



香港公開大學

THE OPEN UNIVERSITY
OF HONG KONG

政府創辦・多元創新

Government established • Diversified and innovative



Undergraduate Programmes

Student Handbook

本科生課程學生手冊

2018–2019



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香港公開大學2018

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As the content of this Handbook may change from time to time, readers are advised to refer to the online version (http://www.ouhk.edu.hk/ug_student_handbook/eng) for the most updated information.



本手冊的內容會隨時因應需要而作出修訂，學生可以閱覽網上版本（http://www.ouhk.edu.hk/ug_student_handbook/chi）查閱最新資訊。

This Handbook is printed on environmentally friendly paper.

本手冊使用環保紙張印製。

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This Handbook provides essential information on **undergraduate programmes (full-time Bachelor's Degree programmes and their part-time counterparts as well as sub-degree programmes)** at The Open University of Hong Kong. This is for students' reference and, where there is a need for clarification or further information, students should approach the Registry.

1 Academic Calendar 2018–2019

2018 Autumn Term

Week Academic year	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Week Term	Remarks
2018	Aug								
	27	28	29	30	31			–	28/8 Inauguration Ceremony for New Students 2018
	Sep								
						1	2		
1	3	4	5	6	7	8	9	1	3/9 First day of term
2	10	11	12	13	14	15	16	2	3/9 – 14/9 Add / drop of courses
3	17	18	19	20	21	22	23	3	14/9 Last day to apply for late registration
4	24	25	26	27	28	29	30	4	25/9 The day following Mid-Autumn Festival
	Oct								
5	1	2	3	4	5	6	7	5	1/10 National Day
6	8	9	10	11	12	13	14	6	
7	15	16	17	18	19	20	21	7	17/10 Chung Yeung Festival
8	22	23	24	25	26	27	28	8	22/10 – 27/10 Study break
9	29	30	31					9	
	Nov								
				1	2	3	4		
10	5	6	7	8	9	10	11	10	3/11 Last day to appeal against course results of the preceding examination period
11	12	13	14	15	16	17	18	11	18/11 Last day to apply for deferment of studies
12	19	20	21	22	23	24	25	12	
13	26	27	28	29	30			13	
	Dec								
						1	2		
14	3	4	5	6	7	8	9	14	2/12 Last day to withdraw from course / programme
15	10	11	12	13	14	15	16	15	10/12 – 15/12 Study break
16	17	18	19	20	21	22	23	16	17/12 – 6/1 Examination period
17	24	25	26	27	28	29	30	17	25/12 – 26/12 Christmas holidays
18	31							18	
2019	Jan								
		1	2	3	4	5	6		1/1 New Year holiday
19	7	8	9	10	11	12	13	–	6/1 Last day of term
20	14	15	16	17	18	19	20	–	7/1 – 19/1 Term break








2019 Spring Term

Week Academic year	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Week Term	Remarks
2019	Jan								
21	21	22	23	24	25	26	27	1	21/1 First day of term
22	28	29	30	31				2	21/1 – 1/2 Add / drop of courses
	Feb								1/2 Last day to apply for late registration
					1	2	3		
23	4	5	6	7	8	9	10	3	5/2 – 7/2 Lunar New Year holidays
24	11	12	13	14	15	16	17	4	
25	18	19	20	21	22	23	24	5	
26	25	26	27	28				6	
	Mar								
					1	2	3		
27	4	5	6	7	8	9	10	7	9/3 Last day to appeal against course results of the preceding examination period
28	11	12	13	14	15	16	17	8	11/3 – 17/3 Study break
29	18	19	20	21	22	23	24	9	
30	25	26	27	28	29	30	31	10	
	Apr								
31	1	2	3	4	5	6	7	11	5/4 Ching Ming Festival
32	8	9	10	11	12	13	14	12	7/4 Last day to apply for deferment of studies
33	15	16	17	18	19	20	21	13	19/4 – 22/4 Easter holidays
34	22	23	24	25	26	27	28	14	21/4 Last day to withdraw from course / programme*
35	29	30						15	29/4 – 4/5 Study break
	May								1/5 The Labour Day
			1	2	3	4	5		6/5 – 26/5 Examination period
36	6	7	8	9	10	11	12	16	12/5 Buddha's Birthday
37	13	14	15	16	17	18	19	17	13/5 The day following Buddha's Birthday
38	20	21	22	23	24	25	26	18	26/5 Last day of term

2019 Summer Term (Applicable to some programmes only)

Week Academic year	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Week Term	Remarks
2019	May								
39	27	28	29	30	31			1	27/5 First day of term
	Jun								27/5 – 6/6 Add / drop of courses
						1	2		
40	3	4	5	6	7	8	9	2	6/6 Last day to apply for late registration
41	10	11	12	13	14	15	16	3	7/6 Tuen Ng Festival
42	17	18	19	20	21	22	23	4	
43	24	25	26	27	28	29	30	5	
	Jul								
44	1	2	3	4	5	6	7	6	1/7 HKSAR Establishment Day
45	8	9	10	11	12	13	14	7	
46	15	16	17	18	19	20	21	8	21/7 Last day to apply for deferment of studies
47	22	23	24	25	26	27	28	9	27/7 Last day to appeal against course results of the preceding examination period
48	29	30	31					10	
	Aug								
				1	2	3	4		4/8 Last day to withdraw from course / programme*
49	5	6	7	8	9	10	11	11	
50	12	13	14	15	16	17	18	12	
51	19	20	21	22	23	24	25	13	19/8 – 1/9 Examination period / Year break
52	26	27	28	29	30	31		14	
	Sep								
							1	1/9	Last day of term

Notes:

- 1)  Commencement of term
- 2)  Examination period (including Sundays and public holidays)
- 3)  Public holiday and Sundays
- 4)  Last day to withdraw from course/programme*
- 5)  Study break
- 6)  Last day to appeal against course results of the preceding examination period
- 7)  Last day to apply for deferment of studies before the commencement of the examination period

Explanatory Notes:

* Upon withdrawal from a programme, students will be withdrawn from all courses they have enrolled which have not yet been completed under the programme. The withdrawal record will remain in the student's academic profile.

2 General Regulations for Undergraduate Programmes

1 General

- 1.1 Students studying in face-to-face undergraduate programmes, which are normally run on full-time basis except for some programmes with options for part-time load, shall observe these general regulations, and all other rules and regulations prescribed by the University. Should there be any discrepancies between the following general regulations and other rules and regulations of the University, the general regulations below shall prevail.

2 Admission

- 2.1 An applicant seeking admission to a face-to-face undergraduate programme shall satisfy the general entrance requirements of the University and the specific entrance requirements, if any, of the programme concerned, unless he/she has been exempted therefrom.
- 2.2 An applicant may be required to attend a selection interview.
- 2.3 A successful applicant shall register with the University as a student by a prescribed date, otherwise he/she shall be deemed to have given up the admission offer.

3 Registration

- 3.1 An applicant who has been offered admission to a programme shall complete the registration procedure by a date prescribed by the University, and shall be deemed to have enrolled on that programme on the date of his/her first registration. He/she shall be required to comply with the requirements of his/her programme of study as stipulated by the University from time to time.
- 3.2 A student shall register in the name which appears on his/her Hong Kong Identity Card or passport (passport is applicable to non-local students only).
- 3.3 A student shall register with the University for each subsequent academic term by a prescribed date. If a student fails to complete the registration, he/she shall be deemed to have withdrawn from his/her studies at the University.
- 3.4 Registration shall include the payment of tuition fees as prescribed by the University. A student who has difficulty in paying the tuition fees within the time limit specified by the University may apply to the Registrar for permission to pay late. Such an application shall be made using a prescribed form and supported with sound reasons. A non-refundable and non-transferrable Late Payment Deposit shall also be submitted, as specified by the University from time to time, as partial payment of the tuition fees at the time of application.

- 3.5 A student whose application for late payment is approved will be given a new payment deadline and shall be considered only as a provisionally registered student until the tuition fees are paid in full by the new deadline. However, if he/she fails to pay the fees in full by the new deadline, his/her provisional registration shall lapse, and he/she shall be considered to have withdrawn from his/her studies at the University. Any academic work done by a student in an academic term shall not be recognized by the University unless he/she is a fully registered student in that academic term.
- 3.6 A student shall inform the University immediately of any change of personal particulars such as correspondence address and telephone number via the Student Portal or in writing to the Registry. Failure to supply up-to-date information may result in the University being unable to provide academic and administrative services to the student.
- 3.7 A student enrolled on any full-time undergraduate programme of the University should not simultaneously register to study for another qualification at this University or for a post-secondary qualification at any other institution, except with prior approval from the University. Students in breach of this regulation may be subject to discontinuation of studies by the OUHK.

4 Deferment of studies

- 4.1 A student who wishes to defer his/her studies shall submit a written application with supporting documents to the Registry. Approval of an application to defer studies shall be granted entirely at the University's discretion. Deferment of studies, if granted, shall cover all the courses which the student is enrolled on within the term or year concerned.
- 4.2 The University recognizes the following grounds as a basis for deferment of studies:
- a Illness or medical emergency;
 - b Family crisis or other special circumstances which constitute compassionate grounds.
- 4.3 A student who has applied for deferment of studies shall continue with his/her studies and attend classes until formal approval is given by the University.
- 4.4 The maximum period allowed for deferment of studies shall normally be one year.
- 4.5 A student who has been granted deferment of studies shall not be entitled to the refund, in part or in full, of the tuition fees paid. Upon resumption of studies at the approved time, the student can make use of the tuition fees paid for the deferred term but shall be required to settle additional tuition fees, if any.

5 Withdrawal from studies

- 5.1 A student who wishes to withdraw from his/her studies at the University shall inform the Registrar of such intention in writing at least 14 days before the start of the examination period of the relevant term. The record of withdrawal shall be entered and remain in the student's academic record. The student shall not be entitled to a refund of any tuition fees already paid, in part or in full.

- 5.2 A student who has withdrawn from his/her studies at the University but wishes to have his/her student status reinstated shall submit a written application for late registration to the Registrar no later than two weeks after the commencement of an academic term. Such an application shall be accepted at the absolute discretion of the University and subject to full payment of all outstanding fees, if any, plus a Late Registration Charge, as specified by the University from time to time.

6 Selection of courses

- 6.1 A student shall select courses before the commencement of each academic term according to the requirements of his/her programme.
- 6.2 A full-time student shall normally take 20 credits of courses in a term or 40 credits in a year unless his/her programme prescribes otherwise. A student who wishes to take courses with a lighter or heavier credit loading must seek the approval of his/her School.
- 6.3 A student shall not repeat any course which he/she has already taken and passed.
- 6.4 A student who wishes to add or drop course/s after the course selection period shall complete the prescribed procedure during the add/drop period, which is within two weeks after the commencement of the teaching term.
- 6.5 An application from a student to drop a course after the add/drop period shall normally be handled as an application for the withdrawal of a course. He/she is required to submit such an application, with supporting reasons, in writing to the Registrar at least 14 days before the start of the examination period of the relevant term. The University shall have the sole discretion to consider the application. The tuition fees paid for the course withdrawn shall be forfeited.

7 Period of study

- 7.1 Each face-to-face undergraduate programme shall specify its normative period of study (N). The normative period of study depends on the admission entry points, study load, credit requirements and the number of academic terms of each programme. It shall normally range from 1 year to 5 years for full-time students.
- 7.2 The maximum period of study of a student shall be the normative period of study of his/her programme plus two years (N+2 years) and shall include any periods of leave of absence and suspension of studies. A student must complete all graduation requirements of his/her programme within this maximum period of study.
- 7.3 A student who fails to complete all graduation requirements of his/her programme within the maximum period of study shall discontinue his/her studies in the face-to-face mode. He/she may, however, apply for admission to study in the distance-learning mode and transfer the credits he/she has obtained to his/her distance-learning programme. These transferred credits may or may not be counted, subject to the requirements of his/her chosen distance learning programme.

8 Change of programme

- 8.1 A student who wishes to change his/her programme shall apply in writing to the Registrar, and his/her application shall be approved at the discretion of the Schools concerned.

9 Course assessment and grades

- 9.1 A student shall be assessed for every course that he/she has registered on the basis of his/her performance in the course. The assessment criteria may include any one or any combination of the following: assignments, quizzes, tests, laboratory sessions, practicums, examinations, attendance, and any other criteria.
- 9.2 Course grades, their standards and grade points used in reporting shall be as follows:

Course grade	Standard	Grade point
A	Excellent	4.0
A-		3.7
B+	Very Good	3.3
B		3.0
B-	Good	2.7
C+		2.3
C	Pass	2.0
Fail-Resit	Fail-Resit	–
Fail	Fail	0
Pass	Benchmark Attained	Not applicable

In addition to the grades listed above, the following will also be used where necessary:

Results status	Interpretation
Complete (L)	Grade awarded for non-credit bearing course
Incomplete (I)	
Withdrawn (W)	Withdrawn from course

- 9.3 A student who obtains a grade of 'C' or above in a course taken shall earn the credits of that course.
- 9.4 The grade point average (GPA) of a student's course work shall be computed by dividing the total grade points for all courses taken by the total number of credits attempted, inclusive of courses failed.
- 9.5 Assignments

A student shall submit assignments by specified dates. If an assignment is submitted late, the University teacher concerned has the discretion to accept or not accept it, and to determine the appropriate penalty to be imposed, if any.

9.6 Quizzes/Tests/Labs

A student may be required to complete quizzes, tests, laboratory sessions or practicums as part of the assessment, some of which may be compulsory.

9.7 Examinations

9.7.1 A student shall attend an end-of-course examination for each of the courses he/she takes, unless the course requires no end-of-course examination. A student shall be required to observe the examination arrangements as stipulated by the University from time to time.

9.7.2 At the discretion of the Award Committee, a student marginally failing an examination may be granted a chance to resit the examination to be held in the next available examination session provided for the course concerned. The resit examination will normally coincide with the regular examination of the next presentation of the course. If the next presentation of the course does not commence within one year from the current presentation in which the student enrolled and failed, the resit examination will be held within a one-year period after the end of the current presentation.

9.7.3 A student taking a resit examination will be required to pay a resit examination fee for each course, as specified by the University from time to time. A student who has withdrawn from his/her studies at the University before the resit examination is held shall not be permitted to attend the resit examination.

9.7.4 If a student enrolling on a course presentation commencing before the 2013 Autumn Term failed in the regular examination and is granted a chance to resit the examination by the Award Committee, the course result shall be capped at 'C' if a student passes the designated resit examination. If a student enrolling on a course presentation commencing on or after the 2013 Autumn Term failed in the regular examination and is granted a chance to resit the examination by the Award Committee, the capping of the course result will not apply when a student passes the designated resit examination.

9.7.5 A student failing to achieve a Pass grade after the resit examination shall be required to retake the course, if available, in order to be considered for the award of credits. Under certain circumstances, the University may require the student to retake the course in the distance learning mode or to take another course as a substitute.

9.7.6 Only under very special circumstances, which shall be substantiated by satisfactory documentary evidence provided by the student, will deferment of an examination be considered. The number of resit examinations to be attended will not be considered as a valid reason for deferment of examinations. Deferment of an examination is normally not applicable to resit examination(s).

9.8 Attendance requirement

The minimum attendance requirement for each course is 80%.

10 Academic level

- 10.1 A full-time student shall be assigned an academic level according to the number of credits he/she has accumulated.
- 10.2 The academic levels of full-time students are normally defined as:

Year 1 standing	less than 40 credits earned
Year 2 standing	at least 40 credits earned
Year 3 standing	at least 80 credits earned
Year 4 standing	at least 120 credits earned
Year 5 standing	at least 160 credits earned

- 10.3 The number of credits to be earned to qualify for an academic level may vary with different programmes. Details are obtainable from the respective Schools.

11 Academic probation and discontinuation

- 11.1 A full-time student shall be required to complete at least 20, 40 and 60 credits after his/her second, third and fourth year of study respectively. A full-time student shall be put on academic probation if he/she fails to fulfill the above requirements.
- 11.2 A full-time student who has been put on academic probation after completing his/her second or third year of study shall be required to discontinue their face-to-face undergraduate programme if he/she fails to meet the minimum credit requirement after the fourth year of study.
- 11.3 This academic probation and discontinuation policy shall apply to all full-time students admitted in the 2016–2017 academic year and thereafter.

12 Graduation

- 12.1 To be eligible for an academic award in the face-to-face mode, a student shall have satisfied the requirements of his/her chosen face-to-face undergraduate programme of study.
- 12.2 A student who has fulfilled the requirements prescribed in paragraph 12.1 shall graduate. He/she shall be assessed for fulfillment of all graduation requirements at the end of the normative period of his/her chosen programme.
- 12.3 Notwithstanding paragraph 12.2, a student shall be required to submit an application in a prescribed form for graduation if he/she
- a wishes to graduate with a lower award such as an ordinary degree or an Associate Degree, provided that his/her chosen programme has early exit award(s) and that he/she can fulfil the requirements of such a lower award;
 - b wishes to have the credits of course(s) which he/she has completed in distance learning mode counted towards the graduation requirement of his/her chosen programme.
- 12.4 A student shall be required to pay a graduation fee, as specified by the University from time to time, for each award.

12.5 Classification of degrees with honours

12.5.1 A degree with honours shall be conferred with a classification of First Class, Second Class (Upper Division), Second Class (Lower Division) or Third Class.

12.5.2 The class of honours conferred shall be based on the weighted grade point average obtained by the student in the courses prescribed by his/her chosen programme of study for the purpose of honours classification.

12.5.3 For the purpose of honours classification of single degree programmes, the weighted grade point average (WGPA) will be calculated for the best 80 credits (in terms of course grade) in courses at the Higher or Middle level as specified in the programme requirements. 40 of the best 80 credits will normally be from Higher level courses defined as 'Group A courses', and the remaining 40 from Higher or Middle level courses defined as 'Group B courses' which have not already been counted towards Group A courses. Group A and Group B courses may be given different weights in the calculation of the WGPA by the programme concerned. The formula for the calculation will be as follows:

$$\text{WGPA} = \frac{\begin{array}{l} \text{Sum of GP of Group A courses} \times \text{weight of Group A courses} \\ + \text{Sum of GP of Group B courses} \times \text{weight of Group B courses} \end{array}}{\begin{array}{l} \text{Sum of credits of Group A courses} \times \text{weight of Group A courses} \\ + \text{Sum of credits of Group B courses} \times \text{weight of Group B courses} \end{array}}$$

where GP is the grade point of a course multiplied by the number of credits of the course

12.5.4 In the case of double degree programmes, the weighted grade point average (WGPA) will be calculated for the best 120 credits (in terms of course grade) in courses at the Higher or Middle level as specified in the programme requirements. 60 of the best 120 credits will normally be from Higher level courses defined as 'Group A courses', and the remaining 60 credits from Higher or Middle level courses defined as 'Group B courses' which have not already been counted towards Group A courses. Group A and Group B courses may be given different weights in the calculation of the WGPA by the programme concerned.

12.5.5 Notwithstanding paragraphs 12.5.3 and 12.5.4, in the case of a student who has completed 80 credits in accordance with the prescribed programme requirements, of which less than 80 credits might be used for assessing a degree classification, the weighted grade point average (WGPA) will be calculated for the best 40 credits in courses at the Higher level courses defined as 'Group A courses', and the remaining credits will be from Higher or Middle level courses defined as 'Group B courses' which have not already been counted towards Group A courses. Group A and Group B courses may be given different weights in the calculation of the WGPA by the individual programme concerned.

- 12.5.6 To qualify for the award of a particular class of honours, a student is required to achieve the following weighted grade point average for the required number of credits of the Group A and Group B courses listed by the programme requirements:

Honours classification	Weighted Grade Point Average
First Class	3.50 – 4.00
Second Class (Upper Division)	3.00 – 3.49
Second Class (Lower Division)	2.50 – 2.99
Third Class	2.00 – 2.49

13 Transcript of studies

- 13.1 A transcript is an official document showing the complete academic record of a student in the University, including the result of courses taken by the students and the academic award conferred, if any.
- 13.2 Upon a student's request, the University can issue transcripts for specific award(s). All records of completed courses related to the award(s) concerned will be included in the transcript irrespective of the course results.
- 13.3 A student may apply for an official transcript of studies using a prescribed form. A handling fee, as prescribed by the University from time to time, is required for each copy of the transcript.
- 13.4 Upon a student's request, the Registrar may issue an official document confirming the student's status as an OUHK student or provide certification of OUHK publications/documents as true copies. A fee may be charged.
- 13.5 Certificates for degrees and other academic awards
- An official certificate for a degree or other academic award shall be issued to a student after he/she has been conferred the qualification.
- 13.6 The University reserves the right to withhold the issuance of transcripts, official documents and certificates for academic awards as deemed necessary. For example, this may occur if a student is in debt to the University or is involved in a breach of University rules and regulations.

14 Academic integrity and student discipline

- 14.1 A student shall act at all times to uphold academic integrity.
- 14.2 A student who has violated the University's expectation of academic integrity, committed any disciplinary offence or violated any rule or regulation of the University shall be dealt with in accordance with the University's *Regulations Governing Academic Integrity and Student Discipline*.

3 Programme Requirements

Students studying in undergraduate programmes shall observe the general and specific programme requirements prescribed by the University in order to fulfil the requirements for graduation.

1 Programme of study

- 1.1 Each programme of study shall define the courses which it comprises, their level and value in credits, any prerequisites or excluded combinations of courses, any special value to be assigned to courses for the purpose of classifying the degree with honours, if applicable, and the normative period of study.
- 1.2 The University may issue programme requirements prescribing a programme of study for any sub-degree, degree or degree with honours, and may from time to time add to, amend or discontinue such programmes.

2 Credit value and level of courses

- 2.1 Each course has a credit value (e.g. 5, 10 or 20 credits) and it will normally run for one or two academic terms.
- 2.2 The first numeric digit of the course code generally indicates the level of the course as follows:

1st numeric digit	Level of course
1	Foundation: These courses have no recommended/mandatory prerequisites. They are entry level courses.
2	Middle: These courses may have recommended/mandatory prerequisites at Foundation level.
3	Higher: Normally, these courses will have recommended/mandatory prerequisites. In order to obtain a degree, a student must complete courses at this level.
4	Higher (Honours): Normally, these courses will have recommended/mandatory prerequisites and may be prescribed as part of the requirements for an Honours degree.

3 General requirements

3.1 General Education requirements

3.1.1 Purpose-designed General Education courses

Undergraduate programmes, unless his/her programme prescribes otherwise, require first year entry students to complete four 5-credit (i.e. 20 credits) purpose-designed General Education (GE) courses from four different 'fields of study' other than the same 'field(s) of study' of his/her study programme.

3.1.2 Outside-discipline courses

The honours and ordinary degree programmes shall normally require first year entry students to complete 20 and 10 credits of outside-discipline courses respectively.

3.2 English Language requirements

First-year entry students shall normally be required to complete 10 credits of English Language Enhancement courses, which may be counted towards as outside-discipline courses for certain programmes.

