



香港中文大學(深圳)
The Chinese University of Hong Kong, Shenzhen

School of Management and Economics

Information on Academic Administration

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1. Overview of Curriculum

Undergraduate students should complete a minimum of **120 units** for graduation. Graduation requirements vary, subject to the curriculum requirements of each programme/stream. All SME undergraduate curriculum consists of the following structure:

- **University Core** (Chinese, English, IT, P.E, General Education)
- **Major Requirements**
 - ↳ **Required School Package**
 - ↳ **Required Courses**
 - ↳ **Major Elective Courses**
- **Free Elective Courses**

Component		Course Code	Subject	Units	Total
University Core	Language (15 units)	CHI1000	Chinese	3	36
		ENG1001	English Bridge Programme (EBP)	3	
		ENG1002	English for Academic Purposes I	3	
		ENG2001	English for Academic Purposes II	3	
		ENG2002B	English for Business Communication	3	
	IT (1 unit)	ITE1000	IT	1	
	PE and Health (2 units)	PED1001	PE	1	
		PED1002	Fitness and Health	1	
	GE (18 units)	GFH1000	Foundation: In Dialogue with Humanity	3	
		GFN1000	Foundation: In Dialogue with Nature	3	
		GEA	Area A: Chinese Cultural Heritage	3	
		GEB	Area B: Nature, Science and Technology	3	
		GEC	Area C: Society and Culture	3	
		GED	Area D: Self and Humanity	3	
Major Requirements (Required School Package, Required Courses, Major Elective)					63-70
Free Elective					14-21
Total					120

Students are always advised to comprehend the up-to-date study scheme in detail. Please check at: <http://registry.cuhk.edu.cn/en/basic/170>

1.1 Programmes Offered by SME

Economics

- Applied Economics
- Economic Science

Finance

Financial Engineering (offered jointly with SSE)



- Quantitative Finance
- FinTech

Global Business Studies

- Global Business Management
- Global Business and Innovation
- Global Supply Chain and Logistics Management

Marketing and Communication

Professional Accountancy

1.2 Minor Programme

The application for minor programme is an administrative procedure to indicate your intention of getting a minor. Note that the successful completion of minor depends on the fulfillment of specified conditions of corresponding minor programme by the time of graduation, instead of the time you submit application for declaring minor.

Registry Office will send out further notice about application period and procedure of declaring minor to students, usually at the beginning of the last term of attendance in final year of study. Student should submit application form with an English unofficial transcript at prescribed period to concerned programme of School for endorsement after receiving formal notice from Registry.

The units of Minor Required Courses can be recognized and counted as Required School Package Courses of your Major Programme Requirement. In terms of the 12 units of Minor Elective Courses, at least 9 units can be recognized and counted as Free Elective Courses of your University graduation requirements; remaining 3 units can be recognized from both sides of requirements, which University graduation requirements remain as 120 units.

1.3 Student Information System (SIS)

Student Information System is serving as an e-platform on which students can logon and use various system functions such as course enrolment, viewing course timetable, browsing course catalogue, viewing grades and unofficial transcript, etc.

1.4 Course Selection and Add/Drop

Registry Office will send out notice on course registration to students before new semester, including time schedule for course add&drop, course offering details and other important information. All course registration will be conducted under the Student Information System (SIS) by login with student ID and password.

Add/Drop period usually lasts from the first week to the second week upon the term starts for regular terms. Except for extenuating circumstances which are out of students' control, no add or drop request will be accommodated after the add/drop period. For courses that cannot be registered via SIS, students can approach Course Offering School concerned to submit application form to process. Supporting document such as transcript will be required. Course



enrollment process is on a first-come-first-served basis and at real-time mode, subject to fulfillment of course enrollment rules, registration priority set by School, the sequence of submission of application and availability of quota.

Application form available at: <http://registry.cuhk.edu.cn/en/application>

1.5 Course Retake

According to Regulations 5.7, “A Student shall not repeat any course which s/he has taken and passed except as required by regulations which prescribe otherwise”. All passed courses can NOT be retaken. Any courses students have passed and repeated will be shown on transcript. If you retake a course, the grade in the second/multiple attempt will not cover/replace the original score. All courses taken, including multiple attempts, will be counted in GPA calculation.

