Regulations Governing Students’ Academic Conduct Concerning Assessment

1. These regulations cover assessments for any degree, diploma, certificate or other academic distinction or award granted by the University. For the purpose of these regulations, assessments include written examinations; written, practical and oral tests; continuous assessment; submission of any form of work; any other means of assessment as specified by the examiners; and any combination of the above.

2. A student shall not introduce or cause to be introduced into the place of assessment, or remove or cause to be removed therefrom, any documents, materials, devices and items (including but not limited to printed or written matters, blank writing paper, dictionaries, calculators, mobile phones) save with the express permission of the examiners previously conveyed by the examiners or the Examinations Secretary.

3. A student shall answer only on his/her answer book and on any supplementary answer books or sheets or through the platform and in the manner required for the purpose of assessment. He/She shall not mutilate his/her answer book or any supplementary answer books or sheets, and shall not remove them from the place of assessment.

4. A student shall not obtain or seek to obtain advantage in the assessment by having or seeking access to unauthorised documents, materials, information, devices or items or by copying or attempting to copy from, or by communicating or attempting to communicate with any unauthorised person in respect of/in connection with any assessment.

5. A student shall not impersonate another student, nor shall he/she permit himself/herself to be impersonated in respect of/in connection with any assessment.

6. A student shall not engage in plagiarism nor self-plagiarism nor employ nor seek to employ any other unfair means in respect of/in connection with any assessment. Plagiarism is defined as the use of another person’s work (including but not limited to materials, creations, ideas and data) as if one’s own without due acknowledgement, whether or not such work has been published and regardless of the intent to deceive.

7. A student shall not without due authority disclose or cause to be disclosed by whatever means any contents, answers or other information in respect of/in connection with any assessment.

8. In conducting research, a student shall not engage in any misconduct which shall include, but not limited to, plagiarism; self-plagiarism, fabrication, falsification; unethical collection or unauthorised use of data; improper ascription of authorship including the listing of authors without their permission, attributing work to others who have not in fact contributed to the research, or the lack of appropriate acknowledgement of work primarily produced by another person; non-disclosure of potential conflict of interest; non-compliance with regulations including conducting research without obtaining relevant ethical approval and infringement of another person’s intellectual property rights; and other practices which seriously deviate from those commonly accepted within the academic community for proposing, conducting or reporting research.¹

9. A student shall not assist nor attempt to assist another student to infringe these regulations nor to obtain unfair advantage in respect of/in connection with any assessment, including but not limited to provision of any materials, information or other unfair assistance to a student.

¹ Without prejudice to the generality of Regulation 8, it should be noted that the University has adopted the Policy on Research Integrity and other related procedures for safeguarding research integrity.

A candidate at a University assessment who infringes any of the above regulations is liable to be the subject of a complaint before the Disciplinary Committee under the provisions of Statute XXXI-2(1)(g).

II. Additional Instructions to Candidates at University Examinations (in-person written papers)

(Please also read the Instructions to Candidates Sitting Online Examinations if you are going to sit for an online examination via the HKU Online Examinations System (OLEX) or OLEX-Moodle.)

1. You should check the date, time and venue of each of your examinations shown on the examination timetable carefully, and read the special notes detailed at the end of the timetable. It should however be noted that, under special circumstances, amendments to the examination timetables would occasionally be made after they are published. You should therefore consult the online examination timetables on the website of the Examinations Office regularly for any possible amendments.
2. You must present yourself at the venue set in the examination timetable for each of the papers you are taking, and must bring your University card (as a proof of identity) and your stationery for the examinations. For papers which permit the use of calculators, electronic calculators, including programmable calculators, may be used provided that the calculators are battery-powered, silent in operation and with neither print-out nor graphic/word-display facilities and do not use dot-matrix technology in the main display. Unless otherwise prescribed by the examiner(s), you can only use the approved models of calculators (Annex I) as announced by the Examinations Secretary in University examinations. It is your responsibility to ensure that your calculator operates satisfactorily, and you must record the name and type of the calculator used on the front page of the examination script. Additional instructions from examiners (if any) are listed in the special notes at the end of the relevant examination timetables.