3.3 Maximum number of credits for Foundation level courses

To obtain a bachelor's degree, a student shall complete the prescribed number of credits from courses in the programme of study at Foundation / Middle / Higher level of which no more than 40 credits shall be taken at Foundation level for first-year entry students, unless his/her programme prescribes otherwise.

3.4 Language of instruction

Each programme of study should normally have a primary language of instruction, except for the bilingual or specially approved programmes.

Students may complete up to one-third of the total number of credits required of a study programme in the second language of instruction.

4 Programme requirements

4.1 Programme requirements prescribe the number of credits, the courses for the programme of study and the details of the honours classification for individual degree programmes, if applicable, which the student will have to comply with in order to be eligible for the award.

4.2 Students should refer to the programme requirements of his/her chosen programme of study which can be downloaded from the website of the Registry (www.ouhk.edu.hk/FT_programme_requirement).



4.3 Programme requirements are normally updated once a year, if necessary, and will be available in September. Students should ensure to check and obtain the most up-to-date version.

4.4 To obtain an academic award for the programme of study, a student shall have satisfied in full the requirements for his/her chosen undergraduate programme of study within the maximum period of study, and shall not be in debt to the University.

4 Regulations Governing Academic Integrity and Student Discipline

1. Authority

- 1.1 These Regulations are issued by the Senate under the authority granted to it by section 10(15) of the Statute governing operations of the Senate.
- 1.2 The Senate, or any committee of the Senate empowered by it to do so, may adopt implementing measures and procedures pursuant to any Regulation provided that such measures and procedures will have force only in so far as they are consistent with the Ordinance and these Regulations.

2 Academic integrity

- 2.1 The University expects that its students will act at all times to uphold academic integrity, which is a requisite for effective learning and sound scholarship and which is essential in achieving the objectives of the University as stated in the Ordinance.
- 2.2 Activities which violate the University's expectation of academic integrity include, but are not limited to, the following:
 - a Submission for assessment purposes of material that is not a student's own work;
 - b Copying, either entirely or in part, and whether using the exact words or with some substitution of words, of the published or unpublished work of others without acknowledgement of the original source;
 - c Presentation of another person's argument as the student's own without giving due credit to the originator;
 - d The use of false or fabricated data or experimental results;
 - e Misconduct during examinations, as defined in Regulation 14 of the 'Examination Arrangements';
 - f Impersonating another student, or seeking to have another person impersonate oneself, during an examination, tutorial or other exercise;
 - g Obtaining or seeking to obtain unauthorized access to question papers or other assessment materials.
- 2.3 A University teacher, tutor or other staff member who suspects that a breach of academic integrity has taken place should first discuss the matter privately with the student concerned and, where appropriate, with the Internal Examiner of the relevant course. If a mutually acceptable resolution is not possible, the staff member should report the alleged breach of academic integrity to the Dean/Director of the relevant academic unit and to the Registrar. Should the alleged breach of academic integrity occur in a setting which is formally invigilated, such as an examination, the incident should be noted in the invigilator's written report.

- 2.4 On receipt of a report that alleges a breach of academic integrity, the Dean/Director of the relevant academic unit, in consultation with the Registrar, shall review the case and recommend one or more of the following actions:
- a Dismissal of the case (no further action);
 - b Issuance of an oral or written reprimand, the former in the presence of at least two witnesses, which shall be recorded in the student's file;
 - c The award of a lowered grade or a Fail grade, as appropriate, on the assignments or examinations concerned;
 - d Issuance of a directive that the University not take into account the work in question for assessment purposes including record of Absence for the examination concerned;
 - e Convening a hearing before the Student Disciplinary Committee under the procedures of Regulation 4 below.

The decision of the Dean/Director shall be communicated to the student.

3 Student discipline

- 3.1 The University may take disciplinary action against a student who commits any of the following disciplinary offences or who violates any other rules, regulations or policies established by the University, including but not limited to General Regulations governing usage of the University Library, University computing facilities and Internet access facilities provided by the University, whether or not action is taken under law:
- a Defamation of, assault on or battery against the person of any student or employee 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 Conduct which unreasonably obstructs the teaching, learning, assessment, research or consultative activities of the University, its staff or students;
 - e Persistent conduct of a nature which can be said to bring the name of the University into disrepute;
 - f Conduct in relation to premises used for any tutorial, residential or day school, study centre, examination centre, library, laboratory or research or other facility which can be said to bring the name of the University into disrepute;
 - g Conduct in relation to equipment or other materials provided to or for the use of students by the University which can be said to bring the name of the University into disrepute;
 - h Knowingly making any false statement or falsifying any evidence in support of:
 - (i) An application or claim for exemption or excusal from, or deferment of, any of the course, certificate, diploma or degree requirements of the University;
 - (ii) An application to any person or organization for a grant, bursary, prize, scholarship or any other form of award, allowance or assistance;

- i Unauthorized disclosure of confidential information including that relating to the proceedings of any board, council or committee of the University, subject to the provision of relevant codes of practice which may be issued from time to time;
 - j Knowingly making any false statement or falsifying any evidence concerning the award of a degree, diploma, course credit or other distinction by the University;
 - k For gain or otherwise, without the written permission of the University, copying any material provided by the University in any form whatsoever;
 - l Subject to the provisions of Regulation 6 below regarding rights of appeal, failing to comply with any penalty imposed by a University disciplinary authority.
 - m Students are not allowed to use mobile phones in a classroom during classes.
 - n Students are not allowed to use video recorders or cameras (including those embedded in mobile phones) in a classroom during classes.
 - o Students are not allowed to use voice recorders (including those embedded in mobile phones) in a classroom during classes, unless authorized by the instructor or academic staff member in charge of the class.
- 3.2 Notwithstanding the provisions of Regulation 3.1, the conduct of a student of the University while on the premises of another institution shall be subject to the requirements imposed by that institution.
- 3.3 A University teacher, tutor or other staff member who suspects that a student has committed a disciplinary offence should report the alleged offence to the Vice President (Academic).
- 3.4 On receipt of a report that alleges commission by a student of a disciplinary offence, the Vice President (Academic) shall, in consultation with the Registrar, review the case and recommend one or more of the following actions:
- a Dismissal of the case (no further action);
 - b Issuance of an oral or written reprimand, the former in the presence of at least two witnesses, which shall be recorded in the student's file;
 - c Convening a hearing before the Student Disciplinary Committee under the procedures of Regulation 4 below.

The decision of the Vice President (Academic) shall be communicated to the student.

4 Disciplinary hearings

- 4.1 On the recommendation of the Dean/Director of a University academic unit or of the Vice President (Academic), as appropriate, the Student Disciplinary Committee shall convene a hearing in relation to allegations of a breach of academic integrity or commission of a disciplinary offence.
- 4.2 The student alleged to have committed the breach of academic integrity or disciplinary offence shall have the right to:
- a Appear before the Student Disciplinary Committee;
 - b Submit a written statement or present other evidence to the Committee;

- c Be accompanied at the hearing by a University staff member or student of his/her choice, who shall however not have the right to speak or present evidence to the Committee.
- 4.3 The Committee's deliberations shall be held in camera. The student shall be advised on conclusion of the hearing of the verdict of the Committee, including any sanctions or penalties imposed under Regulation 5.

5 Sanctions and penalties

- 5.1 On conclusion of a hearing conducted under Regulation 4 above, the Student Disciplinary Committee may impose any of the following sanctions or penalties, singly or in combination, as it may consider appropriate:
- a A formal reprimand, which shall be recorded in the student's file;
 - b A fine, not exceeding HK\$2,000;
 - c A requirement to make good any loss of or damage to the property or premises of the University;
 - d Suspension or dismissal from any course offered by the University;
 - e Exclusion from further registration on courses offered by the University;
 - f The withholding or revocation by the University of a degree or other academic award;
 - g Any other penalties, as deemed appropriate for certain offences.

6 Appeal of disciplinary measures

- 6.1 A student may appeal to the Chair of the Student Disciplinary Committee a decision reached by a Dean/Director of an academic unit under Regulation 2.4 in respect of an alleged breach of academic integrity, or a decision reached by the Vice President (Academic) under Regulation 3.4 in respect of an alleged disciplinary offence, other than a decision to convene a hearing of the Student Disciplinary Committee.
- 6.2 An appeal under Regulation 6.1 shall be in writing and shall reach the Chair of the Student Disciplinary Committee no later than seven days after the student is informed of the relevant decision.
- 6.3 The Chair of the Student Disciplinary Committee, if he/she considers the appeal to have merit, shall convene a hearing of the Student Disciplinary Committee under Regulation 4 to discuss the appeal. The Committee shall either:
- a Uphold the decision reached by the relevant Dean/Director or the Vice President (Academic), as appropriate; or
 - b Direct the relevant Dean/Director or the Vice President (Academic) to take one of the alternative courses of action provided for in Regulation 2.4 or 3.4, as appropriate.
- 6.4 The decision reached by the Student Disciplinary Committee in respect of an appeal launched under Regulation 6.1 shall be final.

- 6.5 A student may appeal to the President a verdict reached by the Student Disciplinary Committee following a hearing conducted under Regulation 4, and/or the specific sanction(s) or penalty(ies) imposed by the Committee under Regulation 5 following such a hearing.
- 6.6 An appeal under Regulation 6.5 shall be in writing and shall reach the President no later than seven days after the student is informed of the relevant decision.
- 6.7 The President, if he/she considers the appeal to have merit, shall constitute and convene a meeting of an Appeals Board to discuss the appeal. The Appeals Board shall either:
 - a Uphold the verdict and/or penalties determined by the Student Disciplinary Committee; or
 - b Direct the Student Disciplinary Committee to record an alternative verdict and/or impose alternative sanctions or penalties provided for under Regulation 5.
- 6.8 The decision reached by the Appeals Board in respect of an appeal launched under Regulation 6.5 shall be final.
- 6.9 Pending the hearing of an appeal under Regulation 6.5 by the Appeals Board, a student shall observe any suspension imposed by the Student Disciplinary Committee.

5 Registration and Course Enrolment Arrangements

1 Registration

- 1.1 For registration in each academic term, a registration letter will be issued to a student.
- 1.2 To complete the registration, a student is required to settle the tuition fee by the stipulated deadline as listed below.

Academic term	Registration letter receipt date	Payment deadline
Autumn Term	End of May	Early July
Spring Term	End of November	End of December
Summer Term (if applicable)	End of March	Early May

2 Payment of tuition fee

- 2.1 Tuition fee payment can be settled by cash or cheque with debit note at the service counter of the designated bank, or via ePayment platform. Do not make the payment by Automated Teller Machine (ATM) or Cheque Deposit Machine (CDM) as your payment may not be identified.
- 2.2 The tuition fees, once paid, are non-refundable and non-transferable. Please keep the student copy of the paid debit note as a record.

3 Late payment of tuition fee

- 3.1 If a student is unable to settle the tentative tuition fee by the stipulated deadline, he/she must apply for 'late payment of tuition fee' supported by justifications and satisfactory documentary evidence during the designated period of each academic term. If necessary, an interview for late payment application may be conducted.
- 3.2 A student is required to obtain an application form (Form RF-LP) and a deposit slip for a late payment deposit from the Admissions & Enrolment Office (Undergraduate) of the Registry. The late payment deposit, as prescribed by the University from time to time, should be settled at the designated bank.
- 3.3 A student should return the completed application form and the payment receipt of the deposit to the Admissions & Enrolment Office (Undergraduate) of the Registry. The University will not process the application if a student fails to do so.
- 3.4 The late payment deposit, once paid, is non-refundable and non-transferable. The tentative tuition fee payable will be deducted by the deposit fee paid. Upon approval of the application, a student who has settled the late payment deposit will be provisionally registered in the relevant academic term.
- 3.5 A student will be notified of the application result within 10 working days after the application deadline.

4 De-registration

- 4.1 If a student fails to settle tuition fees by the payment deadline and has not applied for late payment of tuition fees, he/she will be deemed to have withdrawn from studies at the University. A student who has withdrawn from his/her studies before the resit examination is held shall not be permitted/eligible to attend the resit examination. If a student withdraws from studies after receiving a 'Fail-Resit' or 'Exam-deferred' result status for any undergraduate course(s), the course grade(s) concerned will be converted to 'Fail'.

5 Late registration

- 5.1 If a student wishes to reinstate his/her studentship during an academic term, he/she is required to apply for late registration (Form RFLR) and pay a late registration charge, as prescribed by the University from time to time, by a stipulated deadline of an academic term.
- 5.2 The reinstatement of studentship is subject to the absolute discretion of the University, the availability of places in the programme, the reason(s) for application, the full payment of all outstanding fees and the late registration charge. Once paid, the late registration charge is not refundable.

6 Student Identity Card

- 6.1 Before the start of the term, all new students will be issued a Student Identity Card that is valid for their period of study with the OUHK. If you are a new student and do not receive your ID card, you should inform the Advanced Standing & Records Office of the Registry within two weeks after the start of the term. *Any request after the two-week period will be treated as an application for a replacement card and an administrative fee will be levied.*
- 6.2 All students enrolled on our study programmes will be issued with an OUHK Student Identity Card. Students should take care of their Student Identity Cards as they will use the cards for accessing the OUHK library and study facilities, and for attending tutorials/ lectures/ examinations. The card is only valid when it is used in conjunction with your Hong Kong Identity Card or passport (if a Hong Kong Identity Card is not available).
- 6.3 A student who has lost or damaged his/her Student Identity Card should arrange for a replacement card immediately through Form (R-ID) and pay an administrative fee.
- 6.4 A student will be notified within 15 working days.

7 Course Enrolment

- 7.1 The University will assign the core courses for a student before the commencement of each academic term. A student shall normally take 20 credits of courses in an academic term or 40 credits in an academic year unless his/her programme prescribes otherwise. A student shall not repeat any course which he/she has already passed.

- 7.2 Students can check the class schedule via the Student Portal (*MyOUHK > My Programme > Enrolment [UG]*). Students can select or swap elective course(s), purpose-designed General Education course(s), and English Language Enhancement course(s) during the designated online course selection periods.

8 Online course selection periods

- 8.1 The online course selection periods for each academic term allow a student to do the following via the Student Portal (*MyOUHK > My Programme > Enrolment [UG]*).

Online course selection period	Type of course selection
Selection of elective courses (Before the start of an academic term)	<ul style="list-style-type: none"> – Select elective course(s) or English Language Enhancement course(s) – Swap the class section(s)
Selection of purpose-designed General Education courses (Before the start of an academic term)	<ul style="list-style-type: none"> – Select purpose-designed General Education course(s)
Add/drop of courses (Within two weeks after the start of an academic term)	<ul style="list-style-type: none"> – Swap the class section(s) – Swap or add elective course(s) / purpose-designed General Education course(s) / English Language Enhancement course(s) – Submit “Online ADD/DROP Form” to: <ul style="list-style-type: none"> • Add retake course(s) • Add extra course(s) • Drop course(s)

9 Retaking course

- 9.1 If a student intends to retake a course(s) with course result ‘Fail’ or Integrated Seminar(s) with course result ‘Incomplete’, please apply by completing and returning the application form (Form RF-AR) to the Admissions & Enrolment Office (Undergraduate) of the Registry by the stipulated deadline.
- 9.2 A student can submit his/her retake course application, preferably earlier, during the following periods:
- 9.2.1 Adding retake course period: normally one month before the commencement of a given academic term.
- 9.2.2 Add/drop period: during the first two weeks after the commencement of an academic term.
- 9.3 All retake applications will be considered on a case-by-case basis. The approval of an application will be subject to the availability of course places, the student’s class schedule, the fulfilment of prerequisite requirements and the endorsement of the School concerned.
- 9.4 The results of applications will be announced, via OUHK email, one to two weeks before the commencement of an academic term for applications submitted during the adding retake course period, or normally within one to two weeks after the add/drop

period for applications submitted in those periods. If the application of a student is approved, the student can check the approved course(s) from his/her 'Class Schedule' and 'Academic Record' of the Student Portal (MyOUHK).

- 9.5 If the retake application is approved, the University will inform the student of the payment details after the add/drop period. A student should pay the tuition fee of the retake courses by the stipulated payment deadline. Otherwise, he/she will be deemed to have withdrawn from the programme and will be de-registered from the University.
- 9.6 A student may consider retaking part-time (distance learning) course(s) to replace his/her failed undergraduate course(s), if applicable. For details on part-time (distance learning) course(s), please refer to: OUHK website → Admissions → Undergraduate programmes (Part-time) → Course Selection.

10 Withdrawal from a course

- 10.1 If a student intends to drop a course after the add/drop period, he/she is required to submit an application by completing the 'Application for course withdrawal' form (Form RFWD-C) and return it to the Admissions & Enrolment Office (Undergraduate) of the Registry at least 14 days before the start of the examination period of the relevant term.
- 10.2 Please note that tuition fees paid for the course withdrawn from shall be forfeited and will NOT be refunded. If the tuition fee for the course concerned is yet to be settled, the student is required to settle it before application for course withdrawal.
- 10.3 After course withdrawal has been approved, 'withdrawn' status shall be entered into the course concerned and remain in the student's academic record.

6 Examination Arrangements

1 Important notes

- 1.1 Students must read the examination arrangements carefully before attending an examination. Make sure to check the examination timetable on the Student Portal (MyOUHK) carefully. Any infringement of the examination regulations/instructions may lead to SERIOUS PENALTY, or even disqualification from the examination.
- 1.2 Students should uphold academic integrity at all times. Cheating in any assessment activities including in-class presentation and examination, impersonating another student, or seeking to have another person impersonate oneself, in any assessment activities is serious violation of the University's regulations on academic integrity. Student identity would be checked carefully by the University where necessary.
- 1.3 A student who has violated the University's expectation of academic integrity, committed any disciplinary offense or violated any rule of regulation of the University shall be dealt with in accordance with the University's Regulations Governing Academic integrity and Student Discipline.

2 Examination period and centre allocation

- 2.1 There are three normal examination periods each year: December/January, April/ May and August/September. Please refer to your Academic Calendar for details. Nonetheless, University teachers may arrange examinations throughout the academic year. Examinations may be held in the morning, afternoon and/or evening and sometimes on the same day for different courses, because of a number of factors in order to avoid clashes in examinations.
- 2.2 At the discretion of the School concerned, students who pass the continuous assessment, if required, and fulfill any compulsory requirements (e.g. attendance) but marginally fail in the examination may be granted a single chance of a resit examination, the course grade concerned will be awarded 'Fail-Resit' and a fee, as prescribed by the University from time to time, will be levied. Students with a 'Fail-Resit' grade in a course are required to sit their examination in the next regular examination of the course concerned. If the next presentation of the course does not commence within one year from the current presentation in which the student enrolled and failed, the resit examination will be held within a one-year period after the end of the current presentation, normally in one of the normal examination periods (i.e. December/January, April/ May and August/September). Resit students who fail to pay the prescribed fee and/or accept the offer of a resit examination before the stipulated deadline, or are absent from the scheduled resit examination would be awarded a failure. No alternative arrangements will be made thereafter.
- 2.3 Students who are currently registered on an undergraduate programme should expect to receive notice of the date, time and centre for their examinations by email as and when appropriate. Students who have withdrawn are not allowed / eligible to

sit examinations. If a student withdraws from studies after receiving a 'Fail-Resit' or 'Exam-deferred' result status for any undergraduate course(s), the course grade(s) concerned will be converted to 'Fail'. The University cannot be held responsible for and is not able to make alternative arrangements for any students who change registered course(s) after the examination timetable is published.

- 2.4 The date, time, centre, list of admissible/inadmissible materials and address of examination centres for examination(s) are available on the Student Portal (MyOUHK) about one month before the examination period. Ignorance/misreading of examination date, time or centre will not be accepted as an excuse for absence from an examination, going to the wrong venue or late arrival. Please print and bring along the examination timetable to the examination(s).
- 2.5 Students may be required to attend a viva voce examination at the discretion of the School concerned.

3 Examination centres

- 3.1 Examinations may be held at the OUHK Main campus, Jockey Club Campus or external venues. Candidates should make sure that they attend the correct examination centre. Candidates must maintain absolute silence in the examination centres when the examination(s) is/are in progress (except oral examinations).

4 Absence from an examination

- 4.1 A student who is absent from an examination without permission from the School concerned will not be granted another chance to take the examination.
- 4.2 In the case of absence from an examination because of unforeseen serious illness with sick leave granted, the student or his/her agent should submit a relevant medical certificate together with the completed form of 'Application for Examination Deferment' (Form E-DA(FT)) to the Examinations Office (Undergraduate) of the Registry within 7 days of the respective examination for consideration. Late applications or applications without sufficient supporting documentation will NOT be processed. It is the student's responsibility to provide the medical certificate(s) as proof and it/ they should be issued by a registered doctor or registered Chinese medicine practitioner. The date(s) of sick leave granted must include the examination of the course(s) concerned. For medical reason known before the examination, the application for deferment of examination should be submitted no later than 7 days before the respective examination date. Examination deferment will NOT be considered if students are not able to achieve an overall continuous assessment (OCAS) of 31 or above.
- 4.3 Students who have been approved for deferment of examination are required to sit the examination in the next regular examination of the courses concerned, or within one year after the end of the current presentation. No alternative arrangements will be allowed and a failure will be awarded if students are absent from the deferred examination. Deferment of an examination is normally not applicable to resit examination(s).

5 Examination number and seating arrangement

- 5.1 Candidates can check the EXAMINATION NUMBER for each examination on the Student Portal (MyOUHK). This number, which is not student number, is made up of eight characters. The first two characters represent the examination centre code and the last three characters represent the seat number in the examination centre. (For example, an examination number of H1001025 represents that the candidate should take the seat number 025 at examination centre H1.)

A seating plan will be displayed on the notice board outside the examination centre. Please take the correct seat as assigned for each examination.

6 Invigilation

- 6.1 The University will appoint the invigilators at each examination centre to maintain the conduct of the examinations. Candidates should not attempt to obtain aid from invigilators or any officers involved in the conduct of an examination without prior permission from the Registrar.

7 Materials to be brought to an examination

- 7.1 Candidates are required to bring to the examination:
- a Student Identity Card issued by the University and HKID card; and
 - b ball-point pens / fountain pens / fibre-tip pens (dark blue or black), an eraser, a ruler, correction fluid, pencils and coloured pencils if appropriate.
- 7.2 Admissible/inadmissible materials for an examination

Candidates should refer to the announcement in the relevant section of the Student Portal (MyOUHK) regarding the admissible/inadmissible materials for an examination. Unless specified by the University teacher prior to the examination date, candidates are not allowed to bring in any other materials (except those listed in 7.1 above) to an examination such as a dictionary, electronic calculator or device, reference books, specimen paper, notes, rough paper etc.

7.2.1 Dictionaries

If the University teacher allows candidates to bring a dictionary to an examination, candidates may bring English, Chinese, English-Chinese and/or Chinese-English language dictionaries without handwritten or printed notes to an examination. Science, mathematical or technical dictionaries are however not allowed. Electronic dictionaries are not allowed.

7.2.2 Pocket calculators

If the University teacher allows candidates to bring a pocket electronic calculator to an examination, only the models listed on the 'Approved List of Calculators' which is posted in the relevant section of the Student Portal (MyOUHK) or those with the label of 'HKEA/HKEAA approved' are allowed. Operation manuals are not allowed.

