

HKU SPACE Po Lung Kuk Stanley Ho Community College

Application for Absence from Examinations

Application Procedures and Deadlines

If students are unable to attend an examination under extenuating circumstances such as serious sickness, they should apply for absence from examination by submitting:

- 1) Completed form **Application for Absence from Examination(s)** [HP43-ABE], which is available in the Learner Portal (under My Resource → Student Services Forms),
- 2) Original copy of the relevant supporting document(s); and
- 3) A non-refundable application fee, which is HK\$300 per course

to the College Office (18/F, HPSHCC campus) during *service hours **within five working days** after that day of the respective course examination (excluding Saturdays, Sundays, Public Holidays and School Holidays) as illustrated below. **Late applications will not be considered.**

Examination Day	Application Deadline
18 December 2023 (Mon)	27 December 2023 (Wed)
19 December 2023 (Tue)	28 December 2023 (Thu)
20 December 2023 (Wed)	29 December 2023 (Fri)
21 December 2023 (Thu)	2 January 2024 (Tue)
22 December 2023 (Fri)	3 January 2024 (Wed)
23 December 2023 (Sat)	3 January 2024 (Wed)
27 December 2023 (Wed)	4 January 2024 (Thu)
28 December 2023 (Thu)	5 January 2024 (Fri)
29 December 2023 (Fri)	8 January 2024 (Mon)
30 December 2023 (Sat)	8 January 2024 (Mon)
2 January 2024 (Tue)	9 January 2024 (Tue)
3 January 2024 (Wed)	10 January 2024 (Wed)

Students who fall ill on the examination day are advised not to start the examination, and make-up examination will NOT be arranged for students who have attempted the examination.

* College Office's service hours: 9:00 am - 5:30 pm (Mon-Fri), 9:00 am - 12:00 pm (Sat), Closed on Sundays and Public Holidays.

In case of sickness, the College will ONLY accept medical certificates issued by registered doctors (註冊西醫) or Chinese medicine practitioners (註冊中醫)¹ in Hong Kong. The date(s) of sick leave granted

¹ Medical certificate issued by listed Chinese medicine practitioners (表列中醫) will NOT be accepted. The list of registered Chinese medicine practitioners can be obtained from the website of Chinese Medicine Council of Hong Kong (<http://www.cmchk.org.hk/>). According to the *Reference Guide on Issuance of Sick Leave Certificate by Registered Chinese Medicine Practitioners* (http://www.cmchk.org.hk/cmp/eng/#main_public05.htm), the medical certificates should include the full name and the HKID number of the patient as well as the name and registration number of the attending practitioner. Thus, when you submit a medical certificate issued by a registered Chinese medicine practitioner, please ensure that your HKID number is printed on the certificate.

must include the examination date(s) of the course(s) concerned.

Result Announcement and Make-up Examination Arrangements

Applications for absence from examinations will be reviewed by the College's Board of Examiners. The decision by the Board of Examiners is final and the application results will be announced in the Learner Portal upon the release of assessment results (i.e. on 15 February 2024). Students will also receive a written notification of their application results individually.

For approved applications, students will be notified of the make-up examination arrangements and required to attend the make-up examination accordingly. A tentative schedule of the make-up examinations is attached in [Appendix IV\(A\)](#).

Students whose applications are not accepted by the Board of Examiners will receive a fail grade for the course.

Please note that students will only be permitted to take the make-up examination of the same course ONCE during the registration of their respective programmes. No further arrangements would be made for students who are absent from the approved make-up examinations of the same course. They will receive a fail grade for the course concerned and be required to repeat the failed course as appropriate in the next available semester.

Notes:

- Make-up examinations may be arranged on weekdays and weekends, during morning to evening time periods. Please be reminded that it is students' responsibility to check their timetables, and promptly notify the College Office of any discrepancies. If students are not able to access the make-up examination timetable in the Learner Portal or do not receive any notification nearer the time, please reach out to the College Office.
- The assessment results will be released according to the schedule below.

Make-up Examination	Release of Assessment Result
Examinations held in March 2024	By late April 2024
Examinations held in July 2024	In mid-August 2024

updated 27 November 2023

Tentative Schedule of Make-up Examinations, Semester 1, 2023/24

(The lists below are in alphabetical order of the course names.)