If the course you fail belongs to school package, major required or university core course (Chinese, English, I.T, P.E, GFN, GFH), you need to retake it for graduation. If you fail any course that belongs to major elective/free elective, you can take other substitute course from the elective list to replace it.

2. Major Declaration

- a) Students will declare their major in the second term of first year of study (usually in May).
- b) School will arrange information session on major declaration to introduce each programme/stream in details before the major declaration period.
- c) Course selection has no influence on student’s major declaration as long as students could meet the graduation requirements of the selected major programme by the time of graduation.
- d) There is no quota and specific GPA requirement for declaring a major, except Global Business and Innovation Stream, and Global Supply Chain and Logistics Management Stream which do not accept transfer in or out, or to change major.
- e) The quotas for Global Business and Innovation Stream and Global Supply Chain and Logistics Management Stream are 10 and 15 students, respectively.
- f) Since the Global Business and Innovation Stream (GBI), and Global Supply Chain and Logistics Management Stream (GSCLM) are a tri-continental collaboration with overseas universities, there is a fixed quota for each partner institutions to admit students into these streams. These two streams are for SME students ONLY. Should the number of students who prefer to opt in these two streams exceeds the quota, successful applications will be ranked from top to bottom according to the results of students’ cGPA (80%) and interview scores (20%).
- g) Financial Engineering is a new programme offered jointly with SSE from fall 2018-19. Different from other students, these students already enrolled in this programme when they firstly admitted in the university. Whether or not other students are allowed to transfer in this programme is subject to the final decision of the concerned area.



3. Change of Major

3.1 Change of Major inside SME

There is no quota and specific requirement for change of major inside SME, except Global Business and Innovation Stream, and Global Supply Chain and Logistics Management Stream which do not accept transfer in or out, or to change major.

The application for change of major inside SME is available once an academic year (usually in May). School will send out notice about application time and procedure in due course. If students fail to submit the application for change of major within the prescribed period, they can take the courses for new major first then apply for official transfer in next academic year. Considering the different course load between majors, it is not suggested to change major in junior or even senior year. Students should understand that there is a chance for them to defer their graduation due to change of major.

3.2 School Transfer (Change of Major outside School)

Application for school transfer is opened after the official grade release for Term 2 of academic year (usually in August). Registry Office will send out notice to students regarding the application period and procedure. Students MUST submit the application form together with their supporting document, e.g. unofficial English transcript and an English personal statement, for Schools' reference.

The student should have satisfied at least one of the following minimum conditions for change of major, otherwise, applications for change of major (outside School) will not be accepted:

- 1) the student has taken course(s) of at least 6 units with an average grade of not less than B- that would count towards the major requirements of the programme; or
- 2) the admission score of the student must be better than the student at the lowest decile who had been successfully admitted to the programme concerned in the same Province in the same year that s/he was first admitted to the University; or
- 3) the student has attained a cumulative GPA of 3.0 or above in the current academic year.

Apart from the minimum conditions listed above, students who plan to transfer to SME also need to conduct an English interview for school transfer. Students who plan to transfer to other school should observe other requirements, e.g. interview, test, etc., if any, as requested by concerned Schools. The expected graduation term will be extended as appropriate, if the NEW major was not offered in the admitted year of the student. Students should understand that there is a chance for them to defer their graduation due to school transfer.

Application form available at: <http://registry.cuhk.edu.cn/en/application>

3.3 Admission Requirements for Financial Engineering Program (2019-2020)

1. The program is not open to transfer in unless there is vacancy.
2. If there is vacancy in the program, students should fulfill the following requirements to apply



for transferring in the program:

- i. the minimum cumulative GPA (cGPA) should be 3.2; and
- ii. satisfactory grades are required regarding mathematics courses;
- iii. satisfactory performance in the faculty interviews and/or tests might be required. (Interviews and/or tests might be scheduled if the number of candidates who fulfill the requirements i and ii exceeds the quota.).

*Ceteris paribus, priority will be given to the applicant who has taken a considerable number of the School Package courses and Major Required courses in the relevant study scheme of Financial Engineering program and obtains sufficient scores.

Successful applications will be considered according to the results of students' cGPA, interviews and/or test scores (if applicable). The applications will be judged case by case.

