



香港中文大學(深圳)

The Chinese University of Hong Kong, Shenzhen

经管学院

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/ CHI1000i/CLC	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)					60-70
Free Elective					14-24
Total					120

All undergraduate students (applicable to all students with Chinese nationality) enrolled in The Chinese University of Hong Kong, Shenzhen **in 2021-22 and thereafter** are required to complete all Civic Education (CE) courses. The CE curriculum is composed of "Ethics and the Rule of Law", "Modern Chinese History", "Introduction to Marxism", "Thoughts of Modern China", "Introduction to Xi Jinping Thought on Socialism with Chinese Characteristics for A New Era", "Society and Public Policy in Contemporary China".

Course Title	Units
CEC1000 <i>Ethics and the Rule of Law</i>	3
CEC2000 <i>Introduction to Marxism</i>	3
CEC2010 <i>Modern Chinese History</i> (equivalent to GEA2000)	3



CEC3000 <i>Thoughts of Modern China</i>	3
CEC4000 Introduction to Xi Jinping Thought on Socialism with Chinese Characteristics for A New Era	3
CEC1020 <i>Group Projects on "Thoughts of Modern China"</i>	1
CEC1010 <i>Society and Public Policy in Contemporary China</i>	1

Students are always advised to comprehend the up-to-date study scheme in detail. Please check at: <https://registry.cuhk.edu.cn/en/page/268>.

1.1 Programmes Offered by SME

Economics

- Applied Economics
- Economic Science
- Global Business Economics (tripartite programme)

Finance

Financial Engineering (offered jointly with SSE and SDS)

- Quantitative Finance
- FinTech

Global Business Studies

- Global Business Management
- Global Supply Chain and Logistics Management (tripartite programme)

Marketing and Communication

Professional Accountancy

- Accounting and Financial Reporting
- Accounting Data and Analytics

1.2 Minor Programme

Declaration Reception Time: Available once per regular term via SIS, usually after add/drop period (details subject to the Registry's notice).

SME Minor Declaration Requirements:

- 1) Students should submit the Minor declaration through SIS within the specified time when fulfilled/registered all course requirements for the intended minor programme. Normally, application from students who have **NOT** fulfilled/registered all course requirements for the intended minor programme is less likely to be approved.
- 2) For study requirements of SME Minor Programme in **Economics& Finance& Marketing**
 - a) Minor Required courses could be double-counted with your Major courses.



- b) For Minor Electives, Minor Electives could **NOT** be double-counted with the Major Required. It is suggested to take Minor Elective courses by using Free Elective credits. At most one Minor Elective course is allowed to double count with your Major Electives.
- 3) For study requirements of SME Minor Programme in **Accounting**
 - a) Minor Required courses could be double-counted with your Major courses.
 - b) For Minor Electives, Minor Electives could NOT be double-counted with the Major courses. Students are required to take Minor Elective courses by using Free Elective credits.
(For details, please refer to SME Minor Study Scheme)

Effective Time of Minor Declaration Information: Upon graduation, students who have declared the minor(s) and granted the approval shall have both major(s) and minor(s) shown on his/her transcript.

More Information:

Study Scheme of Minor Programmes: <https://registry.cuhk.edu.cn/en/page/22>

Policy on the minor(s): <https://registry.cuhk.edu.cn/en/page/199>

Unit exemption: According to General Regulations Governing Undergraduate Studies Clause 4.4, a student who has been granted credit transfer from other universities shall complete at least two-thirds of the Minor requirements at CUHK(SZ). (University Regulations <https://registry.cuhk.edu.cn/en/page/18>)

1.3 Student Information System (SIS) & Student Affairs Management System (SAMS)

Student Information System serves as an e-platform on which students can log on and use various system functions such as course enrolment, viewing course timetable/ course outline, browsing course catalog, viewing grades and unofficial transcript, submitting online course add applications, examination-related applications, and other student applications, etc.

Student Affairs Management System serves as an e-platform on which students can log on and use various system functions such as viewing student basic information and corresponding academic advisor, processing the clearance procedures for suspension/withdrawal/graduation, submitting absence applications, etc.

1.4 Course Selection and Add/Drop

Registry Office will send out a notice on course registration to students before the new semester, including a 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 logging in with the student ID and password.

E-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 in the system, students can submit an online course add application in SIS to process. Supporting documents such as a transcript will be required. The course enrollment process is on a first-come-first-served basis and in real-time mode, subject to fulfillment of course enrollment rules, registration priority set by the school, the sequence of submission of application, teaching capacity, and availability of quota.

