

Department of Civil and Environmental Engineering
Undergraduate (UG) Administration Guideline
(September 2021)

1. Introduction

This Undergraduate (UG) Administration Guideline is approved by the Department of Civil and Environmental Engineering to govern the progress of its UG students during their programs of study. This Guideline complies with the [Academic Regulations \(AR\)](#) published by the University. Only the UG Committee of the Department or those with authority delegated by the UG Committee can approve exceptions, exemptions or variation from this Guideline.

2. Admissions

- (a) Students in the 4-year degrees are admitted to the Department at the end of their first year of study via a selection and prioritization process administrated by the School of Engineering.
- (b) The Department also accepts students with various academic qualifications such as sub-degrees and non-HKDSE exam results. Such applications should be made directly at the [Undergraduate Recruitment and Admissions Office \(URAO\) website](#).

3. Registration in Programs

- (a) Program Declaration for 4-Year Degrees

Students in the 4-year degrees are expected to declare their major in either CIVL or CIEV at the end of the fourth regular term of study. After the declaration of major, students can apply for program transfer between CIVL and CIEV. Such application should be submitted to the Department together with a study plan endorsed by the applicant's academic advisor.

- (b) Program Transfer between CIVL and CIEV

Students may apply for program transfer between CIVL and CIEV. If a student's CGA is at 3.15 or above, his or her application for program transfer would be endorsed automatically. If a CIVL student's CGA is below 3.15, he or she should have obtained 2.5 or above in both CIVL2410 and CIVL3420 for transferring to CIEV. If a CIEV student would like to transfer to CIVL, he or she should have obtained 2.5 or above in both CIVL2110 and CIVL3310.

- (c) Registration for Minor Programs

Students may opt for a minor program (see the [ARRO website for the complete list of minor programs](#)). The Department will endorse students' application to a minor program if their CGA is 2.5 or above. For those students whose CGA is under 2.5

but meet the requirement of the chosen minor program, their applications will be reviewed and approved on a case-by-case basis. In general, students may apply for minor programs no earlier than the first term of the third year of study for 4-year degrees.

(d) Program Transfer from another HKUST Engineering Program

Application of program transfer from other HKUST engineering programs is considered subject to the availability. The applicant needs to demonstrate excellent academic performance with CGA higher than 3.5 and has taken relevant science subjects including physics, chemistry and mathematics. If necessary, the UG Committee shall arrange an interview with the applicant before a decision is made.

4. Curriculum Requirements

(a) Program Requirements

Students should complete the Department's program requirements as well as those outlined in [AR 4.1](#).

(b) Accelerated Pathway in Structural Courses

Students can opt to take the following pairs of courses simultaneously without subject to the prerequisite requirement:

Pair A: CIVL2110 Statics & CIVL2120 Mechanics of Materials

Pair B: CIVL2120 Mechanics of Materials & CIVL3310 Structural Analysis

To qualify for these prerequisite exemptions, students need to obtain a cumulated grade point average (CGA) of 3.5 or above in the previous semester as well as satisfy the following:

Pair A: Obtain A- or above in PHYS1112 or PHYS1312

Pair B: Obtain A- or above in CIVL2110

Application shall be submitted together with an unofficial transcript to Ms Kris Chan (cekris@ust.hk) two days prior to the deadline of add/drop period of the relevant semester.

(c) Final Year Project / Thesis (CIVL4910/4920)

The final year project allocation is primarily based on students' CGA at the end of the Fall term of the third year for the 4-year degrees. Each faculty member may pre-select up to two students.

Students are required to submit individual reports even if they are working on a group project.

(d) Internship (CIVL3020)

Internship is a required modulus for both CIVL and CIEV programs, in which students are required to gain at least 6 weeks of work experience in relevant civil engineering firms, organizations or institutes. Students can choose to find internship themselves or participate in the internship placement administrated by the Department.

Nominations for internship are made based on students' CGA following an internship guideline distributed by the Department

As a part of the internship requirement, students must submit a report, written in English in not less than 600 words, summarizing the experience gained during their internship. The report should be submitted to the Department in the first week of the following Fall term.

(e) Academic and Professional Development (CIVL1010/2010/3010)

Schedule of advising sessions and seminars will be announced via email during each semester. Attending the advising sessions and seminars relevant to their year of study are mandatory.

