

THE UNIVERSITY OF HONG KONG
FACULTY OF ARTS

Notes of Guidance on Course Selection (BA 4-year Curriculum)

Section 1: Course selection schedule and procedures

Please refer to the course selection schedule and procedures at:
<http://arts.hku.hk/current-students/undergraduate/course-selection>

Section 2: Regulations and guidelines

Before the 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 Regulations and Syllabuses of the Bachelor of Arts (BA) programme, and other information listed on the BA programme website (<http://arts.hku.hk/current-students/undergraduate/BA>).

(A) BA curriculum

The BA programme consists of **a total of 240 credits** over a normative period of four years of study. At the beginning of the second year of study, students will declare an Arts major and optional major(s)/ minor(s) on SIS. The Faculty of Arts offers 21 majors and 30 minors. For information regarding Arts majors and minors and their pre-requisite(s), please refer to <http://arts.hku.hk/current-students/undergraduate/BA/majors-minors>.

The BA curriculum structure is outlined as follows:

(I) Compulsory courses required by the University

Requirements	To be taken	Credits
CAES1000. Core University English	in Year 1	6
CAES9xxx. English in the Discipline (ED course)	in Year 2	6
<u>Note:</u> Students who undertake Double Majors are not required to take a second ED course, unless they are advised by the programme(s) to do so.		
CART9001. Practical Chinese for Arts Students	in Year 3	6
Common Core courses	from Year 1 to Year 3	36
<u>Notes:</u> <ul style="list-style-type: none"> • They are categorized under 4 Areas of Inquiry (AoI). Students are required to complete at least 1 and not more than 2 courses from each AoI during their BA studies, with not more than 24 credits of courses being selected within one academic year except where candidates are required to make up for failed credits. • You are advised to take 2 – 4 Common Core courses in Year 1 and the rest in Years 2 – 3. 		
Total		54

(II) An Arts major

Requirements	Credits
Courses required by an Arts Major (At least 18 credits in introductory courses from any Arts programme(s) to be taken in Year 1, including the pre-requisite(s) of the intending major(s)) <u>Note:</u> For specific requirements of Arts majors, please refer to the following documents for details: <ul style="list-style-type: none"> • BA Regulations and Syllabuses (http://arts.hku.hk/current-students/undergraduate/BA/regulations-syllabuses) • Summary Tables of Requirements of Arts Majors and Minors (http://arts.hku.hk/current-students/undergraduate/BA/majors-minors) 	72-78

(III) Remaining credits

Requirements	Credits
Other Arts/ non-Arts courses as electives (which may enable students to declare optional major(s)/ minor(s))	108-114

(B) 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.

(C) 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, students 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 288 credits for the normative study period of four 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) will be divided equally between the first and second semesters of the academic year (i.e. 6+6 credits).

(D) 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](#)).

(E) 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.

(F) 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/current-students/undergraduate/forms>:

- 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.

(G) Failure in courses

Students are required to complete not fewer than 240 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.

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.

(H) 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. six years) without the approval of the Board of the Faculty.

(Reference: BA Regulations, provision A13)

Section 3: Further advice on course selection

Students are strongly encouraged to consult teacher(s) in 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, Jockey Club Tower	buddhism@hku.hk tel: 3917 5019	http://www.buddhism.hku.hk

July 25, 2016