3. You are permitted to enter the place of examination only during the first half of the examination time (e.g. for a two-hour paper, admission will not be permitted after the first hour). Late candidates will not normally be given extra time for compensation.

4. You should arrive at the examination venue according to the reporting time instructed by your Faculty/Examinations Office for completion of the infection control procedures and to avoid missing any announcement made by the Chief Invigilator/Invigilator before the examination commences.

5. Before entering the place of examination make sure that you identify your place on the seating plan. When you are admitted, go straight to your desk. You should take the seat assigned, and may not change your place unless an invigilator gives you permission to do so.

6. You must behave quietly and decorously both within the place of examination, and in its vicinity before, during and after the examination, and must not communicate with other candidates in any way during an examination.

7. All in-person written examinations are close-book examinations, unless otherwise specified. Only writing implements, rulers, erasers, calculator (for examinations which permit the use of calculator), and your University card may be placed on your desk. Your University card should be placed on the top left corner of your desk throughout the whole examination for inspection by invigilators. If you bring a pencil case/box with you, you must place the stationery on your desk and put the pencil case/box in your bag/under your chair. If you are allowed to bring your personal belongings into the examination venue, you should put all of them, including any printed or written matter, in a closed bag and place it under your chair. Mobile phones MUST be switched off and put under your chair throughout the examination in a position visible to the invigilators. Other electronic/communication devices (e.g. iPod, tablets, papers, electronic dictionaries, databank/smart watches, other wearable devices, etc.) and sound-making device must also be switched off and put in your closed bag under the chair. Make sure that you do not have any documents, materials, devices, and items (including but not limited to printed or written matters, blank writing paper, dictionaries, mobile phones, other electronic/communication/sound-making devices) on your desk, in your pocket or on your body throughout the examination. Use of mobile phone and other electronic/communication/sound-making devices is strictly forbidden in the examination venues. Unless you have obtained the prior permission of an examiner or invigilator, you are not allowed to access the content of your bag at any time during the examination. If you do not have a bag to store your personal belongings, you may be required to place your personal belongings at the rear, the front, or at the two sides of the examination venue.

8. For open-book examinations (or examinations in which prior permission has been given by the examiners concerned to bring in books, reference materials, etc.), you are reminded that the Copyright Ordinance must be observed. For detailed information, please visit the website http://lib.hku.hk/copyright/ and read the relevant part of the Undergraduate/Postgraduate Handbooks.

9. You should write your University number (or candidate number in the case of medical students) and not your name, on your answer script. You will be told when you may begin work. Before you are told to do so, you are not allowed to turn over or to open the question papers. You should however read carefully the instructions printed on the front cover of your answer book.

10. If you wish to ask any questions arising from the question paper, you must do so within the first half hour of the examination.

11. You are not allowed to take any food or drink in the examination venue.

12. You may leave the place of examination at any time after half the time set for your examination has elapsed (e.g. after one hour for a two-hour paper), and before the last five minutes of the examination. If you wish to leave the place of examination, you must first seek the approval of the invigilator (or examiner as appropriate) and leave your answer script on your desk. You will be readmitted only if you have been accompanied by an invigilator while you were absent.

13. Thirty minutes, and again five minutes, before the end of the examination, you will be reminded of the amount of time you have left. After the five-minute warning you may not leave until the examination has ended and you are given permission to go.
14. At the end of the examination you will be told to stop working. You must stop immediately and must not continue to write, and must remain seated in silence until all the answer scripts have been collected and counted and you are given permission to leave. You should leave the place of examination quietly as soon as your examination concludes and you are given the permission to leave, as there may still be other candidates taking their examinations at the same place or in its vicinity.

15. If you think that your performance may have been affected by something which happened during the actual time of the examination, you should write, within seven calendar days of the examination concerned, to the Examinations Secretary at the Registry. Do not delay, and do not, under any circumstances, write to the Examiners.

16. You are reminded that it is an offence under the Prevention of Bribery Ordinance to make gifts of any nature to teachers and/or other University staff members at any time.

