

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

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

**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 additional major/minor(s) on SIS. For information regarding Arts majors and minors and their pre-requisite(s), please visit <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
CAES92xx. 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	Years 1 – 3	36
<u>Notes:</u> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Students are advised to take 2 – 4 Common Core courses in Year 1 and the rest in Years 2 – 3.</li> </ul>		
For Undergraduates who will graduate in 2022-23 and thereafter: Successful completion of any other non-credit bearing course(s) as required	Year 1-4	0
<b>Total</b>		<b>54</b>

**(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"> <li>• BA Regulations and Syllabuses (<a href="http://arts.hku.hk/current-students/undergraduate/BA/regulations-syllabuses">http://arts.hku.hk/current-students/undergraduate/BA/regulations-syllabuses</a>)</li> <li>• Summary Tables of Requirements of Arts Majors and Minors (<a href="http://arts.hku.hk/current-students/undergraduate/BA/majors-minors">http://arts.hku.hk/current-students/undergraduate/BA/majors-minors</a>)</li> </ul>	<b>72-78</b>

**(III) Remaining credits**

Requirements	Credits
Other Arts/non-Arts courses as electives → Students can pursue an additional major and/or minor(s) with these credits.	<b>108-114</b>

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

Students have to declare an Arts major on SIS at the beginning of their second year of study. They can declare additional Arts or non-Arts major/minor(s) and update the declarations during the course selection period every semester up to Semester 1 of their Year 4 studies. They have to ensure that they can complete the requirements of the declared majors/minors during their 4-year studies. If any changes on the major/minor declarations are required afterwards, please approach the Faculty Office for approval. Completion of a major/minor will not be shown on the transcript if students did not make the relevant declaration on SIS during their BA studies.

**(C) Semester study load**

The normal study load is 30 credits in Semester 1 and Semester 2. Students may take 24 to 36 credits without seeking the Faculty's 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 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 Semester 1 and Semester 2 (i.e. 6+6 credits).

**(D) Late add/ drop of courses**

Requests for changes of enrolled courses after the designated add/drop period of the semester concerned 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 this will affect students' class participation, and thus the final results, of the courses concerned.

### **(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 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 Faculty Office as stated on Section F.

### **(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)/minor(s) that they are interested in, when necessary, for course selection and other academic advice. They are also welcome to approach the Faculty Office and School/Centre Offices for enquiries:

<b>Office</b>	<b>Location</b> (Centennial Campus)	<b>Email and Phone No.</b>	<b>Website</b>
Faculty of Arts	Room 4.05, Run Run Shaw Tower	<a href="mailto:arts@hku.hk">arts@hku.hk</a> tel: 3917 8977	<a href="http://arts.hku.hk">http://arts.hku.hk</a>
School of Chinese	Room 8.01, Run Run Shaw Tower	<a href="mailto:chinese@hku.hk">chinese@hku.hk</a> tel: 3917 1199	<a href="http://web.chinese.hku.hk">http://web.chinese.hku.hk</a>
School of English	Room 7.35, Run Run Shaw Tower	<a href="mailto:english@hku.hk">english@hku.hk</a> tel: 3917 2749	<a href="http://english.hku.hk">http://english.hku.hk</a>
School of Humanities	Room 9.01, Run Run Shaw Tower	<a href="mailto:scohug@hku.hk">scohug@hku.hk</a> tel: 3917 4183	<a href="http://soh.hku.hk">http://soh.hku.hk</a>
School of Modern Languages and Cultures	Room 5.01, Run Run Shaw Tower	<a href="mailto:smlc@hku.hk">smlc@hku.hk</a> tel: 3917 2000	<a href="http://smlc.hku.hk">http://smlc.hku.hk</a>
Centre of Buddhist Studies	Room 4.15, Jockey Club Tower	<a href="mailto:buddhism@hku.hk">buddhism@hku.hk</a> tel: 3917 5009	<a href="http://www.buddhism.hku.hk">http://www.buddhism.hku.hk</a>
Centre for Applied English Studies	Room 6.60, Run Run Shaw Tower	<a href="mailto:caes@hku.hk">caes@hku.hk</a> tel: 3917 2004	<a href="http://caes.hku.hk">http://caes.hku.hk</a>

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