4. Course Load (Maximum and Minimum Units)

First term/Second term: Minimum 9 units, Maximum 18 units per regular term

Summer Session: Maximum 6 units

Whole Academic Year: Maximum 39 units (first term, second term and summer)

(The units of courses taken in external Summer Programme will not be counted towards the maximum 39 units allow for whole academic year.)

First probation: Maximum 12 units per regular term
(term GPA below 1.5)

Second/Extended probation: Maximum 9 units per regular term
(term GPA below 1.5 at second time)

4.1 Exceeding and Reducing Course Load

Students who wish to take overloaded courses should submit 'Application Form for Exceeding Course Load' together with an unofficial English transcript to SME Academic Affairs Office (TA532-534) for approval.

Students who wish to reduce course load should submit 'Application Form for Reducing Course Load' together with an unofficial English transcript to SME Academic Affairs Office (TA532-534) for approval.

As to filling the application form, students should clearly indicate the detailed reason for exceeding or reducing course load in English. Applications with cGPA below 3.0 will NOT be accepted.

Application form available at: <http://registry.cuhk.edu.cn/en/application>



5. Dean's List & Academic Performance Scholarship

5.1 Dean's List

Students who attained a **Year GPA of 3.50 or above** (out of 4.00) are eligible to be awarded on the Dean's List. Dean's List is a prestigious award and you do not need to apply for it by yourself. If you are the qualified recipient, the Dean of SME will issue you a letter of recognition and appreciation. School will send out email notice to students when the hard copy of certificate is ready for collection.

5.2 Academic Performance Scholarship

Please click the URL as below for your information:

<http://registry.cuhk.edu.cn/sites/academic/files/2018-10/10.6%20Undergraduate%20Scholarships%20and%20Financial%20Aid.pdf>

Students with a **minimum year GPA of 3.50** can be candidates for AP scholarship. There is no fixed quota or percentage for each AP Scholarship level, since the list is ranked from top to bottom according to the annual budget. You do not need to apply for the AP scholarship by yourself, if you are qualified to be the candidates, you will receive the email notification from the school.

According to the policy, it is proposed that final year students should not compete in the AP Scholarship application as there is no more tuition for them to make up in years ahead. As the honor award, the school will issue the Dean's List Certificate for their outstanding academic performance.

Regarding whether to give exchange/ visiting students a chance to compete for AP scholarships, the Committee on Scholarships and Financial Aid has just approved a guideline as below.

1. Exchange/ visiting students who are on one term leave would be considered for AP scholarships by using their GPA of one regular term (not include summer courses) in CUHK(SZ).
2. For students who are absent from CUHK(SZ) for the entire academic year and therefore without GPA from CUHK(SZ), would not be eligible for the AP scholarships. However, as approved by the Resource Allocation Committee before, those students would still be entitled to the grant of admission scholarships in full if applicable.

***The information are only for your reference**, it could be updated and subject to revision. SME reserves the right of final interpretation for the content and items hereinabove. (Version: V-201809)

6. International Programmes and Credit Transfer

6.1 SME International Programme (3+2, 4+1, Tripartite Programmes)

Please contact smeip@cuhk.edu.cn directly if you need detailed information about 3+2/4+1/ tripartite programmes or make an appointment for consultation.



6.2 Exchange/Visiting/Summer Programme

Please refer to the website for Office of Academic Links (OAL) <http://www.cuhk.edu.cn/en/department/ao> or contact oal@cuhk.edu.cn for inquiries on Exchange/Visiting/Summer programme.

6.3 Credit Transfer

Please refer to the

- *Course Equivalence Information for External Studies*
- *Credit Transfer Guidelines for SME Students*
- *Information on Course and Unit Exemptions for SME Undergraduate Students*

On Blackboard:

https://bb.cuhk.edu.cn/webapps/blackboard/content/listContent.jsp?course_id=712_1&content_id=13232_1&mode=reset for detailed information.

6.4 Unit Requirements and Exemption

According to *Regulation 4.4* of the General Regulations Governing Undergraduate Studies, no Student with such exemptions shall be allowed to graduate unless s/he shall have:

- (a) completed at least 72 units of courses at CUHK(SZ);
- (b) completed at least two-thirds of Major requirements at CUHK(SZ); and
- (c) completed at least two-thirds of Minor requirements at CUHK(SZ), if applicable.

