

香港城市大学（东莞）

选专业和转专业实施办法（试行）

第一章 总 则

第一条 为了规范本校 2024 级本科生选择主修专业和变更主修专业的实施办法，体现公平、公正的标准和程序，同时有效指导学生完成操作过程，根据中华人民共和国教育部《普通高等学校学生管理规定》（教育部令第 41 号）以及《香港城市大学本科学位学生学术规则》与主修专业要求，结合本校实际情况，制定本实施办法。

第二条 本办法适用于 2024 年通过高考统招入学的所有本科生。

第三条 本办法中“大学”指香港城市大学（东莞）；“系统”指大学教务管理系统。

第二章 申报主修专业

第四条 2024 学年入学的标准四年制本科生，按照大学规定的时间和程序申报主修专业。

第五条 大学在第一学年的 B 学期结束时，通常会在 5 月份下旬，开放系统内的主修专业申报模块，所有学生自主申报主修专业，申请一旦提交不予更改。申报截至时间后，申报专业功能自动关闭，不再受理。

第六条 学生申报主修专业，大学不对其进行课程及成绩的考核或审查，在学生身体条件满足专业培养要求的情况下，均批准学生的专业选择意愿，充分体现尊重学生兴趣的原则。

第七条 大学对专业需满足的身体条件，以教育部《关于印发《普通高等学校招生体检工作指导意见》的通知(教学〔2003〕3号)》为依据执行。

第八条 学生应如实填写专业申报中的健康申明和文件，如因虚假资料或不诚申报造成不能完成专业学习或者不能毕业等后果，均由学生本人承担。

第九条 大学在当年 6 月份统一发布主修专业申报结果，主修专业在第二学年的 A 学期生效。

第十条 所有学生均需申报主修专业，没有任何不可抗力原因但超过截至时间仍未申报主修专业的学生，视为自动放弃，大学将分配主修专业。延迟申报的后果由学生自行承担，包括对选课、毕业进度、学习年限等的影响。

第三章 变更主修专业

第十一条 在申报主修专业后，如需变更主修专业，学生须按大学公布的程序提出申请。

第十二条 大学提供两次转专业机会，分别在第二学年的 A 学期和 B 学期，通常在 11 月份和 6 月份。学生在系统提交转专业申请。

第十三条 如果要转专业，学生应仔细查阅各学术单位发布的专业要求，确保在专业变更后能在规定的修业年限内满足所变更专业的毕业要求。

第十四条 转专业时，提供专业的学术单位有权利选择满足其标准的申请者，综合考虑学生的兴趣和专长因素。这些标准包括但不限于专业课程、GPA 和面试表现。

第十五条 学生转专业后，所有原专业的课程和成绩将包括在学生申请的学位和专业的 GPA 计算中。

第十六条 转专业后，学生仍需遵守《香港城市大学(东莞)本科学位学术规定》规定的最长修业年限(包括休学、停学等时间)，标准 4 年制本科学位的最长修业年限为 6 年。

第十七条 学生不能因转专业而超过《香港城市大学(东莞)本科学位学术规定》最高学分限额。特殊情况下，学生须通过教务管理系统请求超过最高学分限额，并提供支持该请求的理由。

相关请求由提供主修专业的学术单位考虑，最后由副校长(学术)批准。

第十八条 如获批准，主修专业从获批的下一学期生效。

第四章 附 则

第十九条 本实施办法由大学教务处负责编制、修订和解释。

第二十条 本实施办法于 2024 年 7 月 12 日香港城市大学(东莞)筹备工作组办公会第二十三次会议审议通过，自 2024 年 7 月 24 日至 2024 年 7 月 31 日公示于大学官网(<https://www.cityu-dg.edu.cn>)，自 2024 年 8 月 1 日起实施。

第二十一条 本实施办法提供中文版本和英文版本。

- 附件：1. 香港城市大学本科学位学术规定
2. 香港城市大学（东莞）2024/25 校历

Administrative Procedure of Declaring a Home Major and Change of the Home Major

Chapter I The Brief

Article 1 The procedure has been developed to institutionalize the processes of declaring and changing a home major for undergraduates in 2024, ensuring fairness and effectively guiding students through the process. These procedures are formulated in accordance with the "Regulations of the Ministry of Education of the People's Republic of China on the Administration of Students in Regular Institutions of Higher Learning (Decree No. 41 of the MoE)", the "Academic Regulations for Undergraduate Degrees at City University of Hong Kong", and the specific requirements of majors, taking into consideration the policies of the university.

