

1997-98

THE HONG KONG  
UNIVERSITY OF  
SCIENCE AND TECHNOLOGY

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**THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**Handbook for Prospective Postgraduate Students in 1997-98**

This Handbook is published for the guidance of applicants who wish to enrol on postgraduate programmes of the University in 1997-98. The information herein may be changed from time to time by the appropriate University Authority. In the event of inconsistency between information contained in the Handbook and a University regulation or programme, or where an interpretation of the Handbook is required, the decision of the University Authority shall be final. The Handbook does not form any part of a contract between any person and the University.

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## A MESSAGE FROM THE PRESIDENT

There are two kinds of ongoing transitions in Hong Kong. A political transition is taking place to prepare Hong Kong for self governance on July 1, 1997, merely a few months away. At the same time, an economic transition has been occurring quietly, to advance Hong Kong from a labour intensive economy to a technology based society. These two transitions promise great opportunities to people who are highly motivated, well educated, caring, and confident.

Hong Kong has very little in the way of natural resources. Our greatest asset is our people - an intelligent, hard-working, and versatile people, a people perfectly placed to take advantage of higher education.

Over the last two decades, the meaning of "higher education" has changed in Hong Kong. A baccalaureate degree provides a young person with a licence, so to speak, to enter the world of high technology and modern management. To become truly competitive and to contribute in leadership roles, however, a strong postgraduate education may soon become a prerequisite. This has been the common experience of economically advanced countries, and is becoming increasingly evident in all the newly industrialised economies - notably Singapore, South Korea, and Taiwan.

The Hong Kong University of Science and Technology (HKUST) has been created to help meet Hong Kong's needs for economic development in and beyond these times of transition. The University comprises four Schools and, immediately upon opening in October 1991, courses for master's and doctoral degrees began in all four. Eventually some 30% of the University enrolment will be at postgraduate levels.

All the leading academic staff appointed at HKUST so far have served as senior professors in major research universities in the first world, or in equivalent posts in industrial laboratories. All faculty members possess the doctoral degree, an overwhelming majority from top universities in the West. HKUST's faculty possess rich experience in directing postgraduate and postdoctoral studies, have published extensively in professional journals, and are highly respected internationally. They are precisely the kind of scholars under whose direction numerous Hong Kong students have gone overseas to pursue advanced study over the years. In support of their efforts, both the Government and the private sector have been generous in ensuring that this new technological University is well equipped for state-of-the-art research work. In particular, HKUST consistently leads Hong Kong's tertiary sector in research grants won through competition from the Research Grants Council. As a result, most full-time postgraduate students receive financial support from the University.

A group of independent scholars, in the first effort to assess Hong Kong's universities last year, proclaimed that "in terms of faculty quality, research, and equipment, HKUST sits securely in first place".

We welcome applications from graduates of our fine sister institutions in Hong Kong, and graduates of strong institutions elsewhere. To the latter, I wish to add that Hong Kong is a great place to live and a land of diverse opportunities. In return, international students will help to broaden our vistas and enhance Hong Kong's position as one of the world's great metropolises.

We also invite applications from those who are currently employed, to come either full-time or part-time. These mature and already contributing members of Hong Kong's society are an important component of HKUST's postgraduate student body. The real-life experience they bring enrich the everyday education of their fellow students. Also, they serve as links to industry, commerce, the professions, and public services, with which the University's academic staff expect to collaborate closely.

The coming decade will see great moments in the history of Hong Kong. Great moments have always been made by ordinary people. We in Hong Kong are fortunate to be the ordinary people who can, with vision and determination, capture these great moments and make them our own. To do so hand in hand with people of like mind, to do so while creating a world-class university, and to do so in an idyllic environment, is to live life to its fullest.

Friends, if you share our love for learning, our faith in the people of Hong Kong, and our sense of mission and excitement, join us.

Chia-Wei WOO  
President

***HANDS ON THE PRESENT AND EYES FOR THE FUTURE***

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## I. THE UNIVERSITY

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### Introduction

The Hong Kong University of Science and Technology (HKUST) was incorporated in April 1988 and opened in October 1991, as a technological university dedicated to the advancement of learning and scholarship, with special emphasis on research, postgraduate education, and close collaboration with business and industry.



The University occupies an impressive 60-hectare site on the northern end of Clear Water Bay Peninsula at Tai Po Tsai. Situated on the slopes along the shore, the campus grounds are terraced to afford buildings on all levels with unobstructed panoramic views of the sea.

The campus is being built in three phases. Phase I was completed in July 1991 and has a capacity of 2,000 full-time equivalent (FTE) undergraduate and postgraduate students. Phase II, bringing capacity to about 7,000 FTE students, was completed in January 1993. With the completion of Phase III (contingent upon approval of funds), the University will be able to accommodate a student body of 10,000 FTE students.

The major source of financial support for the University is the Government of Hong Kong through the University Grants Committee (UGC) and its Research Grants Council (RGC). Student fees, other sources of research support and donations are also significant contributors to the University's budget, which will exceed \$1.6 billion in 1996-97. Construction of Phases I and II of the campus was assisted by a grant from the Royal Hong Kong Jockey Club of almost \$2 billion towards the cost of over \$3.2 billion.

The President is the chief executive officer and the three principal branches of the University are Academic Affairs, Administration and Business, and Research and Development, each headed by a Vice-President. Within Academic Affairs are the four schools which comprise the academic heartland of HKUST, each school divided into departments or divisions. There are a number of academic service units and research units located administratively within the branch as well. Administration and Business is concerned with the non-academic administrative and financial operation of the University, and Research and Development focuses on research administration and contractual and applied research relevant to Hong Kong's technological and socio-economic development.



Three of the university's schools - science, engineering, and business and management - provide both undergraduate and postgraduate education. The School of Humanities and Social Science offers postgraduate education and general education for all undergraduates. As the medium of instruction is English, classes aimed at improving English language skills are available to students, as needed.

To complement the schools and their constituent academic departments, the University has set up inter-disciplinary research institutes, the Research Centre and the Technology Transfer Centre to facilitate collaboration among the different schools and partnerships between the University and the public and private sectors.

### **Academic Faculty**

With a policy calling for one faculty member for every 12 students, the University recruits worldwide for faculty who have achieved excellence in their fields and are highly respected as both teachers and researchers. These include both established academics and promising younger scholars. More than 85% have experience at the world's leading research universities, either as PhD graduates, or through postdoctoral studies or teaching appointments.

These men and women care about Hong Kong, its people and its future. They have broad intellectual interests, and wish to work collaboratively with colleagues in other fields and interact with professionals in industry, commerce and the public services. Most importantly, they care about their students.

The University began instruction in 1991 with some 100 faculty, a large percentage of whom were in senior positions. By the end of 1996, more than 500 academics will have been appointed.

### **Students**

The University seeks highly qualified and motivated young men and women with wide interests who have received a well-rounded secondary education. In addition to having achieved good grades, they should be active participants in diverse activities and possess great potential.

The University's goal is to engage its students in a continuous dialogue, to challenge them intellectually, and to encourage them to think on their own and to learn how to learn. Thus the University's graduates will become competent professionals, innovative leaders in their fields, adaptable and versatile generalists, and sensitive, caring citizens.

### **Postgraduate Programmes**

The University offers postgraduate programmes leading to master's and doctoral degrees in all four Schools, as indicated below:

<b>Programme</b>	<b>Code</b>
<b>SCHOOL OF SCIENCE</b>	
Master of Science (MSc)	
Biotechnology*	M511
Environmental Science	M521
Materials Science and Engineering*	M517
Mathematics	M141
Physics	M151
Master of Philosophy (MPhil)	
Biochemistry	M110
Biology	M120
Chemistry	M130
Mathematics	M140
Physics	M150
* Also available to students in the School of Engineering.	
Doctor of Philosophy (PhD)	
Biochemistry	D110
Biology	D120
Chemistry	D130
Mathematics	D140
Physics	D150

**SCHOOL OF ENGINEERING**

## Master of Science (MSc)

Chemical Engineering	M211
Civil and Structural Engineering	M221
Computer Science	M231
Electrical and Electronic Engineering	M241
Environmental Engineering	M519
Industrial Engineering and Engineering Management	M252
Mechanical Engineering	M261

## Master of Philosophy (MPhil)

Chemical Engineering	M210
Civil and Structural Engineering	M220
Computer Science	M230
Electrical and Electronic Engineering	M240
Industrial Engineering and Engineering Management	M253
Mechanical Engineering	M260

## Doctor of Philosophy (PhD)

Chemical Engineering	D210
Civil and Structural Engineering	D220
Computer Science	D230
Electrical and Electronic Engineering	D240
Industrial Engineering and Engineering Management	D251
Mechanical Engineering	D260

**SCHOOL OF BUSINESS AND MANAGEMENT**

Master of Business Administration (MBA)	M300
Master of Science (MSc)	
Economics	M331
Investment Management	M341
Information Systems Management	M321
Master of Philosophy (MPhil)	
Accounting	M310
Economics	M330
Finance	M340
Information Systems	M320
Management Operations	M370
Management of Organisations	M350
Marketing	M360
Doctor of Philosophy (PhD)	
Accounting	D310
Economics	D330
Finance	D340
Information Systems	D321
Management Operations	D322
Management of Organisations	D351
Marketing	D360

**SCHOOL OF HUMANITIES AND SOCIAL SCIENCE**

Master of Arts (MA)	
Chinese Studies	M513
Humanities	M413
Social Science	M423
Master of Philosophy (MPhil)	
Humanities	M410
Social Science	M420
Doctor of Philosophy (PhD)	
Humanities	D410
Social Science	D420

## **II. ADMISSION OF STUDENTS**

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### **Postgraduate Admission Requirements**

Applicants seeking admission to a master's degree programme should have obtained a first degree from this University or a recognised institution, or obtained an approved equivalent qualification; and satisfied the school and department concerned as to their fitness as well as their English ability to pursue the postgraduate programme.

To be eligible for admission to a PhD degree programme, applicants should normally have obtained a master's degree from this University or an approved institution, or presented evidence of satisfactory work at the postgraduate level on a full-time basis for at least one year, or on a part-time basis for at least two years; and satisfied the school and department concerned as to their chosen subject of research, as well as their fitness and English ability to undertake the research.

Selected applicants may be invited for interview. Successful applicants will receive an offer of admission from the school or department concerned, and may be required to satisfy specified conditions. Applicants receiving an offer will be expected to accept or decline by a specified date.

