

# SCHOOL OF AI AND LIBERAL ARTS

## Guidelines for SAI Programme Withdrawal and Student Replacement

(Version: 27 January 2026)

### I. Scope and Principles

- 1.1 These guidelines apply to Year One and Year Two SAI students, and are processed in Semester 2.
- 1.2 Vacancies are filled from the top eligible candidates without exceeding the approved cohort size.
- 1.3 Approved changes take effect the following academic year.

### II. Academic Review, Warnings, and Grounds for Withdrawal

#### 2.1 Identification and Warning

- After official release of Semester 1 final grades, SACC and the home Faculty/School identify students showing significant academic difficulty.
- Academic warning threshold: cGPA < 3.0 and/or a final grade below C in any course.

#### 2.2 Grounds for Withdrawal

Withdrawal may be initiated for:

- Academic underperformance: cGPA < 3.0 and/or a final grade below C in any course, subject to Dean approval.
- Academic misconduct: Major breaches of academic integrity confirmed through disciplinary procedures.
- Voluntary withdrawal: Student-initiated formal request.

#### 2.3 Transition Provision

2025-intake SAI Students recommended for withdrawal for academic underperformance may remain in the programme with explicit Dean approval. These students will receive written notice that they will not receive programme-specific recognition on their transcript upon graduation.

### III. Replacement Process and Selection Criteria

- 3.1 Primary academic criterion: Most recent cGPA (typically Semester 1).
- 3.2 Ranking principle: Candidates are ranked primarily within their home degree programme.
- 3.3 Faculty discretion: Faculties/Schools decide final interview lists and selections, considering pedagogical needs and resource constraints.