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 course students have passed and repeated will be shown on the transcript. If you retake a course, the grade in the second/multiple attempts will not cover/replace the original score. All courses are taken, including multiple attempts, will be counted in GPA calculation.

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

2. Major Declaration (most items are only applicable to students admitted in 2019-20 and therefore)

- a) Students will declare their major at the end of the second term of the first year of study by submitting an online application in SIS (usually in May or June).
- b) The school will arrange information sessions on the major declaration to introduce each programme/stream in detail before the major declaration period.
- c) Course enrollment has no influence on a student's major declaration as long as students can 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 Supply Chain and Logistics Management stream and the Global Business Economics stream, which do not accept a transfer in or out or to change major.
- e) Global Supply Chain and Logistics Management (GSCLM) is a tripartite programme of Copenhagen Business School, The University of British Columbia, and The Chinese University of Hong Kong, Shenzhen, which is open to SME students ONLY. The quota of this stream for each cohort is 15.
- f) Global Business Economics (GBE) is formed from a bipartite agreement between Copenhagen Business School and the School of Management and Economics, which is open to SME students ONLY. The quota for this stream for each cohort is 10.
- g) Interviews will be arranged for potential candidates with a good academic record of a minimum cumulative GPA of 3.0. Successful applications will be ranked from top to



bottom according to the results of students' cumulative GPA (80%) and interview scores (20%).

- h) Financial Engineering is a programme offered jointly with SSE and SDS. Different from other students, these students had already enrolled in this programme when they admitted to the university. Whether or not other students are allowed to transfer to 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 GPA requirement for change of major inside SME, except Global Supply Chain and Logistics Management stream and Global Business Economics stream, which do not accept a transfer in or out or to change major.

The application for a change of Major inside SME is available once an academic year (usually in June) by submitting an online application in SIS. The school will send out a notice about the application time and procedure in due course. If students fail to submit the application for a change of major within the prescribed period, they can take the courses for a new major first and then apply for official transfer in the next academic year. Considering the different course load and course requirements 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 graduation due to the 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 the academic year (usually in August). Registry Office will send out a notice to students regarding the application period and procedure. Students **MUST** submit the online application form in SIS together with their supporting document, e.g., an unofficial English transcript and an English personal statement, for the schools' reference. Students who apply for a change of major outside school can only apply so after they have successfully declared a major in his/her school.

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:

- a) the student has taken the 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
- b) 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
- c) 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 schools should observe other requirements, e.g., interview, test, etc., if any, as requested by the



concerned Schools. The expected graduation term would 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: <https://registry.cuhk.edu.cn/en/page/25>

3.3 Admission Requirements for Financial Engineering Programme (most items are only applicable to students admitted in 2019-20 and therefore)

Admission Requirements for 2019-2020

- a) The programme is not open to transfer in unless there is a vacancy.
- b) If there is a vacancy in the programme, students should fulfill the following requirements to apply for transferring to the programme:

- the minimum cumulative GPA (cGPA) should be 3.2; and
- satisfactory grades are required regarding mathematics courses;
- 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 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 obtained 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/second term: 9 - 18 units

Summer Session: Maximum 6 units

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

(The units of courses taken/credit transfer from the external summer programme will not be counted towards the maximum 39 units for the whole academic year)

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

Second/Extended probation: Maximum 9 units
(term GPA below 1.5 in a second consecutive time)

4.1 Exceeding and Reducing Course Load

Course Load Online Application Method:

The online application for the Exceeding or Reducing course load in SIS will be available from June 1st, 2022. Students who apply for exceeding or reducing course load should log in to SIS and submit an online application via [Self Service>Personal Center>My Application>Course](#)



Load Change. No hard copy or email applications will be accepted thereafter.

Please find the operation manual via logging in Blackboard > SMEUG > Content >The *Guideline for Online Exceeding&Reducing Course Load Application*.

Students who wish to take overloaded courses should submit the application for Exceeding Course Load together with an unofficial English transcript in the SIS system for approval. As to filling out the application form, students should clearly indicate the course codes which they wish to take and the detailed reason for exceeding in English. Applications with a CGPA below 3.000 will NOT be accepted. Year 1 students with no GPA information will not be allowed to exceed the course load.

Students who wish to reduce course load should submit the application for Reducing Course Load together with an unofficial English transcript and an English study plan in the SIS system for approval.

