THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY
Handbook for Prospective Postgraduate Students in 1996-97

This Handbook is published for the guidance of postgraduate students who wish to enter the University in 1996-97. 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:

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The Hong Kong University of Science and Technology
Clear Water Bay, Kowloon
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Vice-President for Administration and Business
Mr. Paul Anthony BOLTON, BA, MA

Vice-President for Research and Development
Professor Eugene WONG, BS, AM, PhD
A MESSAGE FROM THE PRESIDENT

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. All faculty members possess the doctoral degree, an overwhelming majority from top universities in the West. HKUST's faculty 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. In particular, HKUST consistently leads Hong Kong's tertiary sector in research grants won through competition from the Research Grants Council. As a result, most full-time postgraduate students receive financial support from the University.

A group of independent scholars, in the first effort to assess Hong Kong's universities last year, proclaimed that "in terms of faculty quality, research, and equipment, HKUST sits securely in first place".

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.

Chia-Wei WOO
President

HANDS ON THE PRESENT AND EYES FOR THE FUTURE
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Research Centre

Research Institutes

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- Biotechnology Research Institute
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- Hainan Institute
- Hongkong Telecom Institute of Information Technology
- Institute for Environmental Studies
- Institute for Micro Systems
- Institute of Scientific and Engineering Computation
- Sino Software Research Centre

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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.

from The Hong Kong University of Science and Technology Ordinance, 1987
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 with 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 Grants Committee (UGC) 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 $1.5 billion in 1995-96. 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 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 Vice-President. Within Academic Affairs are the four schools which comprise the academic heartland of HKUST, each school divided into departments or divisions. There are a number of academic service units and research units located administratively within the branch as well. 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 12 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 experience at the world's leading research universities, either as PhD graduates, or through postdoctoral studies or teaching appointments.

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 1995, nearly 500 academics will have been appointed.

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.

Postgraduate Programmes

The University offers postgraduate programmes leading to master's and doctoral degrees in all four Schools, as indicated below:

Programme

SCHOOL OF SCIENCE

<table>
<thead>
<tr>
<th>Programme</th>
<th>Code</th>
</tr>
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<tbody>
<tr>
<td>Master of Science (MSc)</td>
<td></td>
</tr>
<tr>
<td>Biotechnology#</td>
<td>M511</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>M521</td>
</tr>
<tr>
<td>Materials Science and Engineering#</td>
<td>M517</td>
</tr>
<tr>
<td>Mathematics</td>
<td>M141</td>
</tr>
<tr>
<td>Physics</td>
<td>M151</td>
</tr>
<tr>
<td>Master of Philosophy (MPhil)</td>
<td></td>
</tr>
<tr>
<td>Biochemistry</td>
<td>M110</td>
</tr>
<tr>
<td>Biology</td>
<td>M120</td>
</tr>
<tr>
<td>Chemistry</td>
<td>M130</td>
</tr>
<tr>
<td>Mathematics</td>
<td>M140</td>
</tr>
<tr>
<td>Physics</td>
<td>M150</td>
</tr>
<tr>
<td>Doctor of Philosophy (PhD)</td>
<td></td>
</tr>
<tr>
<td>Biochemistry</td>
<td>D110</td>
</tr>
<tr>
<td>Biology</td>
<td>D120</td>
</tr>
<tr>
<td>Chemistry</td>
<td>D130</td>
</tr>
<tr>
<td>Mathematics</td>
<td>D140</td>
</tr>
<tr>
<td>Physics</td>
<td>D150</td>
</tr>
</tbody>
</table>
### SCHOOL OF ENGINEERING

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

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

Doctor of Philosophy (PhD)
- Chemical Engineering
- Civil and Structural Engineering
- Computer Science
- Electrical and Electronic Engineering
- Industrial Engineering and Engineering Management
- Mechanical Engineering

### SCHOOL OF BUSINESS AND MANAGEMENT

Master of Business Administration (MBA) M300

Master of Science (MSc)
- Economics M331
- Finance (Subject to Senate Approval)* M341*
- Information Systems (Subject to Senate Approval)** M321**

