

UOW COLLEGE HONG KONG
ACADEMIC REGULATIONS FOR
DIPLOMA OF APPLIED EDUCATION
(applicable to 2023/24 cohort onwards)

Glossary	
Academic Board	The Academic Board of UOW College Hong Kong
Academic Year/Semester/Term	The academic year is a period of twelve months, starting normally in September of each year. The academic year is divided into two Semesters and a Summer Term.
Assessment	The tests, coursework, examinations, and other activities used to assess a student's achievement of course intended learning outcomes and to assign marks/grades.
Assessment Panels	Faculty bodies responsible for assigning grades to students for their courses.
Associate Dean	The Associate Dean of the Faculty
Award	The award of the Diploma of Applied Education.
College	UOW College Hong Kong
Course	The basic units of instruction for which students are registered and for which grades may be assigned. College courses are approved for inclusion in the course catalogue.
Course Catalogue	The official record of College courses maintained by the College Office.
Course Examiner	A Course Examiner is appointed by the Dean/Associate Dean of Faculty for each course offered by the Faculty to coordinate the assessment of the course.
Course Exemption	A student may be granted an exemption from specific courses based on prior study.
Enrolment	The completion of specified procedures to attain student status of the College.

Examination Board	College body responsible for determining students' awards, recommending to Academic Board conferment of awards, and terminating the studies of students on academic grounds on behalf of Academic Board.
Faculty	"Faculty and equivalent bodies" as defined by the Academic Board. A student's "home faculty" is the faculty offering the programme in which the student is enrolled.
President	The President of UOW College Hong Kong
Programme	The structured academic programme leading to a named award into which students are enrolled.
Registration	The inclusion of a student in the class list of a course.
Required Course	A course that must be passed to complete a programme.
UOWCHK	UOW College Hong Kong
Vice President	The Vice President of UOW College Hong Kong
Working Days	Mondays to Fridays, excluding Saturdays, Sundays, and public holidays, and excluding any day for which a Black Rainstorm Warning, Typhoon Signal Number 8 or above, or an "Extreme Conditions" Warning is issued in Hong Kong.

Academic Regulations for Diploma of Applied Education

These Academic Regulations are made by the Academic Board to govern student progress leading to the award of the Diploma of Applied Education (DAE) by UOWCHK. Only the Academic Board can amend the Regulations, or permit exceptions, exemptions, or variations from them.

The Regulations are supplemented by information on administrative procedures and about particular programmes to be found on the College website.

1. Language of Instruction and Assessment

Except for the English Language course, the medium of instruction is Cantonese, and the course materials are mainly in Chinese. For some elective courses, English is used for course materials as well as assessment.

2. Admission

2.1 Admission to the College is based on academic performance and other relevant criteria. The College does not discriminate on the grounds of age, gender, sexual orientation, gender identity, nationality, social or ethnic origin, family status, creed, or disability. The College may have to consider whether its facilities are adequate, before admitting a disabled applicant.

2.2 To be eligible for admission to the Diploma programme, the applicant must meet either of the following requirements:

- (i) completion of Secondary Six in Hong Kong or other studies equivalent to 12 years of progressive study; or
- (ii) aged 21 or above (upon the first school day of that academic year)

2.3 Meeting the entrance requirements does not guarantee admission to the College. The College's decisions on the admission of applicants are final.

3. Enrolment

3.1 Upon admission to the College, students are enrolled in a specific programme.

3.2 To maintain their enrolment, students must conform to the College's rules and regulations, and must pay all fees and charges owed to the College by the due date.

4. Leave of Absence

Students may take a leave of absence from their studies for an approved period. Periods of approved leave of absence may not be less than one full semester/term and may not accumulate to more than two semesters. Applications for leave of absence should be submitted for approval by the Dean/ Associate Dean of Faculty.

5. Course Registration

- 5.1 Students registering for courses must follow the instructions issued by the College. Students may also need to fulfil any conditions stipulated by the College before they can proceed to register for courses.
- 5.2 The College reserves the right to restrict registration for courses or permit registration only on a priority basis.
- 5.3 If students remain registered for a course after the last date for dropping the course, as determined by the College Office, they will be assigned a course grade.

