REGULATIONS GOVERNING UNIVERSITY EXAMINATIONS AND COURSE WORK

1. Regulations

All examinations should be conducted in accordance with these regulations.

2. Committees

The Undergraduate Examinations Board and the Postgraduate Studies Committee constituted under the Senate are responsible for overseeing the conduct of examinations and reviewing assessment results of undergraduate students and postgraduate students respectively.

3. Boards of Examiners

3.1. A Board of Examiners should be formed for each taught postgraduate[~] or bachelor's degree[*] programme.

3.2 ***Composition***

BBA (Hons) and BSocSc (Hons)

Chairman : Programme Director or his/her delegated representative

Members : All staff concerned with the setting and marking of any part of the examinations in the host Departments
One representative from each of the other two Faculties[#]

Secretary : Each Board should appoint its own secretary

Other Undergraduate Programmes[*]

Chairman : Programme Director or his/her delegated representatives

Members[@] : All staff concerned with the setting and marking of any part of the examinations

Secretary : Each Board should appoint its own secretary

[~] For TPg programmes/courses offered by the Department of Chinese and Department of Cultural Studies of the Faculty of Arts, all examination matters will be dealt with by the Department Board concerned.

***** For BA programmes/courses offered by the Departments of the Faculty of Arts, all examination matters will be dealt with by the Department Board concerned. For courses offered by the CEAL and the CLEAC, examination matters will be handled by the Boards of the Centres. For courses directly offered by the Office of the Core Curriculum and the OSL, examination matters will be overseen respectively by the Core Curriculum Committee and the Service-Learning Programme Committee. For science courses offered by the Division of Science, examination matters will be overseen by the Board of Division of Science. For music and performing arts courses offered by the Wong Bing Lai Music and Performing Arts Unit (WBLMP), examination matters will be overseen by the Board of WBLMP.

[@] Individual Boards of Examiners may include additional members as appropriate.

[#] For the Board of Examiners of BBA (Hons) Programmes, there should be one representative from the Faculty of Arts and one from the Faculty of Social Sciences. For the Board of Examiners of BSocSc (Hons) Programme, there should be one representative from the Faculty of Arts and one from the Faculty of Business.

Taught Postgraduate Programmes *(offered by academic units[1])*

Chairman : Programme Director or his/her delegated representative

Members : Dean concerned
Head(s) of academic unit(s) offering the programme
All staff concerned with the setting and marking of any part of the examinations

Secretary : Each Board should appoint its own secretary

Taught Postgraduate Programmes *(offered by the School of Graduate Studies)*

Chairman : Programme Director or his/her delegated representative

Members : Dean of School of Graduate Studies or his/her delegate
All staff concerned with the setting and marking of any part of the examinations

Secretary : Each Board should appoint its own secretary

All staff concerned with the teaching of a course should make themselves available in case they wish, or are required, to give evidence in particular cases, and to submit written reports upon request.

3.3 ***Duties***

(a) To maintain the academic standards of the programme at a level appropriate to the type of award.

(b) To approve examination question papers after considering the views and recommendations of External Academic Advisers*, where appropriate.

(c) To maintain general supervision of the system of continuous assessment, where it applies.

(d) To maintain the proper conduct of examinations.

(e) To determine students' examination results.

(f) To assess the progress of students and to report its decisions, including its recommendations for award classification, to the Undergraduate Examinations Board (undergraduate programmes) or the Postgraduate Studies Committee (postgraduate programmes).

(g) To consider appeals referred to it by the Registrar.

[* Comments from External Academic Advisers should be used for future reference and forward planning purpose.]

[1] Academic units refer to Faculties and Schools, Departments, Units, and Divisions.

4. Persons Involved in Examinations

4.1 *Programme Director/Head of Academic Unit*

The Programme Director/Head of Academic Unit is responsible for all matters relating to examinations within the academic unit(s) concerned.

4.2 *Examiner*

An Examiner is the member of academic staff who sets an examination paper and prepares the solutions and marking scheme. If more than one person is involved in the setting of one examination paper, the examiner should be one of their number designated by the Programme Director/Head of Academic Unit concerned.

4.3 *External Academic Adviser*

An External Academic Adviser is not on the staff of the University, but is appointed by the Senate. The duties of External Academic Advisers are defined in the Policy on External Academic Advisers of Undergraduate and Taught Postgraduate Programmes.