5. Assessment and Grade Point Average (GPA)

5.1 Outcome-based Approach

A Student shall be assessed in every course for which s/he has registered on the basis of his/her performance in the course on the criteria as prescribed by the programme concerned.

The course grades, their standards and converted points used in reporting shall be as follows:

Grade and Standard		Sub-divisions	Converted Points
A	Excellent	A	4.0
A-	Very Good	A-	3.7
B	Good	B+	3.3
		B	3.0
		B-	2.7
C	Fair	C+	2.3
		C	2.0
		C-	1.7
D	Pass	D+	1.3
		D	1.0
F	Failure	F	0.0
DI	Distinction	Not counted in the calculation of grade point average	
PA	Pass		
FA	Failure		
P	Pass	Not counted in the calculation of grade point average	
U	Failure		



The grade point average (GPA) is computed from the converted points as weighted by the number of units of each course attempted, inclusive of courses that failed. "DI"/"PA"/"FA" or "P"/"U" grades are for specified courses adopting distinction/pass/failure and pass/failure gradings where other grades are not applicable.

A Student who has gained a grade of "D" or above, "DI", "PA", or "P" in a course shall earn the unit/s of that course. All courses taken, including multiple attempts, will be counted in the GPA calculation.

5.2 Grade Point Average (GPA)

The grade point average (GPA) is computed from the converted points as weighted by the number of units of each course attempted, inclusive of courses failed. "P"/"U" grades are for specified courses adopting a pass/fail grading basis where other grades are not applicable.

$$\text{GPA} = \frac{\text{SUM}(\text{Converted Points for the Course grade} \times \text{Units of the Course})}{\text{SUM}(\text{The Units of the taken course})}$$

- Cumulative GPA: The GPA for overall courses taken from admission to now.
- Major GPA: The GPA for the major courses which is prescribed in the study scheme of each major program.
- Term GPA: The GPA for the courses taken in the corresponding term.
- Year GPA: The GPA for the courses taken in the corresponding year. It includes the summer session of the preceding academic year (if any), Term 1, and Term 2 of the current academic year.

6. Dean's List & Academic Performance Scholarship

6.1 Dean's List

The students with a **Year GPA above 3.500** (out of 4.000) and no demerit record (academic and non-academic) are eligible to be the candidates for the Dean's List nomination. Dean's List is a prestigious award, and you do not need to apply for it by yourself. If you are a qualified recipient, the Dean of SME will issue you a letter of recognition and appreciation. The school will send out an email notification to students when the hard copy of the certificate is ready for collection.

Please refer to the policy via Log in Blackboard > SMEUG > Content > Undergraduate Scholarships and Dean's List > Policy on Undergraduate Dean's List.

6.2 Academic Performance Scholarship

Please click the URL below for information:

<https://registry.cuhk.edu.cn/sites/registry.prod.dpsite02.cuhk.edu.cn/files/2020-12/Updated%20Policy%20on%20Undergraduate%20Scholarships.pdf>



Students with a **minimum year GPA of 3.500** can be the candidates for AP scholarship nomination, which means that the Dean's List gainers will be the 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. The students do not need to apply for the AP scholarship alone; if the students are qualified to be the awardees, they will receive an 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 the 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 approved a guideline as below.

- a) Exchange/ visiting students who are on one term leave would be considered for AP scholarships by using their GPA of one regular term (summer term is not the regular term) in CUHK(SZ).
- b) 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 is 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.

7. International Programmes and Credit Transfer

7.1 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 a consultation.

7.2 Exchange/Visiting/Summer Programme

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

7.3 Credit Transfer

Please refer to the

- *Course Equivalence Information for External Studies*
- *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. (Navigation: SMEUG>Content>Credit Transfer)



7.4 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:

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

8. Leave of Absence

8.1 Application for Leave of Absence (P.E. Class / Less than one week / More than one week)

Students who are not able to participate in the class activity shall apply for a leave of absence with proof documentation in the Student Affairs Management System (SAMS).

Please refer to the *Leave of Absence (Student) Operation Manual* on the official website of the Registry by the following link:

<https://registry.cuhk.edu.cn/sites/registry.prod.dpsite02.cuhk.edu.cn/files/inline-files/1.%E8%AF%B7%E5%81%87%E7%AE%A1%E7%90%86%EF%BC%88%E5%AD%A6%E7%94%9F%EF%BC%89%E6%93%8D%E4%BD%9C%E8%AF%B4%E6%98%8E.pdf>

Or find the manual by logging in Blackboard > SMEUG > Content > SME Leave of Absence > Leave of Absence (Student) Operation Manual

Please note that all classes are launched onsite from February 8th, 2023. It is to be mentioned that time conflicts between the course/examination with personal matters (such as internship, research project, external examination, or out-of-college training) will not be accepted as compelling reasons for online classes. Students should make their study plans carefully.