7.2.3 Mobile phones and other electronic devices

Candidates must switch off mobile phone and/or any other electronic device and put them inside their bags before the examination commences. Candidates must place their bags under the chair during an examination.

Violation of paragraphs 7.1 and 7.2 above may be regarded as examination misconduct and the candidate concerned may be disqualified. If a candidate is alleged to have not complied with any of the examination regulations/instructions, it is the candidate's responsibility to cooperate with the invigilators and any officers of the University during the investigation, including submitting the relevant information, reference material, calculator, etc. The material or device collected will be returned to the student intact after the investigation. The University may at its discretion take disciplinary action against any uncooperative candidates.

8 Examination timing

8.1 Arrival at examination centre

Candidates are advised to arrive at the examination centre 15 minutes before the start of the examination. Please plan the journey carefully to allow possible delays caused by heavy traffic, adverse weather etc.

Candidate cannot report to an examination centre which they are not assigned to, unless they have obtained written permission from the Registrar in advance. Even if candidates are admitted to an unassigned examination centre by the invigilators, the University still reserves the right to reject their scripts.

8.2 Examination duration

The time allowed for the examination will be specified on the examination paper. No extra time will be allowed:

- a for reading the examination paper unless specified otherwise;
- b for candidates who arrive late for an examination;
- c for transcribing answers to a computer-marked examination form (if provided).

Candidates must observe the invigilators' instructions regarding the start time and end time of the examination. Candidates who turn over the examination paper or start writing before being told to do so or continue to write after the invigilator has announced that it is time to stop writing may be disqualified.

8.3 Late arrival

A candidate who arrives late will be admitted to the examination centre without being questioned during the first 30 minutes of an examination.

A candidate who arrives after the first 30 minutes of an examination will be admitted to the examination centre, but the senior invigilator will be required to complete a report stating the time of admission, the reason given by the candidate for lateness and whether any other candidate had previously left the examination centre. The University reserves the right to reject the script submitted or score achieved by such a candidate.

9 Identification at the examination centre

- 9.1 A candidate should bring along his/her own OUHK Student Identity Card and HKID card to the examination centre for identification. Candidate whose identity could not be verified on the spot will be required to complete a form and have his/her photo taken after the examination at the examination centre for future verification purpose. The University reserves the right to reject the script submitted or score achieved by a candidate who cannot provide valid identification and no alternative arrangements will be made for such a candidate.

10 Examination papers and answer books

- 10.1 An examination paper and an answer book are normally disturbed on each candidate's desk when candidates enter the examination centre. Candidates should ensure that they have the correct examination paper and should read the instructions on the front cover of the answer book carefully. The invigilator will provide, on request, a supplementary answer book during the examination if there is not enough space for the answers in the main answer book. Paper for rough work will not be provided and rough work must be written on the examination paper or in the answer book and crossed it out afterwards. Under all circumstances, rough work will not be marked. Do NOT bring in any rough paper or do rough work on such paper as it may lead to disqualification from the examination.
- 10.2 Any violation of the instructions specified on the front cover of an examination paper may have a serious impact on the examination result.

11 Leaving the examination centre before the scheduled end time

- 11.1 Once candidates are admitted into the examination centre, they may not leave the examination centre for any reason even before the start of the examination. Candidates should visit the lavatory before entering the examination centre if necessary.
- 11.2 Candidates may not leave the examination centre during the first or the last 30 minutes of an examination.
- 11.3 Temporary absence
A candidate will be allowed by the invigilator to leave the examination centre, under supervision, for a short period after the first 30 minutes of an examination to visit the lavatory. The examination paper, answer book(s), mobile phone, electronic devices and other stationery must not be removed from the examination centre.
- 11.4 Finishing an examination early
Candidates who finish the examination before the time scheduled will be allowed to leave the examination centre (except in the first or last 30 minutes) provided that the answer book(s), examination paper, computer-marked examination form (CME Form) and graph paper are collected by the invigilator, and the 'Register for Early Leavers' is completed. Such candidates will not be re-admitted or allowed to make corrections to any information written on the answer book, examination paper, etc.

12 Completion of an examination

- 12.1 Upon completion of the examination, please ensure that the course code, examination date, examination number and student number are written on each answer book, examination paper, computer-marked examination form (CME Form), graph paper, etc. Any answers which are not recorded on the appropriate answer book(s) or examination paper(s) as instructed will not be marked.
- 12.2 Remain seated quietly until being told by the invigilator that candidates may leave the examination centre. Please ensure that the answer book(s), examination paper, CME Form and graph paper are collected by the invigilator. Candidates may not take any examination materials, used or unused, out of the examination centre other than the materials which they brought into the examination centre and which are not associated with any examination irregularities. Any of the above examination materials taken away from the examination centre, even by accident, will not be marked.

13 Special circumstances

- 13.1 If candidates wish the members of the Award Committee to be aware of any matters that may have affected their performance up to three weeks before or during an examination, please submit the completed form of 'Submission of Special Circumstances Information to the Award Committee' (Form E-SE(FT)) to the Examinations Office (Undergraduate) of the Registry no later than 7 days after the examination concerned. Late applications will NOT be processed.
- 13.2 Candidates should provide details of the special circumstances with relevant supporting evidence for consideration. Claims for special circumstances relating to an examination are normally related to illness immediately before or during the examination, or bereavement in the student's immediate family near the examination date. In the case of illness during an examination, please give details of when it occurred and how long it lasted, and attach medical certificate(s) issued by a registered medical practitioner or registered Chinese medicine practitioner. Individual Schools may require the time of consultation to be clearly marked on the medical certificate.

14 Examination misconduct

- 14.1 Examination misconduct includes, but is not limited to, any of the following:
 - a consulting, or attempting to consult, any books, memoranda, notes, electronic storage device such as mobile phones, databank watches, smart watches with mobile applications installed or which support wireless technology, electronic organizers, diaries or dictionaries or any other similar materials, except those supplied by the invigilator or authorized by the University teacher while either in an examination centre or temporarily outside the examination centre during an examination;
 - b aiding or attempting to aid another candidate, or obtaining or attempting to obtain aid from another candidate;
 - c obtaining or attempting to obtain aid unfairly from any officers of the University or any persons as appointed by the University for the conduct of an examination, either during an examination or afterwards.

- 14.2 Any incident in which misconduct is suspected will be reported in full by the invigilator including a statement from the candidate after the examination. If the misconduct involves notes or other unauthorized materials, such materials will be attached to the invigilator's report and forwarded to the University. In serious cases of indiscipline, the invigilator shall have the power to discontinue the examination of the candidate involved and expel him/her from the examination centre if necessary.

15 Presentation of written work

- 15.1 It is the candidate's responsibility to provide a script that is clearly legible. If your script is deemed by the Examiners to be very difficult to read, it will not be possible to award marks or the candidate concerned may be required to have it typed under supervision and at his/her own expense before it is marked.

16 Examinations for students with illnesses, disabilities and special educational needs

- 16.1 Necessary special examination arrangement can be made if a candidate with illness, disabilities or special educational needs is unable to attend an examination at an ordinary examination centre and the University considers it is justified and feasible to do so. The candidate concerned is required to submit relevant medical evidence together with the form 'Application for Support Services and Special Examination Arrangements for Students with Disabilities or Special Educational Needs' (Form S-DI) to the Student Affairs Office within 7 days after the academic year commences. A fee may be levied and the special arrangements provided will be taken into consideration when the candidate's result is determined.
- 16.2 Special examination arrangements will NOT be considered if students are not able to achieve an overall continuous assessment (OCAS) of 31 or above.

17 Malpractice and irregularities in examination centres

- 17.1 Candidates who discover any malpractice or irregularities in an examination/assessment session should immediately inform the invigilator or report the details to the School concerned via the Examinations Office (Undergraduate) of the Registry.

The University expects that its students will act at all times to uphold academic integrity, which is a requisite for effective learning and sound scholarship.

On receipt of a report that alleges a breach of academic integrity, the University shall investigate the matter and take appropriate action against the student or the person concerned in accordance with the *Regulations Governing Academic Integrity and Student Discipline*.

18 Award of course results

- 18.1 Course results are determined by an Award Committee appointed for each course and then endorsed by the School Board.
- 18.2 The course grade is mainly determined by the overall course score (CS) yet students are normally required to obtain a minimum in both overall examination score (OES)

and overall continuous assessment score (OCAS) set by the University in order to obtain a Pass result. To be awarded a particular course grade, students must meet the minimum CS set by the Award Committee.

- 18.3 A student must have achieved the OES resit threshold score set by the Award Committee in order to qualify to resit an examination. In determining the resit threshold score, the Award Committee makes a judgment on the likelihood of a student being able to improve their performance sufficiently to pass at the next attempt. From an academic point of view, students who fail to achieve this minimum level will need to retake the course. A student may resit an examination one time only.
- 18.4 The Term GPA of a student's course work, which is computed by dividing the total grade points for all courses taken by the total number of credits in an academic term, inclusive of courses failed but excluding courses without grade point, is updated in student records after course results are released.
- 18.5 The University imposes a maximum study period for undergraduate programmes. Students who are unable to fulfil all the requirements for graduation because of marginal failure in one course may at the absolute discretion of the School concerned be granted a chance for alternative assessment or special examination in the course in question. Course results for alternative assessment will be capped at Grade 'C'.

19 Announcement of course results

- 19.1 Students can check their course results normally around 6-8 weeks after the examination period via the Student Portal (MyOUHK). Announcement by email will be made once the course results are released.

20 Appeals

- 20.1 Students who believe that an error has been made during the determination of course results can lodge an appeal by paying a fee as prescribed by the University from time to time, together with the completed form of 'Application for Appeal against Course Result' (Form E-AR(FT)) within 9 weeks after the preceeding examination period. Late applications will NOT be processed. The fee will be refunded to the student concerned if the appeal is successful.

21 Course certificate

- 21.1 Students who have obtained an overall pass result and gained the respective number of credits from a course offered by the University can apply for a Course Certificate by submitting the completed form of 'Application for Course Certificate' (Form E-CC(FT)) together with a fee, as prescribed by the University from time to time, to the Registry.

7 General Regulations

Students shall observe the general regulations prescribed by the University.

1 OUHK Library regulations

Please refer to the Library Regulations on the Library website
(Library → About Us → Rules & Regulations → [Library Regulations](#)).

http://www.ouhk.edu.hk/lib/library_regulations



2 Computer Laboratory regulations

3 Regulations for the use of electronic data and Internet access facilities

Details of the above regulations can be found from the following webpage:

<http://www.ouhk.edu.hk/ETPU/DL/general-regulations-e.pdf>



4 University policy on protection of personal data

With the enactment of the Personal Data (Privacy) Ordinance in December 1996, the University established its personal data protection policy which is set out below:

4.1 Principle 1 — Collection

The University provides education and training services. In order to do so, it carries out various activities and collects and uses personal data for various purposes relating to such activities.

Before collecting personal data from you, the University will provide you with the information required by the Ordinance, and will notify you of your right to obtain a copy of, and correct any inaccuracies in, your personal data held by the University.

The University will treat your personal data as confidential. However, from time to time, it may need to disclose your personal data to other persons in order to carry out its activities or because it is required to do so by law. Where possible, the University will try to ensure that the recipient of the personal data also agrees to treat them as confidential and in accordance with the provisions of the Ordinance.

4.2 Principle 2 — Accuracy and retention

The University will, where practicable, take steps to ensure that the personal data it maintains on you are accurate, but you should note that the responsibility for informing the University of changes in your personal data rests with you. The University cannot establish whether your personal data are correct unless you notify

the University of any changes. If your personal data are incorrect, the University will take steps to correct such personal data before it uses such data, or will ensure that they are erased.

The University will from time to time review whether it still needs to keep your personal data. Personal data which are no longer required will be deleted.

4.3 Principle 3 — Use

Unless it has your consent, the University will not use your personal data for any purpose other than the purpose for which they were collected (or a directly related purpose).

4.4 Principle 4 — Security

The University will take steps to protect your personal data against unauthorized or accidental access, processing, erasure or use.

The University has produced a Code of Practice to provide guidance to staff and other individuals who have either a contractual or educational connection with the University.

4.5 Principle 5 — Information

On or before collecting personal data from you, the University will inform you:

- a why it is collecting your personal data;
- b the purposes for which this data may be used;
- c to whom it may be transferred; and
- d your rights under the Ordinance to ascertain whether the University holds personal data on you.
- e The University's Code of Practice gives details on:
 - the kinds of personal data which the University holds;
 - the purposes for which the University holds such personal data; and
 - the policies and practices of the University in relation to such personal data.

4.6 Principle 6 — Access and correction

In accordance with the Ordinance, you are entitled to write to the University:

- a to ascertain whether the University holds personal data on you; and, if so
- b to ask for a copy of such personal data; and
- c to request any inaccuracies in such personal data be corrected.

Requests for access to or correction of personal data may be made to the Data Protection Officer by completing the standard forms provided by the Office of the Privacy Commissioner for Personal Data or the University. The University may charge you a fee to cover its administrative costs.

5 Personal Data (Privacy) notice

The Personal Data (Privacy) Ordinance (the Ordinance) came into effect on 20 December 1996. In this connection, the University has established its own personal data protection policy and procedures for compliance with the requirements of the Ordinance. You are required to note the following on or before supplying your personal data to the University.

5.1 Requirement to supply personal data

When you become a student of the University, personal data collected during the admission process will become part of your student record. You must inform the University in writing of any changes in your personal data, with copies of relevant documentary evidence where applicable. It is also necessary for you to supply your personal data to the University as and when required.

5.2 Consequences of failing to supply personal data

The University may not be able to process academic and administrative matters relating to you if you fail to provide the required data.

5.3 Purposes for using your personal data

Your personal data will be used by the University for student and University administration purposes, which may include the following:

- a admission
- b registration/re-registration and monitoring
- c accounting for fees
- d planning and control of curricula and examinations
- e commissioning and approving educational materials
- f assessment and publication of examination results
- g graduation and awards
- h communicating with you
- i course-related communications
- j promotion and public relations activities
- k student welfare
- l liaising with student associations
- m research and surveys
- n alumni
- o management analysis
- p preparation and submission of statutory returns
- q monitoring the use or performance of equipment, vehicles or services
- r fund-raising
- s security
- t compliance with legislation and regulations of the Hong Kong Special Administrative Region
- u any other related academic and administrative services.

5.4 Classes of persons to whom the University may transfer your personal data

Personal data held by the University related to you will be kept confidential but they may be provided to the following third parties:

- a students in your course(s) to facilitate communication;
- b student bodies, e.g. Students' Union, student associations and alumni;
- c any individuals and/or agents who provide academic and administrative services to the University;
- d any individuals and/or agents who conduct surveys and research for the University; and
- e donors of student scholarships and bursaries, and other awards.

5.5 Right to request access to and correction of personal data

In accordance with the terms of the Ordinance, you have the right to:

- a check whether the University holds personal data about you and gain access to such data;
- b require the University to correct any inaccurate personal data relating to you; and
- c be informed of the kind of personal data relating to you held by the University

Where necessary, you may be asked to provide further information to help locate the required data for processing your request. The University may refuse to comply with your request if it is impractical to do so.

5.6 Requests for access to or correction of personal data

Requests for access to or correction of personal data may be made to the Data Protection Officer (DPO) by completing the standard forms provided by the Office of the Privacy Commissioner for Personal Data or the University. The University may charge a reasonable fee to cover the administrative costs.

For enquiries, you may contact the Data Protection Officer at:

The Open University of Hong Kong
Ho Man Tin, Kowloon, Hong Kong
Email: DPO@ouhk.edu.hk

6 Policy on equal opportunities

6.1 OUHK's position on equal opportunities

It is unlawful for a member, employee or student of the University to harass, discriminate against, vilify or victimize another member, employee or student of the University, or any other person who has dealings with the University, on the grounds of sex, marital status, pregnancy, family status, disability or race of that person. The University will not tolerate any unlawful acts of harassment, discrimination, vilification or victimization and it will uphold this principle in all of its operations.

The University, and members and employees of the University who hold supervisory positions, will take all necessary steps in order to ensure that any member, employee or student of the University or any other person who has dealings with the University is not subject to any unlawful acts of harassment, discrimination, vilification or victimization in their employment or in their educational experience.

Members, employees and students of the University should observe the requirements of the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance as stipulated in the Codes of Practice issued by the Equal Opportunities Commission, and any anti-discrimination ordinances that may be enacted. They may be personally liable for acts committed by them.

6.2 Proceedings on complaints of harassment, discrimination, vilification or victimization

The University has appointed an Equal Opportunities Officer as a contact person to receive related claims. If staff members, job applicants, students or student applicants feel that they have experienced harassment, discrimination, vilification or victimization within the University, they may make a complaint and are encouraged to do so as soon as possible after the alleged incidents. Both formal and informal proceedings are available.

The informal process may be useful when the party concerned does not realize that certain behaviour is offensive to the recipient and it may enable prompt action to be taken to stop the unwelcome behaviour at the earliest possible stage. Informal resolution procedures may include talking directly with the respondent or seeking an advocate such as a Dean/Director/Unit Head or Course Coordinator with whom the complainant feels comfortable. This person may provide advice and support to the complainant and serve as an informal mediator between the complainant and the respondent.

Apart from invoking internal procedures, the complainant may lodge a complaint directly with the Equal Opportunities Commission or take action in the District Court.

The University's Policy on Equal Opportunities is available on the OUHK website (Current Students). The contact details of the Equal Opportunities Officer are as follows:

The Open University of Hong Kong
Ho Man Tin, Kowloon
Hong Kong
Fax: 2392 9132
Email: ooo@ouhk.edu.hk

8 Adverse Weather Arrangements

Guidelines for retention / cancellation / postponement of various activities under Typhoon Signal No. 8 or above / Black Rainstorm Warning.

Activities	Signal Issued		Signal lowered
	Before activity hours	During activity hours	
Classes (including lectures, tutorials, day schools, surgeries, laboratory sessions, PC laboratory sessions, and all other face-to-face meetings/ activities)	Cancelled if the signals are still in force: i) at 6:30 am – for classes before 2:00 pm ii) at 10:00 am – for classes between 2:00 pm – 6:00 pm iii) at 2:00 pm – for all classes on that day	<u>Typhoon Signal No. 8 or above</u> All classes to be terminated; self-study facilities will close <u>Black Rainstorm Warning</u> Classes already in progress will continue; self-study facilities will remain open	Classes are to be held as scheduled* if the signals are lowered: i) before/at 6:30 am – for all classes on that day ii) before/at 10:00 am – for classes at 2:00 pm and after iii) before/at 2:00 pm – for classes at 6:00 pm and after
Examinations	Postponed if the signals are still in force or expected to be issued <i>within 4 hours</i> from the scheduled examination time	<u>Typhoon Signal No. 8 or above</u> All examinations to be terminated <u>Black Rainstorm Warning</u> Examinations already in progress will continue	Examinations will be held as scheduled* if the signals are lowered <i>4 hours before</i> the scheduled examination time
Stanley Ho Library & Ho Sik Yee Library	Will not open	<u>Typhoon Signal No. 8 or above</u> To be closed <u>Black Rainstorm Warning</u> Remains open. To be closed at 6:00 pm if the signal is still in force at 4:00 pm	Will open <i>within 2 hours</i> if the signals are lowered before/at 1:00 pm (if situation allows) Will open at 6:00 pm if the signals are lowered after 1:00 pm (if situation allows) Will remain closed if the signals are lowered after 4:00 pm
Free-access PC Lab Main Campus (MC) Jockey Club Campus (JCC) Kwai Hing Campus (KHC) OUHK–CITA Campus (OCC)	Will not open	<u>Typhoon Signal No. 8 or above</u> To be closed <u>Black Rainstorm Warning</u> Remains open. To be closed at 6:00 pm if the signal is still in force at 4:00 pm	(If situation allows) Will open <i>within 2 hours</i> if the signals are lowered before/at 4:00 pm (before/at 1:00 pm on Sundays and Public Holidays for the KHC lab) Will remain closed if the signals are lowered after 4:00 pm (after 1:00 pm on Sundays and Public Holidays for the KHC lab)

Activities	Signal Issued		Signal lowered
	Before activity hours	During activity hours	
Information Centre	Will not open	<u>Typhoon Signal No. 8 or above</u> To be closed <u>Black Rainstorm Warning</u> Remains open	<u>Mondays to Fridays</u> Will open <i>within 2 hours</i> if the signals are lowered before/at 4:00 pm (if situation allows) <u>Saturdays to Sundays</u> Will open <i>within 2 hours</i> if the signals are lowered before/at 1:00 pm (if situation allows)
Remarks	<ul style="list-style-type: none"> All OUHK activities will normally be held as scheduled when Typhoon Signal No. 3 or below is in force or when the Red/Amber Rainstorm Signal is in force. Public announcements will be made as soon as possible whenever necessary. General public announcements from the Education Bureau do NOT apply to the OUHK. Students may call 24-hour Infoline on 2768 8650 or the Information Centre on 2711 2100 for information. Also, students may call the following hotlines: Undergraduate programmes: 3120 2594 (examinations) and 2768 6677 (tutorials). Related arrangements for the Student Activity Centre are available on the OUHK homepage. If necessary, examinations will be re-scheduled and students will receive information about the new arrangements within two weeks of the original examinations. 		

* Subject to the availability of centres and the traffic conditions

9 Facilities and Student Services

1 The Registry

If you need further information or advice on matters relating to any administrative arrangements of your study in undergraduate programmes, please contact the Registry. Please refer to 'Useful Contacts' for information.

2 OUHK Libraries

Knowing how to find and use information effectively is vital to your study here at the OUHK and your lifelong learning. The libraries provide you with quality information resources and services and help you to acquire information skills.

There is a library on the OUHK Main Campus and at the Jockey Club Campus. Here you can find course set books, course materials, course-related audio-visual materials, monographs, journals and reference materials.

The Electronic Library at <http://www.lib.ouhk.edu.hk> provides abundant learning resources including full-text e-books, e-journals, e-news, databases, reference resources, supplementary readings and selected past examination papers / specimen examination papers from academic departments. The Electronic Library can be accessed 24 hours a day.

Library staff members are happy to assist you in using the Library's services and resources. They offer library guides, orientation programmes, and workshops throughout the year to help you. You may also visit the Electronic Library for details.

Stanley Ho Library: 1/F and 2/F, Main Campus, 30 Good Shepherd Street, Ho Man Tin, Kowloon

Ho Sik Yee Library: 5/F, Jockey Club Campus, 81 Chung Hau Street, Ho Man Tin, Kowloon

Enquiry: 2768 6777 (Stanley Ho Library) / 3120 2555 (Ho Sik Yee Library)

Fax: 2715 1950 Email: libwww@ouhk.edu.hk

Opening hours of Stanley Ho Library and Ho Sik Yee Library:

Mondays – Fridays (excluding public holidays)	9:00 am – 10:00 pm
Saturdays – Sundays (including public holidays)	12:00 noon – 10:00 pm
Public Holidays (Mondays – Fridays)	1:00 pm – 9:00 pm
Festival days*	Early closing at 5:40 pm

* Festival days include Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year's Eve and Lunar New Year's Eve.