* For the purposes of submission of reports on irregularities in an examination as stated in paragraph II.15 above, and submission of the reasons of absence from an examination and the Form of Medical Certificate as stated in paragraphs III.3 and III.4 below, the date of the examination concerned is counted as one calendar day of the seven-calendar-day submission period.

III. Other Examination-related Regulations and Procedures

1. The following set out the Regulations which deal with examinations in the University, and tell you how the procedures are operated and what you should do if you consider that your performance in the examinations has been detrimentally affected by circumstances beyond your control either before or during the examinations.

2. The General Regulations dealing with assessments, unsatisfactory progress and discontinuation are G9, G11 and G12. These are set out below together with an extract from General Regulation G8 which refers to leave of absence from assessments.

G8. Attendance and absence

(b) Absence: (i) A student who cannot attend for between three and seven days inclusive because of his illness shall, if he is registered in a Faculty, inform the Dean of the Faculty concerned in writing at the earliest opportunity. A student who is registered other than in a Faculty shall in similar manner inform the Registrar. When longer absence is necessary or when absence from assessments is in question, a student shall submit in writing an application for leave of absence to the Dean, or the Registrar, as the case may be, together with a certificate signed by a registered medical practitioner. In such cases the University shall consult the Director of the University Health Service and may seek advice from a medical board of three medical practitioners, one of whom shall be the Director of the University Health Service, and one of whom may be nominated by the student.

G9. Assessments

(a) There shall be assessments as specified in the regulations for each degree, diploma or certificate.

(b) A student shall not be admitted to an assessment except under the regulations for the particular degree, diploma or certificate.

(c) A student suspended under Statute XXXI shall not be allowed to take, present himself for, and participate in any assessments during the period of suspension, unless otherwise permitted by the Senate.

(d) A student who is unable, because of his illness, to be present for any paper or papers in an examination shall be permitted to present himself at a supplementary examination in the paper or papers where such an examination is prescribed in the regulations only if his application for permission is approved by the relevant Board of Examiners.

(e) Examiners may examine by means of written, practical, or oral test, or by continuous assessment, or by any combination of these.

(f) Subject to Statute III (Degrees), a student who has been exempted from any part or the whole of a course or assessment shall be deemed to have completed that part or the whole of the course or to have satisfied the examiners in that part or the whole of the assessment.

(g) Examination scripts and theses and dissertations for higher degrees shall be written in English, unless the candidate is given permission by the Senate to use another language.

(h) There shall be no appeal against the results of examinations and all other forms of assessment.

/P.A...
The Senate has given permission for the following students to use Chinese:
- students in the School of Chinese;
- students in the Faculty of Education
  (i) following courses, modules and programmes in Chinese subjects,
  (ii) in the PGDE (formerly entitled PCEd) programme practicing teaching in schools using Chinese as medium of instruction,
  (iii) in Speech and Hearing Sciences;
- students in the Department of Law taking the following courses:
  (i) ‘Use of Chinese in Law I’
  (ii) ‘Use of Chinese in Law II’
  (iii) ‘Cross-border legal relation between the Mainland and Hong Kong’
  (iv) ‘Commercial Law in Mainland China’;
- students in the School of Chinese Medicine;
- students in the Master of Buddhist Studies programme, in assessment of specified courses; and
- students in programmes offered in Mainland China, in specified parts of the assessments.

G11. Unsatisfactory performance or progress

A student whose performance at examinations or in continuous assessment as may be held from time to time is unsatisfactory, or in the case of a higher degree student whose progress is unsatisfactory, may be required by the Senate

(a) to discontinue his studies, or
(b) to repeat any part of his course before being admitted to further assessments or before being allowed to present his thesis or dissertation, or
(c) to re-present himself for assessment without repeating any part of his course.

G12. Discontinuation of studies

(a) The Board of a Faculty or an appropriate committee may recommend to the Senate that under the provisions of G11 and, where applicable, in accordance with any degree, diploma or certificate regulation, a student be required to discontinue his studies in a curriculum administered by the Board or the committee.