4.4 *Subject Teacher*

At the commencement of a course the subject teacher must ensure that all students understand the total assessment procedures for the course. He/She should also keep appropriate records and ensure that each student completes all assignments.

4.5 *Invigilator*

An invigilator is a member of academic staff designated by the Registrar to be responsible for supervising the conduct of an examination. When there are 40 or more students taking an examination in an examination room, a minimum of two invigilators will be appointed to be on duty at any time in each examination room. One of the invigilators will be designated as the Chief Invigilator.

4.6 *Floating Invigilator*

When there are less than 40 students taking an examination, a floating invigilator, in addition to the Chief Invigilator, will be appointed to be responsible for two or three rooms which are in close proximity.

4.7 *Registrar*

The Registrar is responsible to the Undergraduate Examinations Board/Postgraduate Studies Committee and the Senate for the proper conduct of examinations, and keeps all records of student examination results.

4.8 *Students*

Students are required to take all scheduled tests and examinations. They should observe the regulations governing the conduct of examinations.

5. Misconduct in Examinations and Course Work

5.1 If a student attempts to gain an advantage in the assessment of his/her work by undertaking any of the following acts or any other form of dishonest practice, it will be regarded as a case of misconduct:

(a) Collusion - where two or more students misrepresent their individual work by knowingly withholding crucial information from teachers on who actually do the work.

(b) Falsification of Data - where the presentation of data in reports, projects or research papers, which is purported to be based on experimental or research work conducted by the student, has actually been invented by the student or obtained from other sources by unfair means.

(c) Plagiarism - the presentation of another person's work without proper acknowledgement of the source, including exact phrases, summarised ideas, or even footnotes/citations, whether protected by copyright or not, as the student's own work.

(d) Dishonesty in connection with test(s) or examination(s), or violation of any rules or regulations governing the conduct of examinations.

(e) Any other form of dishonest practice, e.g. submission of same or substantially same work for two different assessments (e.g. for assessment in two different courses) without prior approval.

5.2 Related to (a) or (c) above, allowing another student to copy his/her work is regarded as an act of misconduct.

5.3 <u>Procedures Applicable to Undergraduate Students</u>

5.3.1 Any staff member who has reason to believe that a student has committed academic misconduct will present the case to the Board of Examiners concerned and provide the Board with all the relevant facts of the case. The Board of Examiners may check the Registry online database to find out whether the suspected student is a first-time or repeat offender[2] of academic misconduct.

5.3.2 The Board of Examiners will determine whether it is a case of academic misconduct and decide on the appropriate penalty. The penalty guidelines are as follows:

Misconduct	Penalty Guidelines
Plagiarism	**First offence of academic misconduct:** (i) The particular piece of work is marked down by one grade for unintentional offender or given zero mark for intentional offender; and (ii) The student is required to complete the "Online

[2] Whether the suspected student is a first-time or a repeat offender shall be based on the record in the Registry online database at the time of checking, notwithstanding that the record may be updated later due to any subsequent reported case result(s).

	Tutorial on Plagiarism Awareness" course again and to attain at least 70% of the scores in the course, failing which he/she will be blocked from course registration.
	Second or further offence of academic misconduct: (i) The particular piece of work is marked down by one grade for unintentional offender or given zero mark for intentional offender; (ii) The student is required to complete the "Online Tutorial on Plagiarism Awareness" course again and to attain at least 70% of the scores in the course, failing which he/she will be blocked from course registration; and (iii) One demerit* is given to the student if the case is serious, such as when the plagiarism involved is extensive and there is a reason to believe that there was an intention to deceive.
Any other form of dishonest practice in examination or course work	(i) Zero mark is given to that particular examination paper/piece of work; (ii) One demerit* is given to the student; and (iii) The Board of Examiners has the discretion to revise downward the overall course grade for a serious case, such as impersonation of or by another person.

* Removal of the demerit from the transcript is subject to review before graduation

5.3.3 If a case involves copying work of another student, the Board of Examiners should also determine the appropriate penalty on the student allowing his/her work being copied considering relevant factors such as the context and reason for allowing his/her own work being copied, but in any case, the penalty should not be heavier than that for the student who plagiarised.

5.3.4 It is important for the Board of Examiners to uncover the reason(s) behind the act of misconduct and to explain to the student concerned the importance of academic integrity.

