

12. STUDY LOAD

- 12.1 For students following the progression pattern specified for their programme, they have to take the number of credits and subjects, as specified in this Programme Booklet, for each semester. Students cannot drop those subjects assigned by the department unless prior approval has been given by the department.
- 12.2 The normal study load is 15 credits in a semester. The maximum study load to be taken by a student in a semester is 21 credits, unless exceptional approval is given by the Head of the Department. For such cases, students are reminded that the study load approved should not be taken as grounds for academic appeal.
- 12.3 To help improve the academic performance of students on academic probation (the meaning of “academic probation” can be found in Section 20.2), these students will be required to take a reduced study load in the following semester (Summer Term excluded). The maximum number of credits to be taken in a semester by students on academic probation is 12. If these students have strong reasons to study more credits, they will have to obtain the endorsement/approval of the respective authority:
- (i) study 13 to 15 credits in a semester: endorsement by the Programme Leader and approval by the Departmental Learning and Teaching Committee (DLTC);
 - (ii) study 16 to 18 credits in a semester: endorsement by the Programme Leader, the DLTC and the Head of Department, and approval by the Faculty Dean;
 - (iii) study more than 18 credits in a semester: endorsement by the Programme Leader, the DLTC and the Head of Department, and approval by QAC(AD).
- 12.4 Students are not allowed to take zero subject in any semester, including the mandatory summer term as required by some programmes, unless they have obtained prior approval from the Department; otherwise they will be classified as having unofficially withdrawn from the programme. Students who have been approved for zero subject enrolment (i.e. taking zero subject in a semester) are allowed to retain their student status and continue using campus facilities and library facilities. Any semester in which the students are allowed to take zero subject will nevertheless be counted towards the maximum period of registration.
- 12.5 Students who have obtained approval to pace their studies and students on programmes without any specified progression pattern who wish to take more than the normal load of 15 credits in a semester should seek advice from the Department concerned before the selection of subjects.