The make-up examinations for the following courses will be held in <u>early July 2024</u> . Exact dates and times will be announced in late June.			
HPMA4001	Applied Statistics	CCMA4005	Basic Engineering Mathematics
CCMA3003	Basic Mathematics	CCCH3003	Chinese Language Enhancement
CCMA4008	Elementary Statistics	HPMA4002	Elementary Statistics
CCBS3002	Elements of Business	CCEN4002	English Enhancement Course
CCST3001	Foundations of Biology	HPIT4016	Introduction to Computer Programming
CCIT4083	Introduction to Management Information Systems	CCCH4012	Practical Chinese
HPCH4001	Practical Chinese	CCMA4001	Quantitative Analysis I
CCAH3001	Western Images of China		

The make-up examinations for the following courses will be held <u>in early – mid March 2024</u> . Exact dates and times will be announced in late February.			
HPTH4022	Accounting in the Hotel Industry	HPCS4023	Adventure-based and Experiential Learning
HPHS4001	Anatomy and Physiology I	HPHS4072	Anatomy and Physiology in Rehabilitation
HPIT4007	Artificial Intelligence and Machine Learning	HPHS4056	Basic Chemistry for Biological Sciences
HPHS4067	Basic Understanding of Human Biology	HPIT4008	Big Data Analytics
HPHS4057	Biochemistry	HPHB4008	Building Technology and Maintenance
HPLW4012	Business Associations	HPTH4038	Business Events Management
CCSA8004	China's Development, Hong Kong and the National Security Law	HPLW4014	Civil Procedure I and II
HPHS4002	College Chemistry for Medical and Health Products Sciences	HPHS4065	College Physics for Food Science

The make-up examinations for the following courses will be held **in early – mid March 2024**. Exact dates and times will be announced in late February.

HPHS4073	Common Health Conditions in Rehabilitation	HPHS4035	Community Health Needs Assessment I
HPAC4022	Corporate Governance and Social Responsibility	HPCS4011	Crime and Criminals
HPTH4024	Cross-cultural Issues in the Hotel Industry	HPTH4036	Destination Management
HPHS4044	Diet, Health and Disease	HPHS4009	Drug Action and Use of Medicines I
HPHS4010	Drug Action and Use of Medicines II	HPMS4003	Economics
HPMS4013	Employment Law in Hong Kong	HPTH4014	Event Planning and Promotion
HPAC4024	Financial Reporting	HPHS4048	Food Marketing
HPCS4004	Foundation Psychology	HPHS4042	Functional Foods and Nutritional Products
HPMS4005	Fundamentals of Finance	HPAC4003	Fundamentals of Financial Planning
HPMS4016	Hong Kong and PRC Business Environment	HPHB4002	Housing Studies: Concepts, Framework and Policy
HPHS4022	Human Resource Management in Sport and Recreation	HPTH4026	Human Resources Management in the Hotel Industry
HPAC4016	International Financial and Monetary Markets	HPIT4001	Introduction to Computer Networks
HPCS4006	Introduction to Criminal Justice and Law Enforcement	HPIT4002	Introduction to Database Management Systems
HPHS4046	Introduction to Food and Nutrition	HPTH4001	Introduction to Hotel Operations
HPLW4008	Introduction to Law and Hong Kong Legal System	HPMS4019	Introduction to Social Media Technology and Digital Security
HPCS4015	Introduction to Social Welfare in Hong Kong	HPCS4016	Introduction to Social Work
HPTH4009	Introduction to the Hospitality Industry	HPLW4007	Introduction to the Mainland Legal System
HPTH4012	Introduction to Tourism	HPAC4005	Introductory Financial Accounting
HPHB4017	Land and Real Estate Economics	HPLW4009	Law and Contractual Transactions

The make-up examinations for the following courses will be held **in early – mid March 2024**. Exact dates and times will be announced in late February.

HPLW4004	Law of Succession and Probate Practice	HPTH4010	Marketing for Hospitality and Tourism
HPTH4003	Marketing for the Hotel Industry	HPMC4005	Mass Communication Theories
HPTH4025	Organizational Behavior in the Hotel Industry	HPMS4009	Organizational Behaviour and Development
HPHS4008	Pathophysiology	HPCS4008	Perspectives on Crime
HPMS4002	Principles and Practice of Management	HPHS4016	Principles of Management
HPHS4078	Principles of Rehabilitation	HPCS4003	Principles of Sociology
HPTH4002	Principles of Tourism	HPLW4001	Professional Responsibility and Advocacy
HPHS4018	Programme Management in Sport, eSports and Recreation	HPHB4009	Property Laws in Practice
HPHB4005	Property Management Practices	HPHB4006	Property Valuation
HPMC4006	Public Relations Writing and Presentation	HPTH4035	Service Management
HPHS4015	Sport and Recreation Industry in Hong Kong	HPHS4025	Sport and Recreation Marketing
HPHS4079	Supporting Occupational Therapy Practice	HPHS4080	Supporting Physiotherapy Practice
HPHS4047	The Science and Technology of Food	HPTH4013	Tourism Marketing and Promotional Techniques
HPHS4031	Understanding Child and Adolescent Development	HPIT4009	Web Programming II