

THE UNIVERSITY OF HONG KONG**University Examinations 2025-2026**
Instructions to Candidates**I. 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 unauthorized documents, materials, information, devices or items or by copying or attempting to copy from, or by communicating or attempting to communicate with any unauthorized 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 any 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 unauthorized 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.

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).

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.*

II. Additional Instructions to Candidates at University Examinations

1. Examination Timetables: You should carefully check the date, time and venue of each examination, and read any additional instructions from the examiners in the “Special Notes” at the end of the relevant examination timetable. Since amendments to the examination timetable may occasionally be made after they are published, **you should regularly check the online examination timetables (<http://www.exam.hku.hk>) for updates.**
2. Identification: You must present yourself at the venue listed on the examination timetable for each examination, bringing your Student Registration Card as proof of identity, and the required stationery.
3. Arriving and Entering: You should arrive at the examination venue at least 10 minutes before the start time to avoid missing any announcements. You are only permitted to enter the examination venue during the first half of the examination (e.g., within the first hour of a two-hour paper). Late candidates will not normally be given extra time.
4. Assigned Seat: Please identify your assigned seat before entering the examination venue, go straight to your desk, and take the seat assigned unless instructed otherwise.
5. Conduct: You must behave quietly and decorously inside and around the examination venue before, during, and after the examination. You must not communicate with other candidates in any way during an examination. You must not take photos, audio recordings, or video recordings in the examination venue. Displaying examination-related images, videos, or recordings electronically or publicly is strictly forbidden.
6. Items Allowed on the Desk: All in-person written examinations are closed-book unless otherwise specified. Only writing implements, rulers, erasers, calculators (if permitted), and your Student Registration Card may be placed on your desk. Your Student Registration Card should be placed at the top left corner of your desk throughout the examination for inspection. If you bring a pencil case/box, you must remove the stationery and place it on your desk, then put the pencil case/box in your closed bag or under your chair.
7. Calculators: For examinations which permit the use of calculators, electronic calculators, including programmable calculators, may be used provided that they 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 specified by the examiners, only [approved models of calculators \(see Annex I\)](#), as announced by the Examinations Secretary, are permitted in University examinations. It is your responsibility to ensure that your calculator functions properly during the examination, and you must record its name and model on the front page of your examination script.
8. Personal Belongings, Mobile Phones and Electronic Devices: If you are allowed to bring personal belongings into the examination venue, all items (including any printed or written matter) must be put in a closed bag under your chair. If you do not have a bag, you may be required to place your personal belongings in a designated area in the examination venue. **Mobile phones and smartwatches MUST be switched off (airplane mode is not allowed) and put inside the zipper pouch under your desk throughout the examination.** All other electronic/communication/sound-making devices (e.g., tablets, smart glasses, electronic dictionaries, wearables) must also be switched off and put in your closed bag under your chair. During the examination, no documents, materials, devices, or items (including but not limited to printed or written matter, blank writing paper, dictionaries, mobile phones, smart glasses, or electronic/communication/sound-making devices) are allowed on your desk, in your pockets, or on your body. Use of mobile phones or other electronic/communication/sound-making devices is strictly forbidden in the examination venue. Unless you have prior permission from an examiner or invigilator, you are not allowed to access the contents of your bag or the zipper pouch containing your mobile phone and smartwatch during the examination.
9. Copyright: For open-book examinations or when reference materials are permitted, you must comply with the Copyright Ordinance. Please visit <http://lib.hku.hk/copyright/> for details and read the relevant sections of the Undergraduate/Postgraduate Handbooks.
10. Computer-based Examinations: For computer-based examinations, please follow any additional instructions and guides provided by the course-offering department.