Notice of opening hours and any subsequent changes will be posted in advance at the library entrance and on the Library homepage.

3 Self-study rooms

On-campus self-study rooms are located in various rooms on the OUHK Main Campus as well as in Ho Sik Yee Library on 5/F of Block E at the Jockey Club Campus, Rooms K0824 and K0914 of the OUHK Kwai Hing Campus (KHC), and Rooms 104, 109 and 504 of the OUHK – CITA Campus (OCC). Their opening hours are:

	<u>OUHK Main Campus</u>	<u>OCC</u>
Mondays – Sundays (including public holidays)	9:00 am – 12:00 midnight	9:00 am – 10:00 pm
Festival days**	9:00 am – 12:00 midnight	9:00 am – 10:00 pm
	<u>Jockey Club Campus</u>	
Mondays – Fridays (excluding public holidays)	10:00 pm – 12:00 midnight	
Saturdays & Sundays (including public holidays)	10:00 pm – 12:00 midnight	
Public holidays (Mondays – Fridays)	9:00 pm – 12:00 midnight (non-exam period) 10:00 pm – 12:00 midnight (exam period)	
Festival days**	5:40 pm – 12:00 midnight	
	<u>KHC</u>	
Mondays – Saturdays	8:45 am – 9:30 pm	
Sundays & public holidays	1:00 pm – 5:30 pm (for K0824 only)	
Lunar New Year public holidays	Closed	
Festival days**	8:45 am – 5:40 pm	

** Festival days include Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year's Eve and Lunar New Year's Eve.

4 Student common rooms/Leisure rooms/Learning commons

Student Common Rooms/Leisure Rooms/Learning Commons are provided on the OUHK Main Campus/Jockey Club Campus. Their opening hours are normally 8:00 am – 12:00 midnight daily.

5 Computing facilities and laboratories

PC laboratories

Courses with a practical computing component will normally have timetabled computer laboratory sessions. These sessions will generally be held at the OUHK Main Campus, OUHK Kwai Hing Campus or OUHK-CITA Campus. Free-access computing facilities are also available at the OUHK Main campus, Jockey Club Campus, OUHK Kwai Hing Campus and OUHK-CITA Campus for general use by students. The PC Labs are equipped with PCs as well as diverse, popular PC applications and course-specific software. The latest 'Registration and Booking Policies' are displayed at the entrance of the Labs.

Locations of OUHK PC laboratories

OUHK Main Campus:

Solomon Lee Computer Laboratory
4/F, Block B, 30 Good Shepherd Street, Ho Man Tin, Kowloon
Tel: 2768 6524 Fax: 2762 7469

OUHK Jockey Club Campus

Fong Connie Computer Centre
6/F, Block D, 81 Chung Hau Street, Ho Man Tin, Kowloon
Tel: 3120 2740

OUHK Kwai Hing Campus:

Room K0812, 8/F, Tower 2, Kowloon Commerce Centre, 51–53 Kwai Cheong Road, Kwai Chung, N. T.
Tel: 3120 9685

OUHK-CITA Campus:

Room 107, 201–203 Lai King Hill Road, Kwai Chung, N. T.
Tel: 3460 9585

Hours of free-access computing facilities:

OUHK Main Campus & OUHK Jockey Club Campus	Mondays – Sundays & public holidays 9:00 am – 9:00 pm *	
OUHK Kwai Hing Campus	Mondays – Saturdays	9:00 am – 9:00 pm **
	Sundays & public holidays	1:00 pm – 6:00 pm **
	Lunar New Year public holidays	Closed
OUHK-CITA Campus	Mondays – Fridays	9:00 am – 7:00 pm **
	Saturdays, Sundays & public holidays	Closed

* Special opening hours on festival days (OUHK Main Campus & OUHK Jockey Club Campus):

9:00 am – 5:40 pm Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year's Eve, Lunar New Year's Eve and Lunar New Year's Day.

** Special opening hours on festival days (OUHK Kwai Hing Campus & OUHK-CITA Campus):

9:00 am – 5:40 pm Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year's Eve and Lunar New Year's Eve.

Special occasions: Notice of changes in opening hours will be put up in advance at the entrance of the PC labs.

The PC Lab at OUHK-CITA Campus is closed on Saturdays, Sundays and public holidays. For information regarding the opening hours for Yi Jin students, please refer to the separate *Student Handbook* for the Yi Jin programme.

Internet service

All PCs on campus are connected to the Internet, except for some special task PCs, e.g. Print Queue Monitor. Students can access the Internet with their own devices via the University Wi-Fi network.

OUHK website (Current Students)

The OUHK website (Current Students) (at <http://www.ouhk.edu.hk/students>) provides students with student related information and a number of online services.

MyOUHK

This part of the OUHK website (Current Students) serves as a single entry point to all of the University's online services and content requiring a user log in. MyOUHK has many useful features. It enables you to:

- *Single-Sign-On* — access the University's secure online services including the OLE and the E-Library by logging in just once;
- *Personalization* — personalize your page by selecting the University's online content and services that you use most; and

- *Communication* — open a communication channel to allow the University to send you personalized messages to keep you informed of news and events related to your studies.

Further information is available at

- OUHK website (Current Students) → 'Communication & Support' → 'MyOUHK User Guides'
- OUHK website (Current Students) → 'Communication & Support' → 'Technical User Guides and FAQs' → 'Single-Password and Single-Sign-On (SSO) FAQ'
- * To log in to MyOUHK you will need to create a new Single-Password.

Single-Password Service

This service enables you to update your passwords for different secure OUHK online services. The Single-Password also enables you to log in to MyOUHK, where you can gain access to the following services without having to log in again.

- MyOUHK
- Services in the OUHK website (Current Students)
- Online Learning Environment
- E-Library

Further information is available at

OUHK website (Current Students) → 'Communication & Support' → 'Technical User Guides and FAQs' → 'Single-Password and Single-Sign-On (SSO) FAQ'

Email

Email is the main form of communication between university staff, Course Coordinators, tutors and students. Every student is given an email account. Most academic and administrative information will be sent to your University email address, so it is absolutely essential that you check it frequently and manage it well. Your email account should contain 1GB of space.

You can access your email through any of the following ways:

- <http://webmail.ouhk.edu.hk>
- <http://www.ouhk.edu.hk> → Current Students → Communication & Support → Email
- * If your course has online support, you can also access your email account through the University's OLE (Online Learning Environment).

You will need to enter your Username and Password:

- Username: 's' + first seven digits of your student number
- Password: The Single Password you have created. If you have not yet created a Single Password, you will need to create one:
<http://www.ouhk.edu.hk> → Current Students → Communication & Support → Single Password Management.

Further information on the email system is available at:

<http://www.ouhk.edu.hk> → Current Students → Communication & Support → Email → Guide

6 Catering

There are three catering outlets at the Main Campus and one at Jockey Club Campus, which are operated by outside caterers. For Main Campus, the OU Club provides economical reheated food and beverages. The Noodles Bar offers wagon noodles and street snacks, and OU Café serves coffee, sandwiches, cookies and muffins, salad, desserts, etc. For Jockey Club Campus, the Jubilee Club offers Western, Japanese and Korean cuisines. Staff and students patronizing these outlets are entitled to discount prices. The catering service is monitored by the Catering Committee. Students are welcome to voice their opinions regarding the catering service directly to the Caterers or through the Catering Committee.

Opening hours:

OU Club

Mondays to Sundays 7:30 am – 9:00 pm

The Noodles Bar

Mondays to Saturdays 7:30 am – 9:00 pm

Sundays and Public Holidays closed

OU Café

Mondays to Fridays 7:30 am – 9:00 pm

Saturdays, Sundays and Public Holidays closed

Jubilee Club

Mondays to Saturdays 7:30 am – 8:30 pm

Sundays and Public Holidays closed

7 Booking of lecture theatres, halls, computer labs and tutorial rooms

Lecture theatres, halls, computer labs and tutorial rooms are primarily for teaching and academic purposes. Student societies may make use of these facilities during non-scheduled hours to hold discussions or organize activities related to their courses by submitting applications to respective on-site staff of the Facilities Management Unit at the Main Campus, Jockey Club Campus and the Kwai Hing Campus. Booking charges must normally be paid prior to the event. Student societies are required to check if they have enough funding to settle the venue charges before submitting their applications.

8 Storage lockers

All active students are eligible to apply for the use of storage lockers. Lockers are allocated to successful applicants drawn by lot on the spot on a first-come-first-served basis during the allocation exercise. The allocation exercise takes place once a year, normally in September. Students will be invited for application nearer the time of the exercise via email.

9 Sports Halls

There are two Sports halls at the OUHK. A Multi-purpose Hall is located on the Main Campus and the Agile Sports Hall on the Jockey Club Campus. The halls offer a wide range of sports facilities for students and staff. For more information about booking procedures and other details, please go to the hall webpage at: <http://www.ouhk.edu.hk/mpsh>

10 Activity Rooms/Fitness Room

There is an activity room at the Main Campus and at the Jockey Club Campus. The rooms are ideal for group activities such as dance and martial arts practice sessions. For more details, please go to the activity rooms webpage at: <http://www.ouhk.edu.hk/ar>

The Fitness Room is located in Room E0714, 7/F of Block E, Jockey Club Campus. The fitness equipment is provided free of charge to students for fitness training. Students are required to apply for a fitness card from the Facilities Management Unit before using the facility. For more details, please go to the webpage of the Fitness Room at: <http://www.ouhk.edu.hk/fitness>

11 Lost and found property

A list of lost and found items is posted monthly on common area notice boards. In case of lost and found property, students may contact the respective on-site staff of the Facilities Management Unit at Main Campus, Jockey Club Campus, Kwai Hing Campus and OUHK-CITA Campus.

12 Safety and security on campus

For security purposes, students on campus may be asked by the campus security guard to show their Student ID Cards to prove their identity. Students are responsible for their own belongings while on campus.

While on campus, students are strongly advised to note the fire escape routes shown on the floor plans and familiarize themselves with those routes and procedures to be taken in case of fire or emergency. This information is posted up on the notice boards on campus. Annual fire drill will be held to enhance alertness of campus users on fire safety.

13 Emergency call service

In case of an emergency or accident on the OUHK campuses, students may contact or directly go to the following security control rooms for assistance:

Security Control Room of Main Campus

Rm G41, -1/F, Kwok Tak Seng Building (Block C), Main Campus (near the carpark)

Tel: 2768 6260 or 2624 5767

Security Control Room of Jockey Club Campus

Rm E0007, G/F, Block E, Jockey Club Campus (near the drop-off area)

Tel: 3120 2403 or 2406 2098

14 Breastfeeding-friendly Premises

Facilities Management Unit has zoned available some spaces with seating for lactating mothers. Locations of these facilities are listed below:

Main Campus	Female Changing Room on 10/F, Kwok Tak Seng Building (Block C)
Jockey Club Campus	Female Changing Room on 1/F, Block D
Kwai Hing Campus	Executive Female Toilet on Level 9

15 Student activities

The University encourages students to organize student-related activities to enrich their campus life and broaden their horizons. The University provides financial and other support to student-related activities through the Committee on Student Affairs and the Student Affairs Office (SAO). Currently there are nearly 50 Student Societies which have been granted OUHK recognition and supported with the University funding. Students are encouraged to participate in the diversified activities such as sports, academic seminars and cultural programmes.

The OUHK Students' Union was re-established in July 2008 and aims to enhance the quality of campus life for all students.

Student Activity Centres have been established on Main Campus and Jockey Club Campus to provide a venue for student activities. In general, only the office-bearers of recognized Student Societies are eligible to use the Centres.

Students can contact SAO staff at (Tel.: 2768 6634, Fax: 8148 3376 or Email: sao@ouhk.edu.hk) for enquiries related to student activities.

16 Assistance to students with disabilities or special educational needs

- 16.1 The OUHK encourages students with disabilities or special educational needs to participate in its courses to the maximum of their ability. We have taken practical steps to provide adequate services to students with disabilities or special educational needs. The Committee on Student Affairs advises the University on the adequacy of the services provided to students with disabilities or special educational needs in order to meet individual needs as far as possible. The services include loan of equipment, special examination arrangement, etc, which may be helpful in assisting students to complete their study and assignments.
- 16.2 Students have to apply for the services via Student Affairs Office (SAO) before the stipulated deadline. Please indicate the type of disabilities or special educational needs in the application form so that the University can provide the appropriate services. The University will try to provide the required services according to circumstances. However, it may not always be possible to do so if there are insufficient resources or other constraints. If the applicants do not indicate their disabilities or special educational needs in applications, they might not be able to complete the study/course due to the compulsory requirements of the programme/course.

- 16.3 Students with disabilities or special educational needs are encouraged to contact the Programme Leader for advice before enrolling on a programme. After registering for a programme, students should notify their Programme Leader/ Lecturer or the SAO if they need special arrangements for assignments, tutorials and examinations.
- 16.4 The OUHK allows some flexibility in terms of arrangements for students with disabilities or special educational needs. However, students with disabilities or special educational needs will be assessed by the same academic performance measures as other OUHK students.
- 16.5 The SAO is responsible for the overall coordination and provision of services for students with disabilities or special educational needs. Please contact the staff at 2768 6634 or email sao@ouhk.edu.hk or fax 8148 3376 for details.

17 Student career services

The Student Career Services of the SAO is responsible for coordination and dissemination of recruitment activities such as career/recruitment talks, campus interviews, career fair, career education programme and career consultation. These activities are organized with a view to enhancing employability for our students.

Apart from these on-campus activities, the SAO will also help publicize recruitment-related events from approved external organizations and disseminate news such as the Applications for Common Recruitment Examination, internship and graduate trainee programmes. Students are advised to browse the job openings, activities, events and announcements regularly at:

Website: www.ouhk.edu.hk/sao/career.

18 Personal development and counselling services

The aim of the counselling service is to help students understand and manage their difficulties encountered during university life, and to enhance their personal growth and development.

Our counsellors can be reached at 2768 6856 / 2768 6646 or at the Counselling Room located at C0509, 5/F, Kwok Tak Seng Building (Block C), Main Campus.

19 Student financial assistance

19.1 OUHK Schemes

19.1.1 OUHK Bursary Scheme

The Scheme aims to provide grants for needy students whose financial needs are inadequately met by Government grants and/or loans. Students encountering financial difficulties may submit an application to the SAO in early November.

For details, please go to the SAO webpage
www.ouhk.edu.hk/sao/ft/bursary.



19.1.2 OUHK Emergency Grant

Students who have financial difficulties **due to unforeseeable circumstances within 6 months prior to the application** may apply for an Emergency Grant, which is supported by the Croucher Foundation Fund for Students with Emergency Needs.

Applications for the Emergency Grant are open throughout the year. Applicants should fill in and return the application form to the SAO. Students are required to attend an interview and provide further information about their family and emergency circumstances. Please contact SAO staff for enquiries (Tel.: 2768 6636; Fax: 2712 2301; Email: sao@ouhk.edu.hk).

19.2 Government Schemes

Full-time students should submit online applications for FASP, STS and NLSPS through the 'SFO E-link – My Applications' (ess.wfsfaa.gov.hk) by the designated deadline.

19.2.1 Financial Assistance Scheme for Post-secondary Students (FASP)

Full-time students aged 30 or below may apply for the Government's Financial Assistance Scheme for Post-secondary Students (FASP). The maximum level of assistance under FASP includes tuition fees grant, academic expenses grant, and living expenses loan.

For details, please contact the Government SFO directly at 2152 9000 (during office hours) / 2802 2345 (24 hours) or visit their website at <http://www.wfsfaa.gov.hk/sfo/eng/schemes/fasp.htm>.

19.2.2 Student Travel Subsidy Scheme (STS)

Full-time students, who are successful in their FASP applications and reside greater than 10 minutes' walking distance from their normal place of study and travel to the OUHK by public transport, may be eligible for the Student Travel Subsidy (STS).

Eligible students who are aged 30 or below must indicate their wish to apply for the STS along with the FASP application. For details, please contact the Government SFO directly at 3616 6549 or 3616 6538 during office hours.

If students are aged over 30 and intend to apply for STS, please contact the SFO directly at 8226 7067 during office hours.

19.2.3 Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)

Full-time students may apply for the Government's Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) to cover their tuition fees payable.

For details, please contact the Government SFO directly at 2150 6222 (during office hours) / 2802 2345 (24 hours) or visit their website at <http://www.wfsfaa.gov.hk/sfo/eng/schemes/nls3.htm>.

19.2.4 Continuing Education Fund (CEF)

Students must have enrolled on and paid the tuition fee for a 'CEF reimbursable course' before the term commences (September/January/May). The applicant must not have obtained any other public funds or publicly-funded financial assistance for any course for which the fees are to be reimbursed.

An applicant may obtain approval to open an account with CEF once a lifetime only. Applicants who have successfully opened a CEF account may submit a maximum of 4 claims for reimbursement. All claims must be submitted within 4 years from the date that the application was approved. Each claim may include more than one reimbursable course. Each applicant is entitled to a maximum sum of HK\$10,000.

To be eligible for consideration for fee reimbursement, the applicant must have completed the CEF-approved course in compliance with CEF regulations, having passed it at the threshold prescribed by the Office of the CEF, which may not be the same as the University's pass threshold set for the course. Having satisfied the above and all other requirements of the Office of the CEF, which it may prescribe from time to time, the applicant will be reimbursed 80% of the tuition fees, subject to a maximum sum of HK\$10,000 (whichever is less), on successful completion of a reimbursable course.

For details, please visit the CEF webpage (<http://www.wfsfaa.gov.hk/cef/en/index.htm>) or contact the Office of the CEF at 3142 2277. For details on OUHK's approved courses and related procedures, please contact the SAO at 2768 6636.

20 Non-means-tested Subsidy Scheme (NMTSS)

From the 2017/18 academic year, the Government is providing a non-means-tested annual subsidy for eligible students pursuing full-time locally-accredited local and non-local self-financing undergraduate (including top-up degree) programmes in Hong Kong offered by eligible institutions including the OUHK. (Note: Students enrolled on places already supported under the Study Subsidy Scheme for Designated Professions/Sectors are not eligible for the NMTSS.)

Applications should be made through the University. Eligible students can still apply for financial assistance with the Student Finance Office to cover the actual amount of tuition fees payable, if needed.

For details, please visit the related Education Bureau's website at:
<https://www.cspe.edu.hk/en/nmt-annual-subsidy.html>



21 Scholarships and prizes

Council Medal

An award will be made to one top student from each honours degree programme in each Congregation.

Outstanding Student Award

A maximum of two awards will be made to the top student(s) of each course in each examination.

Scholarships and Prizes

A number of scholarships donated by generous commercial organizations, firms, and individuals are awarded to students for their outstanding academic achievements. They are normally awarded through nominations on the basis of academic merits at the OUHK.

HKSAR Government Self-financing Post-secondary Scholarship Scheme

The HKSAR Government has set up a Self-financing Post-secondary Scholarship Scheme (SPSS) to offer scholarships and awards to students pursuing full-time locally-accredited self-financing Sub-degree or Bachelor's Degree programmes. In 2017/18, more than 800 OUHK students are awarded various scholarships including the Outstanding Performance Scholarship, Best Progress Award, Talent Development Scholarship, Reaching Out Award and Endeavour Scholarship, totalling over HK\$13 million.

22 MTR Student Travel Scheme

Any full-time students who is aged 25 or below may consider applying for the MTR Student Travel Scheme. Eligible students should pay the tuition fee for the first term of the academic year concerned in full and then present the completed form to the Student Affairs Office (SAO) for school endorsement. Applicants are also required to submit the endorsed application form within 14 days and the other required documents to any MTR Customer Service Centre (except Airport Express stations, Lo Wu, Lok Ma Chau, Racecourse, Disneyland Resort, Sunny Bay, Wong Chuk Hang, Lei Tung and South Horizons stations).

The Scheme application form for **Activation / Renewal of 'Student Status' on a Personalised Octopus** is obtainable at the SAO or any MTR Customer Service Centre (except the stations indicated above). For details, please refer to the application procedure in the MTR Student Travel Scheme Application Form or contact the MTR hotline at 2881 8888.

23 OUHK MasterCard Interest Free Tuition Loan (IFTL)

Students who are OUHK MasterCard holders may apply for the Wing Lung Bank's six-month or ten-month interest-free instalment loan to pay for tuition fees. Enquiries can be made to Wing Lung Bank at 3711 6688.

10 Fees

Item	Fee (HK\$)
Late payment deposit fee This fee is applicable to applicants who have been approved for late payment of tuition fees.	\$5,000 per academic term
Late registration fee This fee covers administrative costs related to the processing of late registrations.	\$500 per academic term
Appeal against course results This fee is charged for appeals lodged in relation to course results. Note: This is refundable for successful cases of appeal and award of a more favorable result status.	\$650 per course
Resit examination fee This fee is applicable to students who accept to resit an examination.	\$220 per course
Student Identity Card Replacement A fee is charged for the replacement of your Student Identity Card.	\$100
Transcript / Testimonial fee This fee is charged for producing an official transcript or testimonial of studies.	\$100 per copy
Certification fee This fee covers administrative costs related to the processing of your request for letters certifying your student status, programme of studies, registered courses, tuition fee and award, etc.	\$50 per copy
Course Certificate fee This fee is charged for processing the related application and issuing the Course Certificate.	\$50 per copy
Graduation fee, application for relinquishment/articulation This fee is applicable to students who wish to apply for graduation for an award or to relinquish/articulate an award for a higher award.	\$750 per award
Replacement award certificate fee This fee is charged for producing a replacement award certificate.	\$800

- Notes:**
- The above fees are subject to change.
 - Fees paid are non-refundable and non-transferable for other purposes unless specified otherwise.
 - Applicants/students are responsible to pay the fees before the specified deadline.
 - Applicants/students should follow the University's instructions concerning acceptable forms of payment for the above fees.
 - Academic awards will NOT be made to persons in debt to the University.

