

French Language Programme, Centre for Language Studies

Policies and Regulations Related to Attendance to Lecture and Tutorial Classes

A. Compulsory Attendance of lecture/tutorial Classes

1. Students' attendance of lecture/tutorial classes is compulsory. In addition, students are requested to attend classes punctually.

B. Absence

1. In the case of absence from a lecture/tutorial class (for whatever reason), the absentee is required to submit a letter of absence/Medical certificate [please refer to section B-4 for details] to the lecturer/tutor in charge **within 3 days from the absence**.

If the absence is known in advance, an e-mail to inform the module coordinator would be appreciated.

2. Excusable Absences

Absence due to one of the following reasons will be excused:

- (i) Medical reason (e.g. illness, injury).
- (ii) Death of a family member.
- (iii) Summons to National Service, Reservist Training, Court...
- (iv) Attendance at an official interview, e.g. an interview for job, application for scholarship.
- (v) Attendance of an event held or organized by Hall(s) of Residence,
- (vi) Participation in a performance directed or organized by the Centre for the Arts.

3. Absence due to Reason not Stated in B-3

In the case of absence due to an unforeseen reason not stated in B-2 above, the absentee is required to submit a letter that shows why s/he had to be absent from her/his class. However, the student will not be allowed to make up for the lesson.

4. Official Document to be submitted in case of Absence:

In the case of absence due to one of the reasons stated in B-2 above, the original of one of the following authorized documents should be submitted to the lecturer/tutor in charge.

- (i) Medical certificate (MC) issued by a qualified medical institution.
- (ii) Death or burial certificate issued by a qualified medical institution or by a statutory board.
- (iii) Official letter from the Ministry of Defence/Court.
- (iv) Letter or document that shows the student has been officially asked to come for the interview.
- (v) Letter giving reason for absence from the master or resident fellow of hall(s) of residence.
- (vi) Letter giving reason for absence from the Centre for the Arts.

5. **Late arrival for tests**

In the case of late arrival for all the 100% CA tests or make-up tests, no extra time will be given to you.

C. Make-up

1. **Make-up test**

Absentees have to contact the module coordinator **at the latest one day after the test** they missed, by e-mail or by leaving a message on his/her voice mail. The absence will then be excused and a make-up test will be arranged if it is due to one of the reasons listed in B-2.

2. **Make-up class**

Absentees from their original lecture/tutorial group are allowed to attend another lecture/tutorial class as make-up whenever possible if the absence is justified by one of the reasons stated in B-2.

3. **Clash due to other modules**

No test, no make-up class from other modules can be scheduled at the time of your French class, as your French class is a regular and official class. Should you have a clash, kindly approach the lecturer from the other module and ask him/her to arrange an alternative

solution for You. Should you still decide to miss your French class, no make-up class and/or no make-up test will be offered to you. If you miss your French test because of such a clash, you will be graded with a zero

If you need further clarification on the rules above, please contact the Convenor for French, Dr Martin-Lau or the module coordinator.