

THE CHINESE UNIVERSITY OF HONG KONG
DEPARTMENT OF PHYSICS

To: All Students

Date: 5 January 2011

Subject: Absence from course assessments in PHYS and MSEG courses

Based on University Regulations 14.3 for full-time undergraduate studies on Absence from Examination, the Department of Physics would like to inform all students of the following regulations regarding absence from course assessments during a semester in PHYS and MSEG courses, including General Education courses.

- (a) A student who for medical or other compelling reasons is unable to sit for course assessments, such as tests, quizzes, lab sessions, presentations, and mid-term examinations, should apply to the teacher for permission for absence at the earliest possible moment but not later than 10 days after the course assessment concerned.
- (b) A student who is absent without permission shall be given zero mark in that assessment.

Students should also read the following excerpt (Sec. 14.0) from the Undergraduate Student Handbook on "Examinations".

General Regulations Governing Full-time Undergraduate Studies

14.0 Examinations

14.1 A student shall take course examinations, if prescribed by the teacher/s concerned, in the form of written, practical or oral assessment, or any combination thereof.

14.2 A graduation thesis or graduation project may be prescribed by a student's Major Programme. The grades, standards and converted points used in reporting the results of graduation theses/projects shall be the same as those prescribed in Regulation 13.2.

14.3 Absence from examinations

- (a) A student who for medical or other compelling reasons is unable to sit for any course examination shall apply in writing with documentary evidence at the earliest possible moment but not later than 10 days after the examination concerned to the Registrar for permission for absence. In the case of illness/injury, the application shall be accompanied by a certificate signed or countersigned by the Director of the University Health Service.
- (b) If his application for absence is successful, a student may be otherwise assessed at the discretion of the Department concerned.
- (c) A student who is absent from any examination without permission shall be given a grade of "F" in that examination.