sheets provided for the purpose and shall surrender all such materials in good order on leaving the examination room. Answers should be written on the right hand page only, with the left hand page used for rough work. The examiners may read only the right hand page material.

3.6 No conversation will be allowed during the examination and any questions must be addressed to an invigilator. Any irregularity of conduct in the examination room will be reported. Examinees causing disturbance in the examination room will be expelled from the examination room and may face disciplinary action.

3.7 Examinees must hand in their answer books on leaving the examination room. However, examinees may not be allowed to leave the examination room during the last fifteen minutes of the examination and must remain seated until all the examination answer books have been collected by an invigilator.

3.8 Examinees who fail to attend a scheduled examination without prior approval of the department offering the course will result in automatic course failure. Appeals for special consideration on the grounds of special circumstances such as medical reasons are described in the Academic Calendar.

3.9 In the event of cancellation of examinations as a result of Storm Warning Signal No.8 or above being hoisted or Rainstorm Black Warning being issued, arrangements will be made for the examinations affected to be held as soon as practicable after the original examination period and candidates will be notified accordingly through public announcements, etc.

4. Intellectual Property Rights

The University has established policies defining the characteristics, development, procedures, responsibilities, and ownership of intellectual property for students, faculty and staff. The policies are organised into four different areas of interests: Copyright, Patents, Software, and Trade and Service Marks. A booklet dealing with each area is available from the Office of Contract and Grant Administration. As part of university policy, all students, faculty and staff are required to agree to and abide by these policies as a condition of admission or employment. The University may make changes to these policies from time to time.

5. Use of Human or Animal Subjects

There are complex legal, regulatory and operational standards applicable to the care and use of human and animal "subjects" in educational, research and service programmes. The term
“subject” means that the person or animal is subjected to some planned activity for the purpose of effecting response or developing new scientific understanding. Comprehensive policies are currently under development.

6. Variance from Regulation

In general, request for a variance to the academic regulation should be made in the first instance to the student’s major department. Any subsequent appeal against a departmental decision must be made within two weeks of receiving notice of the decision. Such an appeal should be well documented and addressed to the dean of the school in which the student is enrolled. The dean’s decision is final.

C. REGULATIONS GOVERNING POSTGRADUATE STUDIES

1. Programme Registration

Programme registration involves payment of tuition and other prescribed fees where appropriate and confirms students’ enrolment at the University. It also allows for application for hall residence and financial aid, as well as the acquisition of information about student life and the University.

Each student enrolled in a specific programme is subject to the requirements of the major department and the University. Exemption from specific requirements are possible, but only in well justified circumstances and with written permission from the major department. Failure to enrol in the programme in any one semester will result in automatic withdrawal from the programme and the University, unless a formal ‘Leave from Study’ has been obtained. ‘Leave from Study’ is possible only on application to and with the approval of the student’s major department.

1.1 Study Commitment

Students admitted to a full-time programme of study are expected to study full-time for their degrees, and are cautioned that outside work commitments may impede their academic performance.

1.2 Double Registration

Unless prior permission from the Director of Admissions, Registration and Records is obtained, students are not permitted to concurrently register for another programme at this University or at another tertiary institution. Student enrolment lists are compared with those of other tertiary institutions from time to time. If students are found to be registered elsewhere, they will normally be required to discontinue their studies at this University.

1.3 Late Registration

Overseas postgraduate students admitted to the University in a particular academic year must complete registration in their programmes by the end of the add-drop period in the Fall or Spring Semester. No deferment of registration is granted for more than one semester. The admission offers made to prospective students who are not able to adhere to the above deadlines will become void. They will have to reapply for admission to the University as new applicants.

1.4 Full-time and Part-time Study

Most postgraduate degrees are available on both part-time and full-time basis. The taught programmes leading to the MSc, MA and MBA degrees are suitable for students interested in part-time study. The MPhil and PhD are research degrees, and students in some disciplines may be required to participate in research on a full-time basis.
Postgraduate students may apply to their department, prior to the beginning of any semester, for transfer from full-time to part-time status or from part-time to full-time status. When such a transfer is allowed, the remaining degree requirements will be determined.

Full-time students in taught programmes are expected to be in attendance during those semesters and sessions for which their programmes are scheduled. In many programmes, research students may be expected to be in attendance on a year-round basis. For part-time students, attendance shall be as above except on a part-time basis as defined by the requirements of their programmes.

1.5 Duration of Study

For full-time students, the normal periods for the completion of MSc, MA and MPhil degrees are one and a half years, and two years for the MBA. For the PhD degree it is four years after the first degree with a reduction of one and a half years if a relevant master's degree is earned prior to entering the PhD programme. Part-time students may expect to take about twice the time of full-time students. Students may apply for reductions to these periods.

The maximum time for degree completion is five years for the master's degrees and eight years for a doctoral degree (with a one and a half year reduction in the circumstances noted in the preceding paragraph). These time limits are in effect whether or not the student is in continuous registration. Time limits for part-time study are the same as for full-time study.