5.3.5 When a decision is made by the Board of Examiners that the student concerned has committed an act of misconduct, the Board of Examiners shall inform the student of the decision. If the student is required to complete the online tutorial course set out in Section 5.3.2, the Board of Examiners should inform the student and the Centre for Innovative Teaching and Learning in writing. The case should then be recorded in the Registry online database. The Board of Examiners will present a summary of academic misconduct cases to the Academic Quality Assurance Committee for Undergraduate Programmes (AQAC) on an annual basis for onward submission to the Senate for noting.

5.3.6 The student concerned may appeal against the decision of the Board of Examiners through the Registrar within one week from the day he/she is notified of the decision. The Sub-group on Academic Misconduct Appeals (SGAMA) of

the Student Disciplinary Committee (SDC) shall make a decision on the appeal case and its decision is final. The SGAMA will present a summary of undergraduate cases to the AQAC on an annual basis for onward submission to the Senate for noting.

5.3.7 If the student concerned is involved in another suspected academic misconduct case, the Board of Examiners should commence formal administrative process for this subsequent case only after the appeal period has lapsed and the student has not submitted an appeal during the appeal period, or, in case the student lodged an appeal, the decision on the appeal has been made by the SGAMA.

5.4 Procedures Applicable to Postgraduate Students

5.4.1 Any staff member who has reason to believe that a student has committed academic misconduct will present the case to the Board of Examiners concerned and provide the Board with all the relevant facts of the case.

5.4.2 The Board of Examiners will determine whether it is a case of academic misconduct and decide on the appropriate penalty. The penalty guidelines are as follows:

(a) Zero mark is given to that particular examination paper/piece of work;

(b) One demerit* is given to the student; and

(c) The Board of Examiners has the discretion to revise downward the overall course grade for a serious case, such as impersonation of or by another person.

* Removal of the demerit from the transcript is subject to review before graduation

5.4.3 If a case involves copying work of another student, the Board of Examiners should also determine the appropriate penalty on the student allowing his/her work being copied considering relevant factors such as the context and reason for allowing his/her own work being copied, but in any case, the penalty should not be heavier than that for the student who plagiarised.

5.4.4 The Board of Examiners shall inform the student of its decision(s) and record the case in the Registry online database. The Board of Examiners shall also present a summary of academic misconduct cases to the PSC on an annual basis for onward submission to the Senate for noting.

5.4.5 The student concerned may appeal against the decision of the Board of Examiners through the Registrar within one week from the day he/she is notified of the decision. The Sub-group on Academic Misconduct Appeals (SGAMA) of the Student Disciplinary Committee (SDC) shall make a decision on the appeal case and its decision is final. The SGAMA will present a summary of postgraduate cases to the PSC on an annual basis for onward submission to Senate for noting.

5.4.6 If the student concerned is involved in another suspected academic misconduct case, the Board of Examiners should commence formal administrative process for this subsequent case only after the appeal period has lapsed and the student has not submitted an appeal during the appeal period, or, in case the student lodged an appeal, the decision on the appeal has been made by the SGAMA.

6. Method of Examination

The method of examination will be as defined in the course scheme.

7. Supplementary Assessments

7.1 A student who is unable to attend or to complete any scheduled examinations due to unavoidable circumstances, such as illness, family bereavement, accident, etc., or has reasons which satisfy the Board of Examiners and is able to produce documentary support may be given supplementary assessment(s).

7.2 Due attention should be given to the proportion of the continuous assessment and final examination of the course, and the continuous assessment performance of the student. If the student has performed badly in continuous assessment which accounts for a significant proportion of the total marks of the course, allowing him/her to take a supplementary assessment may not be of any use in helping the student pass the course.

7.3 Supplementary assessments should be held as soon as possible and not later than 3 weeks after the end of the examination period. Exceptions could be granted by the Chairman of the Undergraduate Examinations Board/Postgraduate Studies Committee.

7.4 (a) A supplementary assessment should be graded as an ordinary assessment and there is no restriction on the grade to be given.

(b) Previous continuous assessment marks should stand and should be used again in the calculation of the overall marks.

7.5 All applications for supplementary assessments should be made to the Registrar by the subject teacher on behalf of the students.

7.6 Applications should be made on prescribed forms obtainable from the Registry.

8. Release of Assessment Results

8.1 The Registrar will release preliminary assessment results upon the completion of grades processing. But the results are subject to final approval.

8.2 Students are allowed to see their examination scripts in the presence of the teacher concerned, but the scripts remain the property of the University.

