

## **Admission of subject-based students**

- 1** Students who wish to take individual subjects, but do not wish to register as a candidate for an award may apply for admission as subject-based students.
- 2** Subject-based students are subject to the following regulations:
  - (a) Coverage
    - (i) The provision for admission of subject-based students applies to only subjects which form part of a self-financed programme.
    - (ii) Subject-based students may be admitted to take subjects at any level. However, priority to take subjects shall be given to regular students enrolled on a programme basis.
    - (iii) Subjects which are open for selection by subject-based students will be determined by the subject offering departments.
  - (b) Suitability for admission and re-enrolment
    - (i) The offering department of the subject to be enrolled by the subject-based students will determine their suitability for admission. The Department concerned should ensure that the students have the ability to benefit from the subject having regard to working experience and other background, if deemed necessary.
    - (ii) Subject-based students need not necessarily possess equivalent entry qualifications as regular students.
    - (iii) Subject-based students may register for a period of not more than a semester. Students need to apply again if they wish to register in the following semester.
  - (c) Assessment and certification of academic achievement
    - (i) Subject-based students are subject to assessment which will be conducted at the same time and in the same manner as the regular students.
    - (ii) Subject-based students will earn credits if they are successful in the assessment for the subject.
    - (iii) Subject-based students will receive an official examination result notification for the subjects taken. The examination result notification will stipulate the same details of the subjects examined, as for the regular students. A transcript of studies will be issued to students on request.
  - (d) Credit transfer
    - (i) If subject-based students later wish to further their studies on PolyU programmes leading to a formal award, they should follow the normal application procedures to seek admission and will be subject to the University regulations governing such

admission including satisfying the programme entrance requirement.

- (ii) The prevailing University regulations on credit transfer and validity period of credits earned\* will apply when the subject-based students are admitted to pursue a formal PolyU award.

(e) Administration

Subject-based students will be issued student ID cards, and will be eligible to have access to the same teaching/learning facilities as other students on the subject concerned and will have the same benefits as the regular part-time students in terms of access to the campus facilities.

(f) Student proportion

- (i) The number of subject-based students to be admitted per class should not exceed 25% of the total class enrolment. Approval from Faculty Dean/School Board Chairman is required for admission of subject-based students above the 25% ceiling.
- (ii) The proportion of subject-based students admitted to any subject should not be such as to distort the normal teaching/learning patterns of the subject, nor to affect the progress of regular students who hold approved entrance qualifications of the programme concerned.

(g) Fees

- (i) Subject-based students will be charged tuition fees on a credit basis.
- (iii) Subject-based students are required to pay an appropriate amount of caution money as prescribed for regular students. The caution money paid is refundable upon completion of the study subject to no outstanding debts.

\* *The validity period of subject credits earned is eight years from the year of attainment, i.e. the year in which the subject is completed, unless otherwise specified by the Department responsible for the content of the subject.*