WELCOME to the Department of Law. This pamphlet provides important information, please read it carefully.

1. General Introduction
2. Important Notes for Exchange / Visiting Students
3. Some Practical Information
4. Disciplinary Matters
5. International Mooting
6. Equal Opportunity
7. Student Researchers Scheme
8. Calendar of Academic Activities

Annex I: Form - Application for Early Exam and / or Early Confirmation of Pass / Fail
Annex II: Cover Sheet Required for All Written Assessment
Annex III: Form - Application for Change of Tutorial Group

Information contained in this pamphlet can also be found on the Faculty website.
1. GENERAL INTRODUCTION

Dear Students,

On behalf of the HKU Department of Law, I am pleased to welcome you as an exchange or visiting student to HKU and look forward to your participation in our LLB and LLM programmes. We hope you will enjoy your time at HKU, as well as find your studies with us to be rewarding and challenging. We attract about a hundred exchange and visiting students each year, from a wide range of universities, and your presence helps enliven and enrich our programmes.

You will find the Department well endowed with resources and effectively organized. Our teachers come from various parts of the world and represent a broad array of academic backgrounds and legal training. Their collective research and teaching experience is considerable and creates the intellectually charged environment that the Department is known for.

The curriculum we offer is comprehensive, innovative and subject to regular assessment. One of our objectives is to prepare our students for legal practice in Hong Kong, China, Asia and around the world. Professional skills are accorded great attention but we strongly believe that education goes beyond the purely technical domain and encompasses the broad social context of legal practice.

We believe that legal education is not a one-way process. The communication flow should be circular (from the teacher to the student and back to the teacher) and we strongly encourage feedback. Indeed, we welcome students’ initiatives that go beyond the mere provision of feedback. There are many channels for demonstrating your intellectual activism, most notably our international mooting programme [see section 5] and the Student Researchers Scheme [see section 7] as well as our very active seminar and conference programme. Please take advantage of these unique opportunities.

Organizational Framework

The Faculty of Law consists of two Departments and five research centres. They are Centre for Comparative and Public Law (CCPL), Asian Institute of International Financial Law (AIIFL), Law and Technology Centre (LawTech), Centre for Chinese Law (CCL), and Centre for Medical Ethics and Law (joint with HKU’s Li Ka Shing Faculty of Medicine).

You are in the Department of Law (the Department). The other Department in the Faculty is the Department of Professional Legal Education (PLE Department) which is responsible for the PCLL programme. Whereas the Faculty Office is charged with student enrolment, registration, scholarship and matters related to the conferment of degrees, the Department is responsible for the day-to-day running of the teaching programmes. Thus, most issues concerning your study will be dealt with by the Department.
Kindly note that, in addition to the Head, the Department is managed by a team of dedicated teachers with various responsibilities. If you need advice or assistance on any of these matters, please read the relevant section of this Pamphlet and then approach the relevant colleague.

For most administrative matters (e.g., change of tutorial groups, students’ functions, booking of rooms etc), please approach Ms Estella Ng (elwng@hku.hk), Ms Lydia Bute (lbute@hku.hk) or Ms Cindy Kwan (cindyank@hku.hk).

Dr Mi Zhou (zhoumi@hku.hk), Director of International Exchange / Visiting Students and Dr Marcelo Thompson (marcelo.thompson@hku.hk), Deputy Director of International Exchange / Visiting Students will no doubt be your first point of contact (e.g. on choice of courses, plan of study). You are of course welcome to discuss anything with the teaching staff, though, as a matter of courtesy, please try to make an appointment by contacting them directly via email (email addresses are available on the Faculty web page).

The course lists are available on the at the Academic Resources Support Centre (ARSC) http://www.law.hku.hk/dm (“courses & syllabuses” / “course descriptions and courses offered 2014-15” / “course selection guidelines”). These course lists are updated from time to time, so please ensure you check the on-line version at all times when making decisions about your final course selection. Also contained herewith is the University’s Calendar of Activities (section 8).

I wish nonetheless to draw your attention to the following issues about course selection:

You are required to do 30 credits of law courses for each semester. Overloading and under-loading are normally not accepted unless you have obtained prior written approval from your home institution. The following general course selection rules apply to exchange / visiting students:

- Students from undergraduate programmes can choose courses from the list of undergraduate electives.

- Masters-level and final-year students from an extended law programme can choose courses from the list undergraduate electives and up to one course from the list of postgraduate electives.

- JD students from North America can choose courses from the list undergraduate electives and list of postgraduate electives.