7. Leave of Absence

7.1 Leave from P.E Class

- a) Student should submit application form for leave from P.E class with detailed reason clearly in English and supporting document to P.E instructor for endorsement first.
- b) Student should submit the finished application form with P.E instructor's signature to the SME Academic Affairs Office (TA532-534) within 5 working days for further process and archive.
- c) Student who is officially approved for absence from P.E class will receive an email from School about the final decision.

Application form available at:

https://bb.cuhk.edu.cn/webapps/blackboard/content/listContent.jsp?course_id=712_1&content_id=13252_1&mode=reset

7.2 Less than one week

- a) Student should submit application form with detailed reason clearly in English and supporting document for each course that you are not able to attend, and get the endorsement from course instructor(s). Each course should have its independent form.



- b) Student should submit the signed application form(s) with course instructor(s)' signature/a copy of email approval to the SME Academic Affairs Office (TA532-534) for further process and archive.
- c) Student who is officially approved for absence will receive an email from School about the final decision.

Application form available at:

https://bb.cuhk.edu.cn/webapps/blackboard/content/listContent.jsp?course_id= 712_1&content_id= 13252_1&mode=reset

7.3 More than one week

- a) Student should submit application form with detailed reason clearly in English and supporting document to SME Academic Affairs Office (TA532-534) directly for endorsement.
- b) In case of illness necessitating absence exceeding one week, students should submit a medical certificate signed by a qualified medical practitioner. Documents like internship offer, event invitation should be provided to support the leave application.
- c) A detailed study plan in English of how to make up the missing classes will also be needed upon request.
- d) Student who is officially approved for absence will receive an email from the Registry about the final decision.

Application form available at: <http://registry.cuhk.edu.cn/en/application>

7.4 Leave from Examination

Mid-term exam/test

- a) Students who are not able to attend mid-term exam/test shall apply in writing with documentary evidence at the earliest possible instance to course instructor(s) directly for approval.
- b) In case of illness/injury, the application shall be accompanied by a certificate signed by a qualified medical practitioner.
- c) The feasibility of make-up exam(s) will be decided by course instructor(s).
- d) A student who is absent from any examination without permission shall be given a failure grade in that examination.

Final exam

- a) A Student who for medical or other compelling reasons is unable to sit for any final course examination shall apply for absence from examination in writing with documentary evidence at the earliest possible instance but in any case **not later than five working days** after the examination concerned to course instructor(s) directly for approval.
- b) Student should submit the finished application form with course instructor's signature/a copy of email approval to the Registry Office (TB101) for final endorsement.



- c) In case of illness/injury, the application shall be accompanied by a certificate signed by a qualified medical practitioner.
- d) Student who is officially approved for absence from final exam will receive an email from Registry Office about the final decision. The application is unsuccessful if no email notification is received from concerned department.
- e) The feasibility of make-up exam(s) will be decided by course instructor(s). Student shall contact the course instructor and teaching assistant for the make-up arrangement once the application is officially approved.
- f) A student who is absent from any examination without permission shall be given a failure grade in that examination.

Application form available at: <http://registry.cuhk.edu.cn/en/application>

8. Suspension of Studies

8.1 Suspension of Studies (medical/personal reason)

Under no circumstances shall a student be granted leave of absence for more than **two years**, except for compulsory military services.

- a) Student should submit application form with detailed reason clearly in English and supporting document to SME Academic Affairs Office (TA532-534) for endorsement.
- b) In case of illness necessitating absence, students should submit a medical certificate signed by a qualified medical practitioner. Documents like internship offer, event invitation should be provided to support application.
- c) Student who is officially approved for suspension of study will receive an email from Registry Office on the final decision on the application.
- d) Student is required to complete a clearance procedure in different departments of the University (such as Library, College, School, OSA, IT etc.) before the departure.
- e) After the clearance procedure, student should collect the hard copy letter of Suspension of Studies from the Registry (TB101).
- f) Student can send a representative if you cannot come on your own for the clearance procedure. The representative should bring his/her valid identity certificate for verification when s/he comes to Registry Office (TB101).