Master of Philosophy (MPhil)
- Accounting M310
- Economics M330
- Finance M340
- Information Systems M320
- Management Operations M370
- Management of Organisations M350
- Marketing M360

Doctor of Philosophy (PhD)
- Accounting D310
- Economics D330
- Finance D340
- Information Systems D321
- Management Operations D322
- Management of Organisations D351
- Marketing D360

* Expected to be offered in Fall Semester 1996/97
** Expected to be offered in Spring Semester 1996/97
SCHOOL OF HUMANITIES AND SOCIAL SCIENCE

Master of Arts (MA)
- Chinese Studies
  Humanities
  Social Science
  M513
  M413
  M423

Master of Philosophy (MPhil)
- Humanities
  Social Science
  M410
  M420

Doctor of Philosophy (PhD)
- Humanities
  Social Science
  D410
  D420
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 application fee for 1996-97 is HK$120. 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; and 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 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.

Certified true copies of all degrees, diplomas, certificates and other qualifications held should be submitted with the application form. Applicants accepted for admission will be required to produce the original documents on arrival at the University.

Overseas students should carefully consider the financial aspects of their studies in Hong Kong before applying for admission. The tuition fee for 1996-97 (except for MBA programme) is expected to be $37,600 per annum and accommodation in on-campus postgraduate housing will involve approximately $780 to $2,600 per month (for further information on housing charges, see page 12 Section III, paragraph 9). In addition monies will be needed for subsistence, textbooks, local travel, sports equipment, clothing, and other personal needs. A total of at least $81,000 - $98,000 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, Immigration Tower, 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. 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.

Visiting Overseas Students

Students from overseas institutions who wish to study at the University on a short-term basis, i.e. a minimum of one semester and a maximum of two, may apply for admission to the University as visiting overseas students. The application fee for 1996-97 is HK$120. Visiting overseas students may take courses but are not enrolled on specific programmes of the University. Details on the application procedures for visiting overseas students can be obtained from the Admissions, Registration and Records Office.
III. FEES, SCHOLARSHIPS AND FINANCIAL ASSISTANCE

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

Fees for 1996-1997 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 1996-97 to the University. This fee, payable at the time of submission of the application form, is not refundable.

2. The tuition fee for postgraduate students admitted for the academic year 1996-97 (except for those in the MBA programme) is expected to be HK$37,600 per annum for full-time students and HK$18,800 per annum for part-time students. The fee is to be 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 School of Business and Management section of the Academic Calendar.

4. Fees for visiting overseas students:
   Application Fee - $120.
   Tuition fee for visiting overseas postgraduate students is $18,800 for one semester of full-time mode of study.

5. The partial fee for postgraduate students studying taught programmes beyond the normal duration is $1,880 per credit.

6. 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.

7. 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. The entry fee, applicable to students admitted for the first time, is $100 and the annual subscription is $100.

8. 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 and overdue library books. Late charges are levied in accordance with the rules and regulations set by the respective offices.
9. Assuming no change to the hall charge system in the Fall Semester 1996/97, postgraduate students who are allocated a place in current Postgraduate Halls are required to pay about $1,200 per person per month for single occupancy or about $780 for double occupancy. Charges are paid in advance on a semester basis and do not include the cost of meals. Charges for a single room in the new student flats which are expected to be completed towards the beginning of 1997 will be around $2,600 a month. The exact amount of charges will be announced once they are fixed.

10. Other small fees and charges:
- Transcript fee per copy*(excluding registration mail charges) $30
- Replacement of Student I/D Card $30
- Application fee for retention of place (deferred entry) $200
- Graduation fee $300
- Late registration $100
- Testimonial fee $10

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

Refund of Tuition Fee for Research Postgraduate Students

The amount of refund will be 50% of the tuition fee already paid by the students for that semester, be they in full-time or part-time mode of study. Such a refund would apply only to those research postgraduates who have met all programme and residency requirements of the University within the first three calendar months of a semester.