5. Course Registration

(a) In each regular term (the Fall term or the Spring term), students within their normal duration of study and in good academic standing must register for courses to a total of at least 12 credits, and for not more than 18 credits. Students are allowed to overload under the following conditions:

- With $CGA \geq 3.5$: up to 27 credits per regular term
- With $CGA \geq 3.0$ but < 3.5 : up to 24 credits per regular term
- With $CGA \geq 2.5$ but < 3.0 : up to 21 credits per regular term

(b) For those students in their last two regular term of study (have attained more than 78 credits for the 4-year degrees), the maximum credit limit is 24 per regular term.

(c) Students enrolling in minor programs, their overload request should comply with the conditions listed in 5(a) above.

(d) Students on academic probation are not eligible for credit overload specified above and should comply with the restriction listed in 9(b) below.

6. Credit Transfer

The application procedure is made online at <https://crtran.ust.hk/>. Students are advised to apply for Assessment of Course Equivalence for Credit Transfer in planning course enrollment for an outbound exchange program.

7. Course Grading

- (a) Grades and grade points for course assessment are stated in the table below.

Letter Grade	Grade Point	Definition
A+	4.3	Excellent Performance
A	4.0	
A-	3.7	
B+	3.3	Good Performance
B	3.0	
B-	2.7	
C+	2.3	Satisfactory Performance
C	2.0	
C-	1.7	
D	1.0	Marginal Pass
F	0.0	Fail

- (b) Grade Review

Students who consider that a mistake has been made in the process of calculating or determining a grade for a course may apply for a review of the grade following the procedure outlined in [AR 7.6](#).

8. Grade Averages

Two course-grade averages are calculated: a term grade average (TGA) for each term of study; and the cumulative grade average (CGA). A student's TGA and CGA will be calculated at the end of each of the four terms of study based on the grade points earned for all courses taken in a term. Formula for TGA and CGA calculation are available in the [Academic Regulations](#) published by the University.

9. Progression and Academic Standing

- (a) Academic Warning

Students whose TGA or CGA at the end of any regular term is less than 1.7 will be placed on Academic Warning. Students on Academic Warning will be required to seek academic advice.

- (b) Academic Probation

Students whose CGA falls below 1.5 at the end of any regular term, excluding the first point of CGA calculation after entry, will be put on Academic Probation. Students on Academic Probation are not permitted to register in courses without approval, and are required to reduce their study load pending on how many credits they failed in the immediate past regular term:

- Failed 0 - 3 credits, must not take more than 18 credits
- Failed 4 - 8 credits, must not take more than 15 credits
- Failed 9 or more credits, must not take more than 12 credits

Students will remain on Academic Probation until their CGA rises to 1.5 or above.

10. Academic Dismissal

Students who have been on Academic Probation at the end of three consecutive regular terms and students who have twice failed a course that is a requirement for their graduation will be reported to the relevant Dean. The Dean may recommend to the Provost that the student is dismissed from the University. Please see [AR 10](#) for further details.

11. Academic Honors

Please see [AR 11](#) for details.

12. Graduation and Degree Classification

(a) Graduation Grade Average (GGA)

The classification of degree awards is based on students' GGAs. All courses required by the degree requirements (for all major and minor programs, no matter with grade 'A+' or 'F') must be included in the calculation of the GGA. In computing the GGA, courses taken in the first year of study are given a half-weight. Students who enter the University with credit transfer of more than 10 credits are not eligible for this half-weight concession.

Students may request that graded courses included in the calculation of the graduation CGA are excluded from this calculation to improve their GGA. Exclusion of graded courses is subject to the following conditions:

- No course required for the award of the student's degree may be excluded
- No more than 12 credits may be excluded for 4-year degrees

Students are required to indicate their intention by sending an email to the Department if they wish to make such course exclusion. The department will announce the exact deadline through email. For surplus 4000-level CIVL courses with grades at 3.0 or above, their exclusion will allow students to apply for credit transfer when pursuing postgraduate studies at HKUST in the future.

(b) Classification of Awards

Both CIVL and CIEV programs are honors programs with degrees classified and the range of GGA for each class of awards are as below:

Degree Classification	GGA
First Class Honors*	3.500 - 4.300
Second Class Honors Division I	2.850 - 3.499
Second Class Honors Division II	2.150 - 2.849
Third Class Honors	1.500 - 2.149
Pass	0.850 - 1.499

* To be considered for the award of First Class Honors, students must not have any uncleared course failures (i.e. 'F' grades not subsequently converted into a passing grade) during their study at the University.