You are allowed to take up to one non-law course (including language course) for each semester. For those who intend to take Cantonese / Mandarin course, please visit the website of the Chinese Language Centre for more course information: http://web.chinese.hku.hk/putonghua%20and%20cantonese/c1.html. You should enrol the relevant language course(s) through HKU Portal system (https://hkuportal.hku.hk/login.html)
during the add/drop period from September 1 to September 12. You will obtain your Portal login upon your arrival and your Portal account will be activated once you have completed the online Master Registration.

If you would like to take non-law course, please obtain prior written approval from the offering department/centre/school. Please submit the add/drop form (http://www.law.hku.hk/dm (“forms”) together with the written approval to our office on the 10/F of Cheng Yu Tung Tower. Our staff will help amending your enrolment record accordingly. In any event, all your course enrolments must be finalised by the end of the add/drop period.

Subject to the availability of places, you may also add/drop undergraduate law elective(s) through HKU Portal during the add/drop period.

The course lists are available at the Academic Resources Support Centre (ARSC) / “Courses & Syllabuses” / “Course Descriptions and Courses Offered”. These course lists are updated from time to time, so please ensure you check the on-line version at all times when making decisions about your final course selection.

The Student Corpus

Our student body is more diversified than sometimes assumed. In the course of your studies, you will come across students from our LLB degree programme, four double degree programmes, and exchange and visiting students from around the world, as well as postgraduate students in our JD, MCL and LLM programmes. The last of these groups comprises PRC graduates, government officials and judges who have already obtained a PRC law degree and come to HKU to undertake a one-year programme in common law. You should find interacting with this diverse group of students a rewarding experience.

Class Attendance

Law teaching variously involves lectures, tutorials and seminar groups. Please note that all tutorials and seminar groups are compulsory and your attendance is recorded. Please be punctual when attending lectures and classes. Teachers do not have the luxury of waiting for you and, as a matter of courtesy to teachers and fellow-students, it is appropriate to apologize if you are late for tutorials / seminars. Should you not be able to attend any particular tutorial / seminar class, you should provide an explanation in writing to the teacher, preferably in advance. If your absence is on medical grounds, you must submit a medical certificate. If you are absent without explanation from tutorial or seminar on two or more occasions, you may receive a letter from me requesting an explanation and warning you of the consequences of non-attendance. Under University regulations, any student who has not complied with the course requirements (including attending a minimum of 70% of classes) may not be permitted to take the examination.
You are responsible for selecting your tutorial or seminar groups via our on-line tutorial / seminar selection system. If you do not select tutorials / seminars, you will be assigned to tutorial / seminar groups. In general, once selected or assigned, you are not permitted to change to another tutorial / seminar group. If your tutorial / seminar timetable clashes with your other commitments, you must submit an application to Ms Lydia Bute (lbute@hku.hk) for permission to change to a different tutorial / seminar group (see attached form in Annex III), providing detailed reasons. Permission will normally not be given unless you can find someone to swap with you. Hall or sports activities are not permissible reasons for changing tutorial / seminar groups. If you change tutorial / seminar group without permission, you may be regarded as having been absent from your original tutorial / seminar group, and persistent absences may result in you not being permitted to take the final examination.

Please note the dates of examinations if you are planning to be away in December / January or May / June.

Law Library

We have one of the finest Law Libraries in Asia. You should expect to spend a great deal of your study time in the coming years in the Law Library.

The Law Library will organize various orientation tours at the beginning of the academic year. When visiting the Law Library, please keep quiet, as there are students, teachers, researchers and practitioners working in the Library throughout the year. Please note that this is a place for study, not for social gathering. The librarians are keen to serve and this should be duly reflected in your interactions with them.

University Life

I hope that your time with us will be a crucial phase in your lifelong process of personal development. Our emphasis is on thinking, participation and expression, and the role of your law teachers is to facilitate your learning, not spoon-feed you. We employ different teaching methods, most of which emphasize preparation and in-class participation. Legal education in Hong Kong, like elsewhere, involves a considerable amount of hard work, and there is no easy path to success. You are a full time student, and we plan your legal education on the basis of a 40 hours week. We also encourage you to take part in extra-curricular activities, since these form an important part of university education. But you have to be aware of your limitations, the need for self-discipline and time management. May I wish you all the best in the coming academic year, and every success in your pursuit of knowledge with us.

Professor Lusina Ho
Head
Department of Law
2. IMPORTANT NOTES FOR EXCHANGE/VISITING STUDENTS

Course Selection

LLB lectures begin on 1 September 2014. LLB tutorials and LLM classes usually start in the following week. Please check the website for specific / contrary instructions in individual courses.

New exchange students must finalize their course selection as soon as possible but before 1 September 2014. The latest LLB and LLM Course-lists are available on the Faculty website (see: Academic Resources Support Centre). Students should check carefully whether there is any quota on class size or pre-requisite course(s) required by the lecturer of a particular course.

