

THE UNIVERSITY OF HONG KONG
FACULTY OF LAW
Note for Leave and Examination Arrangements for exchange students

Residence Requirements and Extended Leave

While you are a visiting / exchange student at our Faculty, you are expected to remain in Hong Kong for the duration of your studies, save for official University holidays. This includes the period of time within which examinations take place. At the same time, we realize that this is a good opportunity for you to explore the region while you are based in Hong Kong, particularly during University holidays. Therefore, first, please make sure that anytime you are away from Hong Kong during your visit / exchange period for an extended trip, you inform the Director of Student Exchange (Incoming) your itinerary and your contact information should there be a need to reach you in an emergency.

Second, if you cannot attend classes for any reason for 3 consecutive teaching days, you must apply for “Leave of Absence” by writing to the Interim Head of the Department of Law, including in your letter the grounds for and documentation justifying your absence. Please note that such applications will need the endorsement of the Interim Head of the Department and the Dean. If you are ill and therefore cannot attend classes for more than 2 consecutive teaching days, please inform the Director of Student Exchange (Incoming) via headlaw@hku.hk and provide the Department of Law Office with a note from your healthcare provider.

As HKU will continue to adopt face-to-face teaching and learning in this academic year, it is expected that most of our law courses will be conducted in-person in our campus. If you cannot attend classes in-person at HKU after the commencement of the 1st semester, you should apply for Leave of Absence (see Annex II) as soon as possible.

Third, if you envisage missing more than one session of any class for which you are registered, please let the course lecturer / tutor know and make arrangements to be able to keep up with the reading, research and other requirements of the course.

Class Attendance

You are required to attend at least 70% of the classes in each course. Failure to comply with this requirement may be regarded as failure to fulfil the course requirements and you may not be permitted to sit for the examination.

Early Examination and/or Marking

Examination / assessment of courses normally take place in December / May in each academic year. Please note that the examination / assessment period which has been indicated in the academic calendar.

Exceptionally, some of you may need to take earlier examinations because you have to return home early due to your home faculty graduation or professional requirements. Please note that it is your responsibility to make suitable arrangements with your course lecturers.¹

¹ E-mail addresses of the Faculty staffs can be found at <http://www.hku.hk/law/faculty/acadstaff.html>.

Early exams may only be arranged if the course teacher agrees, and indicates this agreement in writing by signing on the Application Form for Early Exam (see Annex I). This Application Form must be submitted by the end of September / February of each academic year. If a student requires an early exam, written approval from the course teacher must be sought during the Add-Drop period. If such written approval cannot be obtained, the student should drop the course during the Add-Drop period and take another course instead. In some cases, again due to your home faculty or professional requirements, you might also require early results (even if you may not need to take the examinations earlier than scheduled). If so, please discuss this with your course lecturers as early as possible.

Early Pass or Fail Indications

The assessment results for 1st semester courses will be released on SIS in January 2024. The Department of Law can only provide an early pass / fail indication upon request.² It is your responsibility to make suitable arrangements with your course lecturer. If you need to make provisions for either early examination or marking, or both, you would need to submit a completed “Application for Early Examination and/or Early Confirmation of Pass / Fail” (see Annex I) by the deadline stated on the form.

Please be reminded to withdraw from any courses you are not intended to enrol before the end of the add / drop period. You shall be deemed to have failed from a course if you enrol the course without completing its assessments, and shall be recorded on the official academic transcript.

Orientation

(i) Law Library Orientation

Date: August 30, 2023 (Wednesday)

Time: 11:00 am – 12:00 nn

Venue: via Zoom

<https://hku.zoom.us/j/99971837367?pwd=WFY0VW9WSDMyaGc2RmRveVBqNHhWdz09>

Meeting ID: 999 7183 7367

Password: 543287

(ii) Orientation for incoming exchange students (for Law students) (Tentative)

Date: August 31, 2023 (Thursday)

Time: To be confirmed

Venue: Academic Conference Room, 11/F, Cheng Yu Tung Tower, Centennial Campus

(iii) IAO Orientation

Date: August 31, 2023 (Thursday)

Time: To be confirmed

(iv) CEDARS Orientation

Date: August 25, 2023 (Friday)

Time: Morning

Programme details: <https://www.cedars.hku.hk/campuslife/non-local/orientation>

² These early results are provisional and have to be formally endorsed by the Faculty of Law Board of Examiners which will meet in mid-January (for December examinations). Final grades can only be sent out after the Board’s meeting.

You may also familiarise yourself with studying in Hong Kong and at HKU by reading the following reference materials:

Arrival information for incoming exchange students

<https://intlaffairs.hku.hk/arrival-advice>

A Glimpse of Student Life @HKU

<https://www.cedars.hku.hk/nonlocal/publication/glimpse2324.pdf>

**Visiting or Exchange Student
Application for (i) Early Examination and/or
(ii) Early Confirmation of Pass/Fail**

Deadlines for Application: End of September (for December examination papers) or
End of February (for May examination papers) in respective academic years

Please return the completed form to General Office (10/F Cheng Yu Tung Tower)

To: Head, Department of Law From: _____ Student ID: _____
Date departing HK: _____
Email: _____ Tel: _____

I would like to request that i) earlier examination(s) be given by my lecturer(s)

and / or

ii) a letter be issued to me to confirm my results (pass/fail) earlier.
Latest date for the letter to be available: _____

[Please provide a realistic date as special arrangements have to be devised and special efforts have to be made by teachers to accommodate your request]

The reason(s) for earlier confirmation of pass/fail is i) university requirement
[please provide supporting document(s)] ii) professional requirement

Address of confirmation letter
(indicating pass or fail only) to be sent to : Attn: _____

by post _____

by e-mail to: _____ by fax _____

[Please seek the agreement of the teacher in charge of your course for special arrangement on early examination and early confirmation of exam results (pass/fail)]

Endorsement by lecturer in support of early marking for early result:

Course code / title	Format (take-home / in-hall exam)	(1) Due date for submission of take-home exam / assignment; or (2) Date of earlier in-hall exam	Agreed and signed by course teacher

Signature of Applicant: _____ Date of Application: _____

THE UNIVERSITY OF HONG KONG
DEPARTMENT OF LAW

Application for Leave of Absence

For non-local students who are unable to arrive in HK
on or before the start date of each semester due to travel restrictions

I. PERSONAL PARTICULARS

Full name: _____ Curriculum: _____
HKU student no.: _____ Email address: _____

II. REQUEST FOR LEAVE OF ABSENCE

Period of leave of absence requested:

For the period from (yy/mm/dd) _____ to _____.

Travel details [please attach separate information if appropriate]:

Please provide your travel details and attach relevant supporting document(s) (for instances: flight itinerary, e-ticket or hotel booking confirmation):

Date: _____ Applicant's Signature: _____

FOR OFFICE USE ONLY

Application is **recommended** / **not recommended** by (please delete as appropriate)

Name: _____ Signature: _____ Date: _____

Notes to students

1. **Application deadline:** September 8, 2023
2. **How to submit application:** please submit your application as soon as possible by email to Lydia BUTE lbute@hku.hk