6. Course Exemption

- 6.1 Core courses in Chinese Language and English Language, and complementary courses, are compulsory and cannot be exempted. Regardless of their academic attainment in previous studies, students must complete all required complementary courses to fulfill the graduation requirement.
- 6.2 Students who have achieved Level 4 or above in Mathematics in the HKDSE Examination may apply for exemption from the Mathematics course of the DAE programme. For elective courses, students who have obtained a result of "Attained" or above in relevant Applied Learning (ApL) subjects under the HKDSE examination may apply for exemption, at the discretion of the faculty offering the course.
- 6.3 The total contact hours exempted should not exceed 20% of the required 600 hours of the programme, which is equivalent to 120 hours. A maximum of two courses, either Mathematics and one elective course or two elective courses, may be exempted. Students who have been granted exemption will be required to take another course(s) with the same number of contact hours to fulfill the graduation requirements.
- 6.4 Applications for course exemption should be submitted in writing to the College Office for approval by the Dean/ Associate Dean of the faculty offering the course for which exemption is sought. Applications for course exemption for courses completed prior to entry to the College must be made before the start of the first semester, according to the deadline set by the College Office.

7. Maximum Period of Study

- 7.1 The duration of the full-time programme is one year. Students must complete the entire programme within a maximum period of four years, including any periods of leave of absence and suspension of studies.
- 7.2 Full-time students who fail to fulfill the requirements for graduation within the suggested timeframe may choose to continue with part-time study. In the case of switching modes, that is, from full-time to part-time, the maximum duration will still be four years from the date of first admission to the programme.

8. Grading of Courses

- 8.1 Courses are graded according to the following schedule:

Grade	Mark	Description
A	80-100	Superior grasp of subject matter; evidence of extensive knowledge base
B	70-79	Evidence of grasp of subject, reasonable understanding of issues
C	60-69	Understanding of the subject; ability to develop solutions to simple problems in the material
D	50-59	Sufficient familiarity with the subject matter
F	Below 50	Little evidence of familiarity with the subject matter

- 8.2 Students must have an overall mark of at least 50% and have an attendance rate of 80% or above to obtain a pass in any core, complementary or elective course.

9. Supplementary Examination

Students who are unable to participate in an examination or assessment due to exceptional and justifiable circumstances (such as pregnancy, representing Hong Kong in regional or international sporting or cultural events, or a certified illness that renders them unfit for a written test) are eligible for a supplementary examination. Students who have been granted a supplementary examination will not incur any mark or grade penalty.

10. Re-examination / Re-assessment

At the discretion of the Assessment Panel of the Course, students who scored an overall mark between 40% and 49% with attendance at 80% or above may be granted re-examination, or re-assessment if the course only comprises continuous assessments. Students who attain a mark of 50% or above in the re-examination or re-assessment will be considered to have passed the

respective course. However, regardless of their marks, only a grade of D shall be indicated for the course on the academic transcript.

11. Re-Study

- 11.1 Students do not need to re-study the entire programme if they fail to meet the graduation requirement. They may re-study individual courses through either summer re-study classes or part-time study.
- 11.2 Students studying the combination of three core courses, two complementary courses, and three elective courses who fail in a complementary course should be advised to retake the same course in their first re-taking attempt. If students encounter genuine difficulties, as deemed by teaching staff after consultation with concerned individuals, they may choose to take another complementary course to substitute the failed complementary course.
- 11.3 Students who fail in any of the three elective courses within the selected elective cluster should re-study the same elective course first or choose to take another elective course in a similar subject area at the discretion of the College.

12. Illness or Other Circumstances Affecting Attendance or Assessment

A student who reasonably believes that his/her ability to attend classes, an examination or course assessment has been adversely affected by circumstances beyond his/her control must submit the case with documentary evidence to the relevant Course Examiner in writing within 5 working days of the scheduled date for class attendance or completing the affected examination or assessment. The programme Assessment Panel will make decisions on all mitigation cases taking account of the specific circumstances of each case.

13. Review of Course Grades

- 13.1 Requests for review of course grades are governed by AR13.

