

- 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**

(2) Examinations

	1 st Semester	2 nd Semester
Exam period	December	May
Release of exam timetable	November	April
Release of exam results	January	June

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 7 calendar 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.

(3) Honours Classification

Class of Honours	Graduation GPA (GGPA)* Range
First Class Honours	3.60 – 4.30
Second Class Honours	(2.40 – 3.59)
Division One	3.00 – 3.59
Division Two	2.40 – 2.99
Third Class Honours	1.70 – 2.39
Pass	1.00 – 1.69

****Students 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.***

(4) Discontinuation of Studies

- 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.

(5) Plagiarism and Cheating

- 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**

Click to know more about [“What is Plagiarism?”](#)