

Useful Information

- Visit the one-stop page “Orientation for Freshmen” School Undergraduate Website (<https://ug.hkubs.hku.hk/>) > Support & Development > Orientation for Freshmen
- Read the Student Handbook (*downloadable from the webpage*)
- Communicate with the School:
 - Check your HKU email account **EVERYDAY** for important notices
 - Update your personal particulars (*including your local contact details*) on Student Information System (via HKU Portal)
 - When making an enquiry via email:
 - Always provide your full name, university number and curriculum
 - State your question(s) clearly in English



1. Leave of absence
2. Examinations
3. Honours classification
4. Discontinuation of studies
5. Plagiarism and cheating

1. Leave of Absence

- **Seek the School's approval for leave of absence:**

Sick leave	Completed application form + <u>Original</u> copy of medical certificate(s)
Non-medical leave (e.g. full-time internship)	Completed application form + Supporting document(s) (e.g. contract) <u>Note:</u> Please submit BEFORE the end of the add/drop period of the semester concerned.

- **Partial leave of absence, i.e., taking leave for particular courses, is NOT allowed under all circumstances**

1. Leave of Absence

No Course Enrolment

= 0 credits completed

≠ Leave of Absence

2. Examinations

	1 st Semester	2 nd Semester
Exam Period	December	May
Release of Exam Timetable	November	April
Release of Assessment Results	January	June

- **Read carefully** the instructions to candidates for University examinations and **observe** the regulations and instructions contained

2. Examinations

Absence from Examination

- Normally result in **automatic failure** in the examination component of the course concerned.
- For absence on medical grounds, you should submit the completed Form of Medical Certificate within 7 calendar days of the examination concerned.
- Only ONE supplementary examination will be given.

2. Examinations

Absence from Examination

- **Partial attendance in examination on medical grounds will normally NOT be granted supplementary examination unless under very special circumstances.**

3. Honours Classification

Class of Honours	Graduation GPA (GGPA)* Range
First Class Honours	3.60 – 4.30
Second Class Honours	(2.40 – 3.59)
Division One	3.00 – 3.59
Division Two	2.40 – 2.99
Third Class Honours	1.70 – 2.39
Pass	1.00 – 1.69

***For students who have successfully completed 6 Common Core (CC) courses, the calculation of Graduation GPA (GGPA) is subject to the proviso that *either* 5 CC courses with the highest grades (covering all 4 Areas of Inquiry), *or* all 6 CC courses will be counted towards GGPA, depending on which generates the higher GGPA.**

4. Discontinuation of Studies

You will be recommended for discontinuation of studies if you have:

- Passed **fewer than 36 credits** in two consecutive regular semesters; *OR*
- Achieved **an average Semester GPA of less than 1.0** for two consecutive regular semesters; *OR*
- **Failed** a particular course / requirement for **3 times**; *OR*
- **Exceeded** the **maximum** period of registration.

5. Plagiarism and Cheating

- **Extremely serious intellectual crime**
- **Will be reported to the University (zero-tolerance policy)**
 - **May result in severe disciplinary penalties, including:**
 - **Reprimand**
 - **“Failed” grade**
 - **Suspension of study**
 - **Expulsion from the University**
- **Ignorance or unawareness is not an excuse**

What is plagiarism? (<https://tl.hku.hk/plagiarism/>)