Please also note that some courses are year-long courses, and if you are a visiting / exchange student for only one semester, you would need to make special arrangements with course lecturers to see if you can register for these year-long courses and be assessed after one semester.

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 1-12 September 2014 (by 4:00 pm) and 8-19 September 2014 (by 4:00 pm) respectively. The add / drop deadline for intensive courses is within the first two classes of the course. You may change your options (LLB courses) via HKU Portal during 1-12 September 2014. Exchange students who want to change their LLM courses should email Estella Ng (elwng@hku.hk) for assistance.

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, you let the Director of International Exchange / Visiting Students 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 International Exchange / Visiting Students 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 for the first semester will run from 6-23 December 2014 and from 11-30 May 2015 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).

**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”. Please remember that the due date for submission of the application is the last day of the add / drop. For the first semester of 2014-2015, the deadlines for LLB and LLM courses are 12 September 2014 (by 4:00 pm) and 19 September 2014 (by 4:00 pm) respectively. The add / drop deadline for intensive courses is within the first two classes of the course.

**International Mooting and Student Researchers Scheme**

Exchange / visiting students who wish to sharpen their skills in legal arguments and gain experience in legal research are most welcome to join the international mooting (more details at section 5) and Student Researchers Scheme (details at section 7).

---

1 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 academic matters, you may contact Dr Mi Zhou (zhoumi@hku.hk) or Dr Marcelo Thompson (marcelo.thompson@hku.hk).

For administrative matters, please contact Ms Jacqueline Wong (jacque@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)
[giving 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)
[offering individual counseling and group activities to support you in achieving your personal growth. Through individual and group activities, you can learn to deal with problems and develop social and leadership skills; AND - offering advice on visa and immigration formalities, accommodation, living costs, adjustment and orientation, etc;]

Academic Services Section
[coordinating registration, examinations, and awards & scholarships;]

University Health Service
[an on-campus clinic;]

Computer Centre
[providing computing facilities in campus and setting up of off-campus dial-up accounts;]

Institute of Human Performance
[providing sports and recreational facilities and programmes]
3. SOME PRACTICAL INFORMATION

Timetable

1. The timetable for classes will shortly be posted on the Faculty website. For teaching dates in both semesters in 2014-2015, please see section 7. A tentative timetable is also posted on our webpage (go to Teaching Resources Support Centre).

2. Please note that lectures commence on 1 September 2014. LLB tutorials and LLM classes usually start in the following week, but please check the website for specific / contrary instructions in individual courses.

3. Please note that subjects set out in CAPITAL LETTERS in the Timetable refer to lectures in the subjects (attended by all students taking the subject). Tutorial classes (meeting in small groups) and seminar groups are indicated by small letters. You should find out the group to which you belong for the purpose of each subject by consulting the lists that will be posted on our webpage. You may be in different tutorial / seminar groups for different subjects.

4. As mentioned above, students are not permitted to change their assigned tutorial / seminar groups unless exceptional circumstances exist, and the approval of the Head of Department must be obtained. All such applications should be submitted in the first instance to Ms Lydia Bute (lbute@hku.hk), using the relevant form (Annex III) by 12 September 2014 at the latest (ie within the first two weeks of the term). No application for change of tutorials / seminars will be entertained after that date.

5. Teachers are identified in the timetable by their initials. For teachers’ full names and office room numbers, please consult the faculty website or the board near the reception counter (10/F, Cheng Yu-Tung Tower). You may make an appointment to see any of them by filling in a form at the reception counter or by emailing them directly.

Adding and Dropping Courses

6. 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 (LLB and cross-listed courses) and LLM courses are 1-12 September 2014 (by 4:00 pm) and 8-19 September 2014 (by 4:00 pm) respectively. The add / drop deadline for intensive courses is within the first two classes of the course. You may change your options (LLB courses) via HKU Portal during 1-12 September 2014. Exchange students who want to change their LLM courses should email Estella Ng (elwng@hku.hk) for assistance. If you wish to have more understanding on how LLB and LLM students are assessed, please refer to our Faculty web page.
**Notices & Email**

7. There are various means of communication between you and the Department. Notices are posted on the Faculty webpage ([Student Notices](#)). Please check the webpage from time to time. You are deemed to have notice of all notices posted there.

8. Some important information will be placed on the Faculty Homepage. Please check the Faculty Homepage from time to time. In some courses, teaching materials -- as well as instructions for class preparation -- are placed on the Faculty Homepage. Most courses have their own Moodle (you may access Moodle via [HKU Portal](#)).

9. In some urgent cases or during vacation, notices may be sent to you by email. All of you are assigned a student email account. Students may also have other email addresses. For communication purposes, we will use your university email address only. You are again deemed to have notice of any notice sent to your university email address.