2. Course Registration

Course registration deals with the selection of and enrolment in appropriate courses for a specific semester. Students should acquaint themselves with the general rules for postgraduate course registration and departmental course requirements for the programme. Students should also read the course description and requirements carefully before selecting a course. Course registration for a semester requires approval from their major department without which the student's programme registration will be revoked.

2.1 Course Requirements

Credit requirements for postgraduate degrees apply only to course and project work, not to thesis research. For the MSc, MA, MPhil and PhD programmes, the normal full course load is ten credits per semester, and the maximum part-time load is six credits per semester. Unless restricted by departmental regulations, a maximum of two undergraduate courses may be used for postgraduate degree credit at the 300 level. Of the two courses, only one may be from the student's major department.

For all postgraduate programmes, the average course grade obtained for satisfying degree requirements must at least be B.

2.2 Course Repeats

A course with a grade less than C shall not be credited towards a degree although it will be reflected in the student's record. Only two courses in a degree programme may be retaken, and each may be repeated only once. The new grade obtained after repeating a course will replace the previous grade in the calculation of the cumulative and graduation grade averages.
2.3 Course Enrolment Changes

A student who wishes to withdraw from a course after the "add-drop" period may do so up to six weeks before the commencement of the examination period. Withdrawal beyond the six-week deadline will not be accepted. Students are cautioned that late withdrawal may affect their academic progress and result in less than the specified credits being earned in the semester. Such withdrawal is entirely the responsibility of the student who should seek advice from the major department. The Withdrawal without Penalty (W) grade will be recorded as the course grade. Special arrangements pertain to half-semester courses in the Master of Business Administration (MBA) programme.

2.4 Prerequisites, Exclusions and Background

If a course designates other courses as its prerequisites, students must have taken and passed the prerequisite(s) before they may register in the course, unless exemption is granted by the department offering the course.

If a course has exclusions specified, students are not allowed to register in the course if they have already taken and passed any of the stated exclusions. Also students are not allowed to enroll in a course together with any of its stated exclusions in the same semester.

A course may require a certain general level of desired prior knowledge as background. Students should ensure that they have the necessary background to undertake a course, and may seek help from their departmental advisors.

2.5 Course Auditor

With the permission of the course instructor, a full-time student may register in a course as an auditor. Subject to satisfactory completion of requirements set at registration by the instructor, the course will be designated AU on the student's transcript. Otherwise the course will be removed from the registration record. No course credit is given for audited courses.

3. Course Exemption

Course exemption may be granted if the student can produce evidence, such as a transcript and course syllabus, that a course is equivalent in content to another course taken elsewhere, for which a satisfactory grade has been obtained. No credits will be given for the exempted course, and the student may be required to take an approved alternative course.

4. Advanced Standing

Advanced standing may be granted to students on recognition of studies completed successfully elsewhere. Application should be made to their major department during their first semester after admission. Late application will normally not be considered.

The amount of advanced credits to be granted will be determined by the major department on review of past academic records and the level of equivalence to HKUST courses required.

Advanced credits granted will not be included in the calculation of grade averages.

5. Assessment

5.1 Course Grading

Grades given in each course are based on student performance in the final examination, tests, essays and reports, presentations and other forms of classroom participation, assignments, and laboratory exercises, although not all these elements may be present in each course. A failing grade in the laboratory component, if any,
of a course may result in a failure in the whole course. The instructor in each course will discuss the course grading scheme with the class in the first week of lectures. Final examinations are scheduled following the end of lectures after a short study break.

5.2 Absence From Final Examinations

Failure to take the examination as scheduled, without prior permission for exemption from the department offering the course, normally results in automatic course failure.

Students may appeal to the department within two weeks of the missed examination for special consideration, giving well-enunciated reasons.

When a student is exempted from writing the regular examination, the department may decide that the student

(i) repeat the course
(ii) take a special make-up examination
(iii) take a supplementary examination
(iv) be granted a pass standing in the examination. In this case the course grade is based on the grades obtained in the course components other than the final examination.

Medical reasons, authenticated by a physician’s certification that the student was unable to take the examination, will normally result in option (ii), (iii) or (iv) above.

5.3 Postgraduate Grades

Students receive a letter grade in each course in which they are enrolled. Grades range in equal increments from A+ to F, with F carrying zero credit. The grades C- to D-, and E, are not used in postgraduate courses. The grades used are shown in the following table.

