

General Information Sheet

Name of institution	Hong Kong Baptist University
Homepage of the university	http://www.hkbu.edu.hk/eng/main/index.jsp
Number of students	https://ito.hkbu.edu.hk/pub/publication/Facts_and_Figures/FF1617.pdf
Street address	Renfrew Road, Kowloon Tong
General information about the university	<p>In 1956, Hong Kong Baptist College was founded by the Baptist Convention of Hong Kong as a post-secondary college committed to the provision of whole person education. In 1983, Hong Kong Baptist College became a fully-funded public tertiary institution. It gained university status in 1994 and was renamed Hong Kong Baptist University (HKBU).</p> <p>Today HKBU encompasses eight Faculties/Schools offering a range of undergraduate programmes, associate degree and higher diploma programmes as well as taught postgraduate programmes and research postgraduate programmes leading to the award of master and doctoral degrees. It prides itself on its dual focus on teaching and research and encourages service to society among its staff and students. Over the years, HKBU has remained committed to academic excellence and the development of the whole person, and has gained a reputation as one of Asia's finest institutions of higher learning.</p>
Office of International Relations Contact persons <i>(phone, fax, e-mail)</i>	Room AAB 703, Level 7 Academic and Administration Building Baptist University Road Campus Kowloon Tong, Kowloon Hong Kong Peter LI Director, International Office 852-3411-5363 852-3411-5568 peterli@hkbu.edu.hk
Homepage of the Office of International Relations	https://intl.hkbu.edu.hk/

Person responsible for Graz students coming to your university Of Graz		
Name	Elaine Leung	
Email	elaineleung@hkbu.edu.hk	
Tel*	852-3411-5335	
Fax*	852-3411-5568	
Mailing Address	Same as International Office	
Deadline for Graz students	Fall/Winter term	Spring/Summer term
Deadline for Graz students	Fall/Winter Term: 5 May Spring/Summer Term: 15 October	

Transcripts to be sent to (if different from above)	
Name	International Office
Mailing Address	Room AAB 703, Level 7 Academic and Administration Building Baptist University Road Campus Kowloon Tong, Kowloon Hong Kong

Academic calendar 2018/19	To be confirmed
Orientation	Fall Semester: Last week of August Spring Semester: First week of January
Accommodation (Room and board/semester)	https://intl.hkbu.edu.hk/student-exchange/incoming-students/preparing-for-your-exchange-at-hkbu/accommodation
Language Proficiency	Non-native English speakers are required to have attained an English proficiency level of TOEFL 550 (paper-based)/79 (internet-based) <u>or</u> IELTS 6.0 or above
Academic program	
General academic information	

Which fields of study are recommended for exchange student? (undergraduate/graduate level)	http://ar.hkbu.edu.hk/curr/ug_std/course_reg_withdrawal/course_off er_exchange_intl_visiting_std/		
Which fields of study exchange students are not allowed to take? (undergraduate/graduate level)	Chinese medicine courses conducted in Chinese		
Link to online course catalog	http://ar.hkbu.edu.hk/curr/ug_std/course_reg_withdrawal/course_off er_exchange_intl_visiting_std/		
Academic Requirements	Minimum 2.5 cumulative GPA or equivalent		
Grading system	<u>Letter Grade</u>	<u>Academic Performance</u>	<u>Grade Point Per Unit</u>
	A)	Excellent	4.00
	A-)		3.67
	B+)	Good	3.33
	B)		3.00
	B-)		2.67
	C+)	Satisfactory	2.33
	C)		2.00
	C-)		1.67
	D	Marginal Pass	1.00
	E	Conditional Pass	0.00
	F	Fail	0.00
	I	Incomplete	Not included in GPA calculation
	S	Satisfactory	Not included in GPA calculation
	U	Unsatisfactory	Not included in GPA calculation
	W	Withdrawn	Not included in GPA calculation
	YR	Year Grade	Not included in GPA