10. Each of you has been assigned a pigeon-hole on Ground Floor of Cheng Yu-Tung Tower with your name on it. Notices and teaching material may be distributed through your pigeon hole from time to time.

**Teachers**

11. The names and email addresses of all teachers can be found on the [Faculty homepage](#). If you wish to see a teacher, please make an appointment at the Faculty reception or by contacting the teacher directly via email. Some teachers may also post notices informing you of their particular student consultation hours.

**Teaching Materials**

12. Teaching materials (course materials, outlines etc) are mainly available through Moodle, the Faculty website or distributed through the Printing Resources Centre (Ground Floor, Cheng Yu-Tung Tower). It is also common that you have to download materials from various internet websites.

**Submission of Assignments**

13. Unless teachers in a particular course instruct otherwise, you should submit all coursework and written assignments through Moodle. Please note that all written assignments submitted via Moodle will be run though plagiarism detection software. You may access Moodle through [HKU Portal](#).
Class Attendance

14. Attendance in tutorials / seminars is compulsory. Students who repeatedly fail to attend class without a satisfactory reason may be deprived of the right to take the examination at the end of the year; if the student takes the examination and fails, previous absences in tutorials / seminars may lead to the student not being given the opportunity to take a supplementary examination. Any student who is absent from any tutorial/seminar should therefore submit a letter explaining the absence to the tutor concerned. Please refer to section 4 for further details regarding disciplinary matters.

Plagiarism

15. As students, you have rights as well as responsibilities and duties. One of your most important duties is to comply with the University’s rules regarding the writing of coursework assignments and examinations. For example, as far as written coursework and assignments are concerned, you must not engage in plagiarism. Plagiarism is a very serious academic offence and in recent years has been dealt with severely by the University. In some instances, law students have been expelled from the University after they were found guilty of plagiarising the work of others, including other students. The meaning of plagiarism is explained in the memorandum on disciplinary matters in section 4. All written assignments will be submitted through Moodle and run through plagiarism detection software. If plagiarism is detected, the item of assessment will receive a mark of 0 (F).

16. Note also that students are required to attach to all assignments or take-home exams a cover-sheet containing a declaration (to be signed by the submitting student) that the rules pertaining to plagiarism have been complied with fully (see Annex II). Obviously, students must not attempt to submit the same piece of written work in more than one course.

Copyright & Photocopying

17. Extensive photocopying of books is to be avoided. It is a breach of copyright as well as an unethical practice. It is also discouraging to the authors (some of whom may be our own colleagues) who have spent many hours in producing their work. Notices regarding fair practices are posted in the University’s Libraries and often on photocopy machines.

Basic Courtesy

18. From time to time we hear comments that law students are rude and disrespectful, whether to other students, to the University’s teaching and administrative staff, or to downtown legal practitioners. This is not true for most of our students, yet it takes only a few to give this kind of general impression. The art of advocacy is persuasion, not
offensiveness. Please be polite and patient, particularly with administrative staff, and especially at the beginning of the academic year when there may be a large number of students' enquiries. Rude and offensive manner will not help you get your desired result.

**Good Email Manners**

19. When you write letters or send emails and text messages to your friends you can be as informal as you wish. However, when you are writing to other people, such as teachers, administrators or practitioners, it is important that you use proper and polite language. You will communicate more effectively, and it will give people a better impression of your abilities. Remember that your future supervisors and clients are not likely to tolerate bad email manners. Commonsense, politeness, and correct grammar and spelling are the basic ingredients of a proper email. It does not necessarily have to be written in a very formal manner.
4. DISCIPLINARY MATTERS

There are several important rules applicable to you as a student in the Department of Law, the violation of which may result in serious consequences for you.

Attendance at Tutorials / Seminars

In all LLB courses, attendance at tutorials / seminars is compulsory. Our LLB programme is not an external degree programme where students study by themselves and then sit the examination set by the educational institution. Tutorials / seminars are a vehicle by which teaching instruction is provided and the student’s academic progress is monitored. According to the rules which are currently in force, failure to comply with the requirement to attend compulsory classes may constitute failure “to follow instruction”, and may lead to the student concerned being deprived of the right to take the examination or submit assignments in the subject(s) concerned.

This memo constitutes notice to you of the serious consequences of failing to attend classes for which attendance is compulsory. Students who fail to attend such classes without satisfactory explanation assume the risk of not being allowed to take the examination at the end of the course or submit assignments.

If you need to be absent from class for a legitimate reason, you must seek the teacher’s permission in advance or as soon as possible thereafter if advance notice cannot be given. If you are unable to attend class because of illness, a medical certificate for your absence must be provided afterwards. Please note also Regulation G8(a) and (b) of the University's General Regulations, which provides:

“(a) Attendance:
   A student shall follow his courses of instruction and complete the requirements of his curriculum to the satisfaction of the Heads of the Departments concerned.