(b) In all cases where a student is recommended for discontinuation in accordance with G12(a) or liable for discontinuation under the provisions of any degree, diploma or certificate regulation, there shall be a review of the circumstances of the case by the Committee on Discontinuation. The student shall be so informed in writing and be provided with a statement of the reasons thereof. He shall be invited to submit in writing to the Registrar any non-academic reason which he considers relevant to the issue of his discontinuation. He shall also be invited to appear before the Senate Committee on Discontinuation and may, if the Committee so desires, be required to appear.

(c) The decision of the Committee on Discontinuation shall be communicated as soon as may be to the student and the Board of the Faculty concerned.

3. If for any reason you have been unable to attend for any paper in an examination you must, within seven calendar days of the examination concerned, write to the Examinations Secretary at the Registry giving reasons for your absence.

4. A candidate who is unable because of illness to be present for any paper in the examination or who believes that his/her state of health either immediately before or during the examination has significantly affected his/her performance should arrange to submit a Form of Medical Certificate. He/She should consult a doctor on the same day of the examination concerned and also complete Part I of the Form and give it to his/her doctor for completion of Part II of the Form. The completed Form, together with the original of the sick leave certificate issued by the attending doctor, should be submitted to the Examinations Office (address: Room 239B, 2/F, Main Building, The University of Hong Kong, Pokfulam) and must reach it within seven calendar days of the examination concerned. The Form of medical certificate is available from the Examinations Office and downloadable from its website http://www.exam.hku.hk. Late or incomplete submission will not be accepted.

5. Upon receipt of the Form, the Examinations Office will issue an acknowledgement to the candidate and pass the Form to his/her home Faculty for consideration by the Board of Examiners concerned. The candidate will be informed of the outcome directly by the Faculty Office around the time of announcement of the assessment results.

/P.5...
6. You should note that supplementary/special examinations (normally for students who are unable because of illness to be present at examinations) are prescribed by the Regulations in respect of the following Examinations ONLY:

<table>
<thead>
<tr>
<th>Degree/Programme/Field of Study</th>
<th>Examination Type</th>
</tr>
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<tbody>
<tr>
<td>BA(ArchStud)/BA(Conservation)/BA(UrbanStud)/BASc(Design+)/BSc(Surv)/MArch/MArch(Design)/MHousMan/MLA/MSc(Conservation)/MSc(IPD)/MSc(UrbanAnalytics)/MSc(UrbanPlanning)/MUrbanDesign/PDip(Conservation)/PDLA</td>
<td>Any written examination</td>
</tr>
<tr>
<td>BA/BA&amp;LLB/MA/MBC/MBuddhStud</td>
<td>Any written examination</td>
</tr>
<tr>
<td>CertChinLang</td>
<td>Any written paper or oral test in either the First or the Certificate Examinations</td>
</tr>
<tr>
<td>BBA/BBA(Acc&amp;Fin)/BBA(IBGM)/BBA(IS)/BBA(Law)/BBA(Law)&amp;LLB/BEcon(BEcon&amp;Fin)/BFin(AMPB)/BSc(QFin)</td>
<td>Any written examination</td>
</tr>
<tr>
<td>EMBA/EMBA/MAcc/MBA/MEcon/MEcon&amp;Fin/MEcon&amp;FinTech/MGM/MSc(BA)/MSc(Mktg)</td>
<td>Any paper of the written examination</td>
</tr>
<tr>
<td>BDS</td>
<td>Any part of an assessment</td>
</tr>
<tr>
<td>BBA&amp;BEd(LangEd)/BASc(SDS)/BEd&amp;BSc/BEd&amp;BSocSc/BEd(ECE&amp;SE)/BSc(ACD)/BSc(1M)</td>
<td>Any written examination</td>
</tr>
<tr>
<td>BSc(FnTech)/BEng(BME)/BEng(EngSc)</td>
<td>Any written examination</td>
</tr>
<tr>
<td>LLM/LLM(ARB&amp;DR)/LLM(CFL)/LLM(CR)/LLM(Chinese Law)/LLM(HR)/LLM(MEL)/LLM(T&amp;IPL)</td>
<td>Any paper of written examination</td>
</tr>
<tr>
<td>JD/MCL/PCLL/SJD</td>
<td>Any written examination</td>
</tr>
<tr>
<td>BSc(AppledAI)/BSc&amp;BSc&amp;MRes/BSc(ActuarSc)/MDASc/MSc(EnvMan)/MSc(in the Field of Applied Geosciences)/MSc(in the Field of Food Industry: Management and Marketing)/MSc(in the Field of Food Safety and Toxicology)/MSc(in the Field of Space Science)/MStat</td>
<td>Any written examination</td>
</tr>
<tr>
<td>BDS/BJ/BSW/BSc/BSc(Govt&amp;Laws)/BSc&amp;Sc(Govt&amp;Laws) &amp;LLD/MPA/MPA/MPA/MSW/MScPsy</td>
<td>Any written examination</td>
</tr>
</tbody>
</table>