Informal Resolution

- 13.2 For review of course grades via informal resolution, the Course Examiner will consider requests on grounds of administrative error in recording or calculating the marks or result, or other circumstances that impact the course grade awarded.
- 13.3 A student should contact the Course Examiner within 5 working days of the announcement of grades by the College with a view to resolving the matter informally.
- 13.4 If a revision to the student's course grade is considered necessary, the Course Examiner should make a recommendation to amend the grade and seek the endorsement of the Chair of the

Assessment Panel. Any grades thus amended will be reported to the Assessment Panel at its next meeting.

- 13.5 The decision on the informal review will be communicated to the student by the Course Examiner no later than 13 working days following the announcement of grades by the College.
- 13.6 Other than disagreement with the academic judgement of Course Examiners which does not constitute valid grounds for formal review by virtue of AR 13.7, if the student's concerns regarding course grades as stipulated in AR 13.2 cannot be resolved by informal means, the student may seek resolution via the formal procedures outlined below. However, informal review is not a pre-requisite for the formal procedures.

Formal Procedures for Review

- 13.7 Disagreement with the academic judgement of Course Examiners does not constitute a valid ground for formal review. For formal review of course grades, only requests with the following grounds will be considered:
- (i) there has been a procedural irregularity in the assessment process; for example, the assessment was not conducted in accordance with the Academic Regulations or with the arrangement prescribed for the course;
 - (ii) there exist circumstances that impacted the course grade awarded and that the student was unable to bring them to the attention of the Course Examiner prior to the assessment for valid reasons.
- 13.8 Any request for review of course grades must be made in writing to the Dean/Associate Dean of the faculty offering the course within 22 working days of the announcement of grades by the College. The written application must:
- (i) state the grounds on which the request for review is made;
 - (ii) include a description of the relevant facts; and
 - (iii) provide supporting evidence.
- 13.9 Upon receipt of the formal request for review, the Dean/Associate Dean of faculty will determine whether or not a prima facie case for review has been established. If, in the view of the Dean/Associate Dean of faculty, there is no prima facie case, then the request will be dismissed, and the decision conveyed to the student no later than 32 working days following the announcement of grades by the College. The decision of the Dean/Associate Dean of faculty to dismiss the request is final.
- 13.10 If, in the view of the Dean/Associate Dean of faculty, there is a prima facie case, then he/she will refer the matter to the Faculty Grade Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of course grade

on the basis of the information and documents provided by the student and other information available to the Committee. The Committee will record its proceedings and resolutions.

- 13.11 If the Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide on the action to be taken. The Assessment Panel will report back to the Faculty Grade Review Committee any decisions taken on cases referred via this procedure.
- 13.12 The decision on the formal review will be communicated in writing to the student by the Dean/Associate Dean of faculty with a brief statement of the reasons for the decision. The decision should be conveyed to the student no later than 54 working days following the announcement of grades by the College.

Appeal Procedures

- 13.13 Formal requests for review of course grades should normally be resolved at the faculty level. A student may only appeal against the decision of the Faculty Grade Review Committee on the basis of procedural irregularity in the review process within 10 working days following receipt of the decision on the formal review. A student may submit an appeal in writing to the Vice President. The appellant should clearly indicate the grounds for appeal and provide evidence in support of the appeal. The Vice President will determine whether or not a prima facie case for appeal has been established. If, in the view of the Vice President, there is no prima facie case, then the appeal will be dismissed, and the decision conveyed to the student normally no later than 10 working days following receipt of the appeal. The decision of the Vice President to dismiss an appeal is final.
- 13.14 If, in the view of the Vice President, there is a prima facie case, he/she will refer the matter to a College Academic Review Committee for consideration.
- 13.15 If the College Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide the actions to be taken. The Assessment Panel will report back to the College Academic Review Committee any decisions taken on cases referred via this procedure.
- 13.16 The College Academic Review Committee should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing normally no later than 27 working days following receipt of the appeal case by the Vice President and is final.
- 13.17 The Faculty Grade Review Committees will submit a report of formal requests for review of course grades considered to the Academic Board annually. The College Academic Review Committee will submit an annual report to the Academic Board on all appeal cases received by the College Academic Review Committee.