(b) Absence:

   (i) A student who cannot attend for between three and seven days inclusive because of his illness shall, if he is registered in a Faculty, inform the Dean of the Faculty concerned in writing at the earliest opportunity. A student who is registered other than in a Faculty shall in similar manner inform the Registrar. When longer absence is necessary or when absence from examinations is in question, a student shall submit in writing an application for leave of absence to the Dean, or the Registrar, as the case may be, together with a certificate signed by a registered medical practitioner ...

   (ii) A student who, during any term, desires leave of absence for more than two full consecutive days for non-medical reasons shall, if he is registered in a Faculty, apply to the Dean of the Faculty concerned in writing at the earliest opportunity, stating the reasons for which the leave of absence is sought. A student who is registered other than in a Faculty shall in similar manner apply to the Registrar. Permission for such leave shall be granted only in exceptional circumstances and shall not be granted by reason only that the student has already made arrangements to be absent.”
Plagiarism and Academic Integrity

In writing coursework assignments and final examinations, it is extremely important to bear in mind the rules pertaining to plagiarism. **In summary, plagiarism means the taking or copying of others’ work and presenting it in a manner as if the work is one’s own.** Regulation 5 of the University’s Regulations Governing Conduct at Examinations provides:

"A candidate shall not engage in plagiarism nor employ or seek to employ any other unfair means at an examination or in any other form of work submitted for assessment as part of a University examination. Plagiarism is defined as the unacknowledged use, as one's own, of work of another person, whether or not such work has been published."

The most common form of plagiarism is copying from published works of writers or the essays of other students without proper acknowledgement. It is not enough merely to acknowledge the source by listing the source in the bibliography. If you take a word-for-word passage, sentence or phrase from others’ work, you must put the passage, sentence or phrase between quotation marks to demonstrate that it is others’ work and provide the source. If you are paraphrasing or adopting an argument made in a book or article, you must also acknowledge the source. Normally you will do this with a footnote at the end of a sentence each time a new point is written. Students often make the mistake of citing the source only once, usually after the first sentence in a paragraph or after a heading, without making subsequent citations when the source is used or referred to again. Giving credit where credit is due does not in any way detract from the force of your argument. It is simply making clear with integrity which ideas are yours and which ideas belong to others.

Once an assignment has been completed, you should re-read your paper with a view to spotting possible instances of plagiarism. This is important because oftentimes plagiarism arises from just plain carelessness. **However, whether the plagiarism was intentional or due to a careless mistake, it will be treated as equally serious, and the consequences will likely be the same.** When re-reading your paper, you should ask yourself the following question: “are there any passages in this paper which are either simply the words of another, or would lead the reader to think that the point being made is mine when in fact it is someone else’s idea?” Given the serious consequences arising from a finding of plagiarism, it is better to err on the side of giving too much credit rather than giving insufficient credit. If you are unsure whether you are properly complying with the plagiarism rules, you should always check with your teacher before you submit your assessed work.

Plagiarism is academic theft and is severely penalized in academic institutions, including the University of Hong Kong. Where portions of two or more students’ essays are found to be very similar, plagiarism may be inferred and both assignments will be failed (ie. a student who allows his or her work to be plagiarized by others will be penalized to the same extent as those who plagiarize the student’s work).

Plagiarized work will be given a mark of zero. On top of that, the matter may be treated as a disciplinary offence (just like the case of cheating during an examination) and referred to the University’s Disciplinary Committee under Statute XXXI of the University’s Statutes and the Disciplinary Committee Regulations. In this regard, your attention is drawn to section 4.
of Statute XXXI, which provides that a student found guilty by the Disciplinary Committee of a disciplinary offence may be subject to several kinds of sanctions, including a published reprimand, suspension from classes or expulsion from the University.

In recent years, a few law students (both LLB and LLM students) have been warned, suspended from their study, and in one case, expelled because of plagiarism. Law students who plagiarize often blame their poor standards in English for their behaviour. Poor English is not an excuse and will not gain any leniency from the full application of the plagiarism rules. Given the high ethical standards expected of future legal professionals, the Faculty of Law is greatly concerned about plagiarism by law students. To deter plagiarism, teaching staff have been instructed to take an active role in spotting plagiarism and to refer the matter for disciplinary action, in addition to awarding zero marks, where it occurs.

You should also note that the Law Society of Hong Kong now requires all applicants for registration of training contracts to indicate in their application documents whether they have at any time been found guilty of any disciplinary offence involving dishonesty by the institute(s) at which the applicant completed his or her academic and professional stages of their legal education.

For further information, please do not hesitate to contact the Department Anti-Plagiarism Coordinator, Dr James Fry (jamesfry@hku.hk).

