Dear Exchange and Visiting Students,

Welcome to the Student Exchange Programme at the Faculty of Law, the University of Hong Kong! You will find in this document some important information you need to note before and upon arrival in Hong Kong.

We look forward to welcoming you in January 2016.

Yours sincerely,
Faculty of Law, HKU
December 2015
Law Faculty Registration & Briefing

Registration at the Faculty of Law should be done immediately upon your arrival in Hong Kong and no later than 18 January 2016, at the General Office, 10/F, Cheng Yu Tung Tower (Faculty of Law), Centennial Campus, The University of Hong Kong.

The Director and Deputy Director of Student Exchange (Incoming) will host a briefing on 14 January 2016, Tuesday at Rm 825, 8/F, Cheng Yu Tung Tower (Faculty of Law), The University of Hong Kong. To facilitate planning, please RSVP regarding your attendance at the briefing by emailing us at laffairs@hku.hk by 6 January 2016.
Key Dates for 2015-2016

The key dates for Semester 2 of AY 2015/2016 are:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Events</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>14 January 2016</td>
<td>Law Faculty Briefing Session <em>(with light refreshments)</em></td>
<td>Time: 10 am – 11 am</td>
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<td></td>
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<td>Venue: Room 825, 8/F, Cheng Yu Tung Tower</td>
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<td>(RSVP: by <a href="mailto:laffairs@hku.hk">laffairs@hku.hk</a> by 6 January 2016)</td>
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<tr>
<td>15 January, 2016</td>
<td>Law Library Orientation</td>
<td>Time: 11 am – 12 noon</td>
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<td></td>
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<td>Venue: Room 825, 8/F, Cheng Yu Tung Tower</td>
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<tr>
<td>15 January, 2016</td>
<td>Orientation for new non-local students <em>(organized by CEDARS and OISE)</em></td>
<td>Time: 9:30 am</td>
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<td>Venue: Rayson Huang Theatre</td>
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<tr>
<td>18 January 2016</td>
<td>First day of LLB Lectures</td>
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<tr>
<td>18 – 29 January</td>
<td>Add/drop period</td>
<td>Course selection for languages and other non-law courses via HKU Portal can be also done within the add/drop period</td>
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<tr>
<td>25 January 2016</td>
<td>First day of LLB tutorials and LLM Lectures</td>
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<tr>
<td>7 – 12 March 2016</td>
<td>Reading Week</td>
<td>(No classes)</td>
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<tr>
<td>30 April 2016</td>
<td>Last day of LLB Lectures</td>
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<tr>
<td>7 May 2016</td>
<td>Last day of tutorials/ seminars (all LLB and LLM students)</td>
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<tr>
<td>9 – 28 May 2016</td>
<td>Assessment period</td>
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Dates of Second Semesters of 2015–2016

For all undergraduate and taught postgraduate students*

<table>
<thead>
<tr>
<th>Second Semester</th>
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<tr>
<td>First Day of Teaching</td>
<td>18.01.2016</td>
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<tr>
<td>Reading/Field Trip Week**</td>
<td>07.03.2016 – 12.03.2016</td>
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<tr>
<td>Last Day of Teaching**</td>
<td>30.04.2016</td>
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<tr>
<td>Revision Period**</td>
<td>02.05.2016 – 07.05.2016</td>
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<tr>
<td>Assessment Period**</td>
<td>09.05.2016 – 28.05.2016</td>
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Applicable to non-clinical undergraduate and taught postgraduate curricula in general and subject to Faculties’ confirmation of the first and last days of teaching, reading/field trip weeks (if any), revision periods, and assessment periods for individual curricula as approved by the respective Boards of Faculties.

** For undergraduate students only. Faculties concerned will determine the reading/field trip weeks (if any), last days of teaching, revision periods, and assessment periods for individual taught postgraduate curricula.
In order to select the courses you wish to study during your time in HKU, you are required to login to the Exchange Student Course Selection System located at http://www.law.hku.hk/lawfac/exchange/ to complete your course selection. The initial round of course section begins from 10:00 am on Monday, December 21\textsuperscript{st} (HK Time, UTC +08:00) and end at 10:00 am on Thursday, December 31\textsuperscript{st} (HK Time, UTC +08:00). Use your HKU student number or your application number [exchange programme] as the login name. For password, please retrieve from http://www.law.hku.hk/lawfac/exchange/retrieve.php. For comprehensive details, including a list of courses offered to exchange and visiting students, please refer to the Guidelines for the Selection of Courses.