11 Useful Contacts and Summary of Useful Forms

Useful Contacts

Enquiries	Contact	Phone	Fax	Email
Undergraduate programmes enquiries	Registry	2768 8650 (Hotline)	–	–
		3120 2589 (Admissions)	2406 2155 (Admissions – Undergraduate)	regadmug@ouhk.edu.hk (Admissions – Undergraduate)
		2768 6704 (Enrolment)	2761 1517 (Enrolment – Undergraduate)	regftae@ouhk.edu.hk (Enrolment – Undergraduate)
		3120 2594 (Exam)	2406 2312 (Examinations – Undergraduate)	regexamftug@ouhk.edu.hk
Student Financial Services	Student Affairs Office	2768 6636	2712 2301	sao@ouhk.edu.hk
Student Support and Activities (e.g. student activities / assistance to students with disabilities or special educational needs)		2768 6634	8148 3376	sao@ouhk.edu.hk
Student Career Services		2768 6644	8148 3376	career@ouhk.edu.hk
Library information	Stanley Ho Library	2768 6777	2715 1950	libwww@ouhk.edu.hk
	Ho Sik Yee Library	3120 2555		
Computer Laboratory	Information Technology Unit	2768 6524 (Main Campus)	2762 7469	ituhelp@ouhk.edu.hk
		3120 2740 (Jockey Club Campus)	–	
		3120 9685 (Kwai Hing Campus)	–	
		3460 9585 (OUHK-CITA Campus)	–	

Enquiries	Contact	Phone	Fax	Email
Booking of Lecture Theatres/Classrooms	Facilities Management Unit	2768 6210/6257 (Main Campus)	–	–
		3120 2405 (Jockey Club Campus)	2406 2170 (Jockey Club Campus)	fmujcc@ouhk.edu.hk
Renting a locker		2768 6203	–	–
Lost and found		2768 6215 (Main Campus)	–	fmubm@ouhk.edu.hk
		3120 2405 (Jockey Club Campus)	2406 2170 (Jockey Club Campus)	fmujcc@ouhk.edu.hk
Booking of communal areas (student societies)		2768 6225 (Main Campus)	–	fm_u_sat@ouhk.edu.hk
		3120 2405 (Jockey Club Campus)	2406 2170 (Jockey Club Campus)	fmujcc@ouhk.edu.hk
Booking of Activity Rooms		2768 6225 (Main Campus)	–	fm_u_sat@ouhk.edu.hk
		3120 2404 (Rm E0717, Jockey Club Campus)	2406 2170 (Jockey Club Campus)	fmujcc@ouhk.edu.hk
Booking of Sports Halls		2768 6231 (Main Campus)	–	–
		3120 2404 (Jockey Club Campus)	2406 2170 (Jockey Club Campus)	fmujcc@ouhk.edu.hk
Application of Fitness Card			2768 6225	–
Telephone transfer	–	2711 2100	–	–
General enquiries	Information Centre	2711 2100	2715 0760	info@ouhk.edu.hk
	24-hour Infoline	2309 2188	–	–
Emergency	Security Control Room	2768 6260 / 2624 5767 (Main Campus)	–	–
		3120 2403 / 2406 2098 (Jockey Club Campus)	–	–

Summary of Useful Forms

Visit the following webpage to download useful forms that you may need for requesting various services from the Registry and Student Affairs Office:

<http://www.ouhk.edu.hk/reg/forms-ug/eng>



本手冊為香港公開大學**本科生課程（全日制及相關兼讀制學士學位以及副學位課程）**的學生提供所需資料，只供參考之用，如有欠清晰或需要進一步資料，請聯絡教務處。

1 2018–2019年度校曆表

2018 年秋季學期

週期 學年	一	二	三	四	五	六	日	週期 學期	備註
2018	八月							–	28/8 2018新生開學典禮
	27	28	29	30	31				
	九月							1	2
1	3	4	5	6	7	8	9	1	3/9 開學日
2	10	11	12	13	14	15	16	2	3/9 – 14/9 增修 / 減修科目
3	17	18	19	20	21	22	23	3	14/9 申請逾期註冊最後日期
4	24	25	26	27	28	29	30	4	25/9 中秋節翌日
	十月							5	1/10 國慶日
	1	2	3	4	5	6	7		
6	8	9	10	11	12	13	14	6	
7	15	16	17	18	19	20	21	7	17/10 重陽節
8	22	23	24	25	26	27	28	8	22/10 – 27/10 溫習休假
9	29	30	31					9	
	十一月							3/11	申請前學期考試成績覆核最後日期
				1	2	3	4		
10	5	6	7	8	9	10	11	10	
11	12	13	14	15	16	17	18	11	18/11 申請延期修業最後日期
12	19	20	21	22	23	24	25	12	
13	26	27	28	29	30			13	
	十二月							2/12	申請退修科目 / 課程最後日期*
					1	2			
14	3	4	5	6	7	8	9	14	
15	10	11	12	13	14	15	16	15	10/12 – 15/12 溫習休假
16	17	18	19	20	21	22	23	16	17/12 – 6/1 考試週
17	24	25	26	27	28	29	30	17	25/12 – 26/12 聖誕節
18	31							18	
2019	一月							1/1	新年假
		1	2	3	4	5	6	6/1	學期完結
19	7	8	9	10	11	12	13	–	7/1 – 19/1 學期休假
20	14	15	16	17	18	19	20	–	








2019 年春季學期

週期 學年	一	二	三	四	五	六	日	週期 學期	備註
2019	一月								
21	21	22	23	24	25	26	27	1	21/1 開學日
22	28	29	30	31				2	21/1 – 1/2 增修 / 減修科目
	二月								1/2 申請逾期註冊最後日期
					1	2	3		
23	4	5	6	7	8	9	10	3	5/2 – 7/2 農曆新年
24	11	12	13	14	15	16	17	4	
25	18	19	20	21	22	23	24	5	
26	25	26	27	28				6	
	三月								
					1	2	3		
27	4	5	6	7	8	9	10	7	9/3 申請前學期考試成績覆核最後日期
28	11	12	13	14	15	16	17	8	11/3 – 17/3 溫習休假
29	18	19	20	21	22	23	24	9	
30	25	26	27	28	29	30	31	10	
	四月								
31	1	2	3	4	5	6	7	11	5/4 清明節
32	8	9	10	11	12	13	14	12	7/4 申請延期修業最後日期
33	15	16	17	18	19	20	21	13	19/4 – 22/4 復活節假
34	22	23	24	25	26	27	28	14	21/4 申請退修科目 / 課程最後日期 [#]
35	29	30						15	29/4 – 4/5 溫習休假
	五月								1/5 勞動節
			1	2	3	4	5		6/5 – 26/5 考試週
36	6	7	8	9	10	11	12	16	12/5 佛誕
37	13	14	15	16	17	18	19	17	13/5 佛誕翌日
38	20	21	22	23	24	25	26	18	26/5 學期完結

2019 年夏季學期（只適用於部分課程）

週期 學年	一	二	三	四	五	六	日	週期 學期	備註
2019	五月								
39	27	28	29	30	31			1	27/5 開學日 27/5 – 6/6 增修 / 減修科目
	六月								
						1	2		
40	3	4	5	6	7	8	9	2	6/6 申請逾期註冊最後日期
41	10	11	12	13	14	15	16	3	7/6 端午節
42	17	18	19	20	21	22	23	4	
43	24	25	26	27	28	29	30	5	
	七月								
44	1	2	3	4	5	6	7	6	1/7 香港特別行政區成立紀念日
45	8	9	10	11	12	13	14	7	
46	15	16	17	18	19	20	21	8	21/7 申請延期修業最後日期
47	22	23	24	25	26	27	28	9	27/7 申請前學期考試成績覆核最後日期
48	29	30	31					10	
	八月								
				1	2	3	4		4/8 申請退修科目 / 課程最後日期 [#]
49	5	6	7	8	9	10	11	11	
50	12	13	14	15	16	17	18	12	
51	19	20	21	22	23	24	25	13	19/8 – 1/9 考試週 / 學年完結休假
52	26	27	28	29	30	31		14	
	九月								
							1	1/9	學期完結

備註：

- 1)  學期開始
- 2)  考試週（包括星期日及公眾假期）
- 3)  公眾假期及星期日
- 4)  申請退修科目 / 課程最後日期[#]
- 5)  溫習休假
- 6)  申請前學期考試成績覆核最後日期
- 7)  考試週開始前申請延期修業最後日期

註解：

[#] 學生如退修課程，則該課程內所有尚未完成的科目也會列作「退修」。退修紀錄將繼續保留在學生紀錄內。

2 本科生課程的一般規例

1 一般規例

- 1.1 修讀面授本科課程的全日制及指定課程的兼讀制學生，必須遵守本章所載的一般規例以及本校制定的其他守則及規例。如下列一般規例與大學其他規例存在差異，則以下列的一般規例為準。

2 入學

- 2.1 申請入讀面授本科課程的人士必須符合本校的一般入學條件以及有關課程的指定入學條件（如適用），除非申請人已獲本校豁免有關要求。
- 2.2 申請人可能需要參加甄選面試。
- 2.3 獲錄取的申請人必須在本校指定的日期或之前辦理入學註冊手續，否則會視作自動放棄入讀資格。

3 註冊

- 3.1 成功申請入讀有關課程的人士必須在本校指定的日期或之前完成註冊手續，並在第一次註冊當日視為已入讀該課程。他／她必須遵守該課程規定的要求。
- 3.2 學生註冊的名字必須與其香港身份證或護照（護照只適用於非本地生）的名字一致。
- 3.3 學生必須在其後的每個學期在本校指定的日期或之前辦理註冊。學生若未能完成註冊程序，將被視作已經退學。
- 3.4 註冊時，學生需按大學要求繳交學費。學生若遇到困難，未能在大學指定限期內繳交學費，可向教務長申請延期繳交學費。學生需填妥有關申請表格，並提供非常合理的原因支持。遞交申請時，學生需繳付「延期繳交學費按金」（本校將不時檢討及釐定有關費用）。該按金將被計入學費內，並不設退款或轉讓。
- 3.5 延期繳交學費的申請被接納後，學生將獲通知新的繳費期限。在本校收到全額學費前，該學生將被視為本校的臨時註冊學生。假如學生未能在指定的新繳費限期內繳交全額學費，將被視作退學，其臨時註冊學生資格亦會被終止。如學生於該學期內非本校之正式註冊學生，其於學期內所有學術工作均不會獲本大學承認。
- 3.6 學生個人資料若有更改，如通訊地址、電話號碼等，應立刻通過本校的學生網頁或以書面通知教務處，否則本校可能無法為該學生提供教學及行政服務。
- 3.7 修讀本校全日制本科生課程的學生除非得到大學預先批准，否則不可同時於本校或任何專上院校註冊修讀其他專上課程。違者可能會被香港公開大學勒令退學。

4 延期修業

- 4.1 學生如欲延期修業，應聯同有關文件以書面向教務處作出申請。大學會酌情批准有關申請。延期修業的申請一經批准，將適用於該學期或學年已註冊或將會註冊的所有科目。
- 4.2 大學認為學生如因以下理由可申請延期修業：
 - a 生病或患急症；
 - b 家庭出現嚴重問題，或相類似的特別情況。
- 4.3 已申請延期修業的學生，在未收到大學正式批准通知前，仍應繼續修課及出席課堂。
- 4.4 一般情況下，延期修業時限最長為一年。
- 4.5 獲批准延期修業的學生已繳交的全數或部分學費將不獲退還。學生獲批准復課時，可使用延期修業期間所繳交的學費以支付課程費用，如有關款項不足以支付所修讀科目之學費，學生需繳交有關差額。

5 退修課程

- 5.1 學生如欲退修本校的課程，須於相關學期考試開始之前 14 天，向教務長遞交書面通知。退修課程紀錄會保存於該學生的學業紀錄中。不論任何情況下，退修課程的部分或所有學費將不獲退還。
- 5.2 學生如欲退學後恢復大學學籍，必須不遲於學期開課後兩個星期內以書面形式向教務長遞交逾期註冊申請。申請是否獲得批核，由大學全權決定：申請人若有款項仍未繳交，必須先將款項悉數付清，並須額外繳付「逾期註冊申請費」（本校將不時檢討及釐定有關費用）。

6 選科

- 6.1 學生須於每個學期開課前按所選讀課程的要求報讀科目。
- 6.2 一般而言，全日制學生應該每學期修讀 20 個總學分或每年修讀 40 個總學分。課程另有規定者除外。學生如希望修讀較總學分要求少或多的科目，須獲有關學院批准。
- 6.3 學生不得重讀已取得及格的科目。
- 6.4 學生若於選科後擬增修或減修科目，必須於增修 / 減修科目申請期，即開課後兩星期內按規定程序完成申請手續。
- 6.5 一般來說，學生於增修 / 減修科目申請期後提出的減修科目申請，大學會以申請退修科目的方式處理。學生須於相關學期考試開始之前至少 14 天遞交申請，並須以書面向教務長陳述退修理由。大學擁有全權審批有關申請。退修科目的學費將不會退還。

7 修業期限

- 7.1 面授本科課程一般都有指定的修業期限（N）。修業期限會視乎學生的入學年級、學習量、課程所需學分要求以及其修讀學期來界定。全日制學生的一般修業期限為一年至五年不等。
- 7.2 學生的最長修業年期為課程的指定修業期限再加兩年（N+ 兩年），包括休學及延期修業。學生必須在該課程的最長修業限期內完成所有畢業要求。
- 7.3 學生如未能在最長修業期限內完成所有畢業要求，會被終止在面授模式繼續修業，但學生可以申請入讀以遙距模式修讀的課程，並將原有的課程學分轉移到遙距課程。至於所轉移的學分是否計入遙距課程內，則視乎該遙距課程的要求而定。

8 更改選修課程

- 8.1 學生如欲更改選修課程，須向教務長提交書面申請；申請是否獲得接納，由有關的教學學院酌情決定。

9 成績評核及等級

- 9.1 大學將會根據學生所註冊科目的表現而進行評估。評估準則包括以下一項或多項：作業、小測、測驗、實驗課、實習、考試、出席率及其他任何準則。
- 9.2 學業成績表所採用的成績等級、標準及等級點如下：

成績等級	標準	等級點
A	優異	4.0
A-		3.7
B+	優良	3.3
B		3.0
B-	良好	2.7
C+	尚可	2.3
C	及格	2.0
不及格—重考	不及格—重考	—
不及格	不及格	0
及格	成績達標	不適用

除上表所列，以下的等級亦會在需要時使用：

成績等級	解釋
完成 (L)	不設學分值科目的評級
未完成 (I)	
退修 (W)	科目退修

- 9.3 學生如修畢一個科目而其成績等級為「C」或以上者，即獲取該科目的學分。

9.4 學生的學業成績平均積點（GPA）計算方法如下：所修讀科目（包括不及格科目）的總學分，除以修畢科目取得的總積點。

9.5 作業

學生須於規定限期內遞交功課。如果學生遲交功課，本校教師擁有酌情權，決定是否接受有關功課，並視乎情況決定是否扣分及扣多少。

9.6 小測 / 測驗 / 實驗課

學生可能需要完成小測、測驗、實驗課或實習，作為評估一部分，當中某些可能是必須的。

9.7 考試

9.7.1 除非學科另有註明，學生一般需要出席所修學科的期終考試。學生必須遵守本校規定的考試事項安排。

9.7.2 如學生於考試中僅以很少分數差距未能及格，經成績評核委員會酌情決定後，或會獲給予一次重考機會。有關學生將獲安排在該科目下一個考試期重考。重考一般會在該科目的下一開辦學期之期終考試進行。若該科目不會在下一學年開辦，大學仍會安排學生在現時修讀學期後的一年內重考。

9.7.3 重考學生需要繳交每科的重考費用（本校將不時檢討及釐定有關費用）。於重考限期前已退修的學生將不獲重考資格。

9.7.4 若學生在 2013 年秋季學期以前開辦科目的考試中未能及格，但經成績評核委員會酌情決定獲給予一次重考機會，其重考最高的科目成績只可能是「C」。若學生在 2013 年秋季學期或以後開辦科目的考試中未能及格，但獲成績評核委員會給予一次重考機會，其重考的成績將不設最高等級之上限。

9.7.5 學生重考仍未能取得及格成績，將須重讀有關科目（如有該科），以獲取相關學分。在某些情況下，大學可能需要學生以遙距模式修讀該科，或修讀另一科以作代替。

9.7.6 只有在非常特殊情況下，並須有書面文件支持，本校方會考慮學生的延期考試申請。重考科目太多，並不可作為延期考試的合理理由。延期考試一般並不適用於重考。

9.8 出席率要求

每一科目的最低出席率要求為八成。

10 學業階段

10.1 大學會根據全日制學生所累積的學分數目，劃分為不同學業階段。

10.2 全日制學生的學業階段的界定一般如下所述：

第一年學業階段	獲取少於 40 學分
第二年學業階段	獲取至少 40 學分
第三年學業階段	獲取至少 80 學分
第四年學業階段	獲取至少 120 學分
第五年學業階段	獲取至少 160 學分

10.3 不同課程的學業階段的相關學分值可能不同。詳情請聯絡個別學院。

11 試讀及停學

11.1 全日制學生必須在第二、第三及第四個學年，分別完成不少於 20、40 及 60 個總學分。學生如未能達到上述要求，將被列為試讀生。

11.2 全日制學生如在第四個學年還未能獲取課程所需的學分，並且在第二或第三個學年已被列為試讀生，本校會要求學生停學。

11.3 有關試讀及停學的規定將適用於 2016–2017 學年或以後入學之全日制學生。

12 畢業

12.1 學生必須符合其修讀面授本科課程的要求，方可獲考慮頒授學術資格。

12.2 學生如符合 12.1 段所載的規定及課程要求將會畢業。大學會於其修讀課程的指定修業期完結時評估學生是否符合畢業要求。

12.3 儘管 12.2 有所規定，如學生在下列情況下必須自行提出申請畢業：

- a 學生所修讀的課程能提供普通學士學位或副學士學位，並已累積足夠學分和已符合相關學術要求。
- b 學生已在遙距教學模式下修畢學科及欲將有關的科目學分計算在其選修課程的畢業要求之內。

12.4 學生需要繳交每項學術資格的畢業費用（本校將不時檢討及釐定有關費用）。

12.5 榮譽學士學位的等級

12.5.1 榮譽學士學位的等級分為甲等、乙等（一級）、乙等（二級）或丙等。

12.5.2 學士學位的榮譽等級，是根據學生修畢有關科目所取得的加權平均積點來釐定的，而該等科目必須符合所選修課程內有關榮譽等級的要求。

12.5.3 在計算單學位課程的榮譽等級時，加權平均積點會依據課程要求所列高級或中級程度科目等級點最高的 80 學分（以成績等級而定）計算。一般而言，最高等級點的 80 學分中的 40 學分需來自高級程度科目（A 組別科目），而餘下的 40 學分（已計入 A 組者不算在內）需來自高級或中級程度的科目（B 組別科目）。在計算有關課程的加權平均積點時，A 組別及 B 組別科目的比重可能不同。計算方法如下：

$$\text{加權平均積點} = \frac{\text{A 組別科目等級值之和} \times \text{A 組別科目的比重} + \text{B 組別科目等級值之和} \times \text{B 組別科目的比重}}{\text{A 組別科目總學分} \times \text{A 組別科目比重} + \text{B 組別科目總學分} \times \text{B 組別科目比重}}$$

等級值是科目的等級點乘以該科目的學分

12.5.4 在計算雙學位課程的榮譽等級時，加權平均積點會依據課程要求所列高級或中級程度科目等級點最高的 120 學分（以成績等級而定）計算。一般而言，最高等級點的 120 學分中的 60 學分需來自高級程度科目（A 組別科目），而餘下的 60 學分（已計入 A 組者不算在內）需來自高級或中級程度的科目（B 組別科目）。在計算有關課程的加權平均積點時，A 組別及 B 組別科目的比重可能不同。

12.5.5 儘管 12.5.3 及 12.5.4 有所規定，如學生已按課程要求完成 80 學分，但不足 80 學分將計算在榮譽等級時，其加權平均積點會以 A 組別高級程度科目中積分點最高的 40 學分計算，而餘下的學分（已計入 A 組者不算在內）需來自 B 組別高級或中級程度的科目。在計算有關課程的加權平均積點時，A 組別及 B 組別科目的比重可能不同。

12.5.6 學生若達致課程要求所列 A 組別和 B 組別科目所需的學分，並符合以下的加權平均積點，便可獲頒授相關的榮譽學士學位等級。

榮譽學士學位等級	加權平均積點
甲等	3.50 – 4.00
乙等（一級）	3.00 – 3.49
乙等（二級）	2.50 – 2.99
丙等	2.00 – 2.49

13 學業成績表

- 13.1 學業成績表為本校發出的有效文件，詳列學生的完整學業紀錄，包括個別科目的成績及學術資格。
- 13.2 大學可按學生要求，單獨發出學業成績表內指定學術資格的部分。惟請留意，無論成績及格與否，與指定學術資格有關的科目紀錄都會詳列於有關的學業成績表內。
- 13.3 學生可於修業期間，填妥指定表格申請學業成績表，並需要繳交每份學業成績表的行政費用（本校將不時檢討及釐定有關費用）。
- 13.4 因應學生的要求，教務長可以發出正式的證明文件，證明其為本校的學生，或證明某張副本為取自本校刊物／文件的真本。本校可能徵收行政費用。
- 13.5 學位或其他學術資格證書
已獲大學授予學位或其他學術資格的學員，會獲發正式的證書。
- 13.6 大學保留權利，在特定情況下，例如學生尚未向大學繳清欠款或違反大學規例，可拒絕發放學業成績單、正式文件及學術資格證書予學生。

14 學術誠信及學生紀律

- 14.1 學生必須時刻堅守學術誠信。
- 14.2 學生如違反大學對學術誠信的期望、觸犯有關大學紀律的規定，或違反大學制定的其他守則或規例，大學會按照《學術誠信及學生紀律規例》向犯事學生採取紀律行動。

3 課程要求

修讀本科生課程的同學必須遵守大學所定的一般要求及各課程的指定要求，以符合畢業要求。

1 修讀課程

- 1.1 各課程須界定其包括的科目、各科目的程度和學分值、任何先修科目或不可兼修的科目組合、就釐定榮譽學士學位等級的特殊價值的科目（如適用），以及修業期限。
- 1.2 大學會頒佈課程要求，訂明任何藉以獲取副學士 / 高級文憑、學士學位、榮譽學士學位的課程，並可增設、修訂或終止該等課程。

2 學分及科目程度

- 2.1 每個科目均有學分值（例如 5、10 或 20 學分），授課期一般分為一個或兩個學期。
- 2.2 科目編號的首個數字代表該科的深淺程度，分別為：

首個數字	科目程度
1	基礎程度： 這類科目並無先修科目要求，是本科生課程的初階科目。
2	中級程度： 這類科目可能設有基礎程度的建議或必須先修科目。
3	高級程度： 這類科目通常設有建議或必須先修科目。學生修讀學士學位課程，必須完成一些高級程度科目。
4	深造程度： 這類科目一般設有建議或必須先修科目。修讀榮譽學士學位課程的學生，或需修讀此類科目。

3 一般要求

3.1 通識教育要求

3.1.1 專門通識科目

除個別課程規定外，所有一年級入讀本科生課程的學生必須完成四個 5 學分（共 20 個學分）的專門通識科目（GE）。學生必須修讀四個不同「學科範疇」的專門通識科目，惟學生不可修讀所屬課程的「學科範疇」科目。

3.1.2 非專科科目

榮譽學士學位及學士學位課程一般會要求一年級入學的學生分別修讀 20 個及 10 個學分的非專科科目。

3.2 英語要求

一年級入學的學生，一般需要完成 10 個學分的英語科目。在指定課程裏，英語科目或會計算在非專科科目內。

3.3 基礎程度科目學分上限

除指定課程外，學生必須完成課程所規定從基礎 / 中級 / 高級程度科目中所取得的學分，以獲取學位資格。然而，一年級入學的學生最多只可修讀 40 個學分的基礎程度科目。

