• **Visit the one-stop page “Orientation for Freshmen”**
  
  School Undergraduate Website (www.fbe.hku.hk/ug/)
  > Useful Info > Orientation for Freshmen

• **Read the Student Handbook**
  *(downloadable from the webpage)*

• **Communicate with the School:**
  – Check your HKU email account **EVERYDAY** for important notices
  – Update your personal particulars *(including your local contact details)* on Student Information System (via HKU Portal)
  – When making an enquiry via email:
    • Always provide your full name, university number and curriculum
    • State your question(s) clearly in English
1. Course enrollment
2. Leave of absence
3. Examinations
4. Honours Classification
5. Discontinuation
6. Plagiarism and cheating
(1) Course Enrollment

Read the Regulations and Syllabuses (downloadable from the School Website)

Follow the recommended order of study

Select **ALL** compulsory and elective courses (Pre-registration of compulsory courses in Year 1)

Check carefully on the following:  
- Pre-requisites of senior-level courses  
- Mutually exclusive courses  
- **NO TIME CLASH**

Finalise your course enrollment by the end of add/drop period (i.e. the first two weeks of a regular semester)

---

Information on course effectiveness rates are available on SIS (SIS > SIS Menu > Enrollment > Course Effectiveness Profile).

Credit Limits*

<table>
<thead>
<tr>
<th>Each Course (Normally)</th>
<th>Regular Semester</th>
<th>Summer Semester</th>
<th>Each Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 credits</td>
<td>24-36 credits</td>
<td>0-12 credits</td>
<td>60-72 credits</td>
</tr>
</tbody>
</table>

*Approval from the School is required for credit overload or underload.
(2) Leave of Absence

• You should inform the School 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
(3) Examinations

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam period</td>
<td>December</td>
<td>May</td>
</tr>
<tr>
<td>Release of exam timetable</td>
<td>November</td>
<td>April</td>
</tr>
<tr>
<td>Release of exam results</td>
<td>January</td>
<td>June</td>
</tr>
</tbody>
</table>

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 14 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.
(4) Honours Classification

<table>
<thead>
<tr>
<th>Class of Honours</th>
<th>Graduation GPA (GGPA)* Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class Honours</td>
<td>3.60 – 4.30</td>
</tr>
<tr>
<td>Second Class Honours</td>
<td>(2.40 – 3.59)</td>
</tr>
<tr>
<td>Division One</td>
<td>3.00 – 3.59</td>
</tr>
<tr>
<td>Division Two</td>
<td>2.40 – 2.99</td>
</tr>
<tr>
<td>Third Class Honours</td>
<td>1.70 – 2.39</td>
</tr>
<tr>
<td>Pass</td>
<td>1.00 – 1.69</td>
</tr>
</tbody>
</table>

*For students of the 2017-18 intake and thereafter 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.*
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.
• 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?”