### **Application for Admission**

Application forms for admission to postgraduate programmes are available directly from :

Admissions, Registration and Records Office  
The Hong Kong University of Science and Technology  
Clear Water Bay  
Kowloon  
Hong Kong

The application fee for 1997-98 is HK\$120. Applications for admission to postgraduate programmes should be submitted to the Admissions, Registration and Records Office no later than 1 February for admission in September of the same year. Interested persons are strongly advised to apply well before the February deadline. Late applications may be considered, subject to availability of places. Items to be submitted with the completed application form include a one-page statement on study plans and career goals; two letters of recommendation mailed directly to the Director of Admissions, Registration and Records; and officially certified academic transcripts of undergraduate studies (and postgraduate studies, if any); and a copy of the bank pay-in-slip confirming that the application fee of the HK\$120 has been paid into the University bank account.

For overseas applicants, if official transcripts are in a language other than English or Chinese, a certified translation into English must be provided. In lieu of the bank pay-in slip confirming payment of application fee, overseas applicants may submit a bankdraft or certified bank cheque of an amount equivalent to US\$16.00 with the completed application form.

### **Students from Overseas**

The University welcomes applications from overseas students who are seeking admission to full-time studies at the postgraduate level. Applicants should be aware, however, that competition for admission is such that only very well-qualified candidates will gain admission.

Certified true copies of all degrees, diplomas, certificates and other qualifications held should be submitted with the application form. Applicants accepted for admission will be required to produce the original documents on arrival at the University.

Overseas students should carefully consider the financial aspects of their studies in Hong Kong before applying for admission. Non-local students should note that they are not allowed to work in Hong Kong, part-time or full-time. The provisional tuition fee for 1997-98 (except for MBA programme) will amount to \$43,100 per annum and accommodation in on-campus postgraduate housing will involve approximately \$14,850 - \$26,200 per residential year (280 days). In addition monies will be needed for subsistence, textbooks, local travel, sports equipment, clothing, and other personal needs. A total of at least \$109,650 - \$120,000 per academic year (9 months) is likely to be required for postgraduate study.

Students from overseas must obtain a visa in order to study in Hong Kong. Applications should be made well in advance at a British Consulate or High Commission or Visa Office, or by writing directly to The Hong Kong Immigration Department, 2/F, Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong. Applicants will be required to show sufficient financial resources to cover expenses for their period of study. Applicants must also nominate a sponsor who is resident in Hong Kong, aged over 21, to whom they are known personally. Applicants who have difficulty in nominating a sponsor in Hong Kong may indicate on their visa applications that the University's Director of Admissions, Registration and Records is willing to act in this capacity.

### **Visiting Overseas Students**

Students from overseas institutions who wish to study at the University on a short-term basis, i.e. a minimum of one semester and a maximum of two, may apply for admission to the University as visiting overseas students. The application fee for 1997-98 is HK\$120. Visiting overseas students may take courses but are not enrolled on specific programmes of the University. Details on the application procedures for visiting overseas students can be obtained from the Admissions, Registration and Records Office.



### **III. FEES, SCHOLARSHIPS AND FINANCIAL ASSISTANCE**

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This section deals with tuition and other fees, and financial assistance available for students.

#### **Fees for 1997-1998 Academic Year**

There are a variety of fees as described below. Except for caution money, fees are not refundable.

1. An application fee of \$120 is charged for each application for admission in 1997-98 to the University. This fee, payable at the time of submission of the application form, is not refundable.
2. The tuition fee for postgraduate students admitted for the academic year 1997-98 (except for those in the MBA programme) is expected to be HK\$43,100 per annum for full-time students and HK\$21,550 per annum for part-time students. The fee is to be paid in two equal instalments before the beginning of each semester.
3. The fee structure for full-time and part-time MBA students is described in the School of Business and Management section of the Academic Calendar.
4. Tuition fee for visiting overseas postgraduate students will be \$21,550 (to be confirmed) for one semester of full-time study.
5. The partial fee for postgraduate students studying taught programmes beyond the normal duration will be \$2,155 (to be confirmed) per credit.
6. Each new student is required to pay a deposit of \$300 as caution money on first registration. Charges will be made against this deposit if there are any unpaid claims against the student, such as outstanding library dues. The balance will be transferred towards the graduation fee, or refunded if the student leaves the University before graduation.
7. Students joining the Students' Union are required to pay an initial entry fee and thereafter an annual subscription. These fees are set by the Union and collected by the University on behalf of the Union. The entry fee, applicable to students admitted for the first time, is \$100 and the annual subscription is \$100.
8. Students may be required to pay late charges for failure to complete certain University procedures by stipulated deadlines. These include delays in paying tuition fees and completing registration procedures and overdue library books. Late charges are levied in accordance with the rules and regulations set by the respective offices.

9. (Note : The charges mentioned in this paragraph are subject to confirmation.)

Charges per person for on-campus accommodation are :

Single rooms in Postgraduate Halls : \$14,850 per residential year (280 days)  
(including utility charges)

Single rooms in student flats : \$2,800 per month  
(excluding utility charges)

All charges are paid in advance in instalments and do not include the cost of meals.

10. Other small fees and charges:
- |   |       |
|---|-------|
| Transcript fee per copy*(excluding registration mail charges) | \$30  |
| Replacement of Student I/D Card                               | \$30  |
| Application fee for retention of place (deferred entry)       | \$200 |
| Graduation fee  | \$300 |
| Late registration   | \$100 |
| Testimonial fee   | \$10  |

\* A free copy will be issued to students upon graduation or withdrawal from the University.

### **Tuition Fee for Research Postgraduate Students Studying Beyond the Normal Period**

The amount of refund will be 50% of the tuition fee already paid by the students for that semester, be they in full-time or part-time mode of study. Such a refund would apply only to those research postgraduates who have met all programme and residency requirements of the University within the first three calendar months of a semester.

### **Scholarships**

#### **Scholarships and Prizes**

The University administers a number of scholarships and prizes on behalf of individual and corporate donors. Most are awarded to students, without application, on the strength of academic merit and the recommendations of a school or department. Other scholarships may have conditions specified by the donor. Further details are available at the Student Affairs Office.

### **Postgraduate Studentships**

The University awards postgraduate studentships (PGS) to selected full-time research postgraduates who consequently engage in ancillary teaching and/or research duties. In 1996-97, the rates of full PGS ranged from \$11,750 to \$14,300 a month.

### **Financial Assistance**

#### **Government Student Financial Assistance**

Full-time students who have the right of abode in Hong Kong or have resided or have had their home in Hong Kong continuously for three complete years immediately prior to the commencement of their year of study are eligible to apply to the Government Student Financial Assistance Agency for financial aid. Assistance is offered in the form of grants and/or loans. Grants are given for tuition fee and academic expenses; loans are approved for living expenses. Awards are means-tested so that the amount awarded is related to family disposable income. Students are expected to repay their loans at an interest rate of 2.5% per annum within a specified period after graduation or upon leaving the University.

Application forms and further details may be obtained from the Government Student Financial Assistance Agency at 9/F, National Mutual Centre, 151, Gloucester Road, Wanchai, Hong Kong, or from the Student Affairs Office of the University. Students with financial difficulties are urged to apply for assistance under this scheme as soon as it is open for application.



#### **University Loans and Bursaries**

Students with additional financial needs may apply for loans and bursaries administered by the University. In general, these funds are used to supplement, but not substitute for, Government financial assistance. Details of loans and bursaries are available at the Student Affairs Office.

## **IV. ACADEMIC REGULATIONS**

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All students are responsible for their individual conduct and for adherence to the regulations.

### **A. TERMINOLOGY**

#### **1. Programme**

A programme is an official degree programme recognised by UGC. Each programme is given a unique programme code; e.g. the Master of Philosophy programme in Biochemistry bears the code M110.

#### **2. Department**

The term "department" is used in the Academic Calendar to include all academic departments, the two divisions in the School of Humanities and Social Science, and any other academic units administering programmes.

#### **3. Major Department**

A student's major department is the academic unit which offers the specific programme in which the student is enrolled.

#### **4. Course**

A course is the basic unit of instruction at the University and is usually taught in either the Fall or Spring Semester. Courses are offered by all academic departments, the two divisions in the School of Humanities and Social Science as well as the Language Centre. All courses are designated by a course code, title and vector; e.g. CIVL 571 Advanced Soil Mechanics [3-0-0:3].

#### **5. Course Code**

Each course is identified by a course code which comprises a four-letter code followed by a three-digit number code. The letter code denotes either the area of study or the course offering department. The 23 letter codes currently in use are:

ACCT	Accounting
BICH	Biochemistry
BIOL	Biology
BTEC	Biotechnology
CENG	Chemical Engineering
CHEM	Chemistry
CIVL	Civil and Structural Engineering
COMP	Computer Science
ECON	Economics
ELEC	Electrical and Electronic Engineering
ESCE	Environmental Science and Engineering
FINA	Finance
HUMA	Humanities
IEEM	Industrial Engineering and Engineering Management
ISMT	Information and Systems Management
LANG	Language
MARK	Marketing
MATH	Mathematics
MATL	Materials Science and Engineering
MECH	Mechanical Engineering
MGTO	Management of Organisations
PHYS	Physics
SOSC	Social Science

The last two digits of the number code represent a departmental coding series while the first digit indicates the course level :

- 0= Introductory courses which are designed for undergraduate students without an advanced level (AL) background in the subject area.
- 1= Undergraduate first-year level courses
- 2= Undergraduate second-year level courses
- 3= Undergraduate third-year level courses
- 5= Postgraduate courses

6= Postgraduate courses usually in the form of seminars, independent studies, reading courses or master research

7= Postgraduate courses usually in the form of doctoral seminars or research

For example, CIVL 571 denotes that it is a postgraduate course offered by the Department of Civil and Structural Engineering.

## 6. Course Vector and Credits

Each course is assigned a course vector which indicates the number of instructional hours required and credits to be earned. The course vector is presented in the form of [L-T-Lab:C] where

L	=	lecture hours per week
T	=	tutorial, seminar or recitation hours per week
Lab	=	laboratory or field study hours per week
C	=	number of course credits

For example, a course vector of [3-1-2:3] denotes a course that requires 3 lecture hours, 1 tutorial/seminar/recitation hour, and 2 laboratory/field study hours each week, and carries 3 credits.

The credit value of a course depends on the required scheduled hours of instruction. Normally, one credit is designated for one lecture hour, one tutorial hour or three laboratory hours per week. Some sessions will be given less credit per hour if certain scheduled hours such as tutorials reduce the non-scheduled work expected of students.

## B. GENERAL REGULATIONS

Regulations described in this section apply to all students.

### 1. Student Conduct

The University expects good conduct from all students. Rules and regulations are formulated and enforced to ensure the effective operation of the University, and the well-being of students and staff.