3.4 教學語言

除指定或以雙語教學的課程外，所有課程一般已規定其主要的教學語言。

如學生所修讀以非主要語言授課的科目，其修讀的學分不可超過課程總學分的三分之一。

4 課程要求

4.1 課程要求已列明該課程所要求的總學分，所需修讀的科目及榮譽學士學位課程的等級要求等（如適用者）。學生必須符合課程規定的要求，才可獲頒相關的學術資格。

4.2 學生必須細閱其修讀課程的課程要求。課程要求可以在教務處的網頁下載（www.ouhk.edu.hk/FT_programme_requirement）。



4.3 課程要求一般會在每年九月更新，學生請務必查閱更新版本。

4.4 學生必須要在最長修業期限內完成所需的課程要求，並且在本校無任何負債紀錄，方可獲取相關課程的學術資格。

4 學術誠信及學生紀律規例

1 權力

- 1.1 教務會根據規管教務會運作的規程第 10(15) 條賦予的權力頒佈本規例。
- 1.2 教務會或獲教務會授權的委員會可根據任何規例採用各項執行措施及程序，惟該等措施及程序須與條例及本規例一致，方為有效。

2 學術誠信

- 2.1 大學期望每位學生時刻堅守學術誠信，這是有效學習及優良學術成就的必要條件，及對於達致條例訂明的大學宗旨非常重要。
- 2.2 違反大學學術誠信期望的行為包括但不限於：
 - a 提交並非學生本人所做的作業供評分之用；
 - b 抄襲他人已出版或未出版的著作，不論是抄襲全部或其中部分內容，以及是否原文照錄或用其他字眼代替原文詞句而不註明出處；
 - c 提出他人的論據作為本人的論據而不說明論據的出處；
 - d 使用虛假或捏造的資料或實驗結果；
 - e 考試時作出「考試事項安排」第 14 條文的違規行為；
 - f 冒名頂替同學參加考試、上導修課或做其他活動或企圖以他人頂替自己；
 - g 取得或企圖取得未經許可使用的考試卷或其他評分資料。
- 2.3 大學教師、導師或其他教職員如懷疑有學生違背學術誠信，應先與該學生私下接觸了解情況，如有需要，亦應與有關科目的校內主考人商議。如未能議定雙方均接受的解決辦法，教職員應向有關的學院院長及教務長報告涉嫌違背學術誠信的事件。若違規事件發生在試場等有正式監考人員監督的場合，監考員應將學生違規事件寫在報告內。
- 2.4 有關的學院院長收到被指稱違背學術誠信事件的報告後，應會同教務長研究有關個案，並向校方建議採取以下一項或多項行動：
 - a 撤銷該個案（不採取進一步行動）；
 - b 發出口頭或書面告誡；發出口頭告誡時，須至少有兩位證人在場，並須將告誡記錄在學生檔案內；
 - c 按照具體情況，在違規的作業或試卷上扣分或評為不及格；

- d 發出指示，聲明大學不將有問題的作業／考卷作評分之用，包括紀錄有關考試為缺席；
- e 按照下文第 4 條訂明的程序，由學生紀律委員會召開聆訊。

院長的決定須通知有關學生。

3 學生紀律

- 3.1 學生若有以下違反紀律的行為，或違反大學制訂的其他守則、規例或政策（包括但不限於規管大學圖書館、大學電腦設施及大學上網設施使用的一般規例），無論是否依法追究，大學可向犯事學生採取紀律處分：
 - a 誹謗、襲擊或毆打大學學生或教職員；
 - b 蓄意破壞或塗污大學公物；
 - c 盜竊、詐騙或不當運用大學的基金或任何財產；
 - d 不合理地妨礙大學教職員或學生的教導、學習、評核、研究或顧問工作；
 - e 一再作出使大學聲譽受損的行為；
 - f 於大學用作導修、本科或日間課堂的地方，以及自修中心、試場、圖書館、實驗室、研究設施或其他設施內，作出使大學聲譽受損的行為；
 - g 不當地使用或利用由大學供給學生使用的任何設備或資料，引致大學聲譽受損；
 - h 故意虛報或作偽證，以期：
 - (i) 申請豁免、免除或延期達至大學任何科目、證書、文憑或學位課程所規定的要求；
 - (ii) 向任何個人或機構申請撥款、助學金、獎項、獎學金，或任何形式的獎勵、津貼或援助；
 - i 除大學發出的各項守則有所規定外，在未經同意下洩露機密資料，包括與大學任何理事會、校董會或委員會有關的議事進程和紀錄；
 - j 就大學頒授的學位、文憑、學分及其他榮銜等故意提供虛假資料或偽造證明文件；
 - k 未經大學書面同意，以任何形式翻印大學所提供的資料，藉以牟利或作非牟利之用；
 - l 除本規例第 6 條中有關上訴權利條文有所規定外，不遵從大學紀律當局所勒令施行的處分。
 - m 學生在上課期間，不得在課室內使用手提電話。

- n 學生在上課期間，不得在課室內使用攝錄機或照相機（包括有攝錄或照相功能的手提電話）。
 - o 學生在上課期間，不得在課室內使用錄音機（包括有錄音功能的手提電話），除非已取得負責該課堂的講師或教員的許可。
- 3.2 除本規例第 3.1 條的規定外，大學學生在其他機構的範圍時，亦應遵守有關機構的規定。
- 3.3 大學教師、導師或其他教職員如懷疑有學生違反紀律，應向副校長（學術）報告該涉嫌違規的行為。
- 3.4 副校長（學術）收到大學教師、導師或其他教職員交來關於學生違反紀律的報告後，應會同教務長研究有關個案，並向校方建議採取以下一項或多項行動：
- a 撤銷該個案（不採取進一步行動）；
 - b 發出口頭或書面告誡；發出口頭告誡時，須至少有兩位證人在場，並須將告誡記錄在學生檔案內；
 - c 按照下文第 4 條訂明的程序，由學生紀律委員會召開聆訊。

副校長（學術）的決定須通知有關學生。

4 紀律聆訊

- 4.1 學生紀律委員會收到有關學院院長或副校長（學術）提出的建議後，應就涉嫌違背學術誠信或違反紀律行為的事件召開聆訊。
- 4.2 涉嫌違背學術誠信或違反紀律的學生有權：
- a 出席該聆訊；
 - b 呈交書面聲明或提交其他證據予委員會審議；
 - c 由校內教職員或自己選擇的同學陪同出席聆訊，惟該等人士無權向學生紀律委員會表達意見或提出證據。
- 4.3 學生紀律委員會應閉門商議。學生將獲通知紀律委員會對聆訊作出的最後裁決，包括根據本規例第 5 條施行的處分或罰則。

5 處分及罰則

- 5.1 根據本規例第 4 條進行的聆訊審結時，學生紀律委員會如認為需要，可施行以下一項或多項處分或罰則：
- a 正式的告誡，發出的告誡應記錄在學生的檔案內；
 - b 不超過港幣 2,000 元的罰款；

- c 賠償大學的物業或財物損失；
- d 勒令暫停修讀或退修由大學開辦的科目；
- e 不准再選修大學的課程；
- f 暫不頒授或取消頒授大學的學位或其他學術資格；
- g 任何其他被視為適用於某些違規行為的罰則。

6 對紀律處分提出上訴

- 6.1 對於學院院長根據本規例第 2.4 條就涉嫌違背學術誠信的事件作出的決定，或副校長（學術）根據本規例第 3.4 條就涉嫌違反紀律行為作出的決定，涉嫌學生可向學生紀律委員會主席提出上訴，除非該決定是議決由學生紀律委員會召開聆訊。
- 6.2 如屬本規例第 6.1 條的上訴，學生必須以書面提出。上訴書應在學生獲通知有關決定後七天內交予學生紀律委員會主席。
- 6.3 學生紀律委員會主席若認為上訴的個案有判斷是非曲直的必要，應根據本規例第 4 條召開學生紀律委員會聆訊，商議上訴個案。委員會可：
 - a 維持學院院長或副校長（學術）的決定；或
 - b 指示學院院長或副校長（學術）採取本規例第 2.4 條或第 3.4 條所述行動的其中一項。
- 6.4 學生紀律委員會對於就本規例第 6.1 條提出的上訴所作的決定為最後決定。
- 6.5 根據本規例第 4 條召開的聆訊結束後，若涉嫌學生對學生紀律委員會作出的裁決不滿及 / 或對學生紀律委員會根據本規例第 5 條施行的特定處分或罰則不滿，可向校長提出上訴。
- 6.6 如屬本規例第 6.5 條的上訴，學生必須以書面提出。上訴書應在學生獲通知有關決定後七天內交予校長。
- 6.7 校長如認為上訴的個案有判斷是非曲直的必要，應成立上訴委員會，並召開上訴委員會會議，討論上訴個案。上訴委員會可：
 - a 維持學生紀律委員會作出的裁決及 / 或罰則；或
 - b 指示學生紀律委員會記錄另一裁決及 / 或根據本規例第 5 條的規定施行其他處分或罰則。
- 6.8 上訴委員會對於就本規例第 6.5 條提出的上訴所作的決定為最後決定。
- 6.9 上訴委員會就根據本規例第 6.5 條提出的上訴進行聆訊前，學生應遵守學生紀律委員會施行的停學處分。

5 註冊及選科之安排

1 註冊

- 1.1 大學會在每學期寄出註冊信，以作學期註冊之用。
- 1.2 同學必須在下列指定日期前繳付學費，以完成註冊。

學期	註冊信日期	付款日期
秋季	五月下旬	七月上旬
春季	十一月下旬	十二月下旬
夏季（如適用）	三月下旬	五月上旬

2 繳交學費

- 2.1 同學可以在指定銀行的服務櫃檯，以現金或支票連同學費繳費單繳交學費，亦可透過網上繳費平台付款。請勿使用自動櫃員機（ATM）或存支票機（CDM）繳費，否則大學可能無法辨認此筆交易及款項。
- 2.2 所有已繳學費概不予退還或轉作其他用途。同學於繳款後請保留學費單的「學生部分」，以作紀錄及證明。

3 延期繳交學費

- 3.1 如學生未能依時繳交暫定學費，必須於指定時間內申請「延期繳交學費」並提供充分理由及證明文件支持申請。申請人或會被邀請作面談。
- 3.2 學生需往教務處入學及註冊組（本科生課程）索取申請表（表格 RF-LP）及「延期繳交學費按金」的存款單。學生必須在指定銀行繳交「延期繳交學費按金」（本校將不時檢討及釐定有關費用）。
- 3.3 學生須將已填妥的申請表及「延期繳交學費按金」的存款單收據交回教務處入學及註冊組（本科生課程），否則大學不會處理學生之申請。
- 3.4 已繳付的「延期繳交學費按金」將不予退還或轉作其他用途。此按金將會從暫定學費金額中扣除。當申請獲得批准後，大學會為學生暫時註冊修讀該獲批之學期。
- 3.5 學生會在申請截止日期後十個工作天內收到申請結果。

4 撤銷學籍

- 4.1 如學生未能按時繳交學費，或沒有提交「延期繳交學費」申請，將被視作自動退學。學生如在重考前已申請退學，將不得或不符合資格參加相關科目的重考。如學生在本科生課程的科目成績被評為「不及格－重考」或「延期考試」後申請退學，該科目成績將被自動評為「不及格」。

5 逾期註冊

- 5.1 學生如欲恢復學籍，必須在指定時間內提交「逾期註冊」之申請（表格 RF-LR），並需繳交「逾期註冊申請費」（本校將不時檢討及釐定有關費用）。
- 5.2 大學有絕對的酌情權來審批申請，並會視乎課程的學額、申請理由，以及申請人是否已繳交學期所有學費和「逾期註冊申請費」等，決定申請是否獲得批准。已繳交的逾期註冊申請費將不獲退還。

6 學生證

- 6.1 大學會在學期開始前把學生證發給新生。學生證於學生在本校修讀期間內有效。學生如未有收到學生證，應於開課後兩星期內通知教務處學分承認及學生紀錄組。於上述限期後作出的申請，將一律當作遺失及補領學生證處理，本校須徵收行政費。
- 6.2 凡就讀於本校課程的同學均會獲發香港公開大學學生證一張。學生應小心保管學生證。當學生使用香港公開大學圖書館和輔學設施，以及參加導修課、講課和考試時，學生證是重要的身份證明文件。學生證須與香港身份證或護照（只適用於沒有香港身份證者）同時使用方為有效。
- 6.3 學生如遺失或損毀學生證，應立即將已填妥的表格 (R-ID) 交回教務處學分承認及學生紀錄組辦理補領手續，並須繳付行政費用。
- 6.4 學生會在 15 個工作天內收到通知。

7 科目註冊

- 7.1 大學會在各學期開學前為學生分配必修科目。一般而言，學生每學期應修讀 20 個總學分或每年修讀 40 個總學分，課程另有規定者除外。學生不得重修已及格的科目。
- 7.2 學生可以登入大學網站（MyOUHK > My Programme > Enrolment (UG)），查看課堂時間表。學生亦可以通過此網站，於各指定網上選科時段，選擇或改選選修科目 / 專門通識科目 / 英語科目。

8 網上選科時段

- 8.1 學生可在每個學期的網上選科時段，通過大學網站（MyOUHK > My Programme > Enrolment (UG)）來選科。

網上選科時段	選擇項目
選擇選修科目 (學期開課前)	<ul style="list-style-type: none"> – 選擇選修科目或英語科目 – 更改課堂組別
選擇專門通識科目 (學期開課前)	<ul style="list-style-type: none"> – 選擇專門通識科目
增修 / 減修科目 (學期開課後兩星期內)	<ul style="list-style-type: none"> – 更改課堂組別 – 更改或增修選修科目 / 通識科目 / 英語科目 – 遞交「網上增修 / 減修科目」申請表以申請： <ul style="list-style-type: none"> • 增修重讀科目 • 增修額外科目 • 減修科目

9 重讀科目

- 9.1 如學生擬重修「不及格」(Fail)成績等級的科目，或「未完成」(Incomplete)成績等級的專題研討會，請在截止日期前向教務處入學及註冊組(本科生課程)遞交申請表(表格 RF-AR)。
- 9.2 學生可以在以下時段，儘早提交重讀科目之申請。
 - 9.2.1 「增修重讀科目」時段：一般在學期開課前約一個月。
 - 9.2.2 「增修 / 減修科目」時段：學期開課後兩個星期。
- 9.3 所有申請將會按個別情況考慮。批核與否視乎有關科目的學額、學生的課堂時間表、符合有關科目的先修條件及學院審批而決定。
- 9.4 學生如在「增修重讀科目」時段內提交申請，大學會在學期開課前約一至兩星期以電郵公布結果。如在「增修 / 減修科目」時段內提交申請，則一般會在時段結束後一至兩星期內公布結果。如申請獲批，學生可以在大學網站 MyOUHK 內之「課堂時間」及「學生紀錄」部分查看。
- 9.5 如申請獲批准，大學會於「增修 / 減修科目」時段完結後通知學生相關繳費事宜。學生必須在限期前繳付重讀科目學費，否則大學將視為已經退學並撤銷學籍。
- 9.6 學生亦可以考慮重修兼讀制(遙距學習)科目以取代不及格的本科科目(如適用者)。如欲了解有關兼讀制(遙距學習)科目詳情，請瀏覽：香港公開大學網站→入學申請→本科生課程(兼讀制)→選科事宜。

10 退修科目

- 10.1 如學生在「增修 / 減修科目」時段後退修科目，請必須於相關學期考試開始之前 14 天將已填妥的「退修科目申請表」（表格 RF-WD-C），交回教務處入學及註冊組（本科生課程）。
- 10.2 已繳交的退修科目學費將不獲退還。如學生未繳付該重讀科目之學費，則必須先繳清有關學費才可申請退修科目。
- 10.3 如申請獲批准，「退修」紀錄將會保存在學生的學業紀錄內。

6 考試事項安排

1 重要事項

- 1.1 學生必須於應試前，仔細閱讀本考試事項安排。學生必須於大學網站（MyOUHK）細閱考試時間表。如違反有關的考試規例／指引，可被嚴重處分，或被取消考試資格。
- 1.2 學生須時刻堅守學術誠信，不應在何成績評核的過程中（包括課堂上的陳述及考試）作弊，冒名頂替同學或企圖以他人頂替自己參加任何成績評核的活動都違反了大學有關學術誠信的規例，大學亦會在適當時候核實學生的身份。
- 1.3 學生如違反了大學對學術誠信的期望、觸犯有關大學紀律的規定，或違反大學制定的其他守則或規例，大學會按照《學術誠信及學生紀律規例》向犯事學生採取紀律行動。

2 考試期及試場分派

- 2.1 本校每年舉行三次常規考試，分別在十二月／一月、四月／五月及八月／九月進行。有關詳情請參閱校曆表。此外，導師可能會在學年期間安排期終考核。考試可在早上、下午及／或晚間舉行；有時不同科目的考試可能受其他因素限制或避免考試時間相撞而須安排在同一天內進行。
- 2.2 學生若在平時作業取得及格成績，並完成所有規定的必修項目（例如出席率），卻在考試中僅以很少分數差距未能及格，經教學學院的酌情決定，學生或會獲給予一次重考機會，有關科目成績會被評為「不及格－重考」，校方並會收取有關重考費用（本校將不時檢討及釐定有關費用）。如學生獲得重考機會，可在該科目下一開辦學期的期終考試重考。若該科目不會在下一學年開辦，大學仍會安排學生在現時修讀學期後的一年內重考。一般而言，重考將安排於其中一個分別在十二月／一月、四月／五月及八月／九月所舉行的常規考試中進行。重考生若未能在指定的限期前繳交有關費用及／或答覆接受重考的安排，或缺席重考，該科目成績將被評為不及格。對於此等學生，校方不會另作安排。
- 2.3 現正修讀本科生課程的學生，在適當時間將接獲校方的電郵，通知各科考試的日期、時間及地點。已申請退修的學生，將不得或不符合資格參加相關科目的考試。如學生在本科生課程的科目成績被評為「不及格－重考」或「延期考試」後申請退學，該科目成績將被評為「不及格」。對於在考試時間表公布後，始轉修個別科目的學生，校方沒有責任及不可能另作安排。
- 2.4 考生可於考試期之前約一個月，透過大學網站（MyOUHK），查閱所報讀科目的考試日期、時間、試場、考試不同場次有關可帶備或禁止帶備物品的資料，以及試場地

址。不知道 / 錯過考試日期、時間或試場，皆不可作為考試缺席、前往非指定試場或遲到的藉口。請列印有關的考試時間表並攜同前往試場。

- 2.5 個別的教學學院或會要求學生出席口試。

3 試場

- 3.1 考試會在本校正校園、賽馬會校園或其他校外地點舉行。考生須確保前往指定試場應考。在試場範圍及考試進行中，考生必須保持安靜（口試除外）。

4 缺席考試

- 4.1 考生在未經學院批准的情況下缺席考試，將不獲另一次考試機會。
- 4.2 在未可預料的情況下，考生若因嚴重的健康理由缺考而獲給予病假，考生本人或其代理人應必須於有關科目考試日後七天內向考試組（本科生課程）遞交填妥的「延期考試申請表」（表格 E-DA(FT)）及有關的醫生證明書，以辦理延期考試的申請。逾期遞交或未附有足夠證明文件的申請，恕不受理。學生需提供註冊醫生或註冊中醫所簽出的醫生證明書，以及所給予的病假包括考生的考試日期，方為有效。若以考試前已知的嚴重健康理由申請延期考試，該申請應於考試日最少七天前提出。本校不會考慮平時作業總分未達 31 分或以上的學生提出的延期考試。
- 4.3 獲批延期考試的學生將會獲安排於該科目下一個開辦學期的期終考試重考，或於一年內另行安排重考。獲准延期考試的學生若在補考中缺席，將不獲另外的安排，而其科目成績將被自動評為不及格。校方不接納延期重考的申請。

5 考生編號及座位安排

- 5.1 考生可透過大學網站（MyOUHK），查閱每科考試的考生編號。該編號與學生編號完全不同，共有八個英文字母或數字。最初兩位代表試場編號，最後的三個數字則代表試場座位編號。（例如：考生編號 H1001025，表示考生應在 H1 試場 025 編號座位就座。）

試場外已張貼座位表，考生需按指定座位就坐。

6 監考

- 6.1 大學於每個試場均有委派監考員處理有關考試事項。考生不應意圖從監考員或有關職員獲取協助，事先得到教務長批准者則作別論。

7 應考時須帶備的物品

- 7.1 考生應考時須帶備下列物品：
- a 大學發出的學生證及香港身份證；
 - b 藍色或黑色的原子筆或墨水筆、纖維嘴筆、膠擦、間尺、塗改液、鉛筆和顏色鉛筆（如適用）。

7.2 考生應考時可帶備或禁止帶備的物品

考生應留意上載於大學網站（MyOUHK）內，有關應考時可帶備或禁止帶備物品的通告。除非導師於考試前訂明，否則考生不得攜帶任何其他物品應考（上述 7.1 段所列明的項目除外），例如：字典、電子計算機或相關儀器、參考書、模擬試題、筆記、草稿紙等。

7.2.1 字典

考生如獲得導師批准帶備字典應考，考生可帶備英文、中文、英漢及 / 或漢英字典，惟字典不可附有任何手抄或印刷的筆記。科學、數學及技術字典，均不得帶備。考生亦不得使用電子字典。

7.2.2 袋裝計算機

考生如獲得導師批准帶備袋裝計算機應考，須查閱上載於大學網站（MyOUHK）內的獲准於大學考試時使用的計算機型號一覽表。考生不得使用未有載於上述一覽表中的計算機，或未附有「HKEA/HKEAA Approved」標籤的計算機應考。考生亦不得帶備操作說明書應考。

7.2.3 流動電話和電子儀器

在考試開始前，考生必須關掉流動電話及 / 或其他電子儀器，並放於袋內。考試期間，考生須把袋放於座位下面。

考生如違反以上 7.1、7.2 段的各項規定，可構成考試的違規行為，考生亦可被取消資格。倘若考生被指稱違反任何考試規例及指引，則考生有責任與監考員及大學其他職員合作，協助調查，包括提交有關資料、參考物件、計算機等。校方在完成調查後，會將有關物件歸還考生。對於拒絕合作的考生，大學會酌情對其採取紀律處分。

8 考試時間

8.1 到達試場的時間

考生應在考試前十五分鐘到達試場。考生應考慮交通擠塞及惡劣天氣情況，小心預算交通時間，以免遲到。

考生在未得到教務長書面批准之前，不得擅自前往另一試場參加考試。如考生前往非指定試場應試，即使獲得監考員允許，大學仍保留權利，對該考生的考卷不予評分。

8.2 考試時間

考生須在試卷上訂明的指定時間內完成考試，不會因下列情況獲得額外的作答時間：

- a 閱讀試題（除另作指明外）；
- b 遲到；
- c 將答案轉抄到電腦評改表格上（如有提供）。

考試時間以監考員宣佈作準。在監考員宣佈考試開始之前，考生如翻閱試卷或開始書寫，或監考員宣布考試結束之後，考生仍然書寫任何資料，可被取消資格。

8.3 遲到

考試開始後的首三十分鐘內，考生仍可進入試場應試，監考員不會查問其原因。

在首三十分鐘以後進入試場的考生亦可進入試場應試，但監考員需填寫一份報告，列明考生獲准進入試場的時間、遲到的原因，以及在這時間以前是否曾有其他考生離開試場。大學得保留權利，不接受相關考生的考卷或考試得分。