<table>
<thead>
<tr>
<th>Letter Grades</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Excellent Performance</td>
</tr>
<tr>
<td>A</td>
<td>Good Performance</td>
</tr>
<tr>
<td>A-</td>
<td>Marginal Performance</td>
</tr>
<tr>
<td>B+</td>
<td>Failure</td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

Other Designations

<table>
<thead>
<tr>
<th>Other Designations</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Audited</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal without Penalty</td>
</tr>
<tr>
<td>P</td>
<td>Pass, Ungraded</td>
</tr>
<tr>
<td>PP</td>
<td>Permitted to Proceed</td>
</tr>
</tbody>
</table>

The Audited (AU) designation will be assigned when an auditing student has completed, to the satisfaction of the instructor, any conditions established at registration as an auditor. If the conditions are not met, the course will be deleted from the student’s record.
An Incomplete (I) grade is used when work is necessarily delayed through no fault of the student, such as a medical problem or an equipment breakdown. This grade must be converted to a regular grade at the beginning of the next semester; otherwise it is converted to F.

The Withdrawal without Penalty (W) grade is given when a student withdraws from a course after the “add-drop” period and prior to six weeks before the end of classes.

The Pass, ungraded (P) grade is given in courses which are indicated in the course description in the Academic Calendar that they will be graded as such.

A failed course (F) cannot be credited towards a degree.

When progress on thesis or project work is satisfactory but not scheduled for completion at the end of a semester, the Permitted to Proceed (PP) grade is used.

5.4 Grade Reports
Grades will be posted in the course-offering departments as soon as they become available. On posted grade lists, students are identified only by their student numbers. Individual grade reports are sent to students approximately four weeks after the end of each semester.

5.5 Grade Review
A student may apply for a grade review in a course in which the student was enrolled in the semester just completed. This request should be made to the department offering the course within two weeks from the day on which grades are posted in the department. If a review is granted, the grading will be reviewed by the course instructor or another member of the departmental faculty within three weeks after the date of grade posting. Any subsequent appeal against the departmental decision must be made to the dean of the school concerned within two weeks of receiving the decision. The dean’s decision is final.

5.6 Grade Averages
A grade average (GA) is the average weighted grades obtained in a group of courses where each course is given a weight equal to its credit value. Courses graded P, I, W, PP and AU are omitted from this calculation.

There are three grade averages. The semester grade average (SGA) is the combined grade average covering all courses taken in both the semester and the session immediately following. The cumulative grade average (CGA) is based on all the courses taken by the student which are expected at the time of calculation to be applied towards the degree requirements in the current programme. At graduation, a graduation grade average (GGA) will be calculated from the courses that are presented for the award of a degree.

All GAs are reported using the closest letter grade, including C- to D- although they are not course grades.

6. Conduct of Thesis Examinations
A student wishing to appear before a thesis examination committee must so indicate to the major department at least six weeks before the examination, and have delivered to the department a sufficient number of examination copies at least four weeks before the examination. For a PhD thesis, the number of copies is seven, and for the MPhil four. One of these copies will be put on display prior to the examination for perusal by departmental faculty and students and other members of the University community and members of the public.
The examination takes place in a single session and comprises three parts, the first two of which are open to all members of the University and to departmental guests, and the third closed to all but the student and the committee. The first part is an oral presentation by the student emphasising the major elements of the research and the results obtained. Next is an open question period, led by any external examiners present followed by other members of the examining committee, and ended by the thesis supervisor. Finally, others in attendance may also ask questions. During this portion of the examination, all questions are addressed through the chairman and any dialogue limited to the student and individual questioner. The third, and closed, part of the examination is reserved for a less formal discussion between the student and the examining committee on his research.

The thesis examination can have one of several results:

- Passed (or Passed with Distinction)
- Passed (or Passed with Distinction) with minor corrections
- Passed with major corrections
- Failed but may be resubmitted
- Failed

Minor corrections are to be made to the satisfaction of the supervisor, but major corrections require the approval of the full examining committee, or a designated sub-committee. The result "Failed but may be resubmitted" requires that the entire examination process be repeated, including the re-establishment of an examination committee. At least six months must pass before re-submission of the thesis. Students can apply for transfer to part-time status during the rewriting process of the thesis. A grade of "Failed" results in the automatic withdrawal of the student from the programme of study and terminates registration at the University.

7. Thesis Format

The thesis shall conform in layout, binding and presentation to the requirements prescribed by the Department. General University guidelines require that a thesis should:

- be written in English;
- have a title page giving the thesis title, the student’s name and academic degree(s), the name of the department, the name of the degree for which the thesis is presented, and the month and year of submission;
- contain a signature page;
- contain a paginated table of contents and a list of references;
- be printed on one side only of international size A4 80 to 90 gsm woodfree paper (297mm x 210mm);
- have all textual materials double-spaced, although long quotations, references and footnotes may be single-spaced;
- be adequately referenced and clearly punctuated; and
- include an abstract of not more than 300 words summarising the content of the thesis.

On successful completion of the thesis examination, the student must submit three clean unbound copies of the thesis to the department which will arrange for the appropriate signature of approval, and forward the signed copies to the Admissions, Registration and Records Office. When bound, two copies will be retained by the Library and one by the department.

