

*(the following passages are extracted from pg 304-5 of 2007-08 calendar)*

## **12. Class Attendance and Leave of Absence**

**12.1** *A student should attend all lectures, tutorials and other class activities, tests and examinations and complete the work assigned by the teachers of the courses in which the student has enrolled.*

**12.2** *Students are expected to attend classes and other class activities punctually and regularly, to the satisfaction of the teachers of courses. Each course may have specific requirements for student attendance. Appropriate sanctions, where necessary, would be approved by the Board of Examiners\* concerned.*

**12.3** *A student who is unable to attend classes should inform the teacher concerned in writing at the earliest opportunity.*

**12.4** *In the case of absence for more than two days owing to illness, a certificate from a registered medical doctor is required.*

**12.5** *A student who wishes to obtain leave of absence of more than a week for non-medical reasons should obtain prior permission from the Programme Director/Head of the student's Department on the basis of a written application, stating the reasons for seeking leave of absence. If the application is approved, the Programme Director/Head of Department should send to the Registrar a copy of the application letter together with his/her written approval.*

**12.6** *In case of illness or other serious emergencies, a student who has been granted leave of absence may apply to the Programme Director/Heads of the Academic Units concerned for permission to carry out make-up work for assignments, tests and examinations. Such applications are subjected to approval by the Programme Director/Heads of the Academic Units in consultation with the teachers concerned.*

**12.7** *A student who has been absent without leave for a period exceeding thirty calendar days in the aggregate in any term will be considered as having unofficially withdrawn from studies at the University.*

**12.8** *A student whose accumulated leave of absence exceeds one-third of the term should not be assessed and awarded credits for the courses enrolled in the term.*

**12.9** *Notwithstanding the provisions in Regulations 12.6, 12.7 and 12.8, the Senate may in special circumstances exercise its discretion not to invoke these regulations or any part thereof in respect of a particular case.*

**12.10** *A student may be required to take leave of absence if the condition of the student's health will constitute a definite hazard to the University community. Such a student should seek appropriate treatment. After the prescribed period of absence and before the student applies to resume classes, he/she should obtain a certificate signed by a registered medical doctor, stating that the student no longer constitutes a hazard to the University community.*

**\*For the programmes/courses offered by the Departments of Chinese, Cultural Studies, English, History, Philosophy and Translation, all examination matters will be dealt with by the Department Board concerned. For courses offered by the Chinese Language Education and Assessment Centre, and English Language Education and Assessment Centre, examination matters will be handled by the Staff Committees of the Centres.**