9 試場內身份的識別

- 9.1 考生須出示大學發出的學生證及香港身份證。若考生的身份未能於現場核實，考生須於考試完結後於試場內填寫一份表格及拍照，以作試後核實身份之用。考生若未能出示有效的身份證明文件，大學得保留權利，不接受該考生的考卷或考試得分，亦不會為此等考生另作安排。

10 試卷及答題簿

- 10.1 考生進入試場時，桌上通常已擺放試卷、答題簿。考生須確保試卷為相應之應考科目和細閱答題簿封面上的指示。考生若因主答題簿頁數不敷應用，可要求監考員另發附加答題簿。大學不會提供草稿紙。草稿必須寫在試卷或答題簿上，並於事後劃掉，草稿將不予評改。考生不得自備草稿紙進入試場，亦不得在自備紙張上書寫草稿，否則可被取消資格。

- 10.2 考生如違反試卷封面上的指示，可能嚴重影響其考試成績。

11 考試中途離場

- 11.1 考生進入試場後，無論在任何情況下，即使考試未正式開始，均不可離開試場。如有需要，考生應在進入試場前前往洗手間。

- 11.2 考試開始後首三十分鐘內或結束前三十分鐘內，考生均不得離開試場。

- 11.3 考試中途暫離試場

在監考員監督下，考生可獲准在考試開始三十分鐘後暫離試場前往洗手間。考生不得帶同試卷、答題簿、手提電話、電子產品及其他考試用文具離開試場。

11.4 早於指定時間內完成考試

若考生提早於指定時間內完成考試，可獲准離開試場（惟不得在考試開始後三十分鐘內及考試結束前三十分鐘內離場）。考生須待監考員收妥答題簿、試卷、電腦評改表格及格線繪圖紙，並在離開試場之前，填妥「提早離場考生登記冊」。考生離場後不得再入試場，也不得修改任何已呈交的答題簿、試卷等。

12 考試完畢後應注意的事項

- 12.1 在考試結束前，考生必須確保在答題簿、試卷、電腦評改表格及格線繪圖紙上填妥科目編號、考試日期、考生編號及學生編號等資料。任何未有填寫在適當的答題簿或試卷上（如試題指引列明答案應寫在試卷上）的答案，一概不予評分。
- 12.2 考生應安靜地留在座位上直至監考員宣佈可以離場後，始可離座。考生須確保監考員已收去其答題簿、試卷、電腦評改表格及格線繪圖紙。考生不得帶走任何使用或未使用過的考試用品，除非那些物品是考生自己帶進試場而不牽涉任何試場內的非常規情況。如考生把考試物品帶離試場，即使是無心之失，學院亦不會為這些答案評分。

13 特殊情況

- 13.1 考生如於應考時，或在考試日期前三週內（包括考試當日），遭遇一些事故足以影響其考試表現，可於有關科目考試後七天內，將填妥的「向成績評核委員會提交有關考試之特殊情況資料」（表格 E-SE(FT)）遞交至教務處考試組（本科生課程），向有關成績評核委員會呈報。逾期遞交恕不受理。
- 13.2 考生必須詳細報告特殊情況及附上證明文件。有關考試的特殊情況包括，於考試前或中途感到不適，家人於考試前逝世。如因考試中途感到不適，請詳述病發及持續時間，並呈交由註冊醫生或註冊中醫所簽發的醫生證明書。個別學院要求醫生證明書清楚記錄學生的診症時間。

14 考試犯規

- 14.1 違反考試規例的行為包括但不限於：
 - a 除由監考員供應，或導師准許的物品外，考生於試場內或於考試進行中暫時離場在試場外查閱或意圖查閱任何書籍、備忘、筆記、電子儀器，例如流動電話、裝有流動應用程式或支援無線技術的智能手錶、電子手帳或電子字典或其他相類的物件；
 - b 考生協助或意圖協助另一位考生，或向另一位考生求助或意圖求助；
 - c 在考試期間或之後，考生向大學任何教職員，或大學委任負責處理考試或評核事宜的任何人士，不正當地求助，或意圖不正當地求助。

- 14.2 任何涉嫌違規的事件都會由監考員作詳實報告，其中包括一份於考試結束後向有關考生錄取的書面聲明。倘違規的個案涉及筆記或其他禁止帶進試場內的物件，有關物件會連同監考員的報告一起呈交給大學。倘有嚴重違反紀律的個案，監考員有權終止有關考生的考試；如有需要，監考員有權著令該考生離場。

15 考卷字體

- 15.1 考生答題的字體須清楚易讀。如主考人員認為考卷字體模糊，難以辨認，校方可能不予評分，或要求考生在學院人員監督下用打字機（或其他設備）打好考卷，然後才予以批改。是項安排所需一切費用，概由考生支付。

16 患病、殘疾及有特別學習需要考生的考試安排

- 16.1 若考生證實患病、殘疾或有特別學習需要，而不能在正常的試場應考，經校方判斷為合理，又能夠作出所需安排的情況下，可獲准給予特別考試安排。考生須於每個學年開始後的七天內，向學生事務處提供有關的醫生證明文件及填妥「殘疾或有特別學習需要學生輔學服務及特別考試安排申請表」（表格 S-DI）作出申請。校方得向有關考生收取行政費用。在審核考生成績時，學院亦會考慮考生所獲給予的特別安排。
- 16.2 平時作業總分未達 31 分或以上的學生，將不會獲考慮特別考試的安排。

17 不正當行為或試場內的非常規情況

- 17.1 若考生發現任何考生或教職員有不正當行為，或於考試或評核活動期間出現非常規的情況，應立即向監考員舉報；又或於考試或評核活動後，立即經教務處考試組（本科生課程）致函有關學院，提供詳細資料。

大學期望每位學生時刻堅守學術誠信，這是有效學習及優良學術成就的必要條件。

在接獲指稱違背學術誠信事件的報告後，大學將進行調查，並會按學術誠信及學生紀律規例對有關的學生及人士採取適當的行動。

18 頒授科目成績

- 18.1 每個科目均個別設有一個由本校任命的成績評核委員會，負責評定該科的成績，再由教學學院審核通過。
- 18.2 成績級別主要取決於科目總分，但學生必須同時在考試總分及平時作業總分均取得大學設定的最低成績要求，才可取得及格的成績級別。要獲頒某個成績級別，學生所取得的成績必須符合成績評核委員會所釐定的該級別的最低成績要求。
- 18.3 學生必須達到由成績評核委員會釐定的重考最低指定分數，才獲得一次重考機會。委員會在釐定重考最低分數標準時，已考慮到學生在重考中取得及格成績的可能性。從學術觀點而論，不能達到最低標準的學生，須重修該科。

7 一般規例

學生應遵守大學的一般規例。

1 圖書館規例

請瀏覽圖書館網頁查閱圖書館規則。

(圖書館 → 關於我們 → 使用規則 → [圖書館規則](#))

http://www.ouhk.edu.hk/lib/library_regulations_c



2 電腦實驗室規例

3 電子資料及上網設施使用規例

請瀏覽以下網頁查閱以上規例詳情：

<http://www.ouhk.edu.hk/ETPU/DL/general-regulations-c.pdf>



4 大學的保障個人資料政策

本大學因應一九九六年十二月頒佈的《個人資料（私隱）條例》，已擬定其保障個人資料政策如下：

4.1 第一項原則：收集

香港公開大學提供教育及培訓服務。為此，大學開展各種活動並收集及使用個人資料，用於與該等活動有關的各種目的。

在收集你的個人資料前，香港公開大學會向你提供條例要求的資料，並告知你可享有的權利，如取得大學持有的你的個人資料的複本及要求改正資料中的不準確之處。

香港公開大學會將你的個人資料保密。但為了進行某些大學活動或基於法律要求，大學可能不時需要把你的個人資料披露給其他人士。如有可能，香港公開大學將盡力確保接收個人資料的人士亦同意將該等資料保密，並按照條例的規定處理該等個人資料。

4.2 第二項原則：準確性及保留

如切實可行，香港公開大學將採取措施確保其保留有關你的個人資料是準確的，但你應留意，倘若你的個人資料有所變更，你有責任告知香港公開大學。如果你不將該等資料的變更通知香港公開大學，大學就不能確認你的個人資料是否正確無誤。

- 18.4 學生的學期成績平均積點是指在該學期內所修讀科目（包括不及格科目，但不包括沒有取得積點的科目）的總學分，除以該學期內修畢科目取得的總積點。
- 18.5 大學已就本科生課程實行最長修業期限。如學生因在畢業前修讀的最後一個科目所取得的成績等級為僅低於及格水平，而未能符合畢業資格的要求，學院可按情況酌情考慮給予該學生一次另類評核或特別考試的機會。但該另類評核的最高成績等級將會限定在「C」級。

19 成績發放安排

- 19.1 大學一般會於考試期完結後六至八個星期內發放成績。考生可於收到電郵通知後，透過大學網站（MyOUHK），查閱科目成績及已更新的學期成績平均積點。

20 上訴科目成績

- 20.1 學生如認為學院評定成績時出錯，可於有關考試期完結後的九個星期內，遞交已填妥的「上訴科目成績申請表」（表格 E-AR(FT)）及行政費用（本校將不時檢討及釐定有關費用），申請科目成績上訴。逾期遞交恕不受理。假如考生科目成績上訴申請成功，有關費用將予發還。

21 學科修讀證書

- 21.1 學生如在大學所開辦的科目取得及格，並獲得相關數目的學分，可向教務處遞交填妥的「學科修讀證書申請表」（表格 E-CC(FT)）及行政費用（本校將不時檢討及釐定有關費用），申請簽發一份學科修讀證書。

如果你的個人資料不正確，大學將採取步驟，在使用該等資料前改正資料中的不準確之處，或將資料中的不準確之處刪除。

香港公開大學會不時檢討以確定是否需要繼續保存你的個人資料。不再需要的個人資料將被刪除。

4.3 第三項原則：使用

除非經你同意，否則香港公開大學不會將你的個人資料用於在收集該等資料時指定的目的（或直接相關的目的）以外的其他用途。

4.4 第四項原則：保安

香港公開大學將採取措施保障你的個人資料免受任何未經批准的或意外的查閱、處理、刪除或使用。

香港公開大學已制定了一套《實務守則》為員工及與其他香港公開大學有合約或教育上聯繫的個人提供指引。

4.5 第五項原則：資訊

向從你收集個人資料之時或之前，香港公開大學將告知你：

- a 要收集你的個人資料的原因；
- b 該等資料可能會作甚麼用途使用；
- c 該等資料可能會轉移給甚麼人士；及
- d 條例賦予你要求香港公開大學確定是否持有你的個人資料的權利。
- e 香港公開大學制定的《實務守則》詳細列明了
 - 大學持有的個人資料的種類；
 - 大學持有該等個人資料的目的；及
 - 大學在該等個人資料方面的政策及實踐常規。

4.6 第六項原則：查閱及改正

根據條例，你有權致函香港公開大學：

- a 以確定大學是否持有你的個人資料；如證明屬實，還可以
- b 要求提供一份該等個人資料的複本；及
- c 要求改正該等個人資料中的任何不準確之處。

你需要填妥個人資料私隱專員公署或大學提供的正式表格，向保障資料主任提出上述要求。香港公開大學可向你收取所需的行政費用。

5 《個人資料（私隱）條例》公告

個人資料（私隱）條例已於一九九六年十二月二十日生效，本校（以下稱「大學」）亦已擬定其保障個人資料政策及程序。在提供你的個人資料給大學或之前，你需要注意以下《個人資料（私隱）條例》公告：

5.1 收集個人資料的需要

當你成為香港公開大學的學生後，你於招生過程中所提供的個人資料將會成為你的學生紀錄。有關資料如有任何變更，必須以書面通知大學，並在需要時提供相關證明文件複本。如有須要，你仍需向大學提供你的個人資料。

5.2 未能提供有關資料的後果

假若你不向大學提供有關資料，大學可能就無法處理與你有關的學業及行政事宜。

5.3 大學收集你的個人資料的目的

你的個人資料會用於與學生事務及大學行政管理有關的事宜，可能包括以下用途：

- a 招生
- b 註冊登記、再註冊登記及管理
- c 收費
- d 課程及考試的安排及控制
- e 委托製作及審批教材
- f 評核成績及公布考試結果
- g 畢業及頒發學位
- h 與你的通訊
- i 與學科有關的通訊
- j 宣傳及公關活動
- k 學生福利
- l 與學生組織團體聯繫
- m 研究及調查
- n 校友聯繫
- o 管理分析

- p 預備及提交法定申報表
- q 監察設備、車輛或服務之使用及表現
- r 籌款
- s 保安
- t 遵守香港特別行政區之法例及規例的要求
- u 其他有關學業及行政服務

5.4 大學可能會把你的資料提供給的第三者

大學會將你的個人資料保密，但亦可能將這些資料提供予：

- a 修讀同一科目的同學作通訊之用
- b 學生組織如學生會、各類學會、校友會
- c 為配合大學運作而提供學業和行政服務的個人、代理人或機構
- d 任何為大學進行意見調查及研究的個人、代理人或機構
- e 獎助學金和獎項的捐贈者

5.5 查閱及改正你的個人資料的權利

根據條例中的條款，你有權：

- a 查核大學是否持有你的個人資料並有權查閱有關資料
- b 要求大學更正有關你的不準確的個人資料
- c 要求大學透露其所持有你的個人資料的種類

如有需要，大學可能會要求你提供進一步資料，以處理你所要求找尋的個人資料。在非可行之情況下，大學有權拒絕你的要求。

5.6 查閱及改正你的個人資料的要求

你需要利用個人資料私隱專員公署或大學提供的正式表格向保障資料主任提出上述要求。但大學有權向你收取合理的行政費用。

如對上述有任何查詢，可聯絡大學的保障資料主任：

香港九龍何文田

香港公開大學

電郵郵遞：DPO@ouhk.edu.hk

6 平等機會政策

6.1 香港公開大學對平等機會所持立場

凡本大學的成員、僱員或學生，如基於性別、婚姻狀況、懷孕、家庭崗位、殘疾或種族對本大學其他成員、僱員或學生，或任何與本大學有交往的人士作出騷擾、歧視、中傷或「使人受害」的歧視行為，均屬違法。本大學不會容忍任何違法的騷擾、歧視、中傷或「使人受害」的歧視行為，並會在所有的運作上堅守這個原則。

本大學及在本大學擔任督導職位的成員和僱員將採取一切必要措施，確保本大學的成員、僱員或學生，或任何與本大學有交往的人士不會在就業或學業上遭受任何違法的騷擾、歧視、中傷或「使人受害」的歧視。

本大學的成員、僱員及學生均須遵守平等機會委員會根據《性別歧視條例》、《殘疾歧視條例》、《家庭崗位歧視條例》及《種族歧視條例》而制定的實務守則，以及任何可能頒布的反歧視條例。他們可能要對自己所作的行為承擔個人責任。

6.2 就騷擾、歧視、中傷或「使人受害」的歧視行為投訴的申訴程序

本大學已委任一位平等機會主任擔任聯絡人，負責受理有關騷擾、歧視、中傷或「使人受害」的歧視行為的申訴。任何職員、求職者、學生或入學申請者如認為在本大學內遭受到騷擾、歧視、中傷或「使人受害」的歧視，均可作出投訴，並宜於指稱事件發生後盡快作出投訴。本大學有正式的和非正式的申訴程序供申訴人選擇。

非正式申訴程序適用於當有關人士並不察覺某些行徑已冒犯他人。這程序也有助本大學能在最早的階段，迅即採取行動制止不受歡迎的行徑。非正式途徑包括由投訴人直接與被投訴人面談，或投訴人自行物色一位他／她感到可以放心傾訴的訟務人，例如院長／總監／部門主管或學科主任。這位訟務人可給予投訴人意見和支持，並可充當投訴人與被投訴人之間的非正式調停人。

除了採用校內程序，投訴人亦可以直接向平等機會委員會提出申訴，或向法院提出訴訟。

關於本大學平等機會政策，可到香港公開大學網站（在學學生）瀏覽。

平等機會主任的聯絡資料如下：

香港九龍何文田

香港公開大學

傳真：2392 9132

電子郵件：eco@ouhk.edu.hk

8 天氣惡劣時的安排

八號或以上颱風信號 / 黑色暴雨警告信號下各項活動的安排

活動	警告發出		警告除下
	在活動時間開始前	在活動時間內	
課堂 (包括講課、導修課、日間課堂、補習式指導、實驗課、電腦課以及所有其他面授課堂 / 活動)	警告如在以下時間仍然生效，將取消上課： 1. 上午六時三十分——適用於下午二時前的課堂 2. 上午十時——適用於下午二時至晚上六時的課堂 3. 下午二時——適用於當天所有課堂	八號或更高颱風信號： 所有課堂終止，自修設施將關閉。 黑色暴雨警告： 已開始的課堂繼續進行，自修設施仍然開放。	警告如在以下時間除下，將如常上課*： 1. 在上午六時三十分或之前除下——適用於當天所有課堂 2. 在上午十時或之前除下——適用於當天下午二時或之後的課堂 3. 在下午二時或之前除下——適用於晚上六時或之後的課堂
考試	警告如在考試開始前四小時內仍然生效，或預料警告將在開考前四小時內發出，考試將延期舉行。	八號或更高颱風信號： 所有考試終止。 黑色暴雨警告： 已開始的考試將繼續進行。	警告如在考試開始四小時前除下，考試如期舉行*。
何鴻燊圖書館及何息夷圖書館	不會開放	八號或更高颱風信號： 關閉。 黑色暴雨警告： 照常開放。如警告在下午四時仍然生效，將於晚上六時關閉。	警告如在下午一時或以前除下而情況許可，在警告除下兩小時內重新開放。 警告如在下午一時後除下而情況許可，在晚上六時重新開放。 警告如在下午四時後除下，將繼續關閉。

活動	警告發出		警告除下
	在活動時間開始前	在活動時間內	
電腦實驗室 正校園 賽馬會校園 葵興校園 荔景校園	不會開放	八號或更高颱風信號： 關閉。 黑色暴雨警告： 照常開放。如警告在下午四時仍然生效，於晚上六時關閉。	視乎情況許可，警告如在下午四時或以前除下，會在兩小時內重新開放（警告如在星期日及公眾假期下午一時或以前除下，葵興校園實驗室會在兩小時內重新開放）。 警告如在下午四時後除下，繼續關閉（警告如在星期日及公眾假期下午一時後除下，葵興校園實驗室會繼續關閉）。
諮詢中心	不會開放	八號或更高颱風信號： 關閉。 黑色暴雨警告： 照常開放。	星期一至五 警告如在下午四時或以前除下而情況許可，在警告除下兩小時內重新開放。 星期六及日 警告如在下午一時或以前除下而情況許可，在警告除下兩小時內重新開放。
備註	<ul style="list-style-type: none"> 當三號或以下颱風信號或紅／黃色暴雨警告信號生效時，公開大學的所有活動通常會如期舉行。 如有需要，本校會盡快發出公告。教育局發出的一般公告並不適用於本校。 學生可致電本校的 24 小時資訊聆 2768 8650 或諮詢中心 2711 2100 查詢。 學生亦可致電以下熱線： 本科生課程：3120 2594（考試）及 2768 6677（導修）。 學生組織活動中心的安排可見本校網頁。 如考試需改期舉行，本校會於原定考試日期的兩星期內通知有關學生最新的安排。 		

* 視乎各中心可否使用及交通情況而定。

9 設施及學生服務

1 教務處

如欲進一步查詢與本科生課程有關之行政安排，請與教務處聯絡，詳情請參閱「常用電話／傳真號碼及電子郵件地址」。

2 圖書館

懂得如何有效地搜尋和使用資訊，對學生在公開大學修讀課程以至終身學習都大有裨益。公開大學圖書館除了提供高質量的資源外，亦幫助學生掌握資訊技巧。

公開大學於正校園及賽馬會校園均設有圖書館。館藏有指定教科書及教材、與學科相關的書籍、期刊、視聽教材、參考資料等。

電子圖書館（<http://www.lib.ouhk.edu.hk>）提供豐富的學習資源，包括有全文電子書籍、電子期刊、電子報刊、資料庫、參考資料、輔助讀物，以及由各個學院所提供的部分歷屆試卷／模擬試卷。電子圖書館每日 24 小時開放。

圖書館職員非常樂意幫助學生使用各類服務和資源。我們預備了圖書館服務和設施的使用指南，也舉辦導覽及工作坊，讓學生參加。詳細資料亦載於電子圖書館。

何鴻燊圖書館館址：九龍何文田牧愛街 30 號正校園一至二樓

何息夷圖書館館址：九龍何文田忠孝街 81 號賽馬會校園五樓

查詢：2768 6777（何鴻燊圖書館）／ 3120 2555（何息夷圖書館）

傳真：2715 1950 電郵：libwww@ouhk.edu.hk

何鴻燊圖書館及何息夷圖書館開放時間

星期一至五（不包括公眾假期）	上午九時至晚上十時
星期六、日（包括公眾假期）	中午十二時至晚上十時
公眾假期（星期一至五）	下午一時至晚上九時
節日 *	下午五時四十分提前閉館

* 有關的節日包括中秋節、冬至、聖誕節前夕、除夕及農曆大除夕。

開放時間以及更改開放時間的告示會預先上載於圖書館網頁，並張貼在圖書館入口處。

3 自修室

香港公開大學正校園設有多個校內自修室，賽馬會校園的自修室設於 E 座 5 樓何息夷圖書館內，葵興校園的自修室位於 K0824 及 K0914 室，而荔景校園的自修室則位於 104、109 及 504 室。開放時間如下：

	正校園	荔景校園
星期一至日（包括公眾假期）	上午九時至午夜十二時	上午九時至晚上十時
節日 **	上午九時至午夜十二時	上午九時至晚上十時

	<u>賽馬會校園</u>
星期一至五（不包括公眾假期）	晚上十時至午夜十二時
星期六及日（包括公眾假期）	晚上十時至午夜十二時
公眾假期（星期一至五）	晚上九時至午夜十二時（非考試時間）
	晚上十時至午夜十二時（考試時間）
節日 **	下午五時四十分至午夜十二時
	<u>葵興校園</u>
星期一至六	上午八時四十五分至晚上九時三十分
星期日及公眾假期	下午一時至五時三十分（只限 K0824 室）
農曆新年公眾假期	休息
節日 **	上午八時四十五分至下午五時四十分