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 postgraduate research students who, consequently, engage in ancillary teaching and/or research duties. In 1995-96, these are at the rates of $11,750*, $5,875* or $2,937.50* per month.

*To be reviewed for 1996-97

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 year of study are eligible to apply to the Government Student Financial Assistance Agency for financial aid. 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 loans and bursaries administered by the University. In general, these funds are used to supplement, but not substitute for, Government financial assistance. Details of loans and bursaries 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 UGC. 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. CIVL571 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
BICH
BIOL
BTEC
CENG
CHEM
CIVL
COMP
ECON
ELEC
ESCE
FINA
HUMA
IEEM
ISMT
LANG
MARK
MATH
MATL
MECH
MGTO
PHYS
SOSC

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.
1 = Undergraduate first-year level courses
2 = Undergraduate second-year level courses
3 = Undergraduate third-year level 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. The course vector is presented in the form of \([L-T-Lab:C]\) where:

- \(L\) = lecture hours per week
- \(T\) = tutorial, seminar or recitation hours per week
- \(Lab\) = laboratory or field study hours per week
- \(C\) = 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/field study 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 tutorial hour or three laboratory hours per week. Some sessions may be given less credit per hour if some scheduled hours such as tutorials reduce the non-scheduled work expected of 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. Regulations for Student Discipline

2.1 The University may take disciplinary action against a student of the university who violates any rules or regulations and/or commits any misconduct such as:

a. defamation of or assault on or battery against the person of any member of the University, including conduct which leads to the physical or emotional injury or which threatens the physical or emotional well-being of any member of the University;

b. wilful damage to or defacement of any property of the University;

c. theft, fraud, misapplication of University funds or property of any kind;

d. plagiarism in written assignments or cheating in tests or examinations;

e. an offence in connection with examinations or violation of any of the regulations governing conduct at examinations;

f. falsification or serious misuse of University documents or records;

g. refusal to comply with any regulations or orders by authorised persons and bodies prohibiting any conduct which disrupts teaching, study, research or administration of the University;

h. misrepresentations or false statements made in any application or document submitted to the University.

2.2 Complaints against a student will be brought before the Student Disciplinary Committee which shall investigate and make findings upon them.

2.3 The Committee may order the imposition upon any student found guilty of any of the offences specified in 2.1, any of the following penalties:

a. reprimand;

b. fine (not exceeding one thousand Hong Kong dollars);

c. withdrawal of any academic or other University privileges, benefits, rights or facilities, other than the right to follow courses of instruction and present him or herself at examinations;

d. suspension of all academic or other privileges, benefits, rights or facilities; or

e. expulsion from the University;

and where applicable may require such student to make good any damage to property or premises caused by him/her.
3. 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 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.

3.1 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 fulfillment 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' performance or academic standing.

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.

3.3 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.
3.4 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.

4. Examination Guidelines for Students

4.1 Students are not allowed to sit for a course examination if their names are not on the class enrolment list of the specific course concerned, and they will not be awarded any grades for the course.

4.2 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.

4.3 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.

4.4 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.

4.5 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.

4.6 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.

4.7 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.

4.8 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.

4.9 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.

4.10 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.

5. 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.
6. 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. The Senate Committee on Research Practices monitors the implementation of policies in this area.

7. 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. Failure to enrol in the programme in any one semester will result in automatic withdrawal from the programme and the University, unless formal approval of Leave from Study has been obtained from the student's major department. In addition, a student must be officially registered in the programme in the semester when he/she is being considered for graduation from that programme.

Each student enrolled in a specific programme is subject to the requirements of the major department and the University. Exemption from specific requirements is possible, but only in well justified circumstances and with written permission from the major department.

As a registered full-time student, one may apply for hall residence and financial aid, as well as acquire information about student life and the University.

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 re-apply 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.

1.6 Students Studying Taught Programmes Beyond the Normal Duration of a Programme

Students on taught postgraduate programmes who have to continue their enrolment beyond their normal period of study are allowed to pay a partial fee, based on the number of credits they enrol for. The partial fee system is restricted to only one semester of study beyond the normal period of study for the programme the student is enrolled in. Details of the per credit charge can be found on page 11.

