

## **Notice on absence during study**

When you would miss a class or other appointment, please write an email to [erica25@hku.hk](mailto:erica25@hku.hk) (cc course coordinator/teacher) seeking approval for leave of absence.

### **Full-time MSc students**

All MSc students were given a Registration Package inside which was a note telling you to go online to see the Postgraduate Handbook at <http://www.asa.hku.hk/handbook/tpg> which contains the rules about attendance and absence. HKU General Regulations G8 says:

“G8 b (ii) A student who, during his studies, desires leave of absence for more than two full consecutive days for non-medical reasons shall, if he is registered in a Faculty, apply to the Dean of the Faculty concerned in writing at the earliest opportunity, stating the reasons for which the leave of absence is sought.”

Please note that you are required to work on dissertation projects during the non-teaching periods of the academic year and the period of studies of a full-time MSc AG student for the purpose of HKU General Regulations G8 starts on the first day of teaching of the academic year and ends on 31 August of the following year. Regarding the Reading Weeks, these are teaching weeks in the MSc timetable.

Please agree with your project adviser your leave if any over the Christmas/New Year/Chinese New Year periods. Then write an email to [erica25@hku.hk](mailto:erica25@hku.hk) (cc project advisor) seeking approval for leave of absence as required by HKU General Regulation G8. Approval will not be normally granted for leave commencing within 7 working days of the date of application.