14. Conferment of Awards

To be granted the award of the Diploma of Applied Education, students are required to achieve passing grades in all eight courses and fulfill a minimum of ten hours of Life-wide Learning (LWL) activities from a minimum of two out of three domains: (i) career-related learning, (ii) physical and aesthetic development, and (iii) moral and civic education.

15. Withdrawal of Studies

Students who wish to withdraw from studies should submit a withdrawal notification to the College. Withdrawal will normally take effect from the date of submission of the notification. However, notification submitted during or after the examination period will take effect only from the following semester/term. If a student with confirmation of withdrawal of studies is readmitted to the Programme, his/her previous study will not be counted.

16. Termination of Studies

The College has the right to terminate a student's study for failure to maintain satisfactory academic progress as determined by the Examination Board or to comply with the policies and procedures of the College.

17. Review of Examination Board Decisions

- 17.1 Requests for review of an Examination Board's decision on the final award are governed by AR17. The academic judgement of the Board shall not be subject to review.

Informal Resolution

- 17.2 For review of an Examination Board's decision via informal means, the College will only consider requests on grounds of administrative error in recording, transcribing, or reporting of the result.
- 17.3 A student should attempt to resolve the matter informally by contacting the Programme Leader within 5 working days of the publication of the academic standing or final award by the College. However, informal review is not a pre-requisite for the formal procedure.
- 17.4 If an amendment to the decision on the award is considered necessary, the Programme Leader should make a recommendation via the Dean/Associate Dean of faculty to this effect and seek the endorsement of the Chair of the Examination Board. Any Examination Board decision thus amended will be reported to the Examination Board at its next meeting.
- 17.5 The decision on the informal review will be communicated to the student by the Programme Leader no later than 8 working days following receipt of the informal request for review.

Formal Procedures for Review

- 17.6 For formal review of an Examination Board's decision, only requests with the following grounds will be considered:
- (i) there has been a procedural irregularity affecting the Board's decision;
 - (ii) there exist circumstances that impacted the Board's decision that the student was unable to bring to the attention of the Board prior to its deliberations for valid reasons.
- 17.7 A student may submit a formal request in writing to the Vice President within 22 working days of the publication of the Examination Board's decision. The application must:
- (i) state the grounds on which the request for review is made;
 - (ii) include a description of the relevant facts; and
 - (iii) provide supporting evidence.
- 17.8 The Vice President will determine whether or not a prima facie case for review has been established. If, in the view of the Vice President, there is no prima facie case, then the request will be dismissed, and the decision conveyed to the student no later than 10 working days following receipt of the request. The decision of the Vice President to dismiss the request for review is final.
- 17.9 If, in the view of the Vice President, there is a prima facie case, he/she will refer the matter to the College Academic Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of Examination Board's decision on the basis of the information and documents provided by the student and other information available to the Committee. The Committee will record its proceedings and resolutions.
- 17.10 If the College Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the case and decide whether changes to the student's award are required. The Examination Board will report back to the College Academic Review Committee any decisions taken on cases referred via this procedure.
- 17.11 The decision on the formal review will be conveyed to the student in writing no later than 22 working days following receipt of the formal request for review.

Appeal Procedures

- 17.12 Formal requests for review of the Examination Board's decisions should normally be resolved by the College Academic Review Committee. A student may only appeal against the decision of the Committee on the basis of procedural irregularity in the review process. A student may submit an appeal in writing to the President within 10 working days following receipt of the

decision regarding the formal review. The appellant should clearly indicate the grounds for appeal and provide evidence in support of the appeal.

- 17.13 If the President determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the case and decide whether changes to the student's award are required. The Examination Board will report back to the President any decisions taken on cases referred via this procedure.
- 17.14 The Committee Secretary appointed by the Chair shall record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing within 22 working days following receipt of the appeal and is final.
- 17.15 The College Academic Review Committees will submit a report of formal requests for review of Examination Board decisions and appeal cases received to the Academic Board annually. The President will submit an annual report to the Academic Board on all appeal cases received.

Date of approval by Academic Board: 11 October 2023

Last update: after AB meeting on 9 October 2024 (associate dean → dean/associate dean)