11. Before Starting your Examination: You should write your University number (or candidate number for medical students) on your answer script, **NOT** your name. You will be informed when you may begin. Do not turn over or open the question papers until instructed. Before you begin, you should read the instructions on the front cover of your answer book.
12. Asking Questions: If you have any questions about the question paper, you must ask them within the first 30 minutes of the examination.
13. Water Only: Food and drink are not allowed in the examination venue, except for water.
14. Leaving and Re-entry: You may leave the examination venue at any time after half of the examination time has passed (e.g., after one hour of a two-hour paper), but not during the last five minutes. You must obtain permission from an invigilator or an examiner before leaving, and leave your question paper and answer script on your desk. Re-entry is permitted only if you leave accompanied by an invigilator.
15. Time Warnings: During the examination, you will be reminded when 30 minutes remain, and again when five minutes are left. After the five-minute warning, you must stay seated until the examination ends and you are given permission to leave.
16. End of Examination: At the end of the examination, you will be told to stop working. You must stop writing immediately when instructed and remain seated in silence until all question papers and answer scripts are collected and counted, and you are given permission to pack your personal belongings and leave. You should leave the examination venue **quietly**, as other examinations may be in progress .
17. Reporting Issues Affecting Performance: If you think that any incident during the examination may have affected your performance, you should write to the Examinations Secretary (email: exam@hku.hk) **within seven calendar days of the examination concerned** (the examination date is counted as the first day). Do not delay, and do not contact the examiners under any circumstances.
18. Anti-bribery Reminder: Giving gifts of any kind to teachers or University staff at any time is an offence under the Prevention of Bribery Ordinance.

III. Other Examination-related Regulations and Procedures

1. This section provides extracts from relevant General Regulations (G8, G9, G11 and G12) and related procedures, including what to do if unforeseen circumstances beyond your control adversely affect your examinations.
2. 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.
3. 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 language⁸.
- (h) There shall be no appeal against the results of examinations and all other forms of assessment.

⁸ *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-Language Pathology (formerly entitled 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.*

4. 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.

5. 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.

6. **Form of Medical Certificate:** A candidate who is unable to attend an examination due to illness, or who believes that their health status immediately before or during the examination* has *significantly* affected their performance, should consult a doctor and obtain a sick leave certificate covering the examination date(s). The candidate should complete Part I of the Form of Medical Certificate and have their doctor complete Part II. The completed Form, together with the original sick leave certificate, should be submitted to the Examinations Office (Room 239B, 2/F, Main Building, HKU Main Campus) **within seven calendar days of the examination concerned** (the examination date is counted as the first day). The Form can be downloaded from <http://www.exam.hku.hk>. Late or incomplete submissions will not be accepted.

Upon receipt of the Form, the Examinations Office will issue an acknowledgement to the candidate and forward the Form to their home Faculty/School for consideration by the Board of Examiners. The candidate will be informed of the outcome through the Faculty/School Office around the time the assessment results are announced.

** This applies to candidates who stay for the entire examination despite feeling unwell, as well as those who leave early due to illness, with permission from the Chief Invigilator, an invigilator or an examiner.*

7. **Supplementary/Special Examinations:** According to the Regulations, supplementary/special examinations, normally arranged for students who are unable to be present for any paper(s) in an examination due to illness, are available **ONLY** for the following examinations:

Curriculum	Supplementary/Special examinations applicable to
BA(ArchStud)/BA(Conservation)/BA(LS)/BA(UrbanStud)/ BASc(Design+)/BSc(Surv)/MArch/MArch(Design)/MHousMan/MLA/ MSc(AAD)/MSc(Conservation)/MSc(SED)/MSc(CPM)/MSc(RE)/ MSc(DMBA)/MSc(UDT)/MSc(UrbanAnalytics)/MSc(UrbanPlanning)/ MUrbanDesign/MUS&HM/MDUM/PDLA	Any written examination
BA/BA(GCIN)/BA(HDT)/BA&BEng(AI&DataSc)/BA&LLB/MBC/ MBuddhStud	Any written examination
CertChinLang	Any written paper or oral test in either the First or the Certificate Examinations
BBA/BBA(Acc&Fin)/BBA(ADA)/BBA(BA)/BBA(IBGM)/BBA(IS)/ BBA(Law)/BBA(Law)&LLB/BEcon/BEcon&Fin/BFin(AMPB)/ BSc(MAT)/BSc(QFin)	Any written examination
EMBA/IMBA/MAcc/MBA/MCGRM/MEcon/MFin/MFFinTech/ MFWM/MGM/MSc(BA)/MSc(Mktg)	Any paper of the written examination
BDS	Any part of an assessment
BA&BEd(LangEd)/BASc(SDS)/BEd&BSc/BEd&BSocSc/ BEd(ECE&SE)/BSc(ACD)/BSc(IM)	Any written examination
BSc(Sp&HearSc)/BSc(SLP)	Any part of an assessment
BASc(FinTech)/BEng/BEng(BME)/BEng(DS&E)/BEng(EngSc)	Any written examination
LLM/LLM(ARB&DR)/LLM(CFL)/LLM(CR)/LLM(Chinese Law)/ LLM(HR)/LLM(T&IPL)	Any paper of written examination
JD/MCL/PCLL/SJD	Any written examination
BASc(GHD)/BBiomedSc/BChinMed/BNurs/BPharm/ BSc(Bioinformatics)/DNurs/MAP/MChinMed/MMDPath/MMedSc/ MNurs/MPH/MPsyMed/MRes(Med)/MSc(Nurs)/PDipID/PDipPsyMed/ PCHLM	Any written examination