### 2. Regulations for Student Discipline

2.1 The University may take disciplinary action against a student of the university who violates any rules or regulations and/or commits any misconduct such as:-

- a. defamation of or assault on or battery against the person of any member of the University, including conduct which leads to the physical or emotional injury or which threatens the physical or emotional well-being of any member of the University;
  - b. wilful damage to or defacement of any property of the University;
  - c. theft, fraud, misapplication of University funds or property of any kind;
  - d. plagiarism in written assignments or cheating in tests or examinations;
  - e. an offence in connection with examinations or violation of any of the regulations governing conduct at examinations;
  - f. falsification or serious misuse of University documents or records;
  - g. refusal to comply with any regulations or orders by authorised persons and bodies prohibiting any conduct which disrupts teaching, study, research or administration of the University;
  - h. misrepresentations or false statements made in any application or document submitted to the University.
- 2.2 Complaints against a student will be brought before the Student Disciplinary Committee which shall investigate and make findings upon them.
- 2.3 The Committee may order the imposition upon any student found guilty of any of the offences specified in 2.1, any of the following penalties:-
- a. reprimand;
  - b. fine (not exceeding one thousand Hong Kong dollars);
  - c. withdrawal of any academic or other University privileges, benefits, rights or facilities, other than the right to follow courses of instruction and present him or herself at examinations;
  - d. suspension of all academic or other privileges, benefits, rights or facilities; or
  - e. expulsion from the University;

and where applicable may require such student to make good any damage to property or premises caused by him/her.

- 2.4 The Committee, in addition to or as an alternative to imposing any of the penalties set out in 2.3, may report to the Council via the Senate the offence of which the student has been found guilty and the Council may if it thinks fit recommend to the Chancellor the deprivation of any degree, diploma, certificate or other academic distinction conferred upon such person.
- 2.5 An appeal against any finding or a penalty imposed by the Committee may be made within fourteen days to the Chairman of the Senate. Appeals shall be in writing.

### **3. Academic Integrity and Discipline**

Academic integrity is basic to the work of all students at the University, and to scholarly and scientific work generally. Central to academic integrity is the presentation of one's own work as one's own, the acknowledgement of others' work, and the truthful reporting of results obtained. Students should acquaint themselves with the University's policy on academic integrity and discipline.

#### ***3.1 Academic Dishonesty***

There are a number of ways in which the tenets of academic integrity may be violated. The offences stated below are by no means exhaustive and the determination of academic dishonesty will be based on the broader context of the students' possible intent to mislead an instructor or the University as to their academic achievement, status, or qualifications. "Students" as used here includes currently registered students as well as those who have graduated or left the University.

Plagiarism is defined as the presentation of work which actually originates from other sources as one's own, for credit in a course or programme of study or towards the fulfilment of degree requirements. It includes the presentation in theses, examinations, tests, term papers, and other assignments, of someone else's work without attribution, including the presentation of someone else's argument in one's own words without acknowledgement.

Cheating is defined as the unauthorised giving, receiving or utilising, or any attempt to do so, of information or assistance during a test or examination. Also included are the unauthorised receipt or conveyance, or the attempt to do so, of test or examination questions; giving or receiving assistance on an essay or assignment beyond what is approved by the instructor; impersonating someone else or causing or allowing oneself to be impersonated by someone else in writing or participating in a test or examination; the submission of any academic work containing a purported statement of fact, or reference to a source, which has been concocted; presenting for credit in any course or programme of study,

without the permission of the instructor concerned, academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere; and any other conduct designed to provide a misleading basis for judgement of the student's performance or academic standing.

### ***3.2 Procedures in Case of Academic Dishonesty***

If an instructor suspects that an act of academic dishonesty has been committed, he or she may choose, in the first instance, to discuss the matter privately with the student concerned to arrive informally at a mutually acceptable resolution. However, in cases when such agreement is not possible and in which the instructor has strong reasons to believe that a breach of academic integrity has occurred, the instructor may wish to begin a formal process of enquiry by calling a meeting with the student according to the procedures outlined below. If the offence relates to the activities of an academic department, division, centre or a similar unit, rather than a specific course, an appropriate member of the University staff arranges the meeting. In all cases, the student is informed of the purpose of the meeting in advance and the discussion is on record.



If, after the meeting, the instructor, or other appropriate individuals as noted, is satisfied that no academic dishonesty has been committed, no further action will be taken. The decision is conveyed to the student. If the student admits the alleged offence, the instructor may recommend an appropriate sanction and the student is informed accordingly. A report will be made to the student's major department.

If, however, the student denies the charge, or disputes the sanction, or fails to attend the meeting, and the instructor decides that an act of academic dishonesty has been committed, the instructor forwards the case to the department head for further action.

### **3.3 Sanctions**

The following sanctions may be imposed, singly or in combination, and will be noted in the student's file: verbal or written warning or reprimand; a lower grade or failure on the assignment or test or examination, which may result in a lower course grade including failure in the course; a make-up assignment or test or examination; a reduction of the final grade or a failure in the course as a penalty exclusive of any reduced grade; withdrawal of eligibility for future scholarships and other academic awards; ineligibility for honours upon graduation; suspension from the University for a set period or indefinitely; cancellation of academic standing or academic credits obtained thus far; withholding or rescinding an HKUST degree; any other sanctions, as deemed appropriate for certain offences.

### **3.4 Student Rights and Obligations**

Students have the right to be informed that an academic offence is suspected, to defend themselves against the charges and present evidence, and to meet with the authority imposing a sanction for this latter purpose. They should be informed of the verdict, the sanction, and the appeal procedures and should also be advised to approach the Director of Student Affairs for advice and guidance.

An appeal may be made against either the verdict or the sanction(s) imposed. This must be made in writing within fourteen days of receiving the decision and should state the grounds on which it is made. Normally, appeals will be considered only on the grounds of procedural irregularity or new evidence.

In some cases appeal decisions can be appealed against. At each stage, the student is informed if further appeal is possible and any conditions which may pertain.

## **4. Examination Guidelines for Students**

- 4.1 Students are not allowed to sit for a course examination if their names are not on the class enrolment list of the specific course concerned, and they will not be awarded any grades for the course.
- 4.2 Examinees will be asked to show their student identity cards for verification purposes. Students who are unable to present their cards will not be allowed to write the examination.
- 4.3 Examinees are not allowed to bring into or remove from the examination room any printed or written matter save with the express permission of an examiner or invigilator. Unless expressly permitted by the examiner, no books, paper, calculators, or any information storage and retrieval device will be allowed.

- 4.4 Normally, no examinees will be allowed to enter the examination room later than thirty minutes after the start of the examination, and no examinees will be permitted to leave the examination room within the first thirty minutes of the examination. An invigilator or examiner may waive this time limit under special circumstances, such as sickness. Late comers will not be given any extra time for the examination.
- 4.5 Examinees who are taken ill during the examination and have to leave the examination room are advised to proceed immediately to the Student Health Services on campus, if possible, or seek other appropriate medical assistance as soon as possible.
- 4.6 Examinees should only write on their answer books or on any supplementary answer books and sheets provided for the purpose and shall surrender all such materials in good order on leaving the examination room. Answers should be written on the right hand page only, with the left hand page used for rough work. The examiners may read only the right hand page material.
- 4.7 No conversation will be allowed during the examination and any questions must be addressed to an invigilator. Any irregularity of conduct in the examination room will be reported. Examinees causing disturbance in the examination room will be expelled from the examination room and may face disciplinary action.
- 4.8 Examinees must hand in their answer books on leaving the examination room. However, examinees may not be allowed to leave the examination room during the last fifteen minutes of the examination and must remain seated until all the examination answer books have been collected by an invigilator.
- 4.9 Examinees who fail to attend a scheduled examination without prior approval of the department offering the course will result in automatic course failure. Appeals for special consideration on the grounds of special circumstances such as medical reasons are described in the Academic Calendar.
- 4.10 All examinations will be cancelled when the Storm Warning Signal No.8 is to be hoisted within two hours. When the Rainstorm Red Warning Signal is in effect, all scheduled examinations will be held as usual. If the Storm Warning Signal No. 8 or the Rainstorm Black Warning Signal is lowered on or before 6:30 a.m., all examinations starting from 8:30 a.m. and onwards will be held as scheduled. If the Warning Signal is lowered by 12:00 noon, all examinations will resume from 2:00 p.m. onwards.

- 4.11 In the event of cancellation of examinations as a result of Storm Warning Signal No.8 or above being hoisted or Rainstorm Black Warning being issued, arrangements will be made for the examinations affected to be held as soon as practicable after the original examination period and candidates will be notified accordingly through public announcements, etc.

## 5. Intellectual Property Rights



The University has established policies defining the characteristics, development, procedures, responsibilities, and ownership of intellectual property for students, faculty and staff. The policies are organised into four different areas of interests: Copyright, Patents, Software, and Trade and Service Marks. A booklet dealing with each area is available from the Office of

Contract and Grant Administration. As part of university policy, all students, faculty and staff are required to agree to and abide by these policies as a condition of admission or employment. The University may make changes to these policies from time to time.

## 6. Use of Human or Animal Subjects

There are complex legal, regulatory and operational standards applicable to the care and use of human and animal "subjects" in educational, research and service programmes. The term "subject" means that the person or animal is subjected to some planned activity for the purpose of effecting response or developing new scientific understanding. The Senate Committee on Research Practices monitors the implementation of policies in this area.

## 7. Variance from Regulation

In general, request for a variance to the academic regulation should be made in the first instance to the student's major department. Any subsequent appeal against a departmental decision must be made within two weeks of receiving notice of the decision. Such an appeal should be well documented and addressed to the dean of the school in which the student is enrolled. The dean's decision is final.

## **C. REGULATIONS GOVERNING POSTGRADUATE STUDIES**

### **1. Programme Registration**

Programme registration involves payment of tuition and other prescribed fees where appropriate and confirms students' enrolment at the University. Failure to enrol in the programme in any one semester will result in automatic withdrawal from the programme and the University, unless a formal approval of Leave from Study has been obtained from the student's major department. Moreover, a student must be officially registered in the programme in the semester when he/she is being considered for graduation from that programme.

Each student enrolled in a specific programme is subject to the requirements of the major department and the University. Exemption from specific requirements is possible, but only in well justified circumstances and with written permission from the major department.

As a registered full-time student, one may apply for hall residence and financial aid, as well as acquire information about student life and the University.

#### ***1.1 Study Commitment***

Students admitted to a full-time programme of study are expected to study full-time for their degrees, and are cautioned that outside work commitments may impede their academic performance.

