

## 1. Course Assessment

Students will be assessed for every course for which they have registered, on the basis of their performance in the course. Ways of assessment may include any one or more (in any combination) of the following: attendance, coursework, written work, laboratory work, fieldwork, research papers, tests, examinations, and any other means.

## 2. Grading System

The Grade Point Average (GPA) in each semester is calculated on a 4.0 point system in which A+/A is equivalent to 4.0, B equivalent to 3.0, C equivalent to 2.0, D equivalent to 1.0 and F equivalent to 0. GPA is computed by:

$$\text{GPA} = \frac{\sum (\text{Course Credits} \times \text{Grade Point})}{\sum \text{Course Credits}}$$

Description	Grade	Grade Point
Excellent	A+/A	4.0
	A-	3.7
Good	B+	3.3
	B	3.0
	B-	2.7
Fair	C+	2.3
	C	2.0
	C-	1.7
Pass	D+	1.3
	D	1.0
Fail	F	0.0
Pass (for non-graded courses)	P	--
Not Pass (for non-graded courses)	NP	--
Failed due to unsatisfactory attendance	T	0.0
Failed due to absence for exam	AF	0.0
Deferred Result	DX	--
Credit Transfer	CT	--
Course Exemption	X	--
Defer	S	--
Withdraw	W	--

Remark: The above Grading System is effective from the academic year 2017/2018 and applicable to all freshmen and active students in the normal study period as of September 1, 2017. For Grading System applicable to other students, please refer to Appendix 11.

Grades	Description
F	Fail and students have to retake the course for the corresponding credits.
P (for non-graded courses)	For courses in which students are only required to submit coursework, research papers, to attend seminars or finish the fieldwork and are exempted from examinations, "P" is graded for passing the course. Only credits of the course will be granted but no grade point will be counted.
NP (for non-graded courses)	For courses in which students are only required to submit coursework, research papers, to attend seminars or finish the fieldwork and are exempted from examinations, "NP" is graded for not passing the course. That means students have to retake the course for the corresponding credits. Only the credits of the course will be counted but not the grade point.
T	Absence (with or without reason) exceeding 30% from class will be graded as "T" for that course and students have to retake the course for the corresponding credits.
AF	When students have been absent for the final examination, but did not apply for make-up examination within 1 week following the examination, or whose applications for make-up examination were turned down, or were absent again for the approved examination, will be considered as 'unjustified absence'. The course will be graded as "AF" and students have to retake the course for the corresponding credits.
DX	The following conditions are expressed by "DX": <ul style="list-style-type: none"> <li>✧ students who were absent from final examination and whose application to sit for the make-up examination has been approved;</li> <li>✧ students are suspected of cheating during an examination and an investigation is in progress;</li> <li>✧ students are restricted to sit for the make-up examination only;</li> <li>✧ other circumstances that await decisions of the University.</li> </ul>
CT	Approval for credit transfer has been sought. Students are exempted from taking the course concerned. Only credits for the course will be granted and no grade point will be counted.
X	Course exemption has been granted. Students are exempted from taking the course concerned. Neither credits nor grade point will be counted. Students must take other courses to make up the credits of the exempted course.
S	Approval for deferral of studies has been sought. Courses that have been assessed will be graded accordingly and "S" will be indicated in the courses enrolled but not yet completed.
W	Approval for withdrawal of study has been sought. Courses that have been assessed will be graded accordingly and "W" will be indicated in the courses enrolled but not yet completed.

### **3. Appeals of Academic Results**

3.1 Students who want to file an appeal against the results must submit their applications within 10 working days after the results are announced. A duly completed “Application for Academic Appeal Form” together with an application fee has to be submitted to the respective Faculty/Institute. Late applications will not be handled. The University may make announcements for any special arrangements. It normally takes around 20 working days for the processing of the appeal starting from the submission date of all the documents mentioned above. The specific time for the processing of the appeal might depend on the actual situation. For details, please contact the respective Faculty/Institute when submitting the appeal.

3.2 The application fee is refundable when changes are made to the grades after an appeal.

### **4. Academic Records**

All courses taken by the students (except auditing courses) including the records of grades, make-up examinations and retaking courses will be shown in the COES, and these will also be shown in the Electronic Notification letter and academic transcript in the format stipulated by the University. The date on which the semester grades will be recorded in these documents is subject to the latest announcements from the School of Graduate Studies.