8. Academic Standing

The academic standing of all postgraduate students is periodically reviewed by their departments. Unsatisfactory performance may result in students being denied the opportunity to continue their studies. A special academic standing policy pertaining to the School of Engineering is described in the Academic Calendar.
9. Residence Requirements

Normally, a full-time research student is required to be on campus full-time and consequently in such geographical proximity as to be able to participate fully in the University activities associated with the programme. Residence provides the student with an opportunity to become immersed in the intellectual environment of the University. Also included in residency are periods during which the student’s research requires off-campus field or non-HKUST laboratory work.

Normally, the residence requirement for an MPhil degree is three full-time semesters and that for a PhD degree is eight. In many departments, the semester may include all or part of the subsequent session. A semester of residency of a part-time student counts as a one-half semester of residency. Students who have not completed their thesis work should continue registration on a full or part-time basis, without interruption.

These residence requirements do not apply to taught postgraduate programmes which are defined by the semesters and sessions in which the programmes are scheduled.

10. MSc and MA Programmes

These are course work degrees for which students must fulfil a minimum course requirement of 30 credits. Students may also undertake a project described in the departmental calendar entries. Projects require the submission of a written report, as specified by the department and carry a maximum of nine credits. Each report will be read by two faculty members, one of whom is the supervisor, and is graded “Pass” or “Fail”. A “Pass” grade may be denoted “Pass with Distinction” when appropriate.

11. MBA Programme

Requirements for the full-time and part-time MBA programme are described in the MBA brochure of the School of Business and Management.

12. MPhil Programmes

In addition to course work requirements, MPhil students will undertake a programme of thesis research under the direction of a supervisor appointed by the department.

Each MPhil student is, on the commencement of study, assigned an interim supervisor. This supervisor works with the student to map out a tentative programme of study and research, and to identify a research supervisor. The research supervisor, when appointed, replaces the interim advisor.

MPhil research is conducted under the general supervision of a thesis committee of at least three faculty members, one of whom is the designated thesis supervisor and committee chairman.

When the thesis is ready for examination, to the satisfaction of both the student and the supervisor, the department head appoints an examination committee consisting of three faculty members. One is the supervisor and another is appointed as chairman. The committee examines the thesis and conducts an oral thesis examination. Theses are graded Pass or Fail. A Pass grade may be denoted Pass with Distinction when appropriate.

13. PhD Programmes

PhD programmes focus on original research by the student, but most also require course work. Doctoral students proceed from admission to the programme, to candidacy for the degree, and then to defence of the thesis. Each has a thesis supervisor who
oversees the student's research. Candidacy is obtained by the successful completion of qualifying examinations specified by the department.

PhD research is conducted under the general supervision of a thesis committee of at least three faculty members, one of whom is the designated thesis supervisor.

The five-member thesis examination committee is appointed by the Senate Committee on Postgraduate Studies on the recommendation of the department. The committee is chaired by an individual from outside the school, who is appointed by the Committee on Postgraduate Studies upon recommendation by the dean. This person presides over the examination, but is not one of the five members who are: the thesis supervisor, two academic staff members from the department, one academic staff member from outside the department or discipline, and one additional member from outside the department. Theses will be graded Pass or Fail. A Pass grade may be denoted Pass with Distinction when appropriate.

14. Graduation

Students expecting to complete their programme in the current academic year must apply for graduation to the Admissions, Registration and Records Office. Please refer to the Important Dates section at the end of the Academic Calendar for deadlines for application to graduate.

15. Inter-departmental / Programme Transfer

A student may change from one programme of study to another with the permission of the major department to which the student wishes to transfer. If a transfer is approved, that department will determine which credits from the student's former programme apply to the new programme. Normally, the transfer will not be effected until the following semester.

16. Programme Withdrawal

Students who withdraw or are required to withdraw from the University must complete the clearance procedures with the Admissions, Registration and Records Office, the Library, the Student Affairs Office, the Finance Office and the department.
Teaching and research at the University are supported by a number of academic service units.

**University Library**

As an integral component of the academic programme, the Library supports the University’s teaching and research in science, engineering, business and management, the humanities and social sciences. There are seminar rooms for meetings and instruction, areas for group discussion, and study carrels for individual use. Audio-visual materials, both educational and recreational, are available for use in specially equipped facilities. The Library is much more than a repository for the accumulated knowledge of civilisation; it serves as the heart of the intellectual enterprise.

The rapid development of the University requires a correspondingly rapid rate of growth in its library collection. In 1994 the Library had a collection of over 250,000 volumes of books and bound periodicals, as well as a sizable collection of non-print materials. The Library plans to add about 50,000 items per year to support the growing demand of the University’s expanding programme. Reaching beyond local holdings, the Library has made extensive provisions for automation. The Library Online System forms a part of the campus-wide network, and is accessible from every part of the campus. Through the Online System users are able to consult a broad range of bibliographic and full-text information as well as to search CD-ROM databases. The University Library is linked via telecommunications to libraries and databases in institutions locally and overseas.

