

**Department of Civil and Environmental Engineering**  
**Undergraduate (UG) Administration Guideline**  
**(September 2023)**

**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 responsible for declaring 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 (refer to clause 3(c)). Such application should be submitted to the Department together with a study plan endorsed by the applicant's academic advisor before a deadline. Students who fail to submit the form by the deadline will be randomly assigned to either CIVL or CIEV without prior notice. Any program transfer request between CIVL and CIEV will follow the protocol set in clause 3(c).

- (b) Program Declaration for Dual Degrees

Students in the dual degrees are responsible for declaring their major in either CIGBM or CVGBM at the end of the fourth regular term of study. After the declaration of major, students can apply for program transfer between CIGBM and CVGBM (refer to clause 3(c)). Such application should be submitted to the Department together with a study plan endorsed by the applicant's academic advisor before a deadline. Students who fail to submit the form by the deadline will be randomly assigned to either CIGBM or CVGBM without prior notice. Any program transfer request between CIGBM and CVGBM will follow the protocol set in clause 3(c).

(c) Program Transfer between CIVL and CIEV/ CIGBM and CVGBM

Students may apply for program transfer between CIVL and CIEV/ CIGBM and CVGBM. If a student's CGA is at 3.00 or above, his or her application for program transfer would be endorsed automatically. If a CIVL student's CGA is below 3.00, he or she should have obtained B 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 B or above in both CIVL2110 and CIVL3310.

(d) 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.

(e) 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 3.3 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](mailto: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. Failing to attend any seminar or to submit any reflection will lead to an 'F' grade of the course. Post-seminar apologies will not be accepted, except very special circumstances with strong justification. Students who register for the attendance of any seminar but found missing in the seminar venue will be treated as academic dishonesty, and the case will be reported to the University.

Students who fail any of the three courses cannot retake the failed course due to time clash of time schedule.

## 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

Three course grade averages are calculated: a term grade average (TGA) for each term of study; and the cumulative grade average (CGA); and the major cumulative grade average (MCGA). 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.

A student's MCGA will be calculated at the end of the term for which the student is placed on the list of pending graduates based on the grade points earned for the courses used to fulfill the major requirement and, depending on the major, possibly also the corresponding School/AIS requirement for that major.

Formula for TGA, CGA and MCGA calculation are available in the [Academic Regulations](#) published by the University (also refer to clause 12 below).

## **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) Major Cumulative Grade Average and Overall Cumulative Grade Average**

The classification of awards is based on a two-tier system: students' MCGAs and overall CGAs. Students have to meet the minimum MCGA and the minimum overall CGA for the relevant band to graduate with a particular honors classification.

{For students admitted in the 2023-24 intake or after  
In computing the MCGA and the overall CGA, all courses taken are weighted equally. For the courses repeated under [AR 7.3](#), only the course grade awarded at the latest attempt will count toward the CGA and the overall CGA. In accordance with [AR 7.3](#), F grades may be excluded from the MCGA.}

[For students admitted in the 2022-23 intake or before  
In computing the MCGA and the overall CGA, all courses taken are weighted equally. While F grades may be excluded from the MCGA in accordance with [AR 7.3](#), no graded courses can be excluded in computing the overall CGA.]

(b) Classification of Awards

Both CIVL and CIEV programs are honors programs with degrees classified and the minimum MCGA and minimum overall CGA for each class of awards are as below:

Degree Classification	Minimum MCGA	Minimum Overall CGA
First Class Honors	3.600	3.400
Second Class Honors Division I	2.850	2.700
Second Class Honors Division II	2.150	2.000
Third Class Honors	1.700	1.700
Pass	0.850	0.850