8.2 Suspension of Studies (exchange/visiting programme)

According to *Regulations* Item 1.3, *a Student shall not be registered simultaneously for another course of study or research leading to the award of a degree, diploma or certificate at CUHK(SZ) or any other tertiary institution except by prior permission of the School Board to which s/he belongs.*

- a) Students who participate in exchange/visiting programme should apply for suspension of study at CUHK(SZ), which means student is not allowed register courses at CUHK(SZ) at the same time while attending an external programme.
- b) Student should submit application form together with a copy of admission letter/email



from the host university concerned to SME Academic Affairs Office (TA532-534) for endorsement.

- c) Student is required to complete a clearance procedure in different departments of the University (such as Library, College, School, OSA, IT etc.) before the departure.
- d) After the clearance procedure, student should collect the hard copy letter of Suspension of Studies from the Registry (TB101).
- e) Student can send a representative if you cannot come on your own for the clearance procedure. The representative should bring his/her valid identity certificate for verification when s/he comes to Registry Office (TB101).

Application form available at: <http://registry.cuhk.edu.cn/en/application>

9. Resumption of Study

9.1 Resumption of Study (medical/personal reason)

When the suspension period is expired, student is required to apply for resumption of study at CUHK(SZ) so that the student status can be activated for course registration in the following term.

- a) Student should submit application form and a copy of Notice Letter for suspension of studies issued by Registry Office to SME Academic Affairs Office (TA532-534) for endorsement.
- b) For students who suspend studies due to health reason(s), please submit a medical certificate issued by a qualified hospital indicating your recovery at the time of application. Application with incomplete material will not be handled.
- c) Student who is officially approved for resumption of study will receive an email from Registry Office about the final decision on the application. The application is unsuccessful if no email notification is received from concerned department.

9.2 Resumption of Study (exchange/visiting programme)

After the termination of suspension for exchange/visiting programme, student is required to apply for resumption of study at CUHK(SZ) so that the student status can be activated for course registration in the following term.

- a) Student should submit application form and a copy of Notice Letter for suspension of studies to Registry Office (TB101) directly for endorsement.
- b) Student who is officially approved for resumption of study will receive an email from Registry Office about the final decision on the application. The application is unsuccessful if no email notification is received from concerned department.

Application form available at: <http://registry.cuhk.edu.cn/en/application>



10. Application for Withdrawal of Study

- a) Student should submit application form with detailed reason clearly in English and supporting document to SME Academic Affairs Office (TA532-534) for endorsement.
- b) In case of illness, students should submit a medical certificate signed by a qualified medical practitioner. Document like admission letter from other university should be provided to support the application if student continues to study at other university.
- c) Please be reminded that if the application for withdrawal is approved, the registration as a student at CUHK(SZ) will be discontinued. Student will not receive a degree and cannot apply for re-instatement as a student at CUHK(SZ). Therefore, it is highly suggested to consider carefully and talk to parents about this.
- d) Student who is officially approved for withdrawal will receive an email from Registry Office on the final decision on the application.
- e) Student is required to complete a clearance procedure in different departments of the University (such as Library, College, School, OSA, IT etc.) before the departure.
- f) After the clearance procedure, student should collect the hard copy Notice of Withdrawal from the Registry (TB101).
- g) Student can send a representative if you cannot come on your own for the clearance procedure. The representative should bring his/her valid identity certificate for verification when s/he comes to Registry Office.

Application form available at: <http://registry.cuhk.edu.cn/en/application>

11. Period of Study

The normative study period for all undergraduates is **four years**. The maximum study period for all undergraduates shall be the normative study period plus two years, i.e. normally **six years** from first registration, which shall include any periods of leave of absence and suspension of studies, but exclude any periods of compulsory military service as required by a Student's nation.

A Student who has reached the end of the normative period (4 years) but fails to meet any of the requirements for graduation shall register for a further term or year or specific course/s, as determined by the School Board and the Director of Registry Services.

11.1 Shortening Period of Study

According to *Regulation 3.2* of the General Regulations Governing Undergraduate Studies, *shortening of the normative study period should be made 6 months before the last day of the expected graduation term. No such application shall normally be accepted after the commencement of a student's expected graduation term.*

The minimum cumulative GPA for early graduation is 3.2 as set by the University.

- a) the calculation of cumulative GPA includes the final grades of the semester when application is made;
- b) if there are unreleased or pending grades, a provisional approval may be given, subject to



student's fulfillment of minimum cumulative GPA.