1.7 Refunding Mechanism for Research Postgraduates

To encourage postgraduate research students to complete their studies at the earliest possible time, a refund mechanism has been introduced so that those who have met their programme and residency requirements within the first three calendar months of the start of a semester are entitled to a partial refund of the tuition fee paid for that semester. Details of the refund arrangements can be found on page 12.

2. Course Registration

Course registration deals with the selection of and enrolment in appropriate courses for a specific semester. Course registration for a semester requires approval from the major department, without which the student’s programme registration will be revoked. Students should ensure that they have property registered in the courses specified for a semester. Students whose names are not on the class enrolment list will not be allowed to sit for examination(s) of the specific course(s) concerned and will not be awarded any grades for the course(s).

Students should acquaint themselves with the general rules for postgraduate course registration and departmental course requirements for the programme. They should also read the course description and requirements carefully before selecting a course.
2.4 Corequisites, Prerequisites, Exclusions and Background

For a course with a corequisite designated, both courses should be taken concurrently; alternatively the corequisite may be taken and passed previously.

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 enrol 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 Auditing

With the permission of the course instructor, a full-time student may register in a course as an auditor, that is, to attend a course and to participate in activities up to and including writing the final examination but not receiving a formal grade. 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 of each course will announce the course grading scheme to the class in the first week of lectures. Students will not be given any grades for the course nor be allowed to sit for the examination of that course if their names are not on the class enrolment list. Final examinations are scheduled following the end of lectures.

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.
### ACADEMIC REGULATIONS

**Letter Grades**

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

**Other Designations**

<table>
<thead>
<tr>
<th>Designation</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 the prescribed deadline for course withdrawal.

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

A failed course (graded 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 but not later than six working days from the last day of the examination period for the semester. 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. Advanced credits, exchange credits and 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 (GOA) 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.

### 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
- Passed subject to major corrections
- Passed subject to minor 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 examining 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.

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 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 awarded a letter grade.
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.

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.

14. Graduation

Students expecting to complete their programme in the current academic year must apply for graduation to the Admissions, Registration and Records Office by the last day of the add/drop period.

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, the 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.
V. ACADEMIC SERVICES

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 1995 the Library has a collection of over 300,000 volumes of books and bound periodicals, more than 100 electronic publications and databases as well as a sizable collection of non-print materials. 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 one 18-booth and three 24-booth computerised language laboratories (for oral/aural work as well as text processing, editing and computerised assessment).

For students who need further help with their writing, the English Writing Centre (a service offered by the Language Centre) runs workshops and gives individual consultations. The Language Centre also operates 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.

The University is committed to high standards and up-to-date methods in undergraduate and postgraduate teaching and in research and publication. To this end the Educational Technology Centre sustains a comprehensive service for all academic and research staff. Through its Audio Visual Unit, it looks after all centrally provided AV facilities in all common teaching venues, including 8 lecture theatres, some 80 classrooms and 30 teaching laboratories. The unit maintains an AV Loan Counter, and a Self Access Production area to facilitate the use of AV equipment and resources for modern teaching. The AV Production team assists in the planning, video-taping, editing and duplication of AV materials for teaching, research, evaluation or promotional purposes. The Graphics Unit assists in the graphic design and production of university publications, and research and teaching materials. Its photographic and darkroom facilities also help in producing slides, overhead transparencies and prints for academic and publicity purposes. In addition, the unit provides high-speed, high volume reprographic and offset printing services.

In addition to these production and technical services, the Centre organises workshops and seminars for faculty, teaching assistants, and tutors on educational issues and instructional methodologies in higher education. Topics have included learning theory, a variety of classroom delivery and management techniques, selection, utilisation and production of instructional materials, assessment of student progress and evaluation of teaching effectiveness. The Centre serves as a resource for information on teaching methods, instructional formats and materials related to research on teaching.

As part of the University’s quality assurance process, the Centre assists in collecting and processing course evaluation data for all credit courses and English language enhancement courses.

