

**Division of Continuous Professional Education, Department of Social Work**

**The Chinese University of Hong Kong**

**Programme Regulations**

**Programme name: Advanced Certificate Programme in Social Work with Children**

**1.0 Registration**

1.1 Student should register in the name which appears in his/her Hong Kong Identity Card or passport.

**2.0 Fees**

2.1 The fees prescribed by the University Council shall be payable on dates specified unless prior permission for deferment is obtained.

2.2 A student in arrears shall be subject to fines. Unless written approval is given by the University to defer payment, a student in arrears, whether in part or in full, or who has outstanding fees/fines unpaid, shall be withheld from University services such as course registration and add/drop, application for transcript and certifying letter, graduation assessment, until all outstanding fees/fines are settled.

2.3 Fees once paid shall not be refunded, unless exceptionally approved by the Bursar and Director of Finance.

**3.0 Period of Study**

3.1 Normative study period of programme is 36 months.

**4.0 Attendance and Absence**

4.1 A student who has been absent from class/required activities for any period shall be responsible for applying to the teaching staff concerned for permission to make up for any required work missed.

4.2 In case of illness necessitating absence exceeding one week, a student shall apply in writing to obtain permission from the Department. Such an application shall be accompanied by a certificate signed by a registered medical practitioner and shall require the endorsement of his/her Programme concerned.

4.3 A student who wishes to apply for a leave of absence exceeding one week for non-medical reasons shall obtain prior permission from the Department through written

application. Such an application shall state the reasons for which leave of absence is sought and shall require the endorsement of his/her Programme concerned.

- 4.4 A student shall be required to take leave of absence if the condition of his/her health is considered as constituting a definite hazard to the University community. At the end of the prescribed period of absence, the student shall obtain a certificate of good health signed by the Director of the University Health Service as required before s/he can apply to resume studies.

## 5.0 Honesty in Academic Work

- 5.1 Students must never use the work or ideas of others as their own. Plagiarism, undeclared multiple submissions, cheating or violations of rules in examinations, employing or using services provided by a third party to undertake one's work, impersonation fraud in tests and examination, and other acts of academic dishonesty are punishable under University regulations. Students should read the detailed guidelines and examples for the acknowledgement of sources in the University's website at <http://www.cuhk.edu.hk/policy/academichonesty>.

## 6.0 Assessment and Examinations

- 6.1 A student shall be assessed in every course for which s/he has registered on the basis of his/her performance in the course on the criteria as prescribed by the Programme concerned.
- 6.2 Course grades, their standards and converted points used in reporting shall be as follows:

<i>Grade and Standard</i>		<i>Sub-divisions (if needed)</i>	<i>Converted Points</i>
A	Excellent	A	4.0
A-	Very Good	A-	3.7
B	Good	B+	3.3
		B	3.0
		B-	2.7
C	Fair	C+	2.3
		C	2.0
		C-	1.7
D	Pass	D+	1.3
		D	1.0
F	Failure	F	0.0
P	Pass	Not counted in the calculation of GPA	
U	Failure		

- 6.3 A student who has gained a grade of "D" or above, "P" or "PA" in a course shall earn the unit/s of that course.

- 6.4 A student shall take course examinations, if prescribed by the teaching staff concerned, in the form of written, practical or oral assessment, or any combination thereof.
- 6.5 Absence from examinations:
- (a) A student who for medical or other compelling reasons is unable to sit for any course examination or any part thereof shall apply in writing with documentary evidence at the earliest possible instance but in any case not later than five working days after the examination concerned to the Department for permission for absence. In the case of illness/injury, the application shall be accompanied by a certificate signed by a registered medical practitioner.
  - (b) If a student's application for absence is successful, the student may be otherwise assessed at the discretion of the Programme concerned.
  - (c) A student who is absent from any examination without permission shall be given a failure grade in that examination.
- 6.6 Student may submit a formal grade appeal to the Assessment Panel through Division within one weeks from the grade release date of the course concerned.

## **7.0 Certificate of Graduation**

- 7.1 Students who have successfully fulfilled the following requirements\* will be awarded a certificate of graduation within six months.
- (1) Have no less than 70% attendance rate in each course; and
  - (2) Obtain an overall grade of D or above in each course; and
  - (3) Obtain a Cumulative Grade Point Average (CGPA) of 2.00 or above.