#### ***1.2 Double Registration***

Unless prior permission from the Director of Admissions, Registration and Records is obtained, students are not permitted to concurrently register for another programme at this University or at another tertiary institution. Student enrolment lists are compared with those of other tertiary institutions from time to time. If students are found to be registered elsewhere, they will normally be required to discontinue their studies at this University.

#### ***1.3 Late Registration***

Non-local postgraduate students admitted to the University in a particular academic year must complete registration in their programmes by the end of the add-drop period in the Fall or Spring Semester. The period of deferment for admission is granted for a maximum of two semesters, but this would still be subject to the approval of the major department. The admission offers made to prospective students who are not able to adhere to the above deadlines will become void. They will have to re-apply for admission to the University as new applicants.

### ***1.4 Full-time and Part-time Study***



Most postgraduate degrees are available on both part-time and full-time basis. The taught programmes leading to the MSc, MA and MBA degrees are suitable for students interested in part-time study. The MPhil and PhD are research degrees, and students in some disciplines may be required to participate in research on a full-time basis. Postgraduate students may apply to their

department, prior to the beginning of any semester, for transfer from full-time to part-time status or from part-time to full-time status. When such a transfer is allowed, the remaining degree requirements of their programmes.

Full-time students in taught programmes are expected to be in attendance during those semesters and sessions for which their programmes are scheduled. Research students are expected to be in attendance on a year-round basis. For part-time students, attendance shall be as above except on a part-time basis as defined by the requirements of their programmes

### ***1.5 Adherence to the Curriculum***

Beginning 1996-97 academic year, all new postgraduate students must adhere to the curriculum of the year of entry throughout their programme of study.

### ***1.6 Duration of Study***

Taught master's programmes

For full-time MSc and MA students, the normative periods for completing the degrees may be one or one and a half years as specified by individual programmes. Part-time students may expect to take twice the time of full-time students. The normal period for completing the MBA programme is two years for full-time students and three for those in part-time mode.

### Research degree programmes

The normal period for completing the PhD degree in full-time mode is four years after the first degree with a reduction of one and a half years if a relevant master's degree is earned prior to entering the PhD programme. For MPhil degree in full-time mode, the normal period of study is two years.

### Time restrictions on degree completion

The maximum time allowed for degree completion is five years for the master's degree and eight years for a doctoral degree, with a one-and-a half-year reduction if a relevant master's degree is earned prior to entering the PhD programme. These time limits are in effect whether or not the student is in continuous registration. Time limits for part-time study are the same as for full-time study.

#### ***1.7 Students Studying Taught Programmes Beyond the Normal Duration of a Programme***

Students on taught postgraduate programmes who have to extend their enrolment beyond their normative period of study are allowed to pay a partial fee, based on the number of credits they enrol for. The partial fee system is restricted to only one semester of study beyond the normal period of study for the programme the student is enrolled in. Details of the per credit charge can be found on page 11.

#### ***1.8 Tuition Fee for Research Postgraduates Studying Beyond the Normal Period***

To encourage postgraduate research students to complete their studies at the earliest possible time, a refund mechanism has been introduced so that those who have met their programme and residency requirements within the first three calendar months of the start of a semester are entitled to a partial refund of the tuition fee paid for that semester. Details of the refund arrangements can be found on page 12.

## **2. Course Registration**

Course registration deals with the selection of and enrolment in appropriate courses for a specific semester. Course registration for a semester requires approval from the major department, without which the student's programme registration will be revoked. Students should ensure that they have properly registered in the courses specified for a semester. Students whose names are not on the class enrolment list will not be allowed to sit for examination(s) of the specific course(s) concerned and will not be awarded any grades for the course(s).

Students should acquaint themselves with the general rules for postgraduate course registration and departmental course requirements for the programme. They should also read the course description and requirements carefully before selecting a course.

Other than courses that are graded Pass or Fail as indicated in the course description, students from the School of Engineering may make request at course registration time (up to the end of add/drop period) for a course to be graded Pass or Fail provided that the course is not counted towards their graduation requirements. Special approval must be obtained from the major department and the course instructor concerned.

### ***2.1 Course Requirements***

Credit requirements for postgraduate degrees apply only to courses and project work, not to thesis research. Unless restricted by departmental regulations, a maximum of two undergraduate courses at the 300-level may be used for postgraduate degree credit. Of the two courses, only one may be from the student's major department. Additional stipulations on the use of 300-level courses to gain advanced standing credits can be found under Section 3.

For all postgraduate programmes, the average course grade obtained for satisfying degree requirements must at least be 'B'. The study load requirements for postgraduate programmes are as follows:

#### **Taught master's programmes**

The normal study load for full-time students on taught master's programmes is twelve credits per semester, with nine credits being the minimum. The MBA and the Msc programmes offered by the School of Business and Management, however, have a heavier study load than other taught postgraduate programmes.

For part-time students, the maximum study load is six credits per semester.

#### **Research degree programmes**

The normal study load of full-time research degree students is ten credits per semester whereas the maximum study load for those in part-time mode is six credits per semester.

### ***2.2 Course Repeats***

A course with a grade less than C shall not be credited towards a degree although it will be reflected in the student's record. Only two courses (excluding audited courses) in a degree programme may be retaken, and each may be repeated only once. The new grade obtained after repeating a course will replace the previous grade in the calculation of the cumulative and graduation grade averages.

### **2.3 Course Enrolment Changes**

#### (a) Course add/drop

Students may make changes to their course enrolment during the "add/drop" period which is scheduled at the beginning of each semester. Changes made in this period will not be reflected in the student's record. Requests for adding courses after the "add/drop" period will not be accepted except under extenuating circumstances.

#### (b) Course withdrawal

A student who wishes to withdraw from a course after the "add/drop" period may do so up to six weeks before the commencement of the examination period. Withdrawal beyond the six-week deadline will not be accepted except when the application is made due to medical reasons or withdrawal from the University. Students are cautioned that late withdrawal may affect their academic progress and result in less than the specified credits being earned in the semester. Such withdrawal is entirely the responsibility of the student who should seek advice from the major department. The Withdrawal without Penalty (W) grade will be recorded as the course grade. Special arrangements pertain to half-semester courses in the Master of Business Administration (MBA) programme.

### **2.4 Corequisites, Prerequisites, Exclusions and Background**

For a course with a corequisite designated, both courses should be taken concurrently; alternatively the corequisite may be taken and passed previously.

If a course designates other courses as its prerequisites, students must have taken and passed the prerequisite(s) before they may register in the course, unless exemption is granted by the department offering the course.

If a course has exclusions specified, students are not allowed to register in the course if they have already taken and passed any of the stated exclusions. Also students are not allowed to enrol in a course together with any of its stated exclusions in the same semester.

A course may require a certain general level of desired prior knowledge as background. Students should ensure that they have the necessary background to undertake a course, and may seek help from their departmental advisors.

### ***2.5 Course Auditing***

With the permission of the course instructor, a full-time student may register in a course as an auditor, that is, to attend a course and to participate in activities up to and including writing the final examination but not receiving a formal grade. Subject to satisfactory completion of requirements set at registration by the instructor, the course will be designated AU on the student's transcript. Otherwise the course will be removed from the registration record. No course credit is given for audited courses.

### **3. Course Exemption**

Course exemption may be granted if the student can produce evidence, such as a transcript and course syllabus, that a course is equivalent in content to another course taken elsewhere, for which a satisfactory grade has been obtained. No credits will be given for the exempted course, and the student may be required to take an approved alternative course.

### **4. Advanced Standing**

Advanced standing may be granted to students on recognition of studies completed successfully elsewhere. Application must be made to their major department during their first semester after admission. Late applications will not be considered. Conditions on the granting of advanced standing credits are as follows :

- a. No more than one-third of the required course work for students on taught postgraduate programmes can be granted advanced standing credits;
- b. Credits earned at the undergraduate level can only be used for advanced standing purpose if the credits had not been used for the award of another academic qualification and that the course must be at the 300-level, and
- c. Advanced standing credits cannot be granted in recognition of non-course work experience or research work completed either at the University or at other institutions.

The amount of advanced credits to be granted will be determined by the major department on review of past academic records and the level of equivalence to HKUST courses required.

Advanced standing credits granted will not be included in the calculation of grade averages.

## 5 Transfer of Course Grade and Credits on Resumption of Studies

Students who had previously withdrawn from their programme of study at the University but who, after a period of time, are re-admitted to a programme of study at the University, may be allowed to transfer their previous course grades and credits to the new programme of study. Such a transfer of course grades and credits is restricted to courses which had been completed within five years prior to the resumption of studies at the University. In addition, these credits must not have been used to earn any academic qualifications either at the University or elsewhere.

## 6. Assessment

### 6.1 Course Grading

Grades given in each course are based on student performance in the final examination, tests, essays and reports, presentations and other forms of classroom participation, assignments, and laboratory exercises, although not all these elements may be present in each course. A failing grade in the laboratory component, if any, of a course may result in a failure in the whole course. The instructor in each course will announce the course grading scheme to the class in the first week of lectures. Students will not be given any grades for the course nor be allowed to sit for the examination of that course if their names are not on the class enrolment list. Final examinations are scheduled following the end of lectures.

### 6.2 Absence From Final Examinations

Failure to take the examination as scheduled, without prior permission for exemption from the department offering the course, normally results in automatic course failure.

Students may appeal to the department within two weeks of the missed examination for special consideration, giving well-enunciated reasons.

When a student is exempted from writing the regular examination, the department may decide that the student

- (i) repeat the course
- (ii) take a special make-up examination
- (iii) take a supplementary examination
- (iv) be granted a pass standing in the examination. In this case the course grade is based on the grades obtained in the course components other than the final examination.

Medical reasons, authenticated by a physician's certification that the student was unable to take the examination, will normally result in option (ii), (iii) or (iv) above.

### 6.3 Postgraduate Grades

Students receive a letter grade in each course in which they are enrolled. Grades range in equal increments from A+ to F, with F carrying zero credit. The grades C- to D-, and E, are not used in postgraduate courses. The grades used are shown in the following table.

<i>Letter Grades</i>	<i>Definitions</i>
A+	Excellent Performance
A	
A-	
B+	Good Performance
B	
B-	
C+	Marginal Performance
C	
F	Failure
<i>Other Designations</i>	<i>Definitions</i>
AU	Audited
I	Incomplete
W	Withdrawal without Penalty
P	Pass, Ungraded
PP	Permitted to Proceed

The Audited (AU) designation will be assigned when an auditing student has completed, to the satisfaction of the instructor, any conditions established at registration as an auditor. If the conditions are not met, the course will be deleted from the student's record.