8.3 Finalised assessment results, after being confirmed by the Senate, are to be disclosed only by the Registrar.

8.4 Preliminary and finalised assessment results are disseminated via the web for students' easy access.

9. Appeals

9.1 *Discontinuation of Studies*

9.1.1 A student whose studies are discontinued at the University due to unsatisfactory academic performance or progression may appeal in writing through the Registrar against the decision, enclosing all the necessary supporting documents. The Discontinuation Appeals Panel is empowered by the Senate to decide on the case, mainly on grounds of extenuating circumstances that affected the studies of the appellant and/or procedural problem(s) in the assessment process. The decision of the Panel will be final.

9.1.2 No fees will be charged to students who lodge such appeals.

9.1.3 Appeals must be made within one week after the announcement of the resolution of Undergraduate Examinations Board (for undergraduate programmes)/Postgraduate Studies Committee (for taught postgraduate programmes).

9.1.4 Results of appeals will be determined within 40 days from the day when the application is lodged.

9.2 *Review of Grades and Reassessment*

9.2.1 As all course grades are assigned according to criterion referencing, a student is entitled to know the basis on which the grade has been assigned. This includes the criteria for grades on individual assessment tasks, and weighting of individual assessment tasks in calculating the course grade.

9.2.2 A student unsure of how a course grade has been arrived at is encouraged to seek an explanation from the course instructor. It is the course instructor's obligation to provide this information, which may include an explanation of the criteria used in marking individual assessment tasks and/or a confirmation of the scores and weightings on which the course grade is based. In case a face-to-face meeting is impossible, the instructor and the student can communicate by other means, such as email or telephone. During the process, the student is not allowed to lobby for a change of grade.

9.2.3 When the student approaches the instructor for an explanation, he/she may be required to provide the work in question if this has been returned to him/her.

9.2.4 A student may appeal through the Registrar for a review of grades. The appeal process requires the student to explain briefly why he or she believes the original calculation is incorrect. The Registrar will refer the appeal to the Programme Director/Head of Academic Unit concerned, who will inform the subject teacher. The Programme Director/Head of Academic Unit will return the result of the review to the Registrar, who will inform the student.

9.2.5 A student may appeal through the Registrar for a reassessment of one or more written works. The appeal process requires the student to explain briefly why he or she believes the original grade is unfair, with reference to the relevant rubric or marking scheme. The Registrar will refer the appeal to the Programme Director/Head of Academic Unit concerned. The Programme Director/Head of Academic Unit will

return the result of the reassessment to the Registrar, who will inform the student.

9.2.6 An appeal for review or reassessment requires a deposit, which will be refunded only if the appeal results in a change to the grade.

9.2.7 Appeals must be made within two weeks from the release of preliminary examination results.

9.2.8 Results of appeals will be determined within 7 working days from the day when the application is lodged.

10. Conduct of Examinations

10.1 Students must familiarise themselves with these regulations before attending examinations.

10.2 ***Responsibility to Attend Examinations***

10.2.1 Students are responsible for checking the dates, times and places for their examinations from the examination timetables, and for presenting themselves for examination at the designated place and time.

10.2.2 Examination timetables are normally published by the Registrar two weeks before the commencement of each examination period.

10.2.3 Where all or part of an examination is by means other than a formally invigilated written examination, the Programme Director/Head of Academic Unit responsible for the course concerned should publish details of the necessary arrangements. It is the students' responsibility to acquaint themselves with such details.

10.3 ***Identification***

10.3.1 Students must bring to each examination their Student Identity Cards and place them on the top right hand corner of the desk for inspection by invigilators during the examination.

10.3.2 A student will be liable to disciplinary action, which may include expulsion from the University, if he/she impersonates another student or allows himself/herself to be impersonated by another student at an examination.

10.4 ***Seating Arrangement***

Seating arrangement is posted at the entrance of the examination room. Students must sit in the seats allocated, unless otherwise directed by an invigilator.

10.5 ***Entry to Examination Room***

10.5.1 Students should not enter the examination room until an invigilator tells them to do so, normally 10 minutes before the commencement of the examination.

10.5.2 Upon entering the examination room, a student is subject to the authority of the invigilator(s) and must act according to the instructions given.

10.5.3 Students should take up their seats according to the seating arrangement and should not leave their seats without the permission of an invigilator.

10.5.4 Students should place on their desks only the stationery and approved equipment which are required for the examination. They should leave their other personal belongings in other places specified by the invigilator(s).

