EXPLANATORY NOTES

1. THE UNIVERSITY

The Hong Kong Baptist College, founded in 1956, was renamed Hong Kong Baptist University in November 1994. The University is a fully government-funded institution.

2. COURSE CODING SYSTEM

The course code consists of *Letters* and *Numbers*. The Letter Code indicates the course area. The Number Code indicates the level, and whether it is a year or a semester course. The first digit of the number code signifies the level for which the course is intended. The second and third digits are assigned to courses in sequence number order. The fourth digit signifies whether the course is a year or a semester course, i.e. 0, 5, 6 and 7 for a semester course; 1 and 8 for the first part of a year course, usually offered in the first semester; 2 and 9 for the second part of a year course, usually offered in the second semester.

3. MEDIUM OF INSTRUCTION

The medium of instruction for formal classroom teaching is English, except for courses that are granted exemption. For students admitted from 2013 onwards, the media of instruction for courses taken are shown on academic transcripts. For a course of which the medium of instruction is not English, the medium of instruction is denoted by a single letter attached to the end of the course code. For example, 'C' stands for Cantonese; 'F' for French; 'G' for German; 'I' for Italian; 'J' for Japanese; 'P' for Putonghua; and 'S' for Spanish; whereas 'N' denotes courses that do not involve formal classroom teaching. This letter denotation is not applicable for courses taught in English and for courses exempted or with units transferred. The letter denotation for all media of instruction can be found at the following website:
http://buar2.hkbu.edu.hk/curr/ug_std/exam_grades/info_grades_gpa/

4. UNIT AND STUDY LOAD

The number of units assigned to a course is indicative of the contact time with a teacher and/or the study time associated with that course on a weekly basis over a period of one semester. In general, a single unit represents attendance once a week throughout the semester at a lecture lasting 50 minutes, or two 50-minute sessions per week of field studies or laboratory classes. The normal study load for a full-time student with good academic standing is 18 units per semester.

5. GRADING SYSTEM

5.1 *Grading Scheme*

Letter grades are used to indicate the results of assessment. The number of grade points gained by a student in a particular course corresponds to the letter grade.

Letter Grade	Academic Performance	Grade Point Per Unit ①	Grade Point Per Unit ②
A)	Excellent	4.00	4.00
A-)		3.70	3.67
B+)	Good	3.30	3.33
B)		3.00	3.00
B-)		2.70	2.67
C+)	Satisfactory	2.30	2.33
C)		2.00	2.00
C-)		1.70	1.67
D	Marginal Pass	1.00	1.00
E	Conditional Pass (temporary) (applicable to the first semester component of a year course)	0.00	0.00
F	Failure	0.00	0.00
I	Incomplete (temporary)	Not included in GPA calculation	Not included in GPA calculation

Letter Grade	Academic Performance	Grade Point Per Unit
S	Satisfactory	Not included in GPA calculation
U	Unsatisfactory	Not included in GPA calculation
W	Withdrawn (w.e.f. 2000-2001)	Not included in GPA calculation
WS	Withdrawn Satisfactory	Not included in GPA calculation
WF	Withdrawn Failing	0.00
YR	Year Grade (temporary) (applicable to the first semester component of a year course and to courses that span over more than 1 year)	Not included in GPA calculation
NR	Not Yet Reported (temporary)	Not included in GPA calculation
PR	Project to be Resubmitted (temporary)	Not included in GPA calculation

5.2 *Grade Point Average (GPA)*

The GPA is obtained by adding all the grade points gained and then dividing the result by the total number of units attempted. When calculated for a given semester, it is known as the *semester GPA*. When calculated cumulatively for all courses attempted, it is known as the *cumulative GPA (cGPA)*.

For students admitted before 2004-2005, weighted GPA (wGPA) is adopted to determine students' graduation and honours classification. The wGPA is computed according to the following formula:
wGPA = GPA1.W1 + GPA2.W2 + GPA3.W3 + GPAp.Wp
where GPA1, GPA2 and GPA3 are the GPAs of 1st, 2nd and 3rd Level courses respectively; W1, W2 and W3 are the weighting factors of 1st, 2nd and 3rd Level courses respectively; and GPAp and Wp are the GPA and weighting factor of the Honours Project (if assessed separately from Level 3 courses). The minimum weighting factors for Levels 1, 2 and 3 courses are 15%, 25% and 50% (including honours project) respectively.

For graduation, a student must pass all courses required by his/her programme of study and at the same time attain a minimum cGPA* of 2.00 for all courses. All courses repeated or taken for points are counted in the GPA calculation in the same way as new courses but the number of units gained will only be counted once for the same or equivalent courses.

5.3 *Course Remark Code*

EX	Course exempted	RP	Course repeated	TP	Approval of unit transfer pending official transcript
FP	Course taken for points	TR	Transferred units		
#	Course transferred to new study programme (applicable to students transferring to new study programme during the period 2001-2002 to 2009-2010)				

6. CLASSIFICATIONS / DESIGNATIONS OF AWARD

The various classifications / designations are based on the cGPA*. The cGPAs* which generally coincide with the different honours classifications / award designations are as follows:

a) Students enrolled on *Honours Degree* programmes will be awarded, upon completion of all requirements, the appropriate Bachelor's degree with one of the following classifications:

	cGPA range*
First Class Honours	3.40-4.00
Second Class (Division I) Honours	3.00-3.39
Second Class (Division II) Honours	2.50-2.99
Third Class Honours	2.20-2.49
Pass	2.00-2.19

In the case of a Pass, the General Degree with a Pass will be awarded.

b) For non-degree programmes or programmes which award the *General Degree* as their singular award or as a distinct pathway option open to students, the cGPA* is employed to determine different designations:

	cGPA range* ①	cGPA range* ②
Distinction	3.40-4.00	3.40-4.00
Merit	2.70-3.39	2.67-3.39
Pass	2.00-2.69	2.00-2.66

In all cases of classification / designation of awards, the cGPAs* cited above are indicative. The Senate reserves the right, upon the recommendation of the appropriate Committees, to make exceptions in the application of these indicative grade point averages.

7. ACADEMIC HONOURS

The *President's Honour Roll* is awarded to students taking a minimum of 12 units counting towards grade point average in a semester with semester GPA of 3.50 and above and with no grade below C for the same semester.
The *Dean's List* is awarded to students taking a minimum of 12 units counting towards grade point average in a semester with semester GPA of 3.00-3.49 and with no grade below C for the same semester.
The *Scholastic Award* is awarded to students who have the highest cGPA* in the graduating class and with cGPA* no less than 3.20. ③
The *Scholastic Award* is awarded to students having awarded the First Class Honours and are the top two percent of graduates with the highest cGPA in the graduating class. ④
The Senate reserves the right, upon the recommendation of the appropriate Committees, to make exceptions in the application of these criteria.

Note: *① Applicable to students admitted before 2012-2013.*
② Applicable to students admitted in or after 2012-2013.
③ Applicable to students graduated before 2017.
④ Applicable to students graduated in or after 2017.
** For students admitted before 2004-2005, wGPA instead of cGPA is used.*