

**THE UNIVERSITY OF HONG KONG**  
**FACULTY OF ARTS**

**Notes of Guidance on Course Selection (BA&LLB)**

**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>

**Regulations and guidelines**

Before the course selection, students are advised to read carefully the Regulations and Syllabuses of the Bachelor of Arts and Bachelor of Laws (BA&LLB) programme, and other information listed on the [BA&LLB programme website](#).

**(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 click [here](#) for the curriculum structure.

**(B) Declaration of an optional minor**

Students can declare an optional minor from Year 2 onwards. They may declare and revise this declaration by themselves on SIS, up to Semester 1 of their Year 5 studies. If any changes on the minor declaration are required afterwards, please approach the Faculty of Law for approval. Completion of a minor will not be shown on the transcript if students did not make the relevant declaration on SIS during their BA&LLB studies. Please note that a course cannot be double-counted to fulfil the requirement of a major and that of a minor.

**(C) Semester study load**

The normal study load is 30 credits in each of Semester 1 and Semester 2. Students may choose to take 24-36 credits without seeking approval in these semesters. 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.

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.

**(E) Timetable clashes**

Students’ course selection in SIS **should not** result in any timetable clashes.

### (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
- Exemption from compulsory/prerequisite courses
- Credit transfer for exchange studies

Year 1 to Year 3 students: Students are required to submit an application to the Arts Faculty Office for approval. The relevant forms are available at <http://arts.hku.hk/current-students/undergraduate/forms>.

Year 4 and above students: Students are required to submit an application to the [Law Faculty Office](#) direct for approval.

### (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.

### (H) Discontinuation

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

- 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
- failed to achieve an average Semester GPA of 1.0 or higher for two consecutive semesters (not including the summer semester); or
- exceeded the maximum period of registration (i.e. 8 years) without the approval of the Board of the Studies for the BA&LLB.

### (I) Honours Classifications

Students will obtain a degree for BA and a degree for LLB simultaneously when they complete their BA&LLB studies. Among the 300 credits of curricula requirements, 240 credits are counted towards each degree. Please click [here](#) for details of the determination of honours classifications.

### **Programme administration**

Students are welcome to seek academic advice from the BA&LLB Programme Team:

- Programme Director (Arts): [Dr. Anya Adair](#)
- Programme Director (Law): [Dr. Marco Wan](#)
- Associate Programme Director (Arts): [Dr. Nicholas Luke](#)
- Associate Programme Director (Law): [Dr. Daniel Matthews](#)

For procedural matters of the BA&LLB curricula (e.g. see Section F above), please contact Ms. Nicole Wong ([nicolewg@hku.hk](mailto:nicolewg@hku.hk)) for Year 1-3 students and Ms. Priscilla Wong ([pcswong@hku.hk](mailto:pcswong@hku.hk)) for Year 4 and above students. For course arrangements, please contact the relevant teaching units direct.

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