10.6 ***Use of Materials and Equipment***

10.6.1 Students should provide themselves with the necessary writing and drawing tools.

10.6.2 All questions at a written examination must be answered on answer books, supplementary sheets and other materials provided by the University for the purpose.

10.6.3 Students must not remove from the examination room any materials provided by the University for use in examinations.

10.6.4 Students at any examinations must not make use of any paper, books, notes, dictionaries, instruments, electronic/communication devices (such as mobile phones and smart watches), aids or other materials, unless expressly approved in the instructions of the examination paper concerned. All electronic/communication devices must be switched off.

10.6.5 Details of any such materials and aids which may be permitted in the examination will be notified to students in advance by the examiners.

10.6.6 Where electronic calculators are permitted for use in an examination, they should be hand-held, self-powered, silent in operation, and non-programmable unless expressly allowed. They should not in any case possess any word-display or graphical functions. Students are not allowed to use any external media associated with an electronic calculator, such as instruction booklets, magnetic cards or memory modules. Students should ensure that their calculators are in working order and have sufficient power supply.

10.6.7 All approved materials and aids are subject to inspection by the invigilator(s).

10.7 ***Distribution of Question Papers and Answer Books***

10.7.1 The invigilator(s) may distribute question papers and answer books according to the seating arrangement before the commencement of the examination.

10.7.2 Students should not turn the papers over and start working until the invigilator/chief invigilator tells them to do so.

10.7.3 Invigilator(s) should give each student only one answer book, except under special circumstances. Students should be provided with supplementary answer sheets if one answer book is insufficient.

10.8 ***Commencement of Examination***

10.8.1 The invigilator/chief invigilator should write on the whiteboard for the students' information the course code, course title, section number (if any), and the starting and finishing times of the examination.

10.8.2 The invigilator/chief invigilator should tell the students to start at the time specified in the examination timetable.

10.8.3 Fifteen minutes after the start of the examination, the invigilator(s) should mark the attendance register to record those who are present. The invigilator(s) should check the Student Identity Cards to ensure that the photograph resembles the student and that the same name has been written on the answer book.

10.8.4 A student who does not possess a Student Identity Card may be permitted at the discretion of the invigilator/chief invigilator to sit for the examination, provided that he/she can present his/her Hong Kong Identity Card and his/her name is on the attendance register, but the matter should be recorded in the Invigilator's Report.

10.8.5 The attendance register should be updated to include any latecomers.

10.9 ***Late Arrival***

10.9.1 Students who arrive late may not normally be admitted to the examination room after an examination has been in progress for more than 30 minutes.

10.9.2 Under exceptional or extenuating circumstances, a student may be admitted at the discretion of the invigilator/chief invigilator later than 30 minutes after the commencement of an examination, provided that no student has left the examination room.

10.9.3 No extra time should be given to latecomers.

10.10 ***Leaving the Examination Room During an Examination***

10.10.1 Except in cases of illness or for a valid cause, a student is not permitted to leave the examination room during the first 30 minutes after the commencement of an examination and during the final 15 minutes of an examination.

10.10.2 A student who wishes to leave the examination room and who does not wish to return must first seek the permission of an invigilator, who will collect the student's script. A student whose script has been collected is not permitted to continue with the examination. When leaving the examination room, the student must take care not to disturb other students.

10.10.3 Except for a valid cause, a student is not permitted to leave the examination room temporarily; however, if a student needs to leave the examination room temporarily for any good reason and intends to return to complete the examination, he/she must first seek the permission of an invigilator. An invigilator or a deputed person will accompany the student at all times during his/her absence from the examination room. The student should not be given compensatory time for the period he/she is absent from the examination room.

10.10.4 A student who leaves the examination room without the permission of an invigilator will not be re-admitted to the examination room and his/her script will be immediately collected by the invigilator.

10.11 ***Conduct of Students***

10.11.1 Students must comply with all instructions given by an invigilator.

10.11.2 Students must observe silence within the examination room except when needing to communicate with an invigilator, and must not cause any unnecessary distraction to other students (for example, by leaving mobile phones and pagers on during examinations). An invigilator may order a student to discontinue the examination and leave the examination room if the student, having been warned, persists in causing disturbance to other students.

10.11.3 Students must not smoke, eat or drink in the examination room.

10.11.4 Students must not start writing until given permission to do so by an invigilator.

10.11.5 During an examination, a student must not communicate in any way with another student, must not give or receive any information, material or aid in any form to or from another student, nor make use of any material or aid not approved for that examination.