8.2 Examination-related Applications

The exam-related applications for undergraduate examinations are processed in the Student Information System (SIS).

- Applications submitted by other methods will not be accepted;
- Students should refer to the notes listed on the application page for detailed information before making an application;
- All supporting documents should be combined in one single file for uploading;
- Students may track the application status at any time in the Student Information System. Always keep an eye on the application status when it is under processing;

The operation manual for the applications in SIS is available at Blackboard > SMEUG > Content > SME Leave of Absence > Guideline for Applications related to UG Examinations



8.2.1 Midterm Examination Application

Exam Type 考试类型	Application Type 申请类型	Approval Procedure 审批流程
Midterm Examination	Absence from Non-Centralized Examination	Students submit the application, upload the instructor's approval and supporting materials in SIS → Course Offering Schools (For archive) 学生在 SIS 在线填写申请表并上传老师同意文件及证明材料 → 开课学院 (存档)

- a) As the classes are launched onsite, in principle, the examinations should be conducted via the usual on-site mode. Personal matters (such as internship, research project, external examination, out-of-college training) will not be accepted as compelling reasons for online examination.
- b) Students who are not able to attend mid-term exam/test due to compelling reasons (such as medical issues) shall apply in writing with documentary evidence at the earliest possible instance to the course instructor(s) directly for approval.
- c) In case of illness/injury, the application shall be accompanied by a certificate signed by a qualified medical practitioner.
- d) The feasibility of the make-up exam(s) will be decided by the course instructor(s).
- e) The student should submit the "Absence from Non-Centralized Examination" application by uploading the instructor's approval and supporting documents in SIS **within 5 working days after the examination date** to the school for the archive.
- f) A student who is absent from any examination without permission shall be given a failure grade in that examination.

8.2.2 Final Examination Application

Exam Type 考试类型	Application Type 申请类型	Approval Procedure 审批流程
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<p>Non-Centralized Examination* 非大学统一管理考试</p> <p>* Non-Centralized Examinations are managed by the relevant course offering schools, including Summer examinations and the final examinations of certain courses arranged by Schools.</p>	<p>Absence from Non-Centralized Examination</p>	<p>Students submit the application, upload instructor's approval and supporting materials → Course Offering Schools 学生在线填写申请表并上传老师同意文件及证明材料 → 开课学院 (审批)</p>
<p>Centralized Final Examination* 大学统一管理期末考试</p> <p>* Centralized Examinations are managed by the Registry during the final exam week for Term 1 and Term 2; the exam timetable will be released on the official website of the Registry</p>	<p>Absence from Centralized Examination</p>	<p>Students submit the application, upload the instructor's approval and supporting materials → Course Offering Schools → Registry Office 学生在线填写申请表并上传老师同意文件及证明材料 → 开课学院 → 教务处 (审批)</p>

- a) As the classes are launched onsite, in principle, the examinations should be conducted via the usual on-site mode. Personal matters (such as internship, research project, external examination, out-of-college training) will not be accepted as compelling reasons for online examination.
- b) 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 5 working days** after the examination concerned to course instructor(s) directly for approval.
- c) The student should submit the finished application with the course instructor's approval and supporting documents in SIS as the instruction mentioned above for further endorsement.
- d) In case of illness/injury, the application shall be accompanied by a certificate signed by a qualified medical practitioner.



- e) Applications for Absence from Examination due to misremembering the exam time or getting up late would not be accepted.
- f) The feasibility of the make-up exam(s) will be decided by the course instructor(s). The student shall contact the course instructor and teaching assistant for the make-up arrangement once the application is officially approved.
- g) A student who is absent from any examination without permission shall be given a failure grade in that examination.

9. Suspension of Studies

Under no circumstances shall a student be granted leave of absence for more than **two years**, except for compulsory military services. Suspension can be taken by term or academic year, and the expected graduation term will be extended accordingly if the application is approved except for applications with the reason of exchange/visiting programme.

Students should submit the online application in SIS with detailed reasons in English together with supporting document(s) for approval. Application with incomplete material will not be handled. The student shall keep track of the application status from time to time when it is under process in SIS.