An Incomplete (I) grade is used when work is necessarily delayed through no fault of the student, such as a medical problem or an equipment breakdown. This grade must be converted to a regular grade at the beginning of the next semester; otherwise it is converted to F.

The Withdrawal without Penalty (W) grade is given when a student withdraws from a course after the "add-drop" period and prior to the prescribed deadline for course withdrawal.

The Pass, Ungraded (P) grade is given for courses which are indicated in the course description in the Academic Calendar that they will be graded as such.

A failed course (graded F) cannot be credited towards a degree.

When progress on thesis or project work is satisfactory but not scheduled for completion at the end of a semester, the Permitted to Proceed (PP) grade is used.

#### **6.4 Grade Reports**

Grades will be posted in the course-offering departments as soon as they become available but not later than six working days from the last day of the examination period for the semester. On posted grade lists, students are identified only by their student numbers. Individual grade reports are sent to students approximately four weeks after the end of each semester.

#### **6.5 Grade Review**

A student may apply for a grade review in a course in which the student was enrolled in the semester just completed. This request should be made to the department offering the course within two weeks from the day on which grades are posted in the department. If a review is granted, the grading will be reviewed by the course instructor or another member of the departmental faculty within three weeks after the date of grade posting. Any subsequent appeal against the departmental decision must be made to the dean of the school concerned within two weeks of receiving the decision. The dean's decision is final.

#### **6.6 Grade Averages**

A grade average (GA) is the average weighted grades obtained in a group of courses where each course is given a weight equal to its credit value. Advanced credits, exchange credits and courses graded P, I, W, PP and AU are omitted from this calculation.

There are three grade averages. The semester grade average (SGA) is the combined grade average covering all courses taken in both the semester and the session immediately following. The cumulative grade average (CGA) is based on all the courses taken by the student which are expected at the time of calculation to be applied towards the degree requirements in the current programme. At graduation, a graduation grade average (GGA) will be calculated from the courses that are presented for the award of a degree.

All GAs are reported using the closest letter grade, including C- to D- although they are not course grades.

## 7. Thesis Format

- The thesis shall conform in layout, binding and presentation to the requirements prescribed by the Department. General University guidelines require that a thesis should :
  - be written in English;
  - have a title page giving the thesis title, the student's name and academic degree(s), the name of the department, the name of the degree for which the thesis is presented, and the month and year of submission;
  - contain a paginated table of contents and a list of references;
  - be printed on one side only of international size A4 80 to 90 gsm woodfree paper (297mm x 210mm);
  - have all textual materials double-spaced, although long quotations, references and footnotes may be single-spaced;
  - be adequately referenced and clearly punctuated; and
  - include an abstract of not more than 300 words summarising the content of the thesis.

Students in the School of Humanities and Social Science who are pursuing research work in the areas of Chinese Studies, and who can demonstrate a need to use Chinese to write their thesis should seek prior approval from the Committee on Postgraduate Studies of Senate via their supervisors and the divisional head. If approved, students are also required to produce a translation of the abstract into English.

## 8. Conduct of Thesis Examinations

A student wishing to appear before a thesis examination committee must so indicate to the major department at least six weeks before the examination, and have delivered to the department a sufficient number of examination copies at least four weeks before the examination. For a PhD thesis, the number of copies is seven, and for the MPhil four. One of these copies will be put on display prior to the examination for perusal by departmental faculty and students and other members of the University community and members of the public.

The thesis examination takes place in a single session and comprises four parts, the first two of which are open to all members of the University and to departmental guests. The third part is closed to all but the student and the committee, and the fourth is a closed session of the examiners in the absence of the candidate.

The first part is an oral presentation by the student, emphasising the major elements of the research and the results obtained. Next is an open questioning period, involving first members of the thesis examination committee, and subsequently, others in attendance. During this part of the examination, all questions are addressed through the chairman and any dialogue limited to the student and the individual questioner. The third is a closed

session involving a less formal discussion between the student and the examination committee on his research. At the end of this part of the examination, the candidate must leave the examination venue.

The fourth and final part is a closed session involving only the committee to assess the thesis, and the performance of the candidate. In arriving at a decision, the votes of members of the thesis committee carry equal weight. The chairman is responsible for advising the committee the vote of the external examiner in absentia, if applicable. A report on the thesis examination is then prepared by the chairman, together with members of the thesis examination committee.

## **9. Outcome of Thesis Examination**

A thesis examination can have one of the following results :

- Passed\*
- Passed\* subject to minor corrections
- Passed subject to major corrections
- Failed but may be resubmitted
- Failed

\* The 'Passed with Distinction' category is no longer used from Spring Semester 1995/96 onwards.

## **10. Post-thesis Examination Arrangements**

If a thesis has been graded 'Passed subject to minor corrections', the corrections are to be made to the satisfaction of the supervisor. The final version of the thesis should be submitted to the supervisor for checking and verification before it is submitted to the department to complete the degree requirements.

A thesis graded 'Passed subject to major corrections' requires the approval of the full examination committee. The result 'Failed but may be re-submitted' requires that the entire examination process be repeated, including the re-establishment of an examination committee. At least six months must pass before the thesis can be re-submitted for examination. Students can apply for transfer to part-time mode of study during the re-writing process of the thesis.

A 'Failed' grade results in the automatic withdrawal of the student from the programme of study and the termination of registration at the University.

## **11. Submission of the Final Thesis**

On successful completion of the thesis examination, an MPhil student must, within one week, submit three clean unbound original copies of the thesis to the department, which

will arrange for the appropriate signatures of approval, and forward the signed copies to the Admissions, Registration and Records Office for their action. When bound, two copies will be retained by the Library and one by the department.

For PhD students, the arrangement is the same as that for MPhil students, except that four original copies of the thesis are required, instead of three.

## **12 Academic Standing - Progress of Postgraduate Students**

The academic standing of all postgraduate students is periodically reviewed by their departments. Unsatisfactory performance may result in students being denied the opportunity to continue their studies.

In order for postgraduate students to attain good academic standing, they must (i) obtain a cumulative grade average (CGA) of B or better, and (ii) show a reasonable progress towards degree completion at the end of each semester.

Students who fail to maintain good academic standing in a semester will be issued a letter of warning by the Head of Department. Students who fail to maintain this standing in two consecutive semesters will have their records reviewed by the Department and may be required to take academic leave and have their study at the University suspended. The suspension period will last from one to three semesters during which students may apply for re-enrolment in their programme of study at the end of their suspension. If this application is approved, certain conditions may apply and the student must regain good academic standing in the semester immediately following re-enrolment. Students will be required to withdraw from the University if the conditions are not met. If re-enrolment in the programme is not granted by the expiry of the suspension period, the suspension will be converted to a required withdrawal from the University.

## **13. Residency Requirements**

Normally, a full-time research student is required to be on campus full-time and consequently in such geographical proximity as to be able to participate fully in University activities associated with the programme. Residency provides the student with an opportunity to become immersed in the intellectual environment of the University. Also included in residency are periods during which the student's research requires off-campus field or non-HKUST laboratory work.

Normally, the residency requirement for an MPhil degree is four full-time semesters and that for a PhD degree is eight. In many departments, the semester may include all or part of the subsequent session. A semester of residency of a part-time student counts as a one-half semester of residency. Students who have not completed their thesis work should continue registration on a full or part-time basis, without interruption.

These residency requirements do not apply to taught postgraduate programmes which are defined by the semesters and sessions in which the programmes are scheduled.

#### **14. General Requirements of Taught Master's Programmes**

##### **14.1 MSc and MA Programmes**

These are course work degrees for which students must fulfil a minimum course requirement of 30 credits. Students may also undertake a project described in the departmental Calendar entries. Projects require the submission of a written report, as specified by the department and carry a maximum of nine credits. Each report will be read by two faculty members, one of whom is the supervisor. Letter grades instead of 'Pass' or 'Fail' grades are used for grading projects from Fall Semester, 1996/97 onwards.

##### **14.2 MBA Programme**

Requirements for the full-time and part-time MBA programme are described in the MBA brochure of the School of Business and Management.

#### **15. General Requirements of Research Degree Programmes**

##### **15.1 MPhil Programmes**

In addition to course work requirements, MPhil students will undertake a programme of thesis research under the direction of a supervisor appointed by the department.

Each MPhil student is, on the commencement of study, assigned an interim supervisor. This supervisor works with the student to map out a tentative programme of study and research, and to identify a research supervisor. The research supervisor, when appointed, replaces the interim advisor.

MPhil research is conducted under the general supervision of a thesis committee of at least three faculty members, one of whom is the designated thesis supervisor and committee chairman.

When the thesis is ready for examination, to the satisfaction of both the student and the supervisor, the department head appoints an examination committee consisting of three faculty members. One is the supervisor and another is appointed as chairman. The committee examines the thesis and conducts an oral thesis examination. Theses are graded Pass or Fail.

### **15.2 PhD Programmes**

PhD programmes focus on original research by the student, but most also require course work. Doctoral students proceed from admission to the programme, to candidacy for the degree, and then to defence of the thesis. Each has a thesis supervisor who oversees the student's research. Candidacy is obtained by the successful completion of qualifying examinations specified by the department.

PhD research is conducted under the general supervision of a thesis committee of at least three faculty members, one of whom is the designated thesis supervisor.

The five-member thesis examination committee is appointed by the Senate Committee on Postgraduate Studies on the recommendation of the department. The committee is chaired by an individual from outside the school, who is appointed by the Committee on Postgraduate Studies upon recommendation by the dean. This person presides over the examination, but is not one of the five members who are: the thesis supervisor, two academic staff members from the department, one academic staff member from outside the department, and one member external to the University who has expertise in the field being examined. Theses will be graded Pass or Fail.

### **16. Graduation**

Students expecting to complete their programme in the current academic year must apply for graduation to the Admissions, Registration and Records Office by the last day of the add/drop period.

### **17. Inter-departmental / Programme Transfer**

A student may change from one programme of study to another with the permission of the major department to which the student wishes to transfer. If a transfer is approved, that department will determine which credits from the student's former programme apply to the new programme. Normally, the transfer will not be effected until the following semester.

### **18. Programme Withdrawal**

Students who withdraw or are required to withdraw from the University must complete the clearance procedures with the Admissions, Registration and Records Office, the Library, the Student Affairs Office, the Finance Office and the department.

## V. ACADEMIC SERVICES

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Teaching and research at the University are supported by a number of academic service units.

### **University Library**

The Library is an integral component of the academic programs, supporting the University's teaching and research in science, engineering, business and management, the humanities and social sciences. As of 1996, five years after the University's opening, the Library's book, periodical, and microform collections total approximately 400,000 volumes, and many audio-visual materials, both educational and recreational, are available for use in specially equipped facilities.

