

THE UNIVERSITY OF HONG KONG
FACULTY OF ARTS

Notes of guidance on course selection (BA 3-year curriculum)

Section 1: Regulations and guidelines

Before course selection, students are advised to read carefully the University Regulations for First Degree Curricula regarding “Requirements for Graduation (UG5)” (<http://www4.hku.hk/pubunit/drcd/>), the BA Regulations and Syllabuses, and other information listed on the BA Programme website (<http://arts.hku.hk/BAprogramme/>).

BA Curriculum

The Bachelor of Arts (BA) programme consists of **a total of 180 credits** over a normative period of three years of study. At the beginning of the second year of studies, students will declare an Arts major, which will take up about 45% of their work in the second and third years. In addition, students can elect to pursue a second (Arts/ non-Arts) major OR up to two (Arts or non-Arts) minors. For information regarding Arts majors and minors and their first-year pre-requisite(s), please refer to the following webpage:

<http://arts.hku.hk/BAprogramme/2010/curriculum/majorminorreq.html>

The BA curriculum structure is outlined as follows:

(I) YEAR 1 (60 CREDITS)

| Requirements | Credits |
|--|---------|
| Arts Distribution Requirement (either “6 credits each from three different programmes” or “12 from one programme and 6 from another programme”) <u>Note:</u> The 18 credits of Arts Distribution Requirement can be counted as pre-requisite(s) of your Arts major(s)/ minor(s) to be declared in Year 2. | 18 |
| 2 Common Core courses from different Areas of Inquiry (Aoi) | 12 |
| CAES1201. Academic English for Arts Students | 3 |
| Remaining courses | 27 |

Notes:

- For students admitted in 2012-13 and 2013-14, they may take the remaining credits in Arts or non-Arts courses to make up 60 credits in Year 1.
- For students admitted in 2011-12 or before, they should not take more than 30 credits from any one Arts programme in Year 1.

(II) YEARS 2 & 3 (120 CREDITS)

| Requirements | Credits |
|---|-------------|
| CAES2202. Professional English for Arts Students | 3 |
| CART2001. Practical Chinese Language Course for Arts Students | 3 |
| Arts Major | normally 54 |
| Remaining Year 2/ 3 courses to make up 120 credits | 60 |

Notes:

- Students may take the remaining credits of Year 2 or 3 in Arts/ non-Arts courses.
- Not all Arts courses can be counted towards the 120 credits required for Years 2 and 3. Arts courses at level 2000 or above completed in Year 2 or 3 can be counted towards the 120 credits required for Years 2 and 3, while Arts courses at level 1000 cannot. Therefore, if a student takes a level 1000 Arts course (6 credits) in Year 2, those 6 credits will only be counted towards additional credits of Year 1, but not towards credits of Years 2 and 3.

Semester study load

The normal study load is 30 credits in each semester. Students may take no less than 24 credits, but no more than 36 credits, in each semester. The maximum number of credits to be taken in one academic year (including the summer semester) is 72 credits. With the special permission of the Board of the Faculty, candidates may exceed the annual study load of 72 credits in a given academic year, provided that the total number of credits taken does not exceed the maximum curriculum study load of 216 credits for the normative study period of 3 years, unless students are required to make up for failed credits ([Reference: BA Regulations, provision A8](#)).

Concerning the calculation of semester study load, the credits of “full-year” courses (e.g. 12 credits) are divided equally between the first and second semesters of the academic year (i.e. 6+6 credits).

Late add/ drop of courses

Requests for changes of courses after the designated add/ drop period of the semester in which the course(s) begin(s) shall **not** normally be considered ([Reference: BA Regulations, provisions A4 and A5](#)).

Timetable clashes

Students’ course selection in SIS **should not** result in any timetable clashes as they may affect students’ performance and hence the final results.

Declaration of major(s) and/ or minor(s)

Students have to declare their major(s) and/ or minor(s) on SIS at the beginning of their second year of study. They may change the declared major(s)/ minor(s) on SIS during the course selection period every semester but they must ensure that they can complete the required pre-requisite(s) (in case they have not completed) and other requirements in the remaining period of study.

Special requests

If students wish to make any of the following special arrangements for course selection related to their BA studies, they have to apply for approval of the Faculty Board by completing the relevant application forms, which are available at <http://arts.hku.hk/BAprogramme/2010/advising/usefulforms.html>:

- Undertaking special study load, i.e. more than 36 credits or less than 24 credits in one semester
- Exemption from compulsory/ prerequisite courses for fulfilling the requirements of the University, BA curriculum, majors/ minors or individual courses
- Credit transfer for exchange studies

The completed application forms should be submitted to the Arts Faculty Office in accordance with the instructions specified on the respective application forms.

Failure in courses

Students are required to complete not fewer than 180 credits including all the compulsory courses/ requirements in order to graduate. To make up for any failed credits, students may retake the failed course(s) or take (an)other course(s) in lieu, whichever is appropriate. In addition, if students have not yet passed the 60 credits and/or all compulsory courses required of the first year, they are required to take the appropriate course(s) in the second year to make up for the outstanding requirements.

If students need to take more than 36 credits in a semester to make up for the failed credits/ outstanding requirements, they need to make an application to the Arts Faculty Office in advance and provide justification for undertaking an additional study load.

Discontinuation

Students shall be recommended for discontinuation of their studies if they have:

1. failed to complete successfully 36 or more credits in two consecutive semesters (not including the summer semester), except where they are not required to take such a number of credits in the two given semesters; or
2. failed to achieve an average Semester GPA of 1.0 or higher for two consecutive semesters (not including the summer semester); or
3. exceeded the maximum period of registration (i.e. 5 years) without the approval of the Board of the Faculty.

(Reference: BA Regulations, provision A15)

Section 2: Further advice on course selection

Students are strongly encouraged to consult the UG Coordinator(s) of the major(s) and minor(s) that they are interested in, when necessary. They are most welcome to approach the Arts Faculty Office and School/ Centre Offices for enquiries:

| Office | Location (Centennial Campus) | Email and Phone No. | Website |
|---|--|--|---|
| Faculty of Arts | Room 405, Run Run Shaw Tower | arts@hku.hk tel: 3917 8977 | http://arts.hku.hk |
| School of Chinese | Room 801, Run Run Shaw Tower | chinese@hku.hk tel: 3917 1199 | http://web.chinese.hku.hk |
| School of English | Room 735, Run Run Shaw Tower | english@hku.hk tel: 3917 2749 | http://www.english.hku.hk |
| School of Humanities | Room 901, Run Run Shaw Tower | scohug@hku.hk tel: 3917 8276 | http://www.soh.hku.hk |
| School of Modern Languages and Cultures | Room 501, Run Run Shaw Tower | smlc@hku.hk tel: 3917 2000 | http://www.smlc.hku.hk |
| Centre for Applied English Studies | Room 660, Run Run Shaw Tower | caes@hku.hk tel: 3917 2004 | http://caes.hku.hk |
| Centre of Buddhist Studies | Room 415, The Jockey Club Tower | buddhism@hku.hk tel: 3917 5019 | http://www.buddhism.hku.hk |

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