Materials required for suspension:

Reason	Document
Health reason	<ul style="list-style-type: none"> • an up-to-date medical certificate signed by a qualified medical practitioner • a consent letter from parents
Internship	<ul style="list-style-type: none"> • internship contract/agreement/appointment letter • a personal statement and detailed study plan in English • a consent letter from parents • feedback from the academic advisor
Event/Activity	<ul style="list-style-type: none"> • invitation letter of event/activity • a personal statement and detailed study plan in English • a consent letter from parents
Entrepreneurship	<ul style="list-style-type: none"> • registration materials of newly started businesses for entrepreneurship activities • a personal statement and detailed study plan in English • a consent letter from parents
Military service	<ul style="list-style-type: none"> • letter/notice on compulsory military service • a consent letter from parents
Exchange/visiting programme	<ul style="list-style-type: none"> • admission letter/email from the external institution

*The supporting document(s) should contain the name of the applicant and present the veracious situation of the case. The reasons for suspension vary, and the documents of proof are not limited to the above-mentioned types. Each application is handled case by case, and



additional material may be required when processing the application. The burden of proof for the application lies with the applicant.

Students must complete the Clearance Procedure as introduced in the notification email when the application is approved by the University. Otherwise, the application will not take effect in the SIS and other relevant systems as required by the Ministry of Education.

For more information, please refer <https://registry.cuhk.edu.cn/en/page/197>.

10. Resumption of Study

When the suspension period is expired, the 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.

Students should submit the online application in SIS with detailed reasons in English together with supporting document(s) for approval.

Materials required for Resumption:

Reason	Document
Health reason	<ul style="list-style-type: none"> an up-to-date medical certificate signed by a qualified medical practitioner a consent letter from parents (using the template provided by the University)
Internship	<ul style="list-style-type: none"> internship certificate a consent letter from parents
Event/Activity	<ul style="list-style-type: none"> a personal statement a consent letter from parents
Entrepreneurship	<ul style="list-style-type: none"> a personal statement and detailed study plan in English a consent letter from parents
Military service	<ul style="list-style-type: none"> certificate on compulsory military service a consent letter from parents
Exchange/visiting programme	<ul style="list-style-type: none"> admission letter/email from the external institution

The supporting document(s) should contain the name of the applicant and present the veracious situation of the case. The reasons for suspension vary, and the documents of proof are not limited to the above-mentioned types. Each application is handled case by case, and additional material may be required when processing the application. The burden of proof for the application lies with the applicant. Application with incomplete material will not be handled. The burden of proof for the application lies with the applicant.



11. Application for Withdrawal of Study

Student who decides to terminate study at CUHK(SZ) should submit the online application in SIS with detailed reason in English together with supporting document(s) for approval.

Materials required for Withdrawal:

Reason	Document
Health reason	<ul style="list-style-type: none"> an up-to-date medical certificate signed by a qualified medical practitioner a personal statement a consent letter from parents
Continual study in other University/Institution	<ul style="list-style-type: none"> admission letter from other universities a consent letter from parents

*Application with incomplete material will not be handled.

Once the application for withdrawal is approved, the registration as a student at CUHK(SZ) will be discontinued. The student will not receive a degree and cannot apply for reinstatement as a student at CUHK(SZ). Therefore, it is highly suggested to consider carefully and talk to parents about this. Students must complete the Clearance Procedure as introduced in the notification email when the application is approved by the University. Otherwise, the application will not take effect in SIS and other relevant systems as required by Ministry of Education.

12. Period of Study

The normative study period for all undergraduates is **four years**. A student is expected to graduate at the end of the normative study period, except for any student who has applied and obtained approval for alteration of the period of study. 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.

12.1 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.



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- a) the calculation of cumulative GPA includes the final grades of the semester when the application is made;
- b) if there are unreleased or pending grades, a provisional approval may be given, subject to the student's fulfillment of the minimum cumulative GPA.
- For the students who apply to shorten the period of study, the student is required to submit an application form, an unofficial English transcript, and a detailed study plan (which includes study progress of units passed and courses to be completed in the following terms) 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 the expected graduation term, s/he should pay the original tuition fees for the normative study period.

Application form available at: <https://registry.cuhk.edu.cn/en/page/196>

12.2 Change of Expected Graduation Term

Application for change of expected graduation term is usually opened at the end of the second last term of attendance within the normative study period. Registry Office will send out a notice to students regarding the application period and procedure. Students who cannot fulfill the graduation requirements within the normative study period (4 years) should submit the application form, an unofficial English transcript, and a summary of study progress at the prescribed period according to the Registry's notice to the SME Office (TA532-534) for the endorsement.