** 有關的節日包括中秋節、冬至、聖誕節前夕、除夕及農曆新年前夕。

4 學生休息室 / 休憩室 / 共享學習區

大學於正校園 / 賽馬會校園設有學生休息室 / 休憩室 / 共享學習區，開放時間一般為每天上午 8 時至午夜 12 時。

5 電腦設施及實驗室

電腦實驗室

大學部分科目要求學生利用電腦實習，這些科目通常會訂出電腦實習課時間表。實習課通常在大學的正校園、葵興校園或荔景校園舉行。此外，大學的正校園、賽馬會校園、葵興校園及荔景校園亦備有電腦設施，供學生使用。這些電腦實驗室均配置了個人電腦及多種常用的電腦軟件，更備有個別科目指定的軟件供學生使用。最新的「登記及預訂方法」張貼在電腦室入口處。

地址

正校園

李鉅能電腦實驗室

九龍何文田牧愛街 30 號 B 座 4 樓

電話：2768 6524 傳真：2762 7469

賽馬會校園

方燕琼電腦中心

九龍何文田忠孝街 81 號 D 座 6 樓

電話：3120 2740

葵興校園

新界葵涌葵昌路 51-53 號九龍貿易中心第 2 座 8 樓 K0812 室

電話：3120 9685

荔景校園

新界葵涌荔景山道 201-203 號 107 室

電話：3460 9585

開放時間如下：

香港公開大學正校園及 香港公開大學賽馬會校園	星期一至日及公眾假期	上午九時至下午九時 *
葵興校園	星期一至六 星期日及公眾假期 農曆新年公眾假期	上午九時至下午九時 ** 下午一時至下午六時 ** 休息
荔景校園	星期一至五 星期六、星期日及公眾假期	上午九時至下午七時 ** 休息

* 節日開放時間（香港公開大學正校園及賽馬會校園）：

中秋節、冬至、聖誕節前夕、除夕、農曆新年前夕及農曆新年 上午九時至下午五時四十分

** 節日開放時間（葵興校園及荔景校園）：

中秋節、冬至、聖誕節前夕、除夕及農曆新年前夕 上午九時至下午五時四十分

特別情況：更改開放時間的告示會預先張貼在實驗室入口。

荔景校園的電腦實驗室，於星期六、星期日和公眾假期關閉。至於「毅進計劃」課程學生使用電腦實驗室的時間，見「毅進計劃」課程《學生手冊》。

互聯網設施

大學校園內的電腦均可接上互聯網，特別用途的電腦除外（例如：打印機監控器）。另外，學生亦可經大學提供的無線網絡為自備的流動裝置接上互聯網。

香港公開大學網站（在學學生）

學生只需進入公開大學網站（在學學生）（<http://www.ouhk.edu.hk/students>），便可使用為學生提供的網上資源和功能。

MyOUHK

「MyOUHK」是使用本校所有網頁服務和資源的統一網頁，學生和導師應盡量通過「MyOUHK」來使用本校服務和讀取資訊。

「MyOUHK」有如下特點：

- **單一登入**：無需重新登入，用戶便可以使用本校大部分的網上服務，如網上學習系統、電子圖書館及其他多項服務。
- **個人化網頁**：用戶可以因應自己最常瀏覽的資訊及使用的服務，設定一個個人化網頁。
- **通訊便捷**：這個網頁是一個主要溝通渠道。學生會收到大學發出的個人通訊，包括與修讀學科有關的消息及活動資料。

要進一步了解「MyOUHK」，請按以下的路徑登入網頁，閱讀有關內容：

- 香港公開大學網站（在學學生）→聯絡及支援→MyOUHK 手冊
- 香港公開大學網站（在學學生）→聯絡及支援→技術手冊及常見支援問題→統一密碼與單一登入常見技術支援問題
- * 要登入 MyOUHK，你要設定一個統一密碼。

統一密碼的使用

學生若要使用香港公開大學的加密網上服務，必須先輸入用戶名稱及統一密碼。新設定的私人統一密碼容許你進入以下各個系統而無需重新登入。

- MyOUHK
- 香港公開大學網頁（在學學生）內的電子服務
- 網上學習系統
- 電子圖書館

要進一步了解與統一密碼有關的資料，請按以下的路徑登入網頁，閱讀有關內容：

- 香港公開大學網站（在學學生）→聯絡及支援→技術手冊及常見支援問題→統一密碼與單一登入常見技術支援問題

電子郵遞

電子郵遞是大學教職員、學科主任、導師以及學生的主要通訊工具。每位學生均獲開立電郵賬戶。大部分學術及行政資料會傳送至學生在本校的電郵賬戶。因此，你必須經常查閱並好好整理賬戶內的郵件。電郵賬戶的儲存量為 1GB。

你可循以下其中一種方法登入電郵賬戶：

- 登入 <http://webmail.ouhk.edu.hk>
- 進入本校網站 <http://www.ouhk.edu.hk> →在學學生→聯絡及支援→電子郵件
- * 如果你修讀的學科設有網上支援，便可以循網上學習系統登入本校的電郵系統。

你必須輸入使用者名稱和密碼，詳情如下：

- 使用者名稱：「s」+ 學生編號的首七個數字
- 密碼：你自行設定的私人統一密碼。假如你沒有私人統一密碼，請按以下步驟登入相關網頁設定密碼：

本校網站 <http://www.ouhk.edu.hk> →在學學生→聯絡及支援→統一密碼管理

你可以按照以下步驟登入相關網頁，進一步了解電郵系統操作的細節：

<http://www.ouhk.edu.hk> →在學學生→聯絡及支援→電子郵件 →簡介

6 餐廳

設於正校園的三家餐廳及賽馬會校園的一家餐廳，均由註冊的飲食機構投標經營。位於正校園的「大學會所」供應經濟的翻熱膳食和餐飲，「麵膳」提供多款麵食和地道小吃，而 OU Café 則供應咖啡、三文治、曲奇鬆餅、沙律、甜點等美食。位於賽馬會校園的「銀禧閣」另供應西式、韓式及日式美食。凡惠顧兩家餐廳的教職員及學生均享折扣優惠。膳食服務由膳食委員會監察。學生可就膳食服務向膳食委員會提出意見，或直接向承辦商反映。

開放時間

大學會所：

星期一至日 上午七時三十分至晚上九時正

麵膳：

星期一至六 上午七時三十分至晚上九時正

星期日及公眾假期 休息

OU Café：

星期一至五 上午七時三十分至晚上九時正

星期六、日及公眾假期 休息

銀禧閣：

星期一至六 上午七時三十分至晚上八時三十分

星期日及公眾假期 休息

7 租用演講廳、禮堂、電腦實驗室及導修室

演講廳、禮堂、電腦實驗室及導修室主要是作教學及學術用途，其餘時間則可供學生組織租用，以舉行與課程有關的討論及活動。學生組織可向校園管理部駐正校園、賽馬會校園及葵興校園的職員申請。場租通常須於舉行活動前繳交，請學生組織在租用場地前確保有足夠撥款。

8 貯物櫃

大學會在適當時候以電郵邀請在學學生申請租用貯物櫃。貯物櫃申請手續通常於每年九月辦理，並以先到先得原則即場抽籤分配予成功的申請人。

9 體育館

大學共有兩個體育場地，分別是位於正校園之多用途禮堂及位於賽馬會校園之雅居樂體育館，場內設有多種體育設施供學生租用。有關訂場或其他使用資料，請瀏覽以下網頁：<http://www.ouhk.edu.hk/mp/chi>

10 活動室 / 健身室

正校園及賽馬會校園均設有活動室，方便學生進行各式各樣的活動，如排舞及練武等。有關活動室的其他詳情，請瀏覽以下網頁：<http://www.ouhk.edu.hk/ar/chi>

健身室位於賽馬會校園 E 座 7 樓 E0714 室。內設健身器材供學生進行體能訓練，費用全免。學生需先向校園管理部申請健身卡方可使用健身室，有關詳情可瀏覽以下網頁：<http://www.ouhk.edu.hk/fitness/chi>

11 失物認領

校方每月均會公布一份失物清單，張貼於校舍各樓層的告示板上。學生如有拾獲或遺失物件，可聯絡校園管理部駐正校園、賽馬會校園、葵興校園及荔景校園的職員。

12 校園的安全與保安

為保安理由，校方保安員或會要求校內的學生出示學生證，以查核身份。學生有責任看管自己的物品。在校園內，學生務必詳細閱讀各走火路線的平面圖，以熟習在發生火警或緊急事故時應採取的逃生措施。這些資料已全部張貼於校內的告示板上。火警演習每年舉辦一次，以深化校園使用者的防火安全警覺意識。

13 緊急救援服務

在校園內遇有緊急事故或意外時，學生可致電下列二十四小時緊急電話熱線或直接到保安控制室向當值保安人員求助：

正校園保安控制室

正校園郭得勝樓（C 座）-1 樓 G41 室（位於停車場側）

電話：2768 6260 或 2624 5767

賽馬會校園保安控制室

賽馬會校園 E 座 G 樓 E0007 室（位於上落貨區側）

電話：3120 2403 或 2406 209814

14 母乳餵哺友善場所

為方便母乳餵哺，校園管理部特意提供設有座椅的空間，給授乳期母親使用。地點如下：

正校園	郭得勝樓（C 座）10 樓女更衣室內
賽馬會校園	D 座 1 樓女更衣室內
葵興校園	9 樓女行政人員洗手間內

15 學生活動

香港公開大學一向鼓勵學生舉辦學生活動以充實校園生活及拓寬個人視野，並透過大學的學生事務委員會及學生事務處為學生團體提供所需的支援及協助。公開大學現時共有約 50 個學生團體獲大學認可成立及接受資助。學生可參與不同類型的活動，如體育活動、學術講座及文化藝術等項目。

香港公開大學學生會已於 2008 年 7 月重新成立，旨在提升校園生活質素和服務同學。

學生組織活動中心設於正校園及賽馬會校園，供學生組織共同使用。所有成為公開大學認可學生團體之幹事均合乎資格申請使用。

如欲查詢有關學生活動事宜，歡迎與學生事務處職員聯絡（電話：2768 6634，傳真：8148 3376 或電郵 sao@ouhk.edu.hk）。

16 殘疾或有特別學習需要的學生

- 16.1 香港公開大學鼓勵殘疾或有特別學習需要的學生積極參與各學科的活動，並提供足夠服務及實際輔助。學生事務委員會就本校能否提供足夠服務向校方提交意見，盡量照顧每個殘疾或有特別學習需要的學生的需要。本校提供的服務包括外借學習器材及特別考試安排等，以協同學學習和完成作業。
- 16.2 同學可於指定限期向學生事務處提出申請。請同學於遞交入學申請時列出其殘疾情況或特別學習需要，以便大學為同學提供適當服務。大學會盡量按情況安排所需服務；然而，某些服務也許礙於資源所限或其他原因而無法提供。如學生未有於申請時說明其殘疾情況或特別學習需要，則有可能基於學科要求而未能完成課程 / 科目。
- 16.3 大學鼓勵殘疾或有特別學習需要的學生於入學前向課程主任查詢。若學生完成課程註冊後並需要大學作出特別安排（考試 / 導修課 / 繳交作業），學生應向課程主任 / 講師或學生事務處提出申請。
- 16.4 雖然本校為殘疾或有特別學習需要的學生作出若干靈活的服務安排，協同學順利修讀大學課程，但大學必須強調所採用的學業成績計算方法與一般學生並無分別。
- 16.5 學生事務處負責協調及安排殘疾或有特別學習需要的學生服務，若學生需要相關服務，請致電 2768 6634，電郵 sao@ouhk.edu.hk，或傳真至 8148 3376 與有關職員聯絡。

17 學生就業服務

學生事務處學生就業服務組每年均舉辦不同類型的就業活動，例如就業 / 招聘講座、校園面試、就業展覽、職業教育講座 / 工作坊及就業諮詢輔導，讓學生提高其就業競爭機會。

此外，本組亦會協助認可機構宣傳求職及就業相關的活動，例如申請綜合招聘考試的通告、實習及畢業生見習計劃等資訊。有關職位空缺、求職及就業相關的活動詳情，請瀏覽學生就業服務組網頁 <www.ouhk.edu.hk/sao/career>

18 個人成長與輔導服務

大學設有學生輔導服務，旨在協助學生面對和應付在大學生活上所遇到的困難，培育學生的個人成長和發展。學生可致電 2768 6856 / 2768 6646 或親臨正校園郭得勝樓（C 座）五樓 C0509 室學生輔導室聯絡我們的輔導員。

19 學生資助服務

19.1 公大資助計劃

19.1.1 香港公開大學助學金計劃

公大助學金計劃旨在以「助學金」形式，向有經濟需要但未能從政府資助及／或貸款計劃中獲得足夠經濟援助的學生提供資助。有經濟需要的同學可於十一月上旬向學生事務處遞交申請。

詳情可瀏覽學生事務處網頁：www.ouhk.edu.hk/sao/ft/bursaryc



19.1.2 香港公開大學緊急援助基金

學生如在遞交申請前的六個月內遇到不能預計的情況導致經濟困難，可申請由裘槎基金會贊助的緊急援助基金。

公大緊急援助基金全年均接受申請，申請人需將已填妥申請表交回學生事務處，並需接受面試及提交其申請緊急援助的相關資料。有關詳情請與學生事務處職員聯絡（電話：2768 6636；傳真：2712 2301；電郵：sao@ouhk.edu.hk）。

19.2 政府資助計劃

全日制學生須於指定截止日期前透過「學資處電子通－我的申請」（ess.wfsfaa.gov.hk）網上遞交 FASP、STS 及 NLSPS 的申請。

19.2.1 專上學生資助計劃（FASP）

全日制學生年齡為 30 歲或以下，可申請「專上學生資助計劃」。最高的資助額包括應繳的學費助學金，學習開支助學金，及生活費貸款。

詳情可聯絡政府學生資助處（辦公時間電話：2152 9000；24 小時熱線：2802 2345），或瀏覽該辦事處網頁：<http://www.wfsfaa.gov.hk/sfo/tc/schemes/fasp.htm>

19.2.2 學生車船津貼計劃（STS）

修讀全日制課程的學生，倘若成功申請 FASP，及其居住地點與日常上課地點距離超過十分鐘步行時間及需要乘搭公共交通工具往返上課地點，將符合資格申請學生車船津貼。

詳情可瀏覽教育局相關網頁：

<https://www.cspe.edu.hk/tc/nmt-annual-subsidy.html>



21 獎學金及獎項

校董會獎章

此獎項於每屆畢業禮頒予在每項榮譽學位課程中表現最傑出的一名學生。

優異學生獎

此獎項頒予於各科考試取得最優異成績的學生，每科考試最多有兩個名額。

獎學金及獎項

香港公開大學的獎學金和獎項，均由不同的商業機構、公益團體和私人慷慨捐贈，以獎勵學業成績優異的學生。大學一般會透過學院甄選提名，頒授獎學金予公大成績卓越的學生。

香港特區政府「自資專上獎學金計劃」

香港特別行政區政府設立「自資專上獎學金計劃」，向修讀全日制經本地評審自資副學位或學士學位課程的學生頒發獎學金。在 2017/18 年度，超過 800 名公大學生獲頒不同獎項，包括卓越表現獎學金、最佳進步獎、才藝發展獎學金、外展體驗獎及展毅獎學金，總額超過一千三百萬港元。

22 港鐵學生乘車優惠計劃

任何年齡在 25 歲或以下的全日制學生可考慮申請港鐵學生乘車優惠計劃。符合資格的學生須先全數支付第一學期之學費向學生事務處出示已填妥的申請表以辦理蓋章手續。申請人亦須將已有學校蓋章的申請表於 14 天內連同所需文件交回任何港鐵客務中心（不包括各機場快綫站、羅湖、落馬洲、馬場、迪士尼、欣澳、黃竹坑、利東及海怡半島站）。

申請啟動／延續個人八達通上「學生身分」的優惠計劃申請表可於學生事務處或任何港鐵客務中心（上述車站除外）索取。有關詳情請參閱港鐵學生乘車優惠計劃申請表上的申請方法或致電港鐵熱線：2881 8888。

23 香港公開大學 Master 卡學費免息分期計劃（IFTL）

學生可以申請由永隆銀行向公開大學 Master 卡持有人提供的 6 個月或 10 個月的學費免息貸款。如有查詢，請聯絡永隆銀行電話：3711 6688。

年齡在 30 歲或以下符合資格的學生，必須在申請 FASP 的同時一併選擇申請學生車船津貼。有關詳情，請聯絡政府學生資助處（辦公時間電話：3616 6549 / 3616 6538）。

如學生年齡超過 30 歲並有意申請車船津貼，請於辦公時間內致電 8226 7067 聯絡學生資助處。

19.2.3 專上學生免入息審查貸款計劃（NLSPS）

全日制學生可申請「專上學生免入息審查貸款計劃」以繳付學費。

詳情可聯絡政府學生資助處（辦公時間電話：2150 6222；24 小時熱線：2802 2345），或瀏覽該辦事處網頁：<http://www.wfsfaa.gov.hk/sfo/tc/schemes/nls3.htm>

19.2.4 持續進修基金（CEF）

學生必須在開課日期前（九月 / 一月 / 五月）獲錄取修讀一個「可獲發還款項」的科目，並已繳交學費。關於擬申領發還費用的科目，申請人必須從未就該科目獲其他公帑或公帑資助計劃提供資助。

每名申請人一生只可獲批准開立持續進修基金戶口一次。如開戶申請獲得批准，申請人最多可申領發還款項四次，但無論如何必須在持續進修基金辦事處批准申請的日期起計四年內提出。每次申領可包括多於一個可獲發還款項的科目。上限 10,000 港元的資助是以申請人個人為單位。

申請人須修畢基金名單上的科目，並獲得持續進修基金指定之最低成績（請注意：該基金要求之最低成績與校內評定之及格成績未必一致）及其他持續進修基金辦事處所定的要求，可獲發還有關課程費用的 80% 或上限 10,000 港元（以數額較小者為準）。

有關更多持續進修基金的詳情，請瀏覽持續進修基金辦事處網頁（<http://www.wfsfaa.gov.hk/cef/tc/index.htm>）或向持續進修基金辦事處查詢（電話：3142 2277）；有關本校可獲發還款項科目的一般查詢，請聯絡本校學生事務處（電話：2768 6636）。

20 免入息審查資助計劃（NMTSS）

由 2017/18 學年起，政府向修讀香港合資格院校（包括香港公開大學在內）開辦的全日制經本地評審本地及非本地自資首年學士學位及銜接學位課程的合資格學生提供免入息審查資助。（註：有關申請不包括已入讀指定專業 / 界別課程資助計劃資助學位的學生。）

申請須經大學辦理。如有需要，合資格學生仍可就實際繳付的學費向學生資助處申請相關學生資助。

10 費用

申請事項	費用（港幣 \$）
延期繳交學費按金 這項收費適用於已獲准延期繳交學費的申請人。	每學期 \$5,000
逾期註冊申請費 這項收費用以支付處理有關逾期註冊申請的行政開支。	每學期 \$500
科目成績上訴 學生如提出成績上訴，須繳付費用。 註：如上訴成功而獲頒更佳成績等級，可獲退還費用。	每科 \$650
重考費用 學生重考須繳付重考費用。	每科 \$220
補領學生證 學生補領學生證須繳付補領費用。	\$100
學業成績表 / 畢業證明書費用 這項收費用以支付簽發正式學業成績表 / 畢業證明書的行政開支。	每份 \$100
證明文件費用 這項收費用以支付處理有關你所申請的證明文件的行政開支，例如有關你所修讀的課程、註冊科目、學費、學生身份和學術資格等等的證明文件。	每份 \$50
學科修讀證書費用 這項收費用以支付處理有關申請及簽發學科修讀證書的行政開支。	每份 \$50
畢業費 / 轉換學術資格申請 學生欲申請畢業或申請把取得的學術資格轉換為較高的資格，須繳付此項費用。	每項學術資格申請 \$750
補發畢業證書 這項收費用以支付補發畢業證書的行政開支。	\$800

備註：

- 上述收費額或會更改。
- 除非本校另有訂明，所有已繳費用概不發還，亦不得撥作其他用途。
- 申請人 / 學生必須於限期前繳交各項所需費用。
- 申請人 / 學生應遵照本校規定的付款形式，繳交上述費用。
- 如學生尚有未繳交的費用，本校**不會**頒授學術資格給該學生。

11 常用聯絡方法及常用表格一覽

常用聯絡方法

查詢內容	部門	電話	傳真	電子郵遞
本科生課程查詢	教務處	2768 8650 (熱線)	—	—
		3120 2589 (入學申請)	2406 2155 入學 (本科生課程)	regadmug@ouhk.edu.hk 入學申請 (本科生課程)
		2768 6704 (選科)	2761 1517 學科註冊 (本科生課程)	regftae@ouhk.edu.hk 選科 (本科生課程)
		3120 2594 (考試)	2406 2312 考試 (本科生課程)	regexamftug@ouhk.edu.hk
學生獎助服務	學生事務處	2768 6636	2712 2301	sao@ouhk.edu.hk
學生支援服務及活動 (例如：學生活動 / 殘疾 或有特別學習需要的學生)		2768 6634	8148 3376	sao@ouhk.edu.hk
學生就業服務		2768 6644	8148 3376	career@ouhk.edu.hk
圖書館資訊	何鴻燊圖書館	2768 6777	2715 1950	libwww@ouhk.edu.hk
	何息夷圖書館	3120 2555		
電腦實驗室	資訊科技部	2768 6524 (正校園)	2762 7469	ituhelp@ouhk.edu.hk
		3120 2740 (賽馬會校園)	—	
		3120 9685 (葵興校園)	—	
		3460 9585 (荔景校園)	—	

查詢內容	部門	電話	傳真	電子郵遞
預訂演講廳 / 課室	校園管理部	2768 6210/6257 (正校園)	—	—
		3120 2405 (賽馬會校園)	2406 2170 (賽馬會校園)	fmujcc@ouhk.edu.hk
租用貯物櫃		2768 6203	—	—
失物報失或認領		2768 6215 (正校園)	—	fmubm@ouhk.edu.hk
		3120 2405 (賽馬會校園)	2406 2170 (賽馬會校園)	fmujcc@ouhk.edu.hk
預訂公共場地 (學生組織)		2768 6225 (正校園)	—	fm_u_sat@ouhk.edu.hk
		3120 2405 (賽馬會校園)	2406 2170 (賽馬會校園)	fmujcc@ouhk.edu.hk
預訂活動室		2768 6225 (正校園)	—	fm_u_sat@ouhk.edu.hk
		3120 2404 (賽馬會校園 E0717室)	2406 2170 (賽馬會校園)	fmujcc@ouhk.edu.hk
預訂體育館		2768 6231 (正校園)	—	—
		3120 2404 (賽馬會校園)	2406 2170 (賽馬會校園)	fmujcc@ouhk.edu.hk
健身卡申請		2768 6225	—	—
轉駁服務	—	2711 2100	—	—
一般查詢	諮詢中心	2711 2100	2715 0760	info@ouhk.edu.hk
	24小時資訊聆	2309 2188	—	—
緊急事故	保安控制室	2768 6260 / 2624 5767 (正校園)	—	—
		3120 2403 / 2406 2098 (賽馬會校園)	—	—

常用表格一覽

請瀏覽以下網頁下載表格，申請使用由教務處及學生事務處提供的各項服務。
<http://www.ouhk.edu.hk/reg/forms-ug/chi>



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