1. Leave of absence
2. Examinations
3. Honours Classification
4. Discontinuation
5. Plagiarism and cheating
(1) Leave of Absence

- You should inform the Faculty Office and seek approval
  - Sick leave (with medical certificate)
  - Non-medical leave (e.g., full-time internship): application must be submitted **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

- **No Course Enrollment ≠ Leave of Absence**
ABSENCE FROM EXAMINATION
• Normally result in **automatic failure in the examination component of the course concerned.**
• For absence on medical grounds, you should submit your medical certificate within 14 days.
• Only **ONE** supplementary examination will be given.
• Partial attendance in examination on medical grounds will normally **NOT** be granted supplementary examination unless under very special circumstances.

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam period</td>
<td>December</td>
<td>May</td>
</tr>
<tr>
<td>Release of exam timetable</td>
<td>November</td>
<td>April</td>
</tr>
<tr>
<td>Release of exam results</td>
<td>January</td>
<td>June</td>
</tr>
</tbody>
</table>
### (3) Honours Classification

<table>
<thead>
<tr>
<th>Class of Honours</th>
<th>Graduation GPA (GGPA)* Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class Honours</td>
<td>3.60 – 4.30</td>
</tr>
<tr>
<td>Second Class Honours</td>
<td>(2.40 – 3.59)</td>
</tr>
<tr>
<td>Division One</td>
<td>3.00 – 3.59</td>
</tr>
<tr>
<td>Division Two</td>
<td>2.40 – 2.99</td>
</tr>
<tr>
<td>Third Class Honours</td>
<td>1.70 – 2.39</td>
</tr>
<tr>
<td>Pass</td>
<td>1.00 – 1.69</td>
</tr>
</tbody>
</table>

*For students of the 2017-18 intake and thereafter 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.
You will be recommended for **discontinuation of studies** if you have:

- Failed to pass at least 36 credits in 2 consecutive regular semesters; **OR**
- Failed to achieve an average Semester GPA of 1.0 or higher for 2 consecutive regular semesters; **OR**
- Failed to pass a particular course / fulfil a particular requirement for 3 times; **OR**
- Exceeded the maximum period of registration.
• 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

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