An experienced staff assists users in a variety of ways, from the selection, acquisition, and cataloguing of materials to using the collection, online searches, and interlibrary loans. There is also a
fully equipped classroom and a computer laboratory for group instruction. The University Library has a strong service orientation in order to effectively meet the information needs of its academic community.

**Language Centre**

The Language Centre has a pan-University role in the provision of language courses, both as academic disciplines and as a support service. English is the medium of instruction in the University, and a priority of the Language Centre is to assist students in all Schools to acquire the necessary language skills for them to gain the maximum benefit from their subject courses. In addition, the importance of Putonghua is reflected in the number and variety of courses in this language offered to all students.

The Language Centre has two 24-booth audio-visual language laboratories (for oral/aural work), one 18-booth and one 24-booth computerised language laboratory (for oral/aural work as well as text processing and editing).

The Language Centre also runs a Self-Access Centre, a purpose-built facility that contains audio, video, satellite TV, computer and multimedia equipment, along with a variety of language-learning materials. The Self-Access Centre is open on weekdays and Saturday mornings. Its aim is to help staff and students to improve their skills in English, Putonghua and other languages through independent learning.

**Centre of Computing Services and Telecommunications (CCST)**

The Centre of Computing Services and Telecommunications develops and manages the computing and networking infrastructure of the University. It provides computing support to undergraduate and postgraduate teaching and research applications in all School. The Centre also serves the University's administrative needs by providing an integrated information system to support the day-to-day routines as well as to satisfy the need for information in management decision making. CCST also manages the University’s PABX telephone system.

The HKUST computing environment is highly distributed, and modelled after the client-server architecture. The cornerstone is an advanced, high-speed FDDI (Fibre Distributed Data Interface) network backbone, which operates at 100 million bits per second, with distributed wiring junctions from which various local area networks emanate. The network covers not only all the campus buildings but also reaches out to staff quarters and student dormitories. The Centre operates powerful server computers to provide campus-wide network services such as network printing, e-mail and electronic notice board. One important characteristic of the University’s computing environment is its Chinese-English bilingual capability. Increasingly, more network services will have this feature. To support computation intensive research, CCST provides solutions in different forms. High performance computing resources include a workstation cluster, an 8-processor SGI/Onyx symmetric multi-processor machine and an 140-node Intel Paragon massively parallel machine, providing a powerful environment for scientific computing. All micro-computers and scientific workstations are connected to the campus network, providing desktop computing power as well as windows to a vast array of information and computing resources, such as the Library system and various scientific and business packages, on the University’s own network or that of other institutions in Hong Kong, and
through the Internet, on networks of educational and research institutions worldwide. In addition, the Centre also manages a number of “computer barns” in various locations in the academic buildings, providing PC, Macintosh and Unix workstation facilities for teaching and student use. Each academic department also has one or more computing facility rooms.

**Educational Technology Centre (ETC)**

The University is committed to high standards and up-to-date methods in teaching and in the communication of research results. To this end, the Educational Technology Centre sustains a comprehensive service for all academic and research staff. It provides and maintains a wide range of instructional media resources for academic purposes and it assists academic staff in producing teaching and learning materials, including those generated with computer graphics technology, such as slide presentations, overhead transparencies, video tapes and print materials. In addition, the Centre provides highspeed, high-volume reprographic and off-set printing services.

To underpin these services, ETC organises workshops and seminars for faculty, teaching assistants, and tutors on educational issues and instructional practices in higher education, including selection and use of mediated instructional materials, production of teaching and learning packages and methods for student feedback of teaching effectiveness. The Centre also serves as a resource for information on teaching methods, instructional formats and materials related to research on teaching.

In addition, ETC is responsible for administering the course evaluation exercise as part of the University’s quality assurance process for all undergraduate and postgraduate level lecture classes, and English language enhancement courses.
VI. INTERDEPARTMENTAL RESEARCH UNITS

To both support and supplement research based in academic departments, the University has established a number of research institutes and centres to identify and provide focus for research at HKUST. All operate across traditional disciplinary boundaries, and provide a full range of research and specialised research services from developmental and applied activities to basic investigations. Together with disciplinary research in academic departments, these specialised research organisations provide undergraduate and postgraduate students with a wide range of opportunities for participation in exciting programmes and projects that deal with the extension and application of knowledge. Several hundred research projects have been funded and are in operation. These research units are described briefly in this Handbook in three groupings: the Research Centre, Research Institutes and Central Research Facilities.

Research Centre

The Research Centre has been established to encourage and conduct multidisciplinary, contractual and applied research, the results of which may lead more directly and quickly to implementation and economic benefit. Some of its objectives are to conduct mission-oriented scientific, engineering, industrial, and management research relevant to Hong Kong’s technological and socio-economic development; to establish and manage research facilities that are critical to the need for development of technology in Hong Kong; to incubate critical technologies required by government and industry; to establish research and scientific databases; to provide institutional management and planning support for research to faculty members; to co-ordinate collaborative overseas research programmes; and to develop and maintain research sponsorship and contractual relationships.

