

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 stay in Hong Kong during your studies, save for official University holidays. This includes the period of time within which examinations take place. At the same time, we realise that this is a good opportunity for you to explore the region while you are based in Hong Kong, particularly during University holidays.

If you cannot attend classes for any reason for 3 consecutive teaching days, you must apply for “Leave of Absence” by completing the Application Form for Leave of absence at <https://dm.law.hku.hk/forms/>, including your justifications and supporting documents justifying your absence. For leaves due to medical reasons, please submit your application along with the medical certificate to ensure that your absence is not counted towards your attendance. Please note that such applications will need the endorsements from the Director of Incoming Student Exchange and the Dean.

If you envisage missing more than one session of any class for which you are registered, please let the course convenor know and make arrangements 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 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

Early exams may only be arranged if the course teacher agrees, and indicates his / her 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 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, you might also require early release of assessment 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.

¹ E-mail addresses of the Faculty staffs can be found at <https://www.law.hku.hk/academic-staff/>.

Early Pass or Fail Indications

The assessment results for 2nd semester courses will be released via SIS on June 20, 2025. The Faculty 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” (Annex I) by the deadline stated on the form.

Please be reminded to withdraw from any courses you are not intended to enrol by 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) Orientation for incoming exchange students (for Law students)

Date: January 16, 2025 (Thursday)

Time: 10:00am – 11:00am

Venue: Room 724-725, 7/F, Cheng Yu Tung Tower, Centennial Campus

(ii) Law Library Orientation

Date: January 16, 2025 (Thursday)

Time: 11:00am – 11:30am

Venue: Room 724-725, 7/F, Cheng Yu Tung Tower, Centennial Campus

(iii) IAO Orientation

Date: January 17, 2025 (Friday)

Time: 2:30pm – 3:30pm

Venue: Library Extension Hui Pui Hing Lecture Hall (LE1)

Registration link: https://hku.au1.qualtrics.com/jfe/form/SV_eJxvhSZADXNVLkW

(iv) CEDARS Orientation

Date: January 17, 2025 (Friday)

Time: 10:00am – 12:30pm

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

(v) Campus Tour

Date: January 20, 2025 (Monday)

Time: 2:30pm – 3:30pm

Registration link: https://hkuems1.hku.hk/hkuems/ec_hdetail.aspx?ueid=97927

* The link is accessible only after you have completed Online Master Registration.

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>

Arrival Kit

https://intlaffairs.hku.hk/backend/wp-content/uploads/2024/12/Arrival-Kit_202412.pdf

A Glimpse of Student Life @HKU

<https://www.cedars.hku.hk/nonlocal/publication/glimpse2425.pdf>

² These early results are provisional and have to be formally endorsed by the Faculty of Law Board of Examiners in mid-June (for May examinations). Final grades can only be released after the Board's meeting.

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: Faculty 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: _____