

THE UNIVERSITY OF HONG KONG
FACULTY OF ARTS

Notes of Guidance on Course Selection (BA&LLB 5-year Curriculum)

Section 1: Course selection schedule and procedures

Please refer to the course selection schedule and procedures online 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 Literary Studies and Bachelor of Laws (BA&LLB) programme, and other information listed on the BA&LLB programme website (<http://arts.hku.hk/current-students/undergraduate/BALLB>).

(A) BA&LLB curriculum

The BA&LLB programme consists of a **total of 300 credits** over a normative period of five years of study. Please refer to the BA&LLB website for the curriculum structure: <http://arts.hku.hk/current-students/undergraduate/BALLB/curriculum-structure>

(B) Declaration of an optional minor

BA&LLB students are allowed to declare an optional minor from Year 2 onwards. They may declare (i.e. add/ drop) so by themselves on SIS, except for the last semester of the fifth year which requires special approval from the Faculty of Law, in consultation with the minor programmes concerned. If approved, the Faculty of Law will input the data for students manually on SIS.

(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 360 credits for the normative study period of eight years, unless students are required to make up for failed credits (**Reference: BA&LLB Regulations, provision AL7(b)**).

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&LLB Regulations, provisions AL4 and AL5).

(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&LLB studies, they have to comply with the application procedures:

- 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
- Credit transfer for exchange studies

Year 1 to Year 3 students

Students are required to apply for approval of the Arts Faculty Board by completing the relevant application forms and submitting them to the Arts Faculty Office in accordance with the instructions specified on the respective application forms. The forms are available at <http://arts.hku.hk/current-students/undergraduate/forms>.

Year 4 to Year 5 students

Students are required to apply for approval of the Law Faculty Board. Please contact the Law Faculty Office for details.

(G) Failure in courses

Students are required to complete not fewer than 300 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 in advance and provide justification for undertaking an additional study load to the Arts Faculty Office (for Year 1 to Year 3 students), or to the Law Faculty Office (for Year 4 to Year 5 students) respectively.

(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. eight years) without the approval of the Board of the Faculty.

(Reference: BA&LLB Regulations, provision AL13)

Section 3: Programme administration

(I) Academic matters

Students may seek academic advice from the following BA&LLB Programme Directors, respective teaching units or course teachers.

BA&LLB Programme Director	Location (Centennial Campus)	Email and Phone No.	Website
Programme Director (Arts): Dr. Janny Leung	Room 836, Run Run Shaw Tower	hiuchi@hku.hk tel: 3917 7932	http://www.english.hku.hk/staff/leung.htm
Programme Director (Law): Dr. Marco M.H. Wan	Room 616, Cheng Yu Tung Tower	mwan@hku.hk tel: 3917 4349	http://www.law.hku.hk/faculty/staff/wan_marco.php

(J) Administrative matters

The Faculty of Arts handles the BA&LLB programme administration (including student matters) of **Year 1 to Year 3** students.

The Faculty of Law handles the BA&LLB programme administration (including student matters) of **Year 4 to Year 5** students.

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
Faculty of Law	10/F, Cheng Yu Tung Tower	law@hku.hk tel: 3917 2951	http://www.law.hku.hk/

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