- For shortening period of study, student is required to submit an application form, an unofficial English transcript, a detailed study plan to support that the graduation requirements are fulfilled within the prescribed term.
- A student, who is approved to shorten his/her study period and can successfully graduate by the end of the expected graduation term, shall pay the tuition fees on a pro-rata basis according to his/her actual study period.
- If s/he fails to graduate by the end of expected graduation term, s/he should pay the original tuition fees for the normative study period.

Application form available at: <http://registry.cuhk.edu.cn/en/application>

11.2 Change of Expected Graduation Term

Student who cannot fulfill the graduation requirements within the normative study period (4 years) should submit application form and an unofficial English transcript at prescribed period according to Registry's notice to SME Academic Affairs Office (TA532-534) for endorsement.

Application form available at: <http://registry.cuhk.edu.cn/en/application>

12. Academic Probation and Discontinuation of Studies

12.1 Academic Probation

What is academic probation?

- A student shall be put on academic probation if he/she has obtained a Term GPA below 1.5 in the preceding term.
- A student who has obtained a Term GPA below 1.0 or who has failed in more than half of the units of courses taken in a term must apply in writing to and obtain permission from the Major Programme concerned within a prescribed period to continue studies.
- A student on academic probation shall be required to take a reduced load and his/her performance shall be reviewed at the end of the term in which he/she is put on probation, at which time if he/she has obtained a Term GPA of 1.5 or above, probation shall be lifted, otherwise probation shall continue to apply in his/her next term of attendance unless he/she is required to discontinue his/her studies.

12.2 Discontinuation of Studies

A student shall be required to discontinue his/her studies at the University:

- if his/her grade point average in a term is below 1.0 for two consecutive terms of attendance;
or
- if he/she fails in more than half of the units of courses taken in a term for two consecutive terms of attendance; or
- if s/he obtains a grade point average below 1.0 or fails in more than half of the units of courses taken in a term, unless permission to continue studies from the Major Programme concerned is obtained; or



- if he/she still fails to have probation lifted after he/she has been put on academic probation for two consecutive terms of attendance; or
- if, after two attempts, he/she still fails to meet the minimum grade required for specified courses or pass the relevant examinations (if any) as prescribed by his/her Major Programme, unless otherwise decided by the School Board to which he/she belongs or he/she is successful in obtaining transfer to another Major Programme in the next term of attendance; or
- if he/she fails to fulfil all requirements for graduation within the years specified in the General Regulations Governing Undergraduate Studies.

For details, please refer to Section 10 of *General Regulations Governing Undergraduate Studies* uploaded on: http://registry.cuhk.edu.cn/sites/academic/files/2018-10/General%20Regulations%20%28Eng%29%20180830_0.pdf

13. Academic Honesty

The Chinese University of Hong Kong, Shenzhen places very high importance on honesty in academic work submitted by students, and adopts a policy of zero tolerance on academic dishonesty. While “academic dishonesty” is the overall name, there are several sub-categories as follows:

- (i) Plagiarism
- (ii) Undeclared multiple submission
- (iii) Cheating in tests and examinations
- (iv) All other acts of academic dishonesty

Any related offence will lead to disciplinary action including termination of studies at the University. Although detected cases of cheating in examinations or plagiarism are rare at the University, everyone should make himself/herself familiar with the content of *Academic Honesty* <http://registry.cuhk.edu.cn/en/integrity> and thereby help avoid any practice that would not be acceptable.

Regulations and Rules

- *General Regulations Governing Undergraduate Studies*
http://registry.cuhk.edu.cn/sites/academic/files/2018-10/General%20Regulations%20%28Eng%29%20180830_0.pdf
- *Rules to be Observed by Candidates at Examination Centre*
http://registry.cuhk.edu.cn/sites/academic/files/2018-10/Acad%20Board%2015-16%20-%20Revised%20Rules%20to%20be%20Observed%20by%20Candidates%20at%20Examination%20Centre%20-%20v180807_0.pdf
- *Honesty in Academic Work*
<http://registry.cuhk.edu.cn/sites/academic/files/2018-01/8.pdf>



香港中文大學(深圳)

The Chinese University of Hong Kong, Shenzhen

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