In addition, the Library offers a learning environment rich in electronic information and services. Its focus on electronic resources may be seen in its web site (<http://library.ust.hk>) as well as in the prominence of computer terminals and the extensive collection of databases, many networked and many full text/ full image. In a sense the Library is always open in that numerous library resources may be used by accessing the databases on the local area network, the online library catalog, and especially, information of various types via the web server. There users can search the Library's catalog of holdings in both English and Chinese and the catalogs of other tertiary institutions in Hong Kong and overseas. Many of the library's instructional materials and policy statements, along with numerous links to local and external resources, are available on the web site, which may be used at any time from every part of the campus.

An experienced staff assists users in a variety of ways, from the selection, acquisition, and cataloging of materials to making use of the collection, online searches, and interlibrary loans. There are also a fully-equipped classroom and computer laboratory for group instruction. The University Library has a strong service orientation in order to effectively meet the information needs of its academic community.

### **Language Centre**



The Language Centre has a pan-University role in the provision of language courses, both as academic disciplines and as a support service. English is the medium of instruction in the University, and a priority of the Language Centre is to assist students in all Schools to acquire the necessary language skills for them to gain the maximum benefit from their subject courses. In addition, the importance of Putonghua is reflected in the number and variety of courses in this language offered to all students.

The Language Centre has one 18-booth and three 24-booth computerised language laboratories, for oral/ aural work as well as text processing, editing and computerised assessment.

For students who need help with their writing, the English Writing Centre (a service offered by the Language Centre) runs workshops and gives individual consultations. The Language Centre also operates a Self-Access Centre, a purpose-built facility that contains audio, video, satellite TV, computer and multimedia equipment, along with a variety of language-learning materials. The Self-Access Centre is open on weekdays and Saturday mornings. Its aim is to help staff and students to improve their skills in English, Putonghua and other languages through independent learning.

### **Centre of Computing Services and Telecommunications**

The Centre of Computing Services and Telecommunications develops and manages the computing and networking infrastructure of the University. It provides computing support to undergraduate and postgraduate teaching, and research applications in science, engineering, business and management, and humanities and social science. Besides, the Centre serves the University's administrative needs by providing an integrated information system to support the day-to-day routines as well as to satisfy the need for information in management decision making.

The HKUST computing environment is modelled after the distributed client-server architecture. The network backbone is a collection of advanced, high-speed FDDI (Fibre Distributed Data Interface) rings, each running at 100 megabits per second. The FDDI rings are interconnected by a gigaswitch, which gives an aggregate network bandwidth of 3.6 gigabits per second. The campus network is connected to Harnet (The Hong Kong Academic & Research Network) which further connects to Internet via a 1.544 megabits per second T1 circuit to the United States. Network services are available not only in offices and laboratories but also in staff quarters and student dormitories.

The Centre operates powerful server computers to provide campus-wide network services such as network printing, e-mail and electronic notice board. One important characteristic of the University's computing environment is its Chinese-English bilingual capability. Increasingly, more applications will have this dual support.

All microcomputers and powerful scientific workstations are connected to the campus network, providing desktop computing power as well as serving as windows to a vast array of information and computing resource, such as the library system and various scientific and business packages, on the University's own network or that of other institutions in Hong Kong, and through the Internet, on networks of educational and research institutions worldwide.

To support scientific computing and visualisation, CCST has developed a high performance, distributed and parallel computing environment composing of high-end computation and graphics workstations with FDDI interface and interconnected by a super highspeed gigaswitch.

In addition to the central facilities, the Centre also manages a number of "computer barns" in various locations of the academic buildings, providing PC, Macintosh and Unix workstation facilities for teaching and student use. Each academic department also has one or more computing facility rooms for use by postgraduate students and academic staff.

Apart from computing services, the Centre also operates the campus-wide PABX system.

### **Educational Technology Centre**

The University is committed to high standards and up-to-date methods in undergraduate and postgraduate teaching and in research and publication. To this end the Educational Technology Centre sustains a comprehensive service for all academic and research staff. Through its Audio Visual Unit, it looks after all centrally provided AV facilities in all common teaching venues, including 8 lecture theatres, some 80 classrooms and 30 teaching laboratories. The unit maintains an AV Loan Counter, and a Self Access Production area to facilitate the use of AV equipment and resources for modern teaching. The AV Production team assists in the planning, video-taping, editing and duplication of AV materials for teaching, research, evaluation or promotional purposes. The Graphics Unit assists in the graphic design and production of university publications, and research and teaching materials. Its photographic and darkroom facilities also help in producing slides, overhead transparencies and prints for academic and publicity purposes. In addition, the unit provides high-speed, high volume reprographic and offset printing services.



In addition to these production and technical services, the Centre organises workshops and seminars for faculty, teaching assistants, and tutors on educational issues and instructional methodologies in higher education. Topics have included learning theory, a variety of classroom delivery and management techniques, selection, utilisation and production of instructional materials, assessment of student progress and evaluation of teaching effectiveness. The Centre serves as a resource for information on teaching methods, instructional formats and materials related to research on teaching.

As part of the University's quality assurance process, the Centre assists in collecting and processing course evaluation data for all credit courses and English language enhancement courses.

## **VI. CENTRAL AND INTERDEPARTMENTAL RESEARCH UNITS**

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To both support and supplement research based in academic departments, the University has established a number of research institutes and centres to identify and provide focus for research at HKUST. All operate across traditional disciplinary boundaries, and provide a full range of research and specialised research services from developmental and applied activities to basic investigations. Together with disciplinary research in academic departments, these specialised research organisations provide undergraduate and postgraduate students with a wide range of opportunities for participation in exciting programmes and projects that deal with the extension and application of knowledge. Several hundred research projects have been funded and are in operation.

These research units are described briefly in this section of the Handbook in three groupings: the Research Centre, Research Institutes and Central Research Facilities.

### **RESEARCH CENTRE**

The Research Centre has been established to encourage and conduct multidisciplinary, contractual and applied research, the results of which may lead more directly and quickly to implementation and economic benefits. Some of its objectives are to conduct mission-oriented scientific, engineering, industrial, and management research relevant to Hong Kong's technological and socio-economic development; to establish and manage research facilities that are critical to the need for development of technology in Hong Kong; to incubate critical technologies required by government and industry; to establish research and scientific databases; to provide institutional management and planning support for research to faculty members; to co-ordinate collaborative overseas research programmes; and to develop and maintain research sponsorship and contractual relationships.

The Research Centre has a programme of wide-ranging R&D initiatives with research topics and projects chosen in the collaboration with faculty and staff. The selection process gives consideration to the impact of research results on the local community, availability of the University's skills for conducting outstanding research, involvement of postgraduate students and academic faculty, and potential to strengthen existing areas of activity or to build areas of future research strength.



Examples of technology and research initiatives in current operation are :

- operational windshear warning system at Chek Lap Kok Airport
- Hong Kong/Pearl River Delta contaminated sediment research
- satellite remote sensing technology on environmental studies
- pollutant source identification; air quality index and prediction
- productive electrochemical desulphurisation of fuel gas
- abatement of diesel air pollution and clean technology
- biological wastewater treatment - using immobilised microalgae and mangrove wetland system
- heavy metal toxicity and tolerance in plants
- conservation and utilization of mangrove stands in Hong Kong
- environmental ecotoxicology
- database on technological manufacturing resources in Hong Kong and South China

## **RESEARCH INSTITUTES**

Each research institute is managed by a Director who is responsible for programmes, projects, facilities and personnel. Faculty, staff, students and visitors should contact the director if they wish to become involved in a particular programme. At present, the following institutes have been established or are being established:

### **Advanced Manufacturing Institute**

The mission of the Institute is to advance the state of knowledge of manufacturing systems and to promote industry-university cooperation in advanced manufacturing technology. Emphasis is placed on the methodologies for the design, development, implementation, management and improvement of manufacturing systems to attain the goals of quality, schedule and cost. There are four sub-areas: manufacturing management, manufacturing process technology, manufacturing control and manufacturing system design.

At present in the formative stage, the Institute plans to maximise its impact on the local manufacturing sector by working closely with industry in textile and garments, electronics, plastics, and machinery.

### **Advanced Materials Research Institute**

The Institute aims to promote and enable basic and applied research in advanced materials, and to provide for postgraduate degree programmes and the incorporation of materials science into the undergraduate curriculum. Its research emphasis is on materials performance, structure and composition, properties, and synthesis and processing in

- (a) thin-film science, solid state clusters, laser and photonic materials, and magnetic materials;
- (b) liquid crystals, ceramics and polymers; and
- (c) composites and biomedical materials.

Included within the scope of the Advanced Materials Research Institute are the Materials Modelling Laboratory, the Zheng Ge Re Thin Film Science Laboratory, the Joyce M. Kuok Laser and Photonics Laboratory, the William Mong Solid State Clusters Laboratory, and a proposed Magnetic Materials Laboratory. A proposed Composite and Synthetic Materials Centre will be concerned with the design and synthesis of entirely new materials with enhanced properties, and with the development of new processes to produce existing materials. It will include a Polymer Synthesis Laboratory, Composites Laboratory and Biomaterials Laboratory with emphasis on biomedical materials.

### **Biotechnology Research Institute**

The mission of the Biotechnology Research Institute (BRI) is to assist Hong Kong in its economic development, and in so doing contribute to the economic well-being of the Asia-Pacific region through research, development and training of specialists in biotechnology. The biotechnological industry worldwide is in a period of rapid growth. Besides scientific advances that are bringing a constant stream of new processes and products, the business environment of the industry is also undergoing dramatic changes in the form of increasing globalisation, as new entrants, both national governments and corporations, seek participation. The founding of BRI through a \$130 million grant from the Hong Kong Jockey Club helps Hong Kong strive to become one of the important centres of biotechnology in the world.

Biotechnology covers a wide range of fast-growing areas of economic importance. The five research areas that have been targeted for development by BRI are :

1. Neuron-specific proteins
2. Genetic engineering and protein design
3. Plant biotechnology
4. Drug delivery and development

The activities of BRI include the recruitment of biotechnology related faculty, the purchase of equipment, planning and construction of facilities, and the support of research projects in the targeted areas.

#### **Centre for Asian Financial Markets**

This institute is being formed to develop a data and knowledge base on Asian financial markets to facilitate research and the dissemination of knowledge and expertise. It will also provide an academic interface with government and business. Activities will include publications, provision of expertise, development of new data and teaching materials, a bi-annual newsletter, a working paper series, seminars and public lectures, executive education, consulting services, and contract research.