In addition, candidates who are unable because of illness to be present for any paper or papers

a. of any subject or subjects for the examinations for the degrees of MBBS, or
b. in the examinations for the LLB degree, or
c. in the examinations for the Postgraduate Diploma in Infectious Diseases,

may be permitted to present themselves for examination at the next subsequent examination.

7. Any representation made to the Secretary of your Faculty or to the Examinations Secretary will be taken into account either before the assessment results are published or by the Faculty Review Committee on Student Performance and Discontinuation and the Board of your Faculty (or the appropriate Board of Examiners) in deciding what action to take in the event of your failing one or more of your papers.

8. If the Board of your Faculty (or the appropriate Board of Examiners) decides to recommend to the Senate that you be required to discontinue your studies, you will be so informed by your Faculty Secretary and your case will be referred to the Senate Committee on Discontinuation. You will also be asked if you wish to give reasons for your failure in writing to the Committee, and you will be invited (or in certain cases may be required) to appear before the Committee. It will not be necessary for you to repeat any information you have already given to your Faculty Secretary as this will be made available to the Committee. You and the Board of your Faculty will be informed of the Committee’s decision as soon as may be. If the Committee has decided that you be not required to discontinue your studies, the Faculty Secretary will shortly advise you of what the Faculty Board wishes you to do in your studies.

9. You must not approach the Examiners or other members of the University staff about your results before they are published.

/P.6...
IV. Arrangements during Bad Weather

Under the situations as listed below:

(a) Tropical Cyclone Warning Signal No. 8 (or above) is hoisted; or
(b) Tropical Cyclone Warning Signal No. 8 will be issued within two hours as announced by the Hong Kong Observatory; or
(c) “Extreme conditions” after super typhoons are in force (announced by the Government before the Hong Kong Observatory replaces Tropical Cyclone Warning Signal No. 8 with Tropical Cyclone Warning Signal No. 3); or
(d) Black Rainstorm Signal is in force,

the following arrangements will apply:

A. In-person examinations:

For examinations not yet started

| If any of the warnings or announcements is hoisted or in force at or after 6:00 am | All examinations commencing before 2:00 pm will be cancelled automatically. |
| If any of the warnings or announcements is hoisted or in force at or after 11:00 am | All examinations commencing at any time from 2:00 pm and before 6:00 pm will be cancelled automatically. |
| If any of the warnings or announcements is hoisted or in force at or after 3:00 pm | All examinations commencing from 6:00 pm onward will be cancelled automatically. |

For examinations already started

| When Tropical Cyclone Warning Signal No. 8 or above is hoisted or the No. 8 Signal will be issued within two hours as announced by the Hong Kong Observatory, or “extreme conditions” are in force | – All outdoor examinations will be suspended immediately. – All examinations, except those held outdoors, will continue until the end of that examination session. |
| When Black Rainstorm Signal is hoisted | – All examinations, except those held outdoors, would continue. – For outdoor examinations, the responsible staff members on the spot should suspend the activities immediately, ensure that all students are taken to a safe place, and remain there until it is safe for them to return home. |

B. Online examinations:

Unless otherwise advised by the course coordinator* through the course syllabus and/or HKU Moodle, all online classes and online examinations will continue as scheduled under all weather conditions (including situations (a) to (d) listed above).

* Approval for exceptional cases is to be sought from the Dean or his/her delegate.

Examinations Office
April 2022