**Conduct during Examinations**

The same Regulations Governing Conduct at Examinations also stipulate that students may not, unless expressly permitted, bring any printed or written matter to an examination. In the case of an examination in which students have been permitted to bring in their own materials, they should study carefully the rules regarding the extent to which such materials may be marked, underlined or annotated. As in the case of plagiarism, a breach of the rules will be referred to the University’s Disciplinary Committee.
5. INTERNATIONAL MOOTING

Mooting is the art and science of making written and oral legal arguments before a panel of judges. International mooting allows one to travel to far-away places to meet many interesting people, and to argue the latest issues in public and private international law. The Faculty of Law takes pride in its international mooting programme and has achieved outstanding results in the international competitions. For example, in the 2004 Jessup International Rounds held in Washington, DC, the Hong Kong University team was quarterfinalists (out of 94 participating teams) after finishing in third place in the preliminary rounds. The team also won two prestigious memorial awards, the second place prize in the Alona E. Evans competition and the third place in the Hardy Dillard Memorial Prize competition. In light of their success, on return to Hong Kong, each of the team members won a HK$4,000 scholarship from Temple Chambers. More recently, the HKU team was awarded the Championship in the Oxford International Intellectual Property Law Moots in 2014 and 1st runner up in 2011. HKU was also the 1st runner up in the ELSA Moot Court Competition (EMC2) in 2013 and was awarded the prize for best winning team in the 10th Red Cross International Humanitarian Law Moot, with the Best Mooter award in 2012.

These achievements have only been possible because of the great enthusiasm and interest shown by HKU law students, right from their first year. Students are drawn to mooting mostly because it gives them a taste of the real practice of law, and it gives them the chance to put their legal knowledge and skills into real arguments in an actual competition. Many mooters will say just how exhilarating it is to try to persuade a court (even if it is not a real one) with arguments and submissions that they have come up with themselves. Yes it is true that mooting takes time away from one’s studies, but most mooters, who have done it, say the experience is worth it. The mooting experience can substantially improve one’s written and spoken English; it can build confidence in public speaking; it provides a more practical perspective to view one’s legal studies. But perhaps the one reason that most, if not all, students give for becoming involved in international mooting is the chance to go overseas (all-expenses paid!) and to compete against people from all over the world. It goes without saying that the skills and worldly experience acquired from international mooting definitely make a law student more marketable after graduation.

One might ask, well what does a first year law student know about international law or maritime law or even space law? “Do I need to have taken courses in these areas before I can participate?” The answer is no. Actually many past mooters had no previous knowledge or experience in the subject-matter of their moot. With expert guidance from faculty members and the law library, students find picking up the new subject matter for the purposes of their moot an accelerated process. Indeed participating in a moot in an area such as public international law can really give the student a head start when the actual course is taken in later years.

Besides the Jessup public international law moot and the Australian based International Maritime Arbitration Moot, there are other international moots available. The Oxford
International Intellectual Property Moot is typically held in Oxford during March. HKU is also one of the founders of the Hong Kong Red Cross Moot, which has attracted law school participants from around the region. Beyond mooting, there are other long-standing international competitions for law students. In 2014, HKU entered its first team in the Manfred Lachs Space Law Moot. We also hope to get involved in the Price Media Law Moot in the coming year.

What can a first year student do to become involved? First, you should probably get more information from an upper year who has been through the mooting experience. Second, you can join the law student’s Mooting and Advocacy Society. The Society has a number of activities and resources available to help students train and prepare for moots. Thirdly, you should watch out for notices about international moot try-outs throughout the year. For example the try-outs for the Jessup moot are normally held at the beginning of October. Do not be discouraged if you are not selected for one of the five positions; your performance will be put on file for consideration in other international moots.

If you have any questions about international mooting, you can contact Mr Tristan Wong, Mooting & Experiential Learning Coordinator (wtristan@hku.hk) or Dr Po Jen Yap (pjyap@hku.hk), Director – International Mooting Programme.
6. EQUAL OPPORTUNITY

From the Equal Opportunity Officer:

You may wish to note that the University is committed to creating, promoting and maintaining an environment for staff and students which provides equality of opportunity, which is free of any discrimination and harassment. It supports equal opportunity and strongly opposes discrimination/harassment. The University will take whatever action may be needed to prevent, and if necessary, discipline behaviour which violates its equal opportunity policy.

Specifically, our equal opportunity policy covers the following:

- Sex discrimination
- Sexual harassment
- Disability discrimination/harassment/vilification
- Marital status discrimination
- Family status discrimination
- Pregnancy discrimination
- Racial discrimination/harassment
- Harassment on the grounds of sexual orientation

For details, you are welcome to contact us:

Website:  www.eounit.hku.hk/eng/
Tel.:  2241 5115
Email:  eounit@hku.hk
Office: Room749, Knowles Building.

