5. Progress towards Graduation

5.1 Graduation requirements

All TPg students are required to fulfil a set of graduation requirements as prescribed by the programme in order to graduate. Some of the requirements are compulsory for all while some are specific to individual programmes or individual students. Different types of graduation requirements will be introduced briefly in the following sections. Students should refer to the Course List, Course Descriptions and Study Scheme of their own programmes in the *Postgraduate Student Handbook* for details.

5.2 Course requirements

The course requirements set out the required courses and elective courses, if applicable, of the Programme. Students should take at least one course in each term, unless otherwise stated in the Study Scheme or approved by the Head of the Graduate Division.

5.3 Postgraduate students taking undergraduate courses

Postgraduate students are allowed to enrol in undergraduate courses (4000 level or below) in the following situations:

(a) Taking undergraduate courses as make-up requirements:
A TPg student with a first degree in subject A admitted to a postgraduate programme in subject B may have to make up for some undergraduate courses in subject B.

(b) Taking undergraduate courses which are not required:
TPg students may take other undergraduate courses, typically in a different subject, purely out of interest (e.g., calligraphy or music), or to develop other skills (e.g., language, including a third language).

TPg students who wish to take undergraduate courses should first consult their Programme Directors.

Programmes can include up to 15% of undergraduate courses in the programme requirements. GCExCo's approval is required if Graduate Divisions request to include more than 15% undergraduate courses in the programme requirements.

5.4 Research Ethics Training

To strengthen researchers' awareness of ethical concepts, the Office of Research and Knowledge Transfer Services (ORKTS) offers Research Ethics Training (RET) which contains four online modules in the following domains: (a) *Human Subject Ethics;* (b) *Laboratory Animals Ethics;* (c) *Survey and Behavioural Ethics;* and (d) *Publication Ethics*.

Students of taught doctoral programmes admitted in 2017-18 and thereafter are required to complete the online RET module on "*Publication Ethics*" and obtain a valid Publication Ethics Certificate for graduation.   More information on RET is available at www.research-ethics.cuhk.edu.hk/web/.

5.5   Other requirements

Graduate Divisions may prescribe additional graduation requirements for students of their programmes. For example:
- Language requirement, e.g., knowledge of spoken Cantonese and written Chinese may be required for some courses taught in Cantonese and English.
- Minimum cumulative GPA (e.g., 2.0) for graduation.
- Additional requirements for individual students depending on their academic progress.
- Students of taught doctoral programmes are required to submit a thesis and pass an oral examination for graduation.   The schedule, procedures, and assessment of the thesis and oral examination are described in details in a later Chapter "Submission of Thesis for Taught Doctoral Programmes".

5.6   Course and unit exemptions

Students who have already completed equivalent courses may apply for exemption from taking some courses and/or units by taking the following actions:

(a) Check their eligibility by reading the *Policy on Course and Unit Exemptions for Postgraduate Students* (available in the *Postgraduate Student Handbook*);
(b) Consult the Graduate Division on the possibility of granting course and unit exemptions;
(c) Complete the prescribed online application form and attach any required supporting documents for submission to the Graduate Division via CUSIS; and
(d) Pay the required fee.

Applications will be considered on a case-by-case basis. The decision rests with the Head of the Graduate Division and is subject to approval by the Dean of the Graduate School.

5.7   Language policy

CUHK is a bilingual (Chinese and English) university.   The University has three goals related to language proficiency at the postgraduate level:

(a) At the time of admission, ensure a proper alignment of the language proficiency of students with the language of instruction adopted by the programme;
(b) After admission, ensure that students have the opportunity to continue strengthening their language proficiency; and
(c) Provide students with opportunities to be exposed to Chinese language and culture, particularly those without such exposure prior to admission.

Statistics show that the majority of postgraduate students at the University are proficient in Chinese and English, though there is a small number of overseas students who do not have prior exposure to the

Chinese language and culture.

In addition, postgraduate students may wish to strengthen their proficiency in Chinese (Putonghua and/or Cantonese) and/or English for academic, professional or other purposes, the programme in which they are enrolled may have specific language proficiency needs (such as proficiency in Japanese in the Japanese Studies programme), or the programme may for general educational purposes have a third language requirement.   The University will continue to ensure that appropriate language courses are offered through the relevant units, including the Department of Chinese Language and Literature, Chinese Language Centre, English Language Teaching Unit, Department of Linguistics and Modern Languages, and other relevant departments.