		calculation
NR	Not Yet Reported	Not included in GPA calculation
PR	Project to be Resubmitted	Not included in GPA calculation
<p>Grade A (i.e. A and A-) indicates that the student has an excellent performance on all Intended Learning Outcomes (ILOs) and a thorough mastery of the subject matter.</p> <p>Grade B (i.e. B+, B and B-) indicates that the student has a good performance on all ILOs and is competent in knowledge of the subject matter; or the student has an excellent performance on the majority of the ILOs and is competent in knowledge of the subject matter.</p> <p>Grade C (i.e. C+, C and C-) indicates that the student has a satisfactory performance on all ILOs and an acceptable level of knowledge of the course; or the student has a good performance on some ILOs which compensate for marginal performance on others, resulting in an overall satisfactory performance. In addition, the student should have an acceptable level of knowledge of the course.</p> <p>Grade D indicates that the student has a marginal acceptable performance on the majority of the ILOs and is permitted to proceed to more advanced work in the subject area.</p> <p>Grade E is a temporary grade applicable only to the first-semester component of a year course. A student who receives the conditional grade may continue to study the course in the following semester. If the student obtains a passing grade in the following semester, the first-semester grade E will be converted to grade D. In the case of failure (F grade), withdrawal from, or discontinuation of that course in the following semester, the first-semester grade E will be converted to grade F.</p> <p>Grade F indicates an unsatisfactory performance on the majority of the ILOs. A student with grade F in the first semester of a year course is not allowed to continue his studies in that course in the following semester.</p> <p>Grade I is a temporary grade to be given only when the required work for the course has not been completed due to unavoidable reasons acceptable to the course instructor. If the work is not completed within six weeks after the official announcement of the course semester</p>		

grades by the Academic Registry, the grade I will automatically be converted to grade F. Grade I is not included in the grade point average calculation.

Grade S is used to indicate satisfactory completion of a course. It is not included in the grade point average calculation.

Grade U is used to indicate unsatisfactory performance in a course. It is not included in the grade point average calculation. The use of this grade has to be approved by the Senate.

Grade W is applicable to students who have been approved to withdraw from the course after the deadline for dropping of courses as stipulated in the [Academic Calendar](#). Students who wish to withdraw from a course have to apply to the course instructors concerned and the application should be approved by the Academic Registrar at least four weeks prior to the examination period for that semester. Grade W is not included in the grade point average calculation.

Grade YR is a temporary grade applicable both to the first-semester component of a year course and to courses that span over more than one academic year. The YR grade indicates that the student will be assessed at the last semester of the course. The grade will be changed to the same grade that the student receives for the last semester of the course; or to a grade different from that of the last semester. If the student drops or withdraws from the course in the last semester, the YR grade will be converted to grade W or any letter grade, depending on the student's performance up to the end of each semester preceding the last semester of the course. Grade YR is not included in the grade point average calculation.

Grade NR is a temporary grade. The NR grade indicates that the grade for the course is not yet reported by the course instructor at the time the semester grade report is prepared. Grade NR is not included in the grade point average calculation. The conversion of NR grade to a normal letter grade should be made within six weeks after the announcement of course grades.

Grade PR is a temporary grade applicable to final year students whose honours projects are found to be unsatisfactory on submission and on the recommendation of the respective Department/Programme are granted an extended period up to the 1st of November of the same

year for resubmission. If the project is considered satisfactory on resubmission, the grade will be converted to a letter grade not higher than C. Grade PR is not included in the grade point average calculation.

Grade Point Average (GPA) and Retaking of Courses

6.2 The Grade Point Average (GPA) is an important indicator of the academic standing of a student. It is obtained by adding all the grade points gained and then dividing the sum by the total number of units attempted.

6.3 The semester GPA is calculated from all the grade points gained and the number of units attempted in a given semester. The cumulative GPA (cGPA) is calculated from the cumulative grade points gained and the cumulative number of units attempted.

6.4 Students must obtain a passing grade on all courses required in the programme.

6.5 Students may only repeat courses with grade F to retrieve the failure. Students, however, may be required by the Department/Programme to repeat courses with less than satisfactory grades to fulfil specific course or programme requirements.

6.6 Only the highest grade of the repeated course will be included in the calculation of cGPA. The number of units gained for the repeated course is counted once only.

6.7 Students can only repeat the same course twice. There is no limit on the number of courses to be repeated.

Credit Load per Semester	Minimum study load per semester: 12 credit units (approx. 4 courses) Maximum study load per semester: 18 credit units (approx. 6 courses)
Minimum/Maximum Workload for exchange students	As Above
Contact hours per Semester	Approximate 42 hours