The Research Centre has a programme of wide-ranging R&D initiatives with research topics and projects chosen in the collaboration with faculty and staff. The selection process gives consideration to the impact of research results on the local community, availability of the University’s skills for conducting outstanding research, involvement of postgraduate students and academic faculty, and potential to strengthen existing areas of activity or to build areas of future research strength. Examples of technology and research initiatives in current operation are:

- operational windshear warning system at Chek Lap Kok Airport
- Hong Kong/Pearl River Delta contaminated sediment research
- satellite remote sensing technology on environmental studies
- pollutant source identification; air quality index and prediction
- productive electrochemical desulphurisation of fuel gas
- abatement of diesel air pollution and clean technology
- biological wastewater treatment—using immobilised microalgae and mangrove wetland system
- heavy metal toxicity and tolerance in plants
- conservation and utilization of mangrove stands in Hong Kong
- environmental ecotoxicology
Research Institutes

Each research institute is managed by a Director who is responsible for programmes, projects, facilities and personnel. Faculty, staff, student and visitors should contact the Director if they wish to become involved in a particular programme. Presently, the following institutes have been established or are being established:

Institute for Environmental Studies

The Institute for Environmental Studies was formally opened on November 4, 1993 to assist government and industry in the solution of the many urgent environmental problems facing Hong Kong and its surrounding region. A further aim is to assist departments in the development of interdisciplinary applied educational programmes, particularly at the Master's level and in continuing education. Postgraduate and undergraduate students play an important contributing role. Approximately twenty projects worth about $15 million are under way in areas such as:

- air quality (measurement, dispersion and reduction of pollutants, characterisation of aerosols)
- water quality/quantity (measurement, water resource management, water and wastewater treatment by physical, chemical and biological processes)
- industrial processes (waste minimisation and prevention, noise control, process control and management)
- health studies (toxicological, epidemiological, microbiological and bacteriological studies)
- ocean (transport, dispersion and sedimentation of pollutants, air-sea interactions, marine pollution studies)

Biotechnology Research Institute

The mission of the Biotechnology Research Institute (BRI) is to assist Hong Kong in its economic development, and in so doing contribute to the economic well-being of the Asia-Pacific region through research, development and training of specialists in biotechnology. The biotechnology industry worldwide is entering into a period of unprecedented growth opportunities. Besides rapid scientific advances that are bringing a constant stream of new processes and products, the business environment of the industry is also undergoing dramatic changes in the form of increasing globalisation, as new entrants, both national governments and corporations, seek participation. The founding of BRI helps Hong Kong strive to become one of the important centres of biotechnology in the world.

Biotechnology covers a wide range of fast-growing areas of economic importance. The five research areas that have been targeted for development by BRI are:

1. Biomedical instrumentation and diagnostics
2. Drug delivery and development
3. Agricultural and Plant Biotechnology
4. Genetic engineering and protein design
5. Environmental biotechnology

The activities of BRI include the recruitment of biotechnology related faculty, the purchase of equipment, the planning and construction of facilities, and the support of research projects in the targeted areas.

Hong Kong Telecom Institute of Information Technology

This Institute was founded with a grant of $100 million from Hong Kong Telecommunication Limited. The concept of the Institute is based on the recognition that in future there will be no economic development, no industry or commerce, no service or manufacturing capability of any significance without the full utilisation of telecommunication and information technology. All schools at the University are involved in the research activity of this Institute. At
present, the Institute is sponsoring four major research programmes, namely lightware technology, network technology, wireless communication, and video technology.

Postgraduate research studentships are offered through the Institute, and certain members of the academic faculty are designated as Institute Fellows.

Sino Software Research Centre

The Sino Software Research Centre (SSRC) was established within HKUST’s Research and Development Branch in July 1992 with a $20 million grant from the Sino Land Co., Ltd., has the dual aim of supporting software research that leads to practical applications, and provides assistance in transforming those applications into useful products.

The Centre’s primary role is that of a catalyst, helping software research projects reach the critical phase in which ideas may be translated into prototypes that can be evaluated using large-scale trials. It also encourages development efforts in areas that are relevant to the economic and social development of Hong Kong. One recent project was the "Hong Kong SuperNet", which made full Internet access available to the community, an important step to maintain Hong Kong’s status as a regional communications centre.

Beyond its interest in software research and development, the SSRC also provides technical and consultative help to local businesses as they seek to implement the latest software technologies. As part of this effort, the Centre sponsors workshops, seminars and lectures on software topics related to the needs of businesses and public institutions. One such example was the UNIX Security Workshop, which offered practical advice, specific solutions, and hands-on experience in safeguarding UNIX operating systems in a networked environment.

Central Research Facilities

Materials Characterisation and Preparation Centre

The Materials Characterisation and Preparation Centre (MCPC) is a central facility for the synthesis, study and testing of small-scale samples of new materials and substances needed for in-house or collaborative research projects. The Centre constitutes an important resource which houses state-of-the-art instrumentation, organises workshops and training, and is a focal point for interdisciplinary research. The facility serves academics in the science and engineering departments and is also available to external clients from other tertiary institutions, government bodies, and private industry. MCPC occupies about 4000 square metres of purpose-built laboratories and possesses a wide range of sophisticated and expensive equipment, e.g. electron microscopes, thin-film vacuum deposition systems, surface science and analysis machines. The scope of facilities is expanding to meet fully the needs of the growing research community of staff and postgraduate students.

Microelectronics Fabrication Centre

The Microelectronic Fabrication Centre (MFC) is a University central facility. It provides functional microelectronic fabrication laboratories for the faculty and students of HKUST to conduct teaching and research, particularly in new discrete semiconductor devices, novel microsensors and microactuators, advanced microelectronic process technology and application specific integrated circuits (ASIC). While closely associated with the Electrical and Electronic Department, this facility is used by scientists from many disciplines – including Mechanical Engineering, Chemical Engineering, Physics and Chemistry.
The MFC phase I laboratory provides appropriate clean room environment of about 247 square metres with Class 1,000 clean rooms (containing fewer than 1,000 particles per cubic foot of air larger than a half micrometer) with five basic fabrication modules which provide photolithography, thermal diffusion/thin-film disposition, dry/wet etching and metallization. The phase I laboratory has also developed 3 micron MOS and bipolar base line processes to provide microelectronic fabrication at the discrete device and small scale integrated circuits (SSI) level, with the possibility to upgrade to LSI & VLSI level in its phase II development.

In 1995, the technical capabilities of MFC will be further upgraded with the completion of its phase II laboratory. The laboratory occupies area of 10,000 square feet with Class 100 clean rooms constructed. State-of-the-art microelectronic processing equipment will be installed there such as the E-beam Direct Write System which facilitates the sub-half-micron photolithography and enables more advanced research work. In addition to the existing five modules in the phase I laboratory, phase II will provide the sixth module of mask-making. While the phase I laboratory mainly serves the academic departments of the University, phase II will extend its service further to the private sector through various technical collaborations.

VII. STUDENT SERVICES

The Student Affairs Office offers a range of services to students for the purpose of promoting the quality of campus life and assisting students in solving problems affecting their studies. Extra-curricular educational activities are also organised with the aim of broadening students' cultural and intellectual outlook as well as enhancing their social and interpersonal skills.

Student Counselling Service

The Student Counselling Service offers assistance in many areas of student concern, such as adjustment to campus life, personal problems and study-related issues. It also operates a Careers Centre which provides students with guidance and assistance in job search and career development.

Physical Education and Sports

Developing physical health and fitness is as important as broadening one’s mental capacity and horizons. The University expects all students to participate in at least one organised sport or physical education activity during their years at the University. Professional coaches are available to organise and provide instructions in these activities. A large multi-purpose sports hall with 1,600 square metres of floor space is available for such sports as badminton, volleyball, basketball, tennis, indoor soccer, and table tennis, with other areas set aside for fencing, martial arts, aerobics, and other exercises. Outdoor facilities include a 50-metre swimming pool, an all-weather pitch, a 400-metre athletics track as well as basketball and tennis courts. Expansion of the indoor sports hall is being planned to include a number of squash courts and other exercise facilities.
Student Health Service

The Student Health Service provides out-patient health and dental care for students. Health education workshops and seminars are organised and presented for the benefit of students and staff.

Residential Halls

There are two on-campus postgraduate Residential Halls. As demand for hall places far exceed supply, hall accommodation is not guaranteed for students. Allocation of student housing is administered by the Student Affairs Office.

Rooms in the postgraduate Residential Halls are designed for single occupancy. In the past year, hall places were insufficient to meet the demand; and some students were accommodated on a sharing basis. There are no facilities for married students with or without children. Neither are there cooking facilities. Meals are to be taken at the central dining facilities on campus. Details of residential hall charges are in the section on 'Fees, Scholarships and Financial Assistance' of this Handbook.

Student Activities

Extra-curricular activities are organised by the Students' Union and student societies associated with academic disciplines, sports, arts and other social interests. Students are encouraged to take part in activities as organisers and/or participants. The Student Affairs Office of the University also organises extra-curricular activities and programmes such as formal dinners, competitive sports, talks and seminars.

Student Amenities

The campus, on a site of great beauty enhanced by landscaping, terraces, and pavilions, has been designed with great emphasis on the quality of life of both resident and non-resident students. Amenities for personal as well as organised student activities are provided. These include (i) facilities for the pursuit of hobbies such as a photographic dark room and music rooms, (ii) the organisation of activities such as meeting rooms, a workshop, office space and exhibition areas, and (iii) leisure activities for students such as common rooms, TV rooms and reading rooms. Catering facilities include a Student Canteen with a seating capacity of 1,600 and a Chinese Restaurant with 230 seats. Students also have access to staff catering facilities including restaurants serving Chinese and Western food and a Coffee Shop. Commercial facilities include a bookstore, banking services and a convenience store.
VIII. ADDITIONAL INFORMATION

Academic Year 1995-96

The academic year of the University begins on 1 July and ends on 30 June the following year. It normally includes a Fall Semester commencing in early September and running for 15 weeks of classes and examinations, and a 15-week Spring Semester beginning after Chinese New Year. Immediately following the end of the 14th week there is a short study break followed by a week devoted to examinations. There is a one-week break in the Spring Semester around Easter. A Winter Session is held between the two semesters for special academic programmes, research symposia, and other activities. For most students, attendance is not required. A Summer Session bridges the end of the Spring Semester and the beginning of the following Fall Semester. For most students, attendance for the Winter and Summer sessions are not required.

Important dates for the 1995-96 academic year will be:

- Winter Session: 2 January 1996 - 10 February 1996
- Mid-Spring Semester break: 3 April 1996 - 9 April 1996
- Summer Session: Late June 1996 - Late August 1996
- Study breaks: 11 - 12 December 1995 & 10 - 11 June 1996
**Academic Calendar for 1995-96**

Detailed information about the University is contained in the Academic Calendar. The 1995-96 issue will be published in August of 1995. Students accepted for admission to the Fall Semester of 1995 may purchase the Calendar from the University bookstore in early August.

**Admission Enquiries**

Students requiring copies of the postgraduate handbook, School/departmental brochures, application forms, advice or assistance on application procedures, admission requirements or other related matters are welcome to visit, telephone or write to the Admissions, Registration and Records Office (Room 1376), which is open Mondays to Fridays from 9 am - 12:30 pm and 2 pm - 5 pm, and on Saturdays from 9 am - 12 noon.

All enquiries should indicate the degree programme(s) of interest and be addressed to:

Director of Admissions, Registration and Records  
The Hong Kong University of Science and Technology  
Clear Water Bay  
Kowloon  
Hong Kong

Telephone No : (852) 2358 6646  
Facsimile No : (852) 2358 2463
INDEX

A
Academic
Faculty 3
Integrity and Discipline 20
Regulations 17
Academic Dishonesty 20
Academic Standing 37
Services 43
Year 59
Admission of Students 9
Admissions Office, University 9
Application for Admission 9
Advanced Standing 31
Assessment 31
Assistance, Financial 15

B
Biotechnology Research Institute 50
Bursaries, University 16

C
Calendar, Academic 60
Campus
Map 66
Plan 68
Caution Money 13
Centre of Computing Services and Telecommunications 45
Counselling Service, Student 55
Conduct of Thesis Examinations 35
Course
Auditor 30
Enrolment Changes 30
Exemption 31
Credits 19
Grading 31
Prerequisites and Exclusions 30
Registration 29
Repeats 29
Requirements 29
Double Registration 27
Duration of Study 28
Examination Guidelines for Students 23
Enquiries, Admission 60
Fees 13
Financial Assistance 15
Government
Student Financial Assistance Agency 16
Grade
Average 35
Report 34
Review 34
Graduation 40
Health Service 56
Hong Kong Telecom Institute of Information Technology 51
Immigration Department, Address of 11
Institute for Environmental Studies 50
Intellectual Property Rights 25
Interdepartmental Programme Transfer 40
Late Registration 27
Language Centre 44
Library, University 43
Loans, University 16
MSc and MA Programmes 38
MBA Programme 39
MPhil Programme 39
Materials Characterisation and Preparation Centre 53
Microelectronics Fabrication Centre 53
Overseas Students 10
PhD Programmes 39
Physical Education and Sports 55
Postgraduate
Admission Requirements 9
Grades 33
Studentships 15
Programmes 4
Programme
Registration 26
Withdrawal 41
Registration
Course 29
Double 27
Late 27
Programme 26
Repeats, Academic 17
Repeats, Course 29
Reports, Grade 34
Requirements, Course 29
Research Centre 48
Research Institutes 50
Residence Requirements 38
Residential Halls 56
Review, Grade 34
Rights
Student 23
Intellectual Property 25
Sanctions 22
Scholarships 15
Services, Academic 43
Sino Software Research Centre 52
Student
Affairs, Office of 55
Activities 56
Amenities 57
Conduct 20
Counselling Service 55
Rights and Obligations 23
Overseas 10
Services 55
Union 13
Study
Commitment 27
Duration 28

T
Thesis
Conduct of Thesis Examination 35
Thesis Format 37
Tuition Fees 13

U
University 1
Use of Human or Animal Subjects 25
Variance from Regulation 26