Please note that the summer term is not the regular term. The application for changing the expected graduation term to the summer term is not admissible.

Application form available at: <http://dpsite02.cuhk.edu.cn/registry-prod/sites/registry.prod.dpsite02.cuhk.edu.cn/files/2021-09/Application%20for%20Change%20of%20Expected%20Graduation%20Term.pdf>

13. Study Progress Self-check

13.1 Term Audit Self-check

At the beginning of each term, students should log in to the Student Information System to check their own study progress based on the "*Requirements of University Core Course*" and the study scheme applicable for corresponding admitted year and major programmes, which are released in the official website of Registry. (<https://registry.cuhk.edu.cn/page/22>)

Please check whether you have taken and passed the required courses, which should be completed in the previous term by following the "Recommended Course Pattern" in the study



scheme. For the required courses, please retake them timely if failed.

Please closely pay attention to the course offering term, especially for the students who have adjusted their own study plan and did not follow the Recommended Course Pattern in the previous term.

For students who are considering participating in any external (exchange/visiting/ summer) programmes, it is the student's responsibility to observe the university regulations on the minimum unit and attendance requirements, period of study, course requirements and exemptions, and other related regulations. Please make the study plan in advance, and understand that there is a risk of delaying graduation if you go on external programmes. Please refer to Regulation Clause 3.3, 4.4 of "*General Regulations Governing Undergraduate Studies*" (<https://registry.cuhk.edu.cn/en/page/18>) and relative policies on International Programmes and Credit Transfer via Blackboard > SMEUG > Content > Credit Transfer for your information.

If you have any questions during the self-check, please consult the SME Academic Affairs Office timely.

13.2 Graduation Audit Self-check

There are two rounds of graduation audit self-check. The prior graduation audit self-check and final graduation audit self-check are conducted in Term 1 and Term 2 of Year 4 separately; please pay attention to the email notification about the schedule from the school. For the graduation audit self-check, the students should fill in the "Graduation Audit Self-check Form" and then submit the form with the most-updated unofficial transcript in the online graduation self-check system (<https://smegasc.cuhk.edu.cn>).

Please check whether you have fulfilled the requirements of University Core (36 units), Major Required units, and Major Elective units.

Undergraduates should fulfill the requirements of the study period, university core courses, and study scheme of the Major programme for graduation. Meanwhile, undergraduates should complete at least 120 units before graduation. Please refer to the corresponding study scheme of the major programme and the Clauses 3.0, 4.0, 12.0, and 13.0 of "*General Regulations Governing Undergraduate Studies*" (<https://registry.cuhk.edu.cn/en/page/18>) for more detailed information.

The fitness test results are included to the requirements of obtaining the Graduation Certificate, which shall take effect from the Academic Year 2019-20.

All undergraduate students with Chinese nationality enrolled in 2021-22 and thereafter are required to complete all Civic Education (CE) courses.



Please take the failed and uncompleted courses that were found in the prior graduation audit self-check in the rest of the study period timely; Please consult the SME Academic Affairs Office if any questions about the failed and uncompleted courses that were found in the final graduation audit self-check in time.

14. Academic Probation and Discontinuation of Studies

14.1 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 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.

14.2 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 a transfer to another Major Programme in the next term of attendance; or
- if he/she fails to fulfill 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: <https://registry.cuhk.edu.cn/en/page/18>

15. 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:

- Plagiarism
- Undeclared multiple submission
- Cheating in tests and examinations
- 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 *Honesty in Academic Work: A Guide for Students and Teachers* <https://registry.cuhk.edu.cn/en/page/30> and thereby help avoid any practice that would not be acceptable. Students taking the chance of cheating, impersonation fraud, and having acts of academic dishonesty, if caught, will be prosecuted by the Disciplinary Committee subsequently.

16. Regulations and Rules

- *General Regulations Governing Undergraduate Studies*
<https://registry.cuhk.edu.cn/en/page/18>
- *Rules to be Observed by Candidates at Examination Centre*
<https://registry.cuhk.edu.cn/en/page/255>
- *Academic Honesty*
<https://registry.cuhk.edu.cn/en/page/30>

Please contact smeug@cuhk.edu.cn or approach the SME Academic Administration Office (TA532-534) if you need any assistance on study issues.

*The information is 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.