

# EXPLANATORY NOTES

## 1. COURSEWORK REQUIREMENTS

### Students admitted on or before 30 Jun 2002

Students in the Faculty of Arts, the School of Business, the School of Chinese Medicine and the Faculty of Social Sciences who commenced their studies on or after 1 Jul 1998, and students in the Faculty of Science and the School of Communication who commenced their studies on or after 1 Jul 1997, are required to complete the coursework requirements as laid down by the Faculty/School concerned. In general, Doctor of Philosophy (PhD) students and Master of Philosophy (MPhil) students should successfully complete a minimum of 3 and 2 courses respectively. Each course normally carries 2-3 units per semester/trimester.

### Students admitted on or after 1 Jul 2002

All students are required to complete the coursework requirements as laid down by the Faculty/School concerned. In general, PhD and MPhil students should successfully complete a minimum of 12 and 9 units of coursework respectively. Each course normally carries 2-3 units per semester/trimester.

### Students admitted on or after 1 Sep 2009

PhD and MPhil students are required to successfully complete a minimum of 12 and 9 units of coursework respectively.

### Students admitted on or after 1 Sep 2014

PhD and MPhil students are required to successfully complete a minimum of 15 and 12 units of coursework respectively (including 3 units from mandatory common core courses).

### Students admitted on or after 1 Sep 2019 and students in the School of Business admitted on or after 1 Sep 2018

PhD and MPhil students are required to successfully complete a minimum of 22 and 12 units of coursework respectively (including 3 units from mandatory common core courses).

## 2. GRADE POINT AVERAGE (GPA) REQUIREMENTS

The GPA is obtained by adding all the grade points gained and then dividing the sum by the total number of units gained for courses with letter grades and for fulfilment of coursework requirements. PhD and MPhil students are required to attain a minimum GPA score of 2.70 (for students admitted on or after 1 Sep 2009 and before 1 Sep 2012) or 2.67 (for students admitted on or after 1 Sep 2012). The minimum grade taken for calculating the GPA score is "C".

### Students graduated in or before 2016/17

For students having taken more units of coursework than required, only the courses with the best grades attained which fulfil the coursework requirements would be included in GPA calculation, and among courses with the same grade, the one carrying the greater number of units takes precedence over the other(s). The GPA is obtained by adding the grade points gained for the student's highest-achieving courses with letter grades divided by the total number of units carried by those courses.

For courses successfully completed without letter grades (including those taken in other local institutions under the Cross-Institutional Course Enrolment Scheme), only the units would count towards the total number of units gained, and the grades would be excluded from GPA calculation. In calculating a GPA score, transferred courses without letter grades and courses graded "S" take precedence over courses with letter grades. Thus students having taken all courses under the Cross-Institutional Course Enrolment Scheme for fulfilment of coursework requirements or courses with letter grades excluded from GPA calculation would not have a GPA score.

### Students graduated in or after 2017/18

All courses taken for fulfilment of coursework requirements would be included in GPA calculation. For courses successfully completed without letter grades (including those taken in other local institutions under the Cross-Institutional Course Enrolment Scheme), only the units would count towards the total number of units gained, and the grades would be excluded from GPA calculation. Thus students having taken all courses under the Cross-Institutional Course Enrolment Scheme for fulfilment of coursework requirements would not have a GPA score.

## 3. GRADING SYSTEM

### 3.1 *Grading Scheme*

Letter grades are used to indicate the results of assessment. The number of grade points gained by a student in a particular course corresponds to the letter grade.

<u>Letter Grade</u>	<u>Academic Performance</u>	<u>Grade Point Per Unit ①</u>	<u>Grade Point Per Unit ②</u>	<u>Letter Grade</u>	<u>Academic Performance</u>	<u>Grade Point Per Unit</u>
A	Excellent	4.00	4.00	EX	Exempted	Not included in GPA calculation
A-		3.70	3.67	I	Incomplete (temporary)	Not included in GPA calculation
B+	Good	3.30	3.33	NR	Not Yet Reported (temporary)	Not included in GPA calculation
B		3.00	3.00	S	Satisfactory	Not included in GPA calculation
B-	Satisfactory	2.70	2.67	U	Unsatisfactory	Not included in GPA calculation
C+		2.30	2.33	W	Withdrawn (w.e.f. 2000/01)	Not included in GPA calculation
C		2.00	2.00	WS	Withdrawn Satisfactory	Not included in GPA calculation
C-	Marginal Pass	1.70	1.67	WF	Withdrawn Failing	Not included in GPA calculation
D		1.00	--	YR	Year Grade (temporary)	Not included in GPA calculation
F	Failure	0.00	0.00		(applicable to the first semester/ trimester/term component of a year course and to courses that span more than one academic year)	

### 3.2 *Course Remark Code*

EX	Course exempted
IN	Course included for fulfilment of coursework requirements
RP	Course repeated
TR	Course transferred

## 4. UNIT AND STUDY LOAD

The number of units assigned to a course is indicative of the contact time with a teacher and/or the study time associated with that course, on a weekly basis over a period of one semester/trimester/term. In general, a single unit represents attendance once a week throughout the semester/trimester/term at a lecture/recitation lasting 50 minutes.

## 5. MEDIUM OF INSTRUCTION

The medium of instruction for formal classroom teaching, as well as the language used in oral examinations and theses, is English, unless exemption is granted. For students admitted from 2013 onwards, the media of instruction for courses taken are shown on academic transcripts. For a course of which the medium of instruction is not English, the medium of instruction is denoted by a single letter attached to the end of the course code. For example, 'C' stands for Cantonese and 'P' for Putonghua whereas 'N' denotes courses that do not involve formal classroom teaching. These letter denotations are not applicable to courses taught in English, courses exempted and those with units transferred. The letter denotations for all media of instruction can be found at: <http://gs.hkbu.edu.hk/upload/students/post/moi-code.pdf>

**Notes:** ① Applicable to students admitted before the academic year of 2012/13.  
② Applicable to students admitted in or after the academic year of 2012/13.