

the Student Services Counter / College Office and the lecturers concerned at least two working days in advance. Students should note that such applications will only be approved when acceptable reasons are provided. Students who are sick and cannot attend scheduled lessons should submit their applications on the day of their next lesson after their leave. Sick leave application for more than one day should be supported by a medical certificate signed by a registered practitioner, with the diagnosis and the recommended sick leave period stated. The College reserves the right to request such medical proof from students applying for one-day sick leave.

Certificates issued by registered Chinese medicine practitioners must include students' full name, HKID / passport number as well as the name and registration number of the attending practitioner.

In case of any leave taken for more than seven consecutive days, students should inform the College Office immediately by phone (Hotline: 3923 7000), followed by a written application.

Students who have been absent for more than three consecutive weeks without applying for leave of absence will be considered as having withdrawn from the programme of study.

The use of forged document(s) as evidence of fitness / sickness is a criminal offence and is liable to prosecution under the laws of the Hong Kong Special Administrative Region. The College may take any disciplinary action against the students concerned in accordance with the nature and seriousness of the offence. Those penalties imposed on students may be recorded in the transcript of their academic records.

It is students' responsibility to clear their attendance records and clarify all the related issues with the course lecturers concerned before the end of the semester. The College reserves the right of final decision in case of dispute.

6.3 Course Exemption

All students have to fulfil the curricular requirements of individual programmes. Any breach of such requirements will result in the student's non-completion of the programme of study and disqualification from the award of the relevant qualification. However, under special circumstances, a student may apply for an exemption from certain courses of study.

There are two types of course exemption:

6.3.1 Exemption from Chinese Courses

If a student is found academically incapable of studying Chinese Language course(s) (such as non-Chinese-speaking students or students with overseas qualifications), he/she may apply for exemption from the Chinese Language course(s). Please note that students who have sat for HKDSE/HKCEE/HKALE Chinese Language subjects or equivalent are not eligible to apply for exemption from Chinese Language course(s) regardless of the examination results. Other qualifications are considered on a case-by-case basis.

If the student's application for exemption is approved, the College will require him/her to take another course as a replacement (substitute course). The exempted course(s) shall not count towards the credits for the award of qualifications. The College will assign a substitute course based on student's class schedule and availability. No change of the proposed substitute courses can be made by the students.

Exemption from Chinese courses does not apply to ASS Communication, Public Relations and Journalism programme.

6.3.2 Exemption from Core English Courses

If the student has already attained satisfactory results in a course equivalent to the core English course he / she is required to take, or achieved outstanding results in a public examination e.g. HKDSE/IELTS/GCSE, he / she may apply for exemption from taking the course "CCEN4003 Introduction to Academic English*" or may apply for exemption from attending the lessons of the following courses:

CCEN3002 General English I

CCEN3003 General English II

CCEN4004 English for Academic Purposes I*

CCEN4005 English for Academic Purposes II*

CCEN4012 English for Arts and Humanities

* "CCEN4003 Introduction to Academic English", "CCEN4004 English for Academic Purposes I" and "CCEN4005 English for Academic Purposes II" are CEF reimbursable courses. If a student is exempted from taking these courses, or exempted from course attendance, he/she would not be eligible to apply for CEF reimbursement for these exempted courses.

Students approved for exemption from taking the course “CCEN4003 Introduction to Academic English” will be required to take another course as a replacement (substitute course). The exempted course shall not count towards the credits for the award of qualifications. The College will assign a substitute course based on student’s class schedule and availability. No change of the proposed substitute courses can be made by the students.

Students approved for exemption from course attendance will be required to complete course assessment such as assignments/tests/examinations. It is the student’s responsibility to communicate with the course lecturer from time to time for the schedule of coursework submission, test and examination.

Exemption from the core English courses does not apply to HD Applied Health and Rehabilitation Care, HD Applied Intelligent Technologies, HD Food Science and Safety, HD IT and Data Analytics, and HD Nutrition and Food Management programmes.

6.3.3 Application Procedures

Applications for either type of course exemption must be made in compliance with the following requirements; otherwise, they will not be considered:

- The application must be made by 31 August of each academic year. Late applications will not be accepted.
- Sufficient reasons and supporting documents must be provided.
- The application must be made by use of the *Application for Course Exemption for students who have not received sufficient training in Chinese Language (HP31-CEX-C)*; *Application for Course Exemption/Exemption from Course Attendance of Core English Courses (HP31-CEX-E)* and submitted via e-Form System. Applications by other means, e.g. letters or emails, will not be accepted.
- An application fee will be charged. Please see Section 10.4 “**Other Fees**”.
- Applicants may be required to attend interviews and sit for placement tests.

The decision on granting a student exemption from a course and / or exemption from attendance of a course rests with the College Principal or his delegate, and their decisions shall be final.