Curriculum	Supplementary/Special examinations applicable to
BASc(AppliedAI)/BSc/BSc&LLB/BSc&MRes/BSc(ActuarSc)/ MDASC/MSc(AI)/MSc(EnvMan)/ MSc(in the Field of Applied Geosciences)/ MSc(in the field of Chemical Technologies for Health and Materials)/ MSc(in the Field of Food Industry: Management and Marketing)/ MSc(in the Field of Food Safety and Toxicology)/MSc(Physics)/MStat	Any written examination
BASc/BJ/BPsych/BSW/BSocSc/BSocSc(Govt&Laws)/ BSocSc(Govt&Laws)&LLB/DPA/MChDS/MExpArtsTh/MIPA/MJ/ MPA/MSW/MSocSc/MSc(GeoDS)/MTP&P/PsyD	Any written examination
BSc(I&T)	Any written examination

In addition, candidates who are unable to be present for any paper(s) due to illness in:

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

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

8. **Absence for Reasons Other Than Illness:** If you are unable to attend any examination for reasons other than illness, you must write to the Examinations Secretary (email: exam@hku.hk) **within seven calendar days of the examination concerned** (the examination date is counted as the first day), stating the reasons for your absence with supporting documents.
9. **Consideration of Representations:** Any representations made to the Secretary of your Faculty/School or the Examinations Secretary will be considered either before the publication of the assessment results, or by the Faculty/School Review Committee on Student Performance and Discontinuation and the Board of your Faculty/School (or the appropriate Board of Examiners), when determining the appropriate action if you fail one or more papers.
10. **Discontinuation Recommendation:** If the Board of your Faculty/School (or the appropriate Board of Examiners) decides to recommend to the Senate that you be required to discontinue your studies, you will be notified by your Faculty/School Secretary, and your case will be referred to the Senate Committee on Discontinuation. You will be invited (or, in certain cases, required) to appear before the Committee and to submit a written representation for your case. Any information you have already submitted to your Faculty/School will be forwarded to the Committee, so you do not need to resubmit it. Both you and the Faculty/School Board will be informed of the Committee's decision as soon as possible. If the Committee decides that you are not required to discontinue your studies, the Faculty/School Secretary will inform you of the Faculty/School Board's recommendation regarding your academic progress.
11. You must not contact the examiners or any other University staff regarding your results before they are officially published.

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" announced by the Government are in force ; or
- (d) Black Rainstorm Signal is in force,

the following arrangements will apply:

A. In-person examinations:

For examinations not yet started

Situation	Examination Arrangements
If any of the warnings or announcements is hoisted or in force at or after 6:00 am	All examinations commencing <i>before 2:00 pm</i> will be postponed.
If any of the warnings or announcements is hoisted or in force at or after 11:00 am	All examinations commencing <i>from 2:00 pm to 6:00 pm</i> will be postponed.
If any of the warnings or announcements is hoisted or in force at or after 3:00 pm	All examinations commencing <i>from 6:00 pm onward</i> will be postponed.

For examinations already started

Situation	Examination Arrangements
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	<ul style="list-style-type: none">– All outdoor examinations will be suspended immediately.– All examinations, except those held outdoors, will continue until the end of the session.
When Black Rainstorm Signal is hoisted	<ul style="list-style-type: none">– All examinations, except those held outdoors, will continue.– All outdoor examinations will be suspended immediately. The responsible staff members will ensure that all students remain in a safe place until it is safe for them to return home.

B. Online examinations:

All online examinations will continue as scheduled under all weather conditions (including situations (a) to (d) listed above).

The Examinations Office will reschedule any postponed examinations and inform candidates of the new arrangements as soon as possible.