Finally, the Centre also takes on special editorial and translation jobs.
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 section of the 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 benefits. 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
- database on technological manufacturing resources in Hong Kong and South China

RESEARCH INSTITUTES

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

Advanced Manufacturing Institute

Advancement of the state of knowledge of manufacturing systems and competency in their design, and promotion of industry-university cooperation in advanced manufacturing technology and systems are the missions of the Advanced Manufacturing Institute. Emphasis is placed on the methodologies for the design, development, implementation, management and improvement of manufacturing systems to attain the goals of quality, schedule and cost. There are four sub-areas: manufacturing management, manufacturing process technology, manufacturing control and manufacturing system design.

At present in the formative stage, the Institute plans to maximize its impact on the local manufacturing sector by working closely with industry in textile and garments, electronics, plastics, and machinery.

Advanced Materials Research Institute

The Institute aims to promote and enable basic and applied research in advanced materials, and to provide for postgraduate degree programmes and the incorporation of materials science into the undergraduate curriculum. Its research emphasis is on materials performance, structure and composition, properties, and synthesis and processing in

(a) thin-film science, solid state clusters, and by materials modeling;
(b) laser and photonic materials, magnetic materials; and liquid crystals; and
(c) bulk polymers, composites and biomedical materials.

Included within the scope of the Advanced Materials Research Institute are the Materials Characterisation and Preparation Centre, the Zheng Ge Re Thin Film Science Laboratory providing epitaxial growth technology, the Joyce M. Kwok Laser and Photonics Laboratory and the William Mong Solid State Laboratory.

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 biotechnological industry worldwide is in a period of rapid growth. Besides 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 through a $130 million grant from the Royal Hong Kong Jockey Club 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. Neuron-specific proteins
2. Genetic engineering and protein design
3. Plant biotechnology
4. Drug delivery and development

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

Centre for Asian Financial Markets

This institute is being formed to develop a data and knowledge base on Asian financial markets to facilitate research and the dissemination of knowledge and expertise. It will also provide an academic interface with government and business. Activities will include publications, provision of expertise, development of new data and teaching materials, a bi-annual newsletter, a working paper series, seminars and public lectures, executive education, consulting services, and contract research.

Centre for Economic Development

The Centre promotes strong research programmes concentrating on the study of economic development, particularly in the Asia-Pacific region. Emphasis is given to the study of topics such as China's economic reform and open door policy; the economic integration of Hong Kong and the Pearl River Delta; the emergence of regional economies in China, in particular the region comprised of the southern coastal provinces. The Centre also supports research related to public economic policies in Hong Kong.

Hainan Institute

The Institute has been established to use Hainan Province in China as a base for academic work and applied research and development, in order to strengthen these areas of activity at the University, contribute to the economic development of Hong Kong and its region, and enhance Hong Kong’s involvement in the development of Hainan. Its objectives are:

(a) to obtain a profound understanding of the natural, social, technological, and economic conditions and prospects of Hainan; and

(b) to undertake applied research and executive education in: agriculture and mariculture, behavioural sciences, environmental studies, finance and economics, infrastructure development, and technology transfer.

The institute was established in January 1994. A liaison office in Haikou has been set up. Projects being initiated include applications of biotechnology in mariculture, air pollution monitoring, satellite monitoring of the marine environment, collaborative research on economic and socio-cultural development, infrastructure system consultations, technology transfer in industrial development zones, executive education for government and business leaders, and joint organisation of international conferences.

Hongkong 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 activities 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.

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-five projects worth about $20 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)
- eco-labelling
Institute for Micro Systems

The Institute has been formed to promote research in crucial areas of microelectronics and to transfer the technologies developed to the local electronic industry to raise its competitive edges and to spawn new business. Initially, five areas will receive emphasis and the Institute will set up centres for:

- Micro Electro Mechanical Systems
- Circuits and Systems
- Nano Devices and Technology
- Advanced Display Technology
- Microelectronics Materials and Technology

The University's facilities for electronics fabrication, the Microelectronics Fabrication Centre, is central to the activity of the Institute.