\* Criteria are subject to specific requirements adopted by each course. For details, please refer to the programme prospectus.

## **8.0 Letter of Certification**

- 8.1 Students who have successfully completed CEF reimbursable course(s) could apply for a Letter of Certification with CPE for making a claim for CEF reimbursement. To have successfully completed a CEF reimbursable course means the student has an attendance rate of not less than 70% (or such higher attendance requirement as prescribed for the course) and has passed the course assessments. The Letter of Certification will be issued to applicant within 14 working days from the date of receipt of the application form. Please contact CPE for details.
- 8.2 Transcript  
Students may apply for transcripts after they have completed the programmes. The application fee for each copy is HK\$150. For enquiries, please contact the CPE for details.

### 8.3 Student Identity

Students are required to bring along their Attendance Permit to class and to show as proof of student identity to our instructor or staff. Failure to do so may result in being denied the right of entry to campus or classroom. If necessary, students may be requested to show their Hong Kong Identity Card.

### 8.4 Issue of receipt and attendance permit

- (1) Receipt and Attendance Permit will normally be issued before course commencement.
- (2) An administrative fee of HK\$40 on every request for an additional copy of Receipt (Certified True Copy only) or Attendance Permit.

## 9.0 Class Regulations

- (1) No smoking, eating or drinking is allowed inside classrooms.
- (2) No photo taking, video and sound recording is allowed during class without consent of CPE.
- (3) Please be considerate and do not cause excessive noise inside classrooms. Mobile phones and pagers should be turned OFF during class.
- (4) Please do not operate any IT or AV equipments in the classroom without the presence of our instructors or staff.
- (5) Personal belongings should not be left unattended at any time. CPE will not be responsible for any loss of personal belongings.
- (6) Students can enter the classroom / online waiting room 15 minutes before class commences and they shall leave the classroom as soon as the class is finished.
- (7) A class will be regarded as cancelled if the course instructor concerned cannot attend it 20 minutes after the scheduled commencing time. Students will be notified of the arrangement for make-up class in due course.

## 10.0 Bad Weather Arrangement

If the local storm warning signal No. 8 or above, the notice of extreme conditions after super typhoons, or the black rainstorm warning signal is/will be+ in force at or after the following times, classes, examinations and seminars will be suspended as follows:

Signal/Notice is/ will be in force at or after the following times*	Programme affected	Sessions/Periods suspended
7:00a.m.	Day-time (Whole day / Morning) classes, examinations and seminars	Morning sessions (8:30a.m.-2:00p.m.) / Whole day (8:30a.m.-6:00p.m.)
12:00noon	Day-time (Afternoon) classes, examinations and seminars	Afternoon sessions (2:00p.m.-6:00p.m.)
5:00p.m.	Evening classes, examinations and seminars	Evening sessions (6:00p.m.-10:00p.m.)

- + As advised by the Hong Kong Observatory and the Government respectively
- + Even if the local storm warning signal No. 8 or above, the notice of extreme conditions, or the black rainstorm warning signal has been cancelled before the class/examination/seminar commencement times.

For classes and examinations that have already started:

Signal/Notice	Classes	Examinations
When the local storm warning signal No. 8 or above or the notice of extreme conditions is in force	Immediately suspended	Continue until the end of that examination session unless the examination venue is found to be of potential risk to candidates
When the black rainstorm warning signal is in force	Immediately suspended; staff members and students are advised to take shelter at a safe place until the weather and traffic conditions have improved	Continue until the end of that examination session unless the examination venue is found to be of potential risk to candidates

Details of suspension of classes/examinations/seminars will be announced through CPE Facebook page / Blackboard. Arrangements for make-up classes/examinations will be notified at a later stage.

### **11.0 Course Changes**

Division reserves the right to cancel a course and make alterations regarding instructors, class schedules, class locations and the course content if necessary.

### **12.0 Applicants with Special Learning Needs**

Applicants requiring special assistance are advised to contact the Division 2 weeks before course commencement. The information you provided is used by the Division only for the purposes of better understanding your needs and processing any suitable arrangement and care if necessary.

### **13.0 To be present for classes**

Unless otherwise specified, applicants are expected to be present for class at the time and place indicated in CPE website / Blackboard. In the event of any inconsistency between the online version and the Prospectus version, the online version shall prevail.