For course descriptions, please visit: http://www.law.hku.hk/dm/course.

After selecting your courses online, you will have a chance to amend your course selection during the add-drop period in January (18 January-29 January 2016).

Please note that the following courses are \textbf{not} open to exchange and visiting students, and no special considerations can be granted in this regard:

- LLAW1008 The Legal System of Hong Kong SAR
- LLAW2009 Introduction to Chinese law
- LLAW2011 Summer Internship
- LLAW3097 Civil Procedure
- LLAW3099 Criminal Procedure
- LLAW3102 Evidence I
- LLAW3105 Land Law III
- LLAW3203 Guided Research

Taught postgraduate courses with course code **LLAW6XXX and JDOCXXXX**

** JD students from North America will be able to enroll in Taught postgraduate courses (with course code LLAW6XXX)

If you encounter any technical problems, you can contact our Mr Alan Tsang (alanhku@hku.hk) for assistance.

If you have any other queries about course selection, after you have consulted the Guidelines for the Selection of Courses, please contact Dr Mi ZHOU, Director of Student Exchange (Incoming), at zhoumi@hku.hk and Dr Marcelo THOMPSON, Deputy Director of Student Exchange (Incoming), at marcelo.thompson@hku.hk. Please copy your email to Ms Jacqueline Wong (laffairs@hku.hk).

\textbf{Adding and Dropping Courses}

At the beginning of each semester, there is an add / drop period within which you will have the option of changing your tentative selections and finalize your course registration. The deadlines for LLB and LLM courses are \textbf{29 January 2016 (by 4:00 pm)} and \textbf{5 February 2016 (by 4:00 pm)} respectively. The add / drop deadline for intensive courses is within the first two classes of the course. Please email Ms Estella Ng (elwng@hku.hk) if you want to add / drop any courses. If you wish to have more understanding on how LLB and LLM students are assessed, please refer to our Faculty web page.
Leave and Examination Arrangements

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 let the Director of Student Exchange (Incoming) know 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 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 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.

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.

Early Examination and/or Marking

Please note that the examination / assessment period will run from 9-28 May 2016 for the second semester.

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. 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 Department can only provide an early pass / fail indication upon request. 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 note that if you do not drop courses before the add / drop period (outlined in the section ‘Course Selection System’ above), then you will be deemed to fail a course if you do not complete it.

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1 E-mail addresses of the Faculty can be found at http://www.hku.hk/law/faculty/acadstaff.html.
2 These early results are provisional and have to be formally endorsed by the Faculty of Law Board of Examiners which will meet in late January (for December examinations) or mid June (for May examinations). Final grades can only be sent out after the Board’s meeting.
Contact Persons

For **all enquiries**, you may contact Ms Jacqueline Wong ([laaffairs@hku.hk](mailto:laaffairs@hku.hk)) for assistance.

Other offices in the University also provide support and offer advice on both academic and non-academic matters. These offices include:

- **Office of International Student Exchange (OISE)**, which gives advice and services to both incoming and outgoing exchange students on academic matters, and administers a buddy system which aims at fostering a better understanding and friendship between local and international students.

- **Center of Development and Resources for Students (CEDARS)**, which offers (i) individual counseling and group activities to support you in achieving your personal growth; and (ii) advice on visa and immigration formalities, accommodation, living costs, adjustment and orientation, etc.

- **Academic Services Section** which coordinates registration, examinations, and awards & scholarships.

- **University Health Service**, which runs an on-campus clinic.

- **Computer Centre**, which provides computing facilities in campus and setting up of off-campus dial-up accounts.

- **Institute of Human Performance**, which provides sports and recreational facilities and programmes.
### Visiting or Exchange Student Application for (i) Early Examination and/or (ii) Early Confirmation of Pass/Fail

**Deadlines for Application:**
- 4:00 pm, 21 September 2015 for December 2015 examination papers
- 4:00 pm, 6 February 2016 for May 2016 examination papers

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

- **To:** Head, Department of Law
- **From:** ________________________________
- **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:**

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<tr>
<th>Course code / title</th>
<th>Format (take-home / in-hall exam)</th>
<th>(1) Due date for submission of take-home exam / assignment; or (2) Date of earlier in-hall exam</th>
<th>Agreed and signed by course teacher</th>
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**Signature of Applicant:** ___________________ **Date of Application:** ____________________