#### **Centre for Economic Development**

Formally established in August 1995, the Centre promotes strong research programmes concentrating on the study of economic development, particularly in the Asia-Pacific region. Emphasis is given to the study of topics such as Hong Kong's public policies in the transition period; China's economic reform and open door policy; the economic integration of Hong Kong and the Pearl River Delta; the emergence of regional economies in China, in particular the region comprised of the southern coastal provinces.

#### **Hainan Institute**

The Institute has been established to use Hainan Province in China as a base for academic work and applied research and development, in order to strengthen these areas of activity at the University, contribute to the economic development of Hong Kong and its region, and enhance Hong Kong's involvement in the development of Hainan. Its objectives are:

- (a) to obtain a profound understanding of the natural, social, technological, and economic conditions and prospects of Hainan; and
- (b) to undertake applied research and executive education in: agriculture and mariculture, behavioural sciences, environmental studies, finance and economics, infrastructure development, and technology transfer.

The institute was established in January 1994. A liaison office in Haikou has been set up. Projects being initiated include applications of biotechnology in mariculture, air pollution monitoring, satellite monitoring of the marine environment, collaborative research on economic and socio-cultural development, infrastructure system consultations, technology transfer in industrial development zones, executive education for government and business leaders, and joint organisation of international conferences.

**Hongkong Telecom Institute of Information Technology**

This Institute was founded with a \$100 million grant from Hong Kong Telecommunication Limited. The concept of the Institute is based on the recognition that in future there will be no economic development, no industry or commerce, no service or manufacturing capability of any significance without the full utilisation of telecommunication and information technology. All Schools at the University are involved in the research activities of this Institute. At present, the Institute is sponsoring four major research programmes, namely lightwave technology, network technology, wireless communication, and video technology.

Undergraduate scholarships and postgraduate research assistantships are also offered through the Institute, and certain members of the academic faculty are designated as Institute Fellows.

**Institute for Environmental Studies**

The Institute for Environmental Studies was formally opened on November 4, 1993 to assist government and industry in the solution of the many urgent environmental problems facing Hong Kong and its surrounding region. A further aim is to assist departments in the development of interdisciplinary applied educational programmes, particularly at the master's level and continuing education. Postgraduate and undergraduate students play an important contributing role. Approximately twenty-five projects worth about \$20 million are under way in areas such as

- air quality (measurement, dispersion and reduction of pollutants, characterisation of aerosols)
- water quality/quantity (measurement, water resource management, water and wastewater treatment by physical, chemical and biological processes)
- industrial processes (waste minimisation and prevention, noise control, process control and management)
- health studies (toxicological, epidemiological, microbiological and bacteriological studies)
- ocean (transport, dispersion and sedimentation of pollutants, air-sea interactions, marine pollution studies)
- eco-labelling

### **Institute for Infrastructure Development**

The Institute for Infrastructure Development was established to accomplish one of the institutional objectives to assist the social and economic development of Hong Kong. Infrastructure development is a familiar aspect of modern life which fosters human settlement, societal interaction and economic progress. It embraces the entire conceptualisation, creation, use, operation and support of large-scale structures and systems -- roads, harbours, drainage, slopes, airports, bridges, terminals, water resources, energy supply, telecommunications, sanitation, railroads and the like. The Institute play a facilitative role in matching the talents of faculty and research staff with the need for acceptable solutions to problems outside. It seeks to address infrastructure issues which lie unattended and where new efforts can add value. While it helps to link outside needs to the research interests of the University and to add to a growing, local technology base of new applications in satisfaction of societal needs, it also strengthens the University's internal research capacities.

The Institute aims not only to support the effective design and delivery of new facilities with new applications of knowledge, but also to strengthen their use, operation, maintenance and support; and to assist with clarifications of the needs, justifications of specific forms of response, and valid commitments of societal resources.

Recent activities include supporting academic research in new methods of sensing and analysis to assess the health of major structures; organising, in collaboration with the Tsinghua University of Beijing and under the aegis of the Three Gorges Corporation, the China Ministry of Finance and the World Bank, advanced training programmes for project managers working in China; supporting researches in lowering costs for routing and scheduling container boxes that pass through the port of Hong Kong; analysing train operations to help the India Railways Board to expand system capacity for daily commuter services into Bombay; and directing feasibility studies on new private investments in rail-based public transport for several cities in India.

### **Institute for MicroSystems**

The Institute has been formed to promote research in crucial areas of microelectronics and to transfer the technologies developed to the local electronic industry to raise its competitive edges and to spawn new business. Initially, five areas will receive emphasis and the Institute will set up centres for:

- Micro Electro Mechanical Systems
- Circuits and Systems
- Nano Devices and Technology
- Advanced Display Technology
- Microelectronics Materials and Technology

The University's facilities for electronics fabrication, the Microelectronics Fabrication Centre, is central to the activity of the Institute.

More than 40 faculty members from the Departments of Electrical and Electronic Engineering, Physics, Chemistry, Mechanical Engineering, and Chemical Engineering are expected to participate in research projects under the Institute.

### **Institute for Scientific Computation**

To be formed to promote research and applications in large scale computation and manpower training in scientific computation, the Institute places emphasis on large scale scientific computation of solutions to problems in science, engineering and business and management. Research and applications programmes include:

- computational fluid dynamics
- computational geophysics
- computational management science and economics
- computational solid mechanics
- computational physics and chemistry
- neural and parallel computation

### **Sino Software Research Centre**

The Sino Software Research Centre (SSRC), was established within HKUST's Research and Development Branch in July 1992 with a \$20 million grant from the Sino Land Co., Ltd. It has the dual aim of supporting software research that can lead to practical applications, and providing assistance in transforming those applications into useful products.

The Centre sees its primary role as that of a catalyst, helping software research projects reach the critical phase in which ideas may be translated into prototypes that can be evaluated using large-scale trials. Project led by HKUST faculty members from any department are eligible for support.

The Centre also encourages development efforts in areas that are relevant to the economic and social development of Hong Kong. One such project is the "Hong Kong SuperNet", which made full Internet access available to the public, an important step to maintaining Hong Kong's status as a regional communications centre.

Beyond its interest in software research and development, the SSRC also provides technical and consultative help to local businesses as they seek to implement the latest software technologies. As part of this effort, the Centre sponsors workshops, conferences, seminars and lectures on software topics related to the needs of businesses and public institutions. One such example was the UNIX Security Workshop, which offered practical advice, specific solutions, and hands-on experience in safeguarding UNIX operating systems in a networked environment.

## **CENTRAL RESEARCH FACILITIES**

### **Centre for Advanced Engineering Materials**

The Centre for Advanced Engineering Materials has been established as a multi-disciplinary central research facility. Its mission is to provide HKUST and Hong Kong industries with state-of-the-art facilities and to offer directions in developing advanced engineering materials technology and improving existing ones.

The Centre carries out research in materials processing, microstructural design, testing methodology as well as new materials development. Most research programmes are initiated by HKUST faculty and emphasise on applications suitable for local industry. Currently, a number of projects are funded by the Research Grants Council and the University's Research Infrastructure Grants. These projects include fracture and fatigue of ceramic fibre / particulate reinforced sintered steels, in-situ liquid crystalline polymer (LCP) composites, optimisation of composite repair patch, microstructural design of new polymer blends, hydrogen embrittlement, composite interfaces, fibrous cementitious materials, thin films, electronic packaging, piezo-electric materials, shape memory alloys, and application of composites to infrastructure.

The Centre engages in training of graduate students and researchers in advanced materials technology. The Centre also organises seminars, workshops and conferences; and participates in international exchanges.

### **Centre for Display Research**

The Centre for Display Research (CDR) is established with funding by the Hong Kong Government Industry Department to provide technical support to local liquid crystal display (LCD) manufacturers, perform research in display technology, and train students in the area of LCD manufacturing. Many faculty from several academic departments are involved with research in CDR.

The Centre has two prototyping lines, including an LCD manufacturing line and a thin film transistor line capable of making active matrix liquid crystal displays. There are also many testing equipment necessary for research in the area of advanced displays.

### **Computer Aided Design and Manufacturing Centre**

The Computer Aided Design and Manufacturing Centre (CAD/ CAM Centre) is a central facility to support research and teaching related activities.

It will focus on multi-disciplinary and application-oriented research programmes that will create impact on the design and manufacturing industries in Hong Kong and the neighbouring region. The Centre will collaborate and interact with local industries and international bodies.

The Centre maintains a range of state-of-the-art equipment to promote research in the area of design and manufacturing. These include measurement equipment such as Co-ordinate Measuring Machine (CMM) and three-dimensional laser scanning system. The Centre has a number of Computer Numerical Control (CNC) machines and state-of-the-art computer-aided design systems for providing a platform for CAD/ CAM integration. The manufacturing facility is also enhanced by having a rapid prototyping machine. Robots are used to integrate the manufacturing and assembly operation. The Centre has a strong capability in computer-aided engineering with a full range of analysis and simulation software. The Centre has on-going research activities in the following areas :

- Control and mechatronics;
- Electronic packaging;
- Rapid prototyping;
- Computer-aided design; and
- Moulding technology.

### **Materials Characterisation and Preparation Centre**

The Materials Characterisation and Preparation Centre (MCPC) is a central facility for the synthesis, study and testing of new materials and materials needed for in-house or collaborative research projects. The Centre constitutes an important resource which houses state-of-the-art instrumentation, organises workshops and training, and is a focal point for interdisciplinary research. The facility serves academics in all the science and engineering departments and is also available to external clients from other tertiary institutions, government bodies, and private industry. The MCPC occupies about 4000 square metres of purpose-built laboratories and offers a wide range of sophisticated multi-disciplinary equipment needed for in-house and collaborative materials research projects, and for performing materials analysis. Laboratories dedicated to particular facilities and processes are accessible to authorised clients of the MCPC. Tasks requested by occasional users are served by the Centre's own trained staff.



The scope of the facilities in the MCPC is sufficiently broad to meet many of the demands of the still-growing community of staff and postgraduate students. For example, instrumentation is available for various types of thermal, electrical, structural, and spectroscopic characterisation, and for the preparation of materials by sputtering and evaporation. Equipment for microanalysis includes a field emission scanning electron microscope, a dedicated high-resolution transmission electron microscope, a time-of-flight and imaging SIMS system, and a multitechnique surface analysis system (XPS, Auger, SIMS, etc.). These are supported by more standard types of optical and electron-beam analytical instrumentation. The Centre makes such facilities available to other tertiary institutions and local industries either by offering analytical and failure analysis services at prescribed cost or, where appropriate, through collaborative research projects.

### **Microelectronics Fabrication Centre**

The Microelectronic Fabrication Centre (MFC) provides functional microelectronics fabrication laboratories for teaching and research, particularly in new discrete semiconductor devices, novel microsensors and microactuators, advanced microelectronics process technology and application specific integrated circuits (ASICs).