Article 2 This procedure applies to all undergraduate students who are admitted through the national college entrance examination in 2024 without a declared major.

Article 3 In this procedure, the "University" refers to City University of Hong Kong (Gongguan), and "System" refers to the

Student Academic Information System of the University.

Chapter II Title

Article 4 Normative 4-year bachelor's degree students enrolled in the 2024/25 academic year declare their home major in accordance with the specified time and procedures prescribed by the University.

Article 5 After the examination week of Semester B in the first year of study, usually in late May, the university will activate the major declaration module in the System, allowing students to declare their home major. Once the application is submitted, it cannot be changed. After the declaration deadline, the major declaration function within the module will automatically close and no further submissions will be accepted.

Article 6 When a student applies for a home major, the University does not assess or review their courses and grades. Approval is granted provided the student's physical condition meets the program's requirements, fully reflecting the principle of respecting the student's interests.

Article 8 The physical conditions required by the University for the major are based on “The Notice of the Ministry of Education

on the Issuance of the Guidance Opinions on the Work of the Physical Examination of Ordinary Colleges and Universities (Teaching [2003] No. 3).”

Article 9 Students should accurately complete the health declaration and related documents in the system. If they are unable to complete their major studies or graduate due to providing false information or making dishonest declarations, they will be held responsible for the consequences.

Article 10 The application results will be announced in June and will take effect from Semester A of the second year of study.

Article 11 All students are required to declare their home major. Students who fail to declare their major by the deadline without a valid force majeure reason will be considered to have automatically forfeited their choice and will be assigned a home major. They must assume the consequences of the delay of application, which can affect course selection, graduation progress, suspension periods, and more.

Chapter III Change of the Home Major

Article 11 After choosing a home major, any subsequent changes must be submitted for approval in accordance with the University's procedures.

Article 12 The University offers two rounds of home major change opportunities in the second year of study, one in Semester A and one in Semester B, usually in November and June. Students apply to change the home major in the System.

Article 13 If students wish to change their home major, they should carefully review the expected major's requirements issued by each academic unit and ensure that they can still meet the graduation requirements within the designated study period after the change.

Article 14 When changing the home major, the academic unit offering the major reserves the right to select applicants based on its criteria, which may include courses taken, GPA, and interview performance.

Article 15 For approved requests to change home majors, all courses and grades from the previous major will be included in the GPA calculation for the student's desired degree and major.

Article 16 After changing majors, students must still adhere to the maximum period of study stipulated in the Academic Regulations for Undergraduate Degrees, which includes periods of leave of absence, suspension of studies, etc. The maximum study period is 6 years for a standard 4-year bachelor's degree.

Article 17 If completing the requested major requires

exceeding the stipulated maximum credit limit of 168, students should, via the System, (i) indicate the number of extra credit units needed to complete the requested home major, and (ii) provide justifications for the request. The request will be forwarded to the major-offering academic unit for consideration, and final approval rests with the Vice-President (Academic).

Article 18 If approved, the home major change will take effect from the following semester.

Chapter IV Supplementary Terms

Article 19 The Academic Regulations and Records Office of the University is responsible for formulating, revisiting, and interpreting these procedures.

Article 20 This procedure Approved at the 23th Meeting of the City University of Hong Kong (Dongguan) President's Office on July 12, 2024. This procedure shall be published on the University website(<https://www.cityu-dg.edu.cn/>) from July to July 2024, and officially promulgated and implemented from August 2024.

Article 21 Both the Chinese and English versions of these procedures are provided. In case of any ambiguity, the Chinese version shall prevail.

Attachments :

1. Academic Regulations for Undergraduate Degrees at City University of Hong Kong

2. City University of Hong Kong (Dongguan) Academic Calendar 2024/25