

12. SUBJECT REGISTRATION (INCLUDING ADD / DROP / WITHDRAWAL OF SUBJECTS)

- 12.1 In addition to programme registration, students need to register for the subjects at specified periods prior to the commencement of the semester. An add/drop period will also be scheduled for each semester. Students may apply for withdrawal of their registration on a subject after the add/drop period if they have a genuine need to do so. The application should be made to the relevant programme offering Department and will require the approval of both the subject lecturer and the host Department Programme Leader concerned (or an alternate academic staff authorised by the programme host Department). Applications submitted after the commencement of the examination period will not be considered. For approved applications, the tuition fee paid for the subject will be forfeited and the withdrawal status of the subject will be shown in the examination result notification and transcript of studies but will not be counted towards the calculation of GPA.
- 12.2 The pre-requisite requirements of a subject must have been fulfilled before a student registers for that subject. However, the subject offering department has the discretion to waive the pre-requisite requirements of a subject, if deemed appropriate. If the pre-requisite subject concerned forms part of the requirements for award, the subject has to be passed in order to satisfy the graduation requirements for the programme concerned despite the waiving of the pre-requisite.
- 12.3 Subject to the maximum study load of 21 credits per semester and the availability of study places, students are allowed to take additional subjects on top of the prescribed credit requirement for award before they become eligible for graduation. For students of full-time programmes, they can take additional subjects from within or outside their programme curriculum. Students can choose freely from those subjects which are available for selection (unless they are barred because of pre-requisites).
- 12.4 Starting from the 2007/08 cohort of intakes, students studying the foundation year of a 4-year curriculum Bachelor's degree programme will be treated in the same way as students on a 3-year curriculum, in respect of taking additional subjects. Thus, the additional number of subjects taken (which are over and above that required by the programme) will be graded and shown on transcripts. They will be counted in the cumulative and semester GPA, but not necessarily in the weighted GPA (when they are being considered for their award classification). These additional subjects cannot be taken by students on a pass/fail basis and students' requests to audit such subjects will be considered by the Department on a case by case basis.