**Accompanying Notes for Form for Co-listing UG and PG Courses**

**Background**

Note that senior UG students can normally take PG courses. Co-listing UG and PG courses is therefore only appropriate when it can be justified by differences between the UG and PG versions, e.g. when the two versions assign different assignments, assess the same assignments differently, have different credit loads for the two different versions of the class, etc.

In addition to being documented in the accompanying form, these distinctions should be made clear to the students prior to registration.

**Procedure**

Requests for co-listing UG and PG courses should be made at least 4 weeks prior to the start of the term in which the courses will be offered. Requests should be sent to the Dean of HKUST Fok Ying Tung Graduate School who will consider it together with the Associate Provost (Teaching & Learning). Requests should consist of a cover memo along with the completed form.

**Notes for completing the form**

**Part (I)**

**1-4, 7, 8.** These can be copied from the Course Catalog.

If a course is a special topics course without a content description in the catalog, please provide the description of the current version that will be offered.

**3.** If the course descriptions of the UG and PG courses differ dramatically, please provide explanation in Part (III) as to how the two descriptions can be reconciled in one co-listed course.

**4.** If the vectors in 4 differ, please provide explanation in Part (III).

5. If the instructors of the two co-listed courses differ, please provide explanation in Part (III).

**6.** Major/Minor UG programs and PG programs of expected students, including any special cohort particulars.

**9.** If course type differs for different groups of students, please specify.

**15. State UG and PG enrollment figures separately.**  Also, please specify whether courses offered previously were co-listed or offered uniquely.

**16.** P/F or Letter grading.

**17.** Projects, reports, exams, etc.

**18.** In most submissions the UG and PG versions of the same class have slightly different work requirements. Listing the explicit weightings of these requirements makes clear the differences between the versions. If UG and PG versions of the class assign the same work and have the same assessment weightings, please still fill in both columns. This implies that the UG student grade distribution and the PG student grade distribution are calculated separately.

**Part (II)**

Approval for co-listing UG and PG courses is required for each offering. If the same pair of UG and PG courses is co-listed in another term, a new request should be submitted for consideration.

**Part (III)**

Please provide any pertinent information that did not appear above including specific reasons on why existing policy of allowing UG students to take PG courses or vice versa would not be applicable in this case; any perceived impact on students if the courses cannot be co-listed.

**Part (IV)**

At the school level, this form should be endorsed by the Dean or Dean’s designate associated with the two courses. If both UG and PG versions of the course are hosted by the same school, either the signature of the Dean or the signatures of both the UG and PG Associate Deans of that school should be provided. If the two versions are in different schools, then the signatures of the appropriate Dean or Dean’s designate from each school should be provided.

**Others**

If a request is being made to co-list three or more courses, please contact HKUST FYTGS for case-specific instructions as to how to submit the request.