10.11.6 A student who performs any one of the following during an examination is considered to be committing academic misconduct:

(a) possessing or using any unapproved material;

(b) communicating with another student;

(c) copying from another student or allowing another student to copy;

(d) obtaining an unseen written examination paper before the examination;

(e) impersonation of or by another person;

(f) using mobile phones, pagers or any electronic/communication devices unless expressly approved in the instructions of the examination paper concerned; and

(g) any other form of dishonest practice.

10.11.7 Any student who is suspected of academic misconduct during an examination will be so informed on the spot by the invigilator, who will remove any unapproved materials found. The student will be allowed to finish the examination but should be warned that he/she may be disqualified from that examination and that disciplinary action may be taken against him/her.

10.11.8 The case shall then be handled in accordance with the "Procedures Applicable to Undergraduate Students" / "Procedures Applicable to Postgraduate Students" under "5. Misconduct in Examinations and Course Work" of the Regulations Governing University Examinations and Course Work.

10.12 ***Reminder to Students***

When there are only 15 minutes of examination time remaining, the invigilator/chief invigilator should make an announcement to remind students of the time left.

10.13 ***End of Examination***

10.13.1 At the finishing time of an examination, the invigilator/chief invigilator will make an announcement and instruct students to stop writing.

10.13.2 Students must ensure that all loose pages are securely fastened to the answer book and that their student numbers and seat numbers are written on the answer book and all supplementary sheets.

10.13.3 In case a student has not written his/her student number and seat number on the answer book after the invigilator/chief invigilator has instructed candidates to stop writing, he/she should ask the permission of an invigilator to do so.

10.13.4 Students must remain seated in silence until the invigilator(s) has (have) collected all the answer books and asked them to leave.

10.13.5 It is the responsibility of the student to ensure that all work which is to be considered by the examiner is handed in. No work which is removed by the student from the examination room will be considered by the examiner.

10.13.6 The invigilator/chief invigilator should complete an Invigilator's Report on the Conduct of the Examination and return it to the Registrar immediately after the examination session concerned.

10.14 ***Emergencies***

10.14.1 Arrangements for examinations conducted on campus or in hybrid[2] mode when Tropical Cyclone Warning Signal No. 8 or above is in force or likely to be issued within two hours as announced by the Hong Kong Observatory/Black Rainstorm Warning Signal is in force/"Extreme Conditions" is announced by the Government:

(Note: Online examinations will be held as scheduled in the following conditions unless otherwise advised by course teachers, but parties responsible for conducting online examinations will not return to the campus in the following conditions under which examinations conducted on campus or in hybrid[2] mode are cancelled/postponed.)

[2] For hybrid mode, both on-campus face to face and real time online options are offered simultaneously.

(a) For examinations not yet started:

When Tropical Cyclone Warning Signal No. 8 or above is in force or likely to be issued within two hours (as announced by the Hong Kong Observatory) /Black Rainstorm Warning Signal is in force/ "Extreme Conditions" is announced by the Government:	**Arrangement**
Anytime between 6:00 a.m. and 10:59 a.m.	All examinations commencing before 1:30 p.m. will be cancelled/postponed.
Anytime between 11:00 a.m. and 3:59 p.m.	All examinations commencing from 11:00 a.m. and before 6:30 p.m. will be cancelled/postponed.
At 4:00 p.m. or after	All examinations commencing from 4:00 p.m. onward will be cancelled / postponed.

(b) An examination already in progress will continue unless the Chief Invigilator is advised by the Registrar that it should be terminated.

10.14.2 For other situations of emergency, examinations may also be postponed upon announcement by the University through broadcasting.

10.14.3 Examinations postponed will be held on the day right after the end of the examination period. A re-schedule of the examinations affected will be announced through Registry notice or by individual taught postgraduate programmes.

10.15 ***Complaints***

Any complaint about the conduct of an examination should be made in writing to the Registrar no later than five working days after the examination concerned.

[Note: The above Regulations are applicable to undergraduate and taught postgraduate programmes of the University. Concerning examination matters related to the research component of taught postgraduate programmes, please refer to the Regulations Governing Taught Doctoral/Master's Degree Programmes. For taught postgraduate programmes, the role of Registrar is taken up by the Programme Director concerned, except the role mentioned in Sections 5.4 and 9.1 of the Regulations.]

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