Let us keep our campus discrimination free!
7. STUDENT RESEARCHERS SCHEME

Students wishing to enhance their research skills by providing voluntary research assistance to teachers are invited to enrol in this Scheme. If any teacher needs such assistance, he or she may contact a student enrolled in this Scheme.

Kindly note that:

- Participation in the Scheme does not carry any financial remuneration and is purely on a voluntary basis; and

- The scope for participation hinges on the demand for research assistance among teachers.

Interested students should complete a Student’s Request to Enrol Form via Student Intranet (http://www.law.hku.hk/dm/student-intranet/). For further enquiries, please contact Prof. Simon Young, Department of Law.
8. CALENDAR OF ACADEMIC ACTIVITIES

DRAFT ONLY

Department of Law
Calendar of Activities
September 2014 – May 2015

This calendar is regularly updated.
For the latest version, please refer to the Faculty’s Homepage [www.law.hku.hk/dm].

**FIRST SEMESTER (1 SEPTEMBER 2014 – 23 DECEMBER 2014)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First day of teaching (Undergraduate, JD, MCL, Exchange/Visiting students)¹</td>
</tr>
<tr>
<td>5</td>
<td>Welcoming reception and programme orientation for all new postgraduate students (provisional)</td>
</tr>
<tr>
<td>8</td>
<td>First day of tutorials²</td>
</tr>
<tr>
<td>8</td>
<td>First day of teaching (for LLM courses)³</td>
</tr>
<tr>
<td>9</td>
<td>Public holiday (The day following Chinese Mid-Autumn Festival)</td>
</tr>
</tbody>
</table>

**August**

28 Exchange and Visiting Students' Orientation
29 Opening Ceremony for First Year LLB students
29 MCL Orientation

**September**

1 First day of teaching (Undergraduate, JD, MCL, Exchange/Visiting students)¹
5 Welcoming reception and programme orientation for all new postgraduate students (provisional)
8 First day of tutorials²
8 First day of teaching (for LLM courses)³
9 Public holiday (The day following Chinese Mid-Autumn Festival)

**October**

1 Public holiday (National Day)
2 Public holiday (Chung Yeung Festival)
13-18 Reading week⁴

**November**

8 University’s Information Day
15 LLB Graduation Ceremony
22 Last day of lectures
29 Last day of tutorials and LLM seminars

**December**

1-5 Revision period
6-23 Official assessment period
24 University holiday (Christmas Eve)
25 Public holiday (Christmas Day)
26 Public holiday (Boxing Day)
31 University holiday – afternoon only (New Year Eve)

¹ Unless otherwise specified by course teachers, all undergraduate courses (i.e. course code LLAW3XXX - including compulsory courses and undergraduate-only-electives) and JD courses (including JD compulsory courses and JD-only-electives) will commence on 1 September 2014.
² This is applicable to courses which are offered in the mixture of lectures and tutorials.
³ Unless otherwise specified by course teachers, all LLM-level courses will commence on 8 September 2014.
⁴ Unless otherwise specified by course teachers, no class will be scheduled on Reading Week.
SECOND SEMESTER (19 JANUARY 2015 – 30 MAY 2015)

LLB teaching: 19 January 2015 – 2 May 2015 (12 teaching weeks excluding Reading Week, the Chinese New Year break and Easter break)

LLM teaching: 26 January 2015 – 2 May 2015 (11 teaching weeks excluding Reading Week, the Chinese New Year break and Easter break)

January 2015

1 Public holiday (New Year Day)
19 First day of teaching
19-23 Compulsory Moots (provisional)
26 First day of tutorials
26 First day of teaching (for LLM courses)

February

18 University holiday – afternoon only (Lunar New Year Eve)
19-25 Class suspension period for the Lunar New Year

March

6 Compulsory Moots: Semi-Finals (provisional)
9-14 Reading week
16 University Foundation Day
20 Compulsory Moots: Finals (provisional)

April

3 Public holiday (Good Friday)
4 Public holiday (Holy Saturday)
6 Public holiday (The day following Ching Ming Festival)
7 Public holiday (The day following Easter Monday)
25 Last day of lectures

May

1 Public holiday (Labour Day)
2 Last day of tutorials and LLM seminars
4-9 Revision period
11-30 Official assessment period
25 Public holiday (The Buddha’s Birthday)

---

5 Unless otherwise specified by course teachers, all undergraduate courses (ie. course code LLAW3XXX - including compulsory courses and undergraduate-only-electives) and JD courses (including JD compulsory courses and JD-only-electives) will commence on 19 January 2015.

6 LLB3 and Double-Degree 4 students are required to participate in Compulsory Moot as part of their degree’s requirement.