The MFC phase I laboratory provides an appropriate clean room environment of about 247 square metres with Class 1,000 clean rooms (containing fewer than 1,000 particles per cubic foot of air larger than a half micrometer) and five basic fabrication modules which provide photolithography, thermal diffusion / thin-film disposition, dry / wet etching and metallisation. The laboratory has also developed 3 micron MOS and bipolar base line processes to provide microelectronics fabrication at the discrete device and small scale integrated circuits (SSI) level, with the possibility to upgrade to LSI and VLSI level in its phase II development.

In 1996, the technical capabilities of MFC will be further upgraded with the completion of its phase II laboratory, which occupies an area of 10,000 square feet with Class 100 clean rooms constructed. State-of-the-art microelectronics processing equipment will be installed there such as the E-beam Direct Write System which facilitates the sub-half-micron photolithography and enables more advanced research work. In addition to the existing five modules in the phase I laboratory, phase II will provide the sixth module of mask-making and a processing line for liquids-crystal-display prototyping. While the phase I laboratory mainly serves the academic departments of the University, phase II will extend its service further to the private sector through various technical collaborations.

## **VII. STUDENT SERVICES**

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The Student Affairs Office offers a range of services to students for the purpose of promoting the quality of campus life and assisting students in solving problems affecting their studies. Extra-curricular educational activities are also organised with the aim of broadening students' cultural and intellectual outlook as well as enhancing their social and interpersonal skills.

### **Student Counselling Service**

The Student Counselling Service offers assistance in many areas of student interests and concern, such as personal growth, campus life, personal problems and study-related issues. It also operates a Careers Centre which provides students with guidance and assistance in job search and career development.

### **Physical Education and Sports**

Developing physical health and fitness is as important as broadening one's mental capacity and horizons. The University expects all students to participate in at least one organised sport or physical education activity during their years at the University. Professional coaches are available to organise and provide instructions in these activities. Indoor facilities include a large multi-purpose sports hall with 1,600 square metres of floor space for such sports as badminton, volleyball, basketball, handball and indoor soccer, four squash courts, fitness room, weight-training room, table-tennis room, and other areas for fencing, martial arts, aerobics, and other exercises. Outdoor facilities include a 50-metre swimming pool, an Astroturf soccer pitch, a 400-metre track with eight lanes, a hard surface mini-soccer pitch, outdoor basketball courts and tennis courts. Facilities are also available for throwing activities such as discus, javelin and shot-putt, softball and archery.

### **Student Health Service**

The Student Health Service provides out-patient health and dental care for students. Health education workshops and seminars are organised and presented for the benefit of students and staff.

### **Student Housing**

On-campus accommodation is sufficient for all full-time postgraduate students.

The two Postgraduate Halls provides 356 single rooms with air-conditioning. Common facilities on each floor of the Halls include shower and toilet facilities, and a lounge area with an adjoining pantry. Other facilities in the Hall include common rooms and snack



rooms where residents and guests can meet and socialise. A laundry is also provided. There are no facilities in the Halls for married students with or without children. Neither are there cooking facilities. Hall residents may use the central dining facilities on campus.

There are 189 student flats in two multi-storey buildings, accommodating up to 756 students. Each of the student flats comprises 4 single rooms, a sitting room, a kitchenette, toilet and shower facilities. All flats are air-conditioned. There is a laundry for use by residents in the student flat complex.

### **Student Activities**

Extra-curricular activities are organised by the Students' Union and student societies associated with academic disciplines, sports, arts and other social interests. Students are encouraged to take part in activities as organisers and/or participants. The Student Affairs Office also organises extra-curricular activities and programmes such as formal dinners, competitive sports, talks and seminars.

### **Student Amenities**

The campus, on a site of great beauty enhanced by landscaping, terraces, and pavilions, has been designed with great emphasis on the quality of life of both resident and non-resident students. Amenities for personal as well as organised student activities are provided. These include facilities for (i) the pursuit of hobbies such as photographic dark rooms and music rooms, (ii) the organisation of activities such as meeting rooms, workshops, office space and exhibition areas, and



(iii) leisure activities for students such as common rooms, TV rooms and reading rooms. Catering facilities include two cafeterias, three restaurants serving Chinese and Western cuisine, a food court, a coffee shop and a snack shop. Commercial facilities include a bookstore, banking services and a convenience store.

## VIII. ADDITIONAL INFORMATION

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### Academic Year 1997-98

The academic year of the University begins on 1 September and ends on 31 August of the following year. It includes two semesters and two sessions. Normally, the Fall Semester commences in early September and the Spring Semester begins around early February. Each semester has fourteen weeks for scheduled classes. Immediately following the end of the 14th week there is a short study break followed by a week devoted to examinations. There is a one-week break in the Spring Semester around Easter. The Winter Session is scheduled between the two semesters for special academic programmes, research symposia, and other activities. The Summer Session bridges the end of the Spring Semester and the beginning of the following Fall Semester. For most students, attendance for the Winter and Summer sessions is not required.

Provisional dates for the 1997-98 academic year are:

Fall Semester	1 September 1997 - 18 December 1997
Winter Session	29 December 1997 - 24 January 1998
Spring Semester	2 February 1998 - 28 May 1998
Mid-semester Break in Spring	8 April 1998 - 14 April 1998
Summer Session	8 June 1998 - 14 August 1998
Study breaks	8 - 10 December 1997 and 18 - 20 May 1998

### Academic Calendar for 1997-98

Detailed information about the University will be contained in the Academic Calendar for 1997-98 which will be published in Summer of 1997. Each new registered student will be provided with a free copy of the Calendar.

### Admission Enquiries

Students requiring copies of the postgraduate handbook, School/ departmental brochures, application forms, advice or assistance on application procedures, admission requirements or other related matters are welcome to visit, telephone or write to the Admissions, Registration and Records Office (Room 1376), which is open Mondays to Fridays from 9 am - 12:30 pm and 2 pm - 5 pm, and on Saturdays from 9 am - 12 noon.

All enquiries should indicate the degree programme(s) of interest and be addressed to:

The Director of Admissions, Registration and Records  
The Hong Kong University of Science and Technology  
Clear Water Bay  
Kowloon  
Hong Kong

Telephone No.: (852) 2358 6646  
Facsimile No. : (852) 2358 2463  
Email : GRADMIT@USTHK.UST.HK

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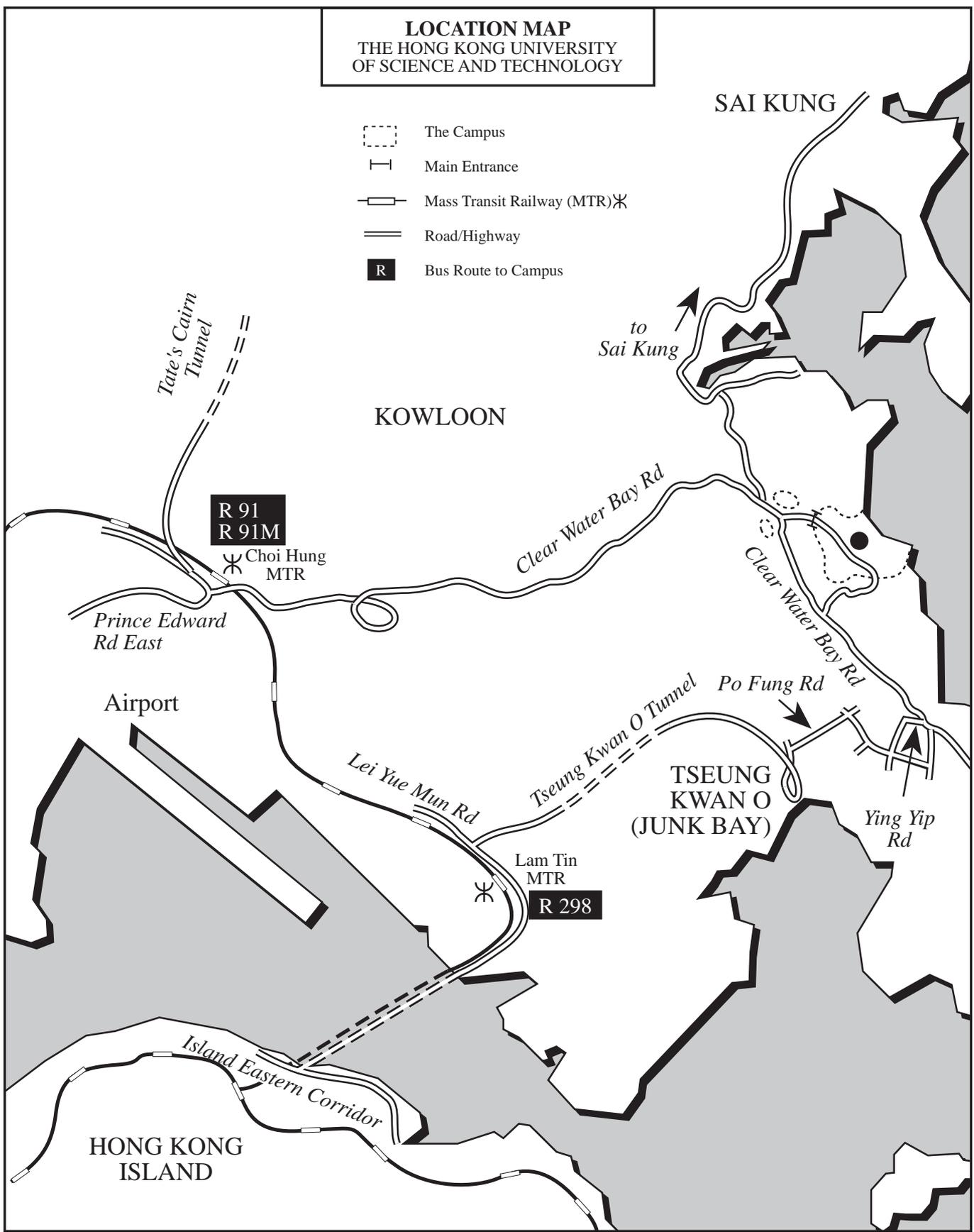
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**LOCATION MAP**  
**THE HONG KONG UNIVERSITY**  
**OF SCIENCE AND TECHNOLOGY**

-  The Campus
-  Main Entrance
-  Mass Transit Railway (MTR)✕
-  Road/Highway
-  Bus Route to Campus



**CAMPUS PLAN**  
**THE HONG KONG UNIVERSITY**  
**OF SCIENCE AND TECHNOLOGY**

-  Existing
-  Future