More than 40 faculty members from the Departments of Electrical and Electronic Engineering, Physics, Chemistry, Mechanical Engineering, and Chemical Engineering are expected to participate in research projects under the Institute.

Institute of Scientific and Engineering Computation

Formed to promote research and applications in large scale computation and manpower training in scientific computation, the Institute places emphasis on large scale scientific computation of solutions to problems in science, engineering and business and management. Research and applications programmes include:

- computational fluid dynamics
- computational geophysics
- computational management science and economics
- computational solid mechanics
- computational physics and chemistry
- neural and parallel computation

Sino Software Research Centre

The Sino Software Research Centre (SSRC), established in July 1992 with a $20 million grant from the Sino Land Co., Ltd. has the dual aim of supporting software research that can lead to practical applications, and providing assistance in transforming those applications into useful products.

The Centre sees its primary role as 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.

CENTRAL RESEARCH FACILITIES

Centre for Advanced Engineering Materials

The Centre for Advanced Engineering Materials was established in early 1994. It's mission is to provide state-of-the-art facilities and direction for HKUST as well as Hong Kong industries to develop advanced engineering materials technology and application by means of research on manufacturing, microstructural design, new materials development and testing methodology.

Research programmes, though to be largely initiated by faculty, emphasise applications suitable for industry. Currently, there are a number of projects funded by the Research Grants Council and the University Research Infrastructure Grants being carried out at the Centre. These include fracture and fatigue of ceramic fibre/particulate reinforced sintered steels, in-situ liquid crystal polymer (LCP) composites, optimisation of composite repair patch, microstructural design of new polymer blends, hydrogen embrittlement, composite interfaces, and applications of composite to infrastructures.

The Centre will also engage in training of graduate students and researchers in advanced materials technology, and international exchanges. Another function of the Centre is to organise seminars, workshops and conferences to disseminate knowledge of recent development and transfer the latest materials technology to the industries.

Computer-Aided-Design and Manufacturing Centre

The Computer-Aided-Design and Manufacturing Centre (CAD/CAM Centre) is a central facility to support research and teaching related areas.

It focuses on multi-disciplinary and application-oriented research programmes that will create impact on the design and manufacturing industries in Hong Kong and the neighbouring region. The Centre will collaborate and interact with local industries and international bodies.
The Centre maintains a range of state-of-the-art equipment to promote research in the area of design and manufacturing. These include measurement equipment such as Co-ordinate Measuring Machine (CMM) and three-dimensional laser scanning system. The Centre has a number of Computer Numerical Control (CNC) machines and state-of-the-art computer-aided-design systems for providing a platform for CAD/CAM integration. The manufacturing facility is also enhanced by having a rapid prototyping machine. Robots are used to integrate the manufacturing and assembly operation. The Centre has a strong capability in Computer-Aided-Engineering with a full range of analysis and simulation software.

Materials Characterisation and Preparation Centre

The Materials Characterisation and Preparation Centre (MCPC) is a central facility for the synthesis, study and testing of new materials and materials 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 all the science and engineering departments and is also available to external clients from other tertiary institutions, government bodies, and private industry. The MCPC occupies about 4000 square metres of purpose-built laboratories and offers a wide range of sophisticated multi-disciplinary equipment needed for in-house and collaborative materials research projects, and for performing materials analysis. Laboratories dedicated to particular facilities and processes are accessible only to authorised clients of the MCPC. Tasks requested by occasional users are served by the Centre’s own trained staff.

The scope of the facilities in the MCPC is sufficiently broad to meet many of the demands of the still-growing community of staff and postgraduate students. For example, instrumentation is available for the mechanical testing of materials, for various types of thermal, electrical, and spectroscopic characterisation, and for the preparation of materials by sputtering and evaporation. Equipment for microanalysis includes a field emission scanning electron microscope, a dedicated high-resolution transmission electron microscope, a time-of-flight and imaging SIMS system, and a multitechnique surface analysis system (XPS, Auger, SIMS, etc.). These are supported by more standard types of electron-beam analytical instrumentation. The Centre makes such facilities available to other tertiary institutions and local industries either by offering analytical and failure analysis services at prescribed cost or, where appropriate, through collaborative research projects.

Microelectronics Fabrication Centre

The Microelectronic Fabrication Centre (MFC) provides functional microelectronics fabrication laboratories for teaching and research, particularly in new discrete semiconductor devices, novel microsensors and microactuators, advanced microelectronics process technology and application specific integrated circuits (ASICs).

The MFC phase I laboratory provides an 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) and five basic fabrication modules which provide photolithography, thermal diffusion/thin-film disposition, dry/wet etching and metallisation. The laboratory has also developed 3 micron MOS and bipolar base line processes to provide microelectronics fabrication at the discrete device and small scale integrated circuits (SSI) level, with the possibility to upgrade to LSI and VLSI level in its phase II development.

In 1996, the technical capabilities of MFC will be further upgraded with the completion of its phase II laboratory, which occupies an area of 10,000 square feet with Class 100 clean rooms constructed. State-of-the-art microelectronics 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 and a processing line for liquid-crystal-display prototyping. 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 interests and concern, such as personal growth, 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. Indoor facilities include a large multi-purpose sports hall with 1,600 square metres of floor space for such sports as badminton, volleyball, basketball, handball and indoor soccer, four squash courts, fitness room, weight-training room, table-tennis room, and other areas for fencing, martial arts, aerobics, and other exercises. Outdoor facilities include a 50-metre swimming pool, an Astroturf soccer pitch, a 400-metre track with eight lanes, a hard surface mini-soccer pitch, outdoor basketball courts and tennis courts. Facilities are also available for throwing activities such as discus, javelin and shot-put, softball and archery.

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.

Student Housing

There are two on-campus Residential Halls with 356 air-conditioned rooms for postgraduate students. These rooms are designed for single occupancy. In 1995/96, some rooms were converted to double occupancy so that all those who would like to have on-campus accommodation were allocated a place.
There are no facilities in the Halls for married students with or without children. Neither are there cooking facilities. Residential students may use the central dining facilities on campus. A new type of student housing in the form of flats are being built. Each of the new flats comprises 4 single rooms, a sitting room, kichenette, toilet and shower facilities. When these are expected to be completed towards the beginning of 1997, there will be sufficient on-campus accommodation for all full-time postgraduate students.

New policies are being formulated on the number of rooms in the existing halls and the number of new flats to be allocated as postgraduate housing and the charges to be introduced. These will be announced once they are confirmed.

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 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 facilities for (i) the pursuit of hobbies such as photographic dark rooms and music rooms, (ii) the organisation of activities such as meeting rooms, workshops, 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, a Student Restaurant with 230 seats, a Coffee Shop and a Snack Shop. Commerical facilities include a bookstore, banking services and a convenience store.
VIII. ADDITIONAL INFORMATION

Academic Year 1996-97

The academic year of the University begins on 1 September and ends on 31 August of the following year. It includes two semesters and two sessions. Normally, the Fall Semester commences in early September and the Spring Semester begins around early February. Each semester has fourteen weeks for scheduled classes. 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. The Winter Session is scheduled between the two semesters for special academic programmes, research symposia, and other activities. The 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 is not required.

Provisional dates for the 1996-97 academic year are:

- **Fall Semester**: 2 September 1996 - 19 December 1996
- **Winter Session**: 30 December 1996 - 25 January 1997
- **Spring Semester**: 27 January 1997 - 29 May 1997
- **Mid-semester Break in Spring**: 26 March 1997 - 1 April 1997
- **Summer Session**: 16 June 1997 - 23 August 1997
- **Study breaks**: 9 - 11 December 1996 and 19 - 21 May 1997

Academic Calendar for 1996-97

Detailed information about the University will be contained in the Academic Calendar for 1996-97 which will be published in Summer of 1996. Each new registered student will be provided with a free copy of the Calendar.

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.
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