7 This is applicable to courses which are offered in the mixture of lectures and tutorials.

8 Unless otherwise specified by course teachers, all LLM-level courses will commence on 26 January 2015.

9 Unless otherwise specified by course teachers, no class will be scheduled on Reading Week.
Visiting or Exchange Student
Application for (i) Early Examination and / or (ii) Early Confirmation of Pass/Fail

Deadlines for Application:
(i) 4:00 pm, 12 September 2014 for December 2014 examination papers
(= last day of the add-drop period)
(ii) 4:00 pm, 30 January 2015 for May 2015 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
[please provide supporting document(s)]
[ ] i) university requirement
[ ] 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 to _________________________________
__________________________________________________________________________________

[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:

<table>
<thead>
<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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Applicant: _________________________   Date of Application: ____________
COVER SHEET REQUIRED FOR ALL WRITTEN ASSESSMENTS

Student No.: 
Course Code & Title: 
Research Title (if applicable): 
Word Count (if applicable): 

Important Remarks:

Students are required to include this Cover Sheet as the first page of all their written assessments.

If you are required to submit your written work to Moodle, it is your responsibility to make sure that you have uploaded the correct file onto Moodle. In addition, the content of the uploaded file should be the same as your hard copy submission if you are required to submit a hard copy to the Faculty Office.

I submit the attached work for assessment on the following basis:

1. This is my own work, and is not the result of collaboration with any other person.

2. I have read the Faculty of Law circular dated 15 March 2005 (available at http://www.law.hku.hk/prospectivestudents/ptpcircular.pdf) which indicates the Faculty’s stance against the conduct of submitting the same work for two or more courses at this Faculty, and I have not previously submitted this work, or part or it, for assessment at this or any other University.

3. Where I have quoted the words of others, quotation marks are used and the source is acknowledged in a footnote.

4. Where I have paraphrased the work of others, the source is acknowledged in a footnote.

5. Where I have adopted significant ideas from the work of others, this is acknowledged in a footnote.

6. I have listed all works consulted which contributed to my work in my bibliography or in footnotes. I have not listed works which I did not consult, unless I acknowledge that my reference to them is based on another source.

7. I acknowledge that the above rules apply to all sources of information, including but not limited to lecture notes, textbooks, websites, case reports, and unpublished papers by others.

8. I will retain my research file for this work until the course is completed, and will produce it forthwith if so requested.

9. I have read the booklet ‘What is Plagiarism?’ (available at www.rss.hku.hk/plagiarism) which gives further details of plagiarism, and I have observed all the requirements set out in that booklet.

10. By submitting this form, I acknowledge that if I submit work for assessment in breach of the above rules this will constitute plagiarism, and that failure of the subject, and disciplinary action which may jeopardise my academic and professional career may result.

If you are in doubt about the meaning of any of the above statements, or how they apply to your work, consult your teacher before the due date for the work.
DEPARTMENT OF LAW
Application for Change of Tutorial/Seminar Group

Title (Mr / Ms): __________ Surname: ______________ Other name: ___________________
University No.: _______________ Email: ___________________ Mobile No. ____________
Curriculum (eg: LLB / BBA (Law) / Exchange / BSS (G&L) etc): __________ Year: __________

(A) TUTORIAL/SEMINAR GROUP TO BE CHANGED
Course Title & Group No: ______________________
Name of Tutor: _______________________________
Teaching Day (e.g. Monday): ____________________
Teaching Time: (from ____________ to ___________ )

(B) NEW TUTORIAL/SEMINAR GROUP SELECTED [We will assign a new tutorial group to you if your proposed tutorial group(s) are full]

1st choice 2nd choice
Course Title & Group No : ____________ Course Title & Group No: ____________
Name of Tutor: _____________________________ Name of Tutor: ______________________
Teaching Day (e.g. Monday): ________________ Teaching Day (e.g. Monday): __________
Teaching Time: (from ________ to ________) Teaching Time: (from _______ to ________)

Detailed reasons for the change (no change of tutorial group will be permitted on ground of hall or sports activities, private tuition, part-time jobs or simply for time convenience or for choosing tutors): please provide supporting documents e.g. individual student’s timetable of classes; Course Enrolment Report; documents certifying acceptance by offering department etc.

________________________________________________________________________________
________________________________________________________________________________

Date: ______________________ Signature: ___________________

FOR OFFICE USE ONLY
Approved / Not Approved

Remarks (if any):
Handle by: ____________________________ Date: ____________________________

Reply Slip

To: _________________________________
From: General Office, Department of Law
Subject: Change of Tutorial/Seminar Group
Date: ________________

Your application for change of tutorial / seminar group was approved / rejected by the Head of the Department. Please note that your new tutorial/seminar group should be as follows:

Course Title & Group No.: