

Students concerned are invited to fill out the “Questionnaire for Students with Disabilities”, available at the SGS Taught Postgraduate Student Records Service Counter and on the SGS website, and return it by post or fax to SGS (TPg Student Records).

The information collected will be referred as appropriate to the relevant teaching academic unit and other service providers in the University such as the Library and the Student Development Services. The relevant academic units may then contact the students concerned to discuss services and assistance that they can offer.

Should you need further assistance, please contact SGS (TPg Student Records) at 3442 9014.

LEAVE OF ABSENCE

Students intending not to register for any courses in a semester, but who will subsequently continue their studies because of health or financial problems or other personal reasons, may apply for a leave of absence to be away from their studies temporarily while maintaining a valid enrolment status at the University.

According to the Academic Regulations for Taught Postgraduate Degrees, the period of leave of absence taken will be counted in the calculation of the student’s maximum period of study (see page 71). Those who cannot complete all programme requirements for graduation within the maximum study period will be required to discontinue their studies. Students should check their “Last Term to Complete Graduation Requirements” via the “Student Record menu” in AIMS and make sure that there is sufficient time to complete all their programme requirements before applying for leave of absence.

HOW TO APPLY

Students applying for leave of absence should submit an online application via AIMS:

1. Login to the e-Portal with your EID and password.
2. Click "AIMS" at the navigation panel on the left.
3. Select the "Student Record" menu.
4. Click "My Applications (for Undergraduate and Taught Postgraduate Programmes)".
5. Select "Leave of Absence".
6. Read the “Notes to Students” to make sure you understand the implications for your studies when applying for leave of absence.
7. Fill in the required fields
8. Submit your application.
9. An email will be sent to you to acknowledge receipt of your application.
10. If you have documentary proof to support your application for leave of absence, please submit it to SGS (TPg Student Records), together with a copy of the email acknowledgement, within 4 working days from the date of submission of the application.

Each application can cover at most one academic year at a time. Students who wish to take leave of absence for more than one academic year must make another application again before the end of the leave period.

APPROVAL FOR LEAVE OF ABSENCE

Periods of approved absence may not be less than one full semester/term and may not accumulate to more than four semesters. Each application for leave of absence will be considered and approved by the Head of the academic unit. Students should apply for a leave of absence no later than the end of the course add/drop period. Applications submitted after the end of the teaching period for the semester will not be considered.

FEES CHARGEABLE FOR APPROVED LEAVE OF ABSENCE

For applications for leave of absence that are submitted **up to the end of Week 2**, students are required to pay a continuation fee of HK\$1,500 for each semester in order to maintain an active enrolment status at the University if their applications are approved. Students can still use university facilities and enjoy library and computer privileges during the period of leave of absence.

If the submission date of the application is from **Week 3 till the end of Week 6[#]** in Semester A/B (or the end of **Week 3[#]** in Summer Term), the student will be liable for 50% of the tuition fee payable for that semester/term or the minimum tuition for two credit units (for programmes charged on a per credit unit basis), whichever is higher.

If the submission date of the application is in **Week 7[#]** and afterwards in Semester A/B (or **Week 4[#]** and afterwards in Summer Term), the student will be liable for 100% of the tuition fee payable for that semester/term or the minimum tuition for two credit units (for programmes charged on a per credit unit basis), whichever is higher.

[#] Sunday is the first day of the week. Please refer to the Academic Calendar on the SGS website.

Students studying in programmes that do not follow the University Academic Calendar should follow the timelines and regulations specified by the respective programmes.

Students should check their account summary directly in AIMS after their leave of absence is approved and settle the outstanding fees before the due date. Failure to do so will lead to the immediate termination of student status and the student will be required to pay the outstanding amount when applying for admission to the University in future.

Read the *Regulations on Tuition Fees* in detail on page 62.

INFORMING THE SFAA

If you are an applicant of the Local Student Finance Scheme and/or Non-means-tested Loan Scheme in the current academic year, you should notify the Student Financial Assistance Agency (SFAA) about your leave of absence in writing immediately. The SFAA will review your application and adjust your entitlement of financial assistance, if appropriate. In the event that there is overpayment of financial assistance, you are required to refund the amount overpaid immediately upon demand.

RESUMPTION OF STUDIES

Upon resumption of studies, students will be required to pay the prevailing programme tuition fees. Special course attendance or assessment arrangements may be required if there are changes to the structure of the programme during the period of leave of absence. On occasions where the programme is to be phased out, courses may no longer be offered and resumption of studies in the same programme will not be possible.

WITHDRAWAL FROM STUDIES

Students who do not plan to continue their studies at the University should submit a withdrawal notification via AIMS.

According to the Academic Regulations for Taught Postgraduate Degrees, if a student is readmitted to the same programme after withdrawal of studies (but has not exceeded the maximum period of study), his/her previous period of study should be counted in the calculation of the student's maximum period of study (see page 71).