

## ELTU Policy on Student Matters

### Policy on assignment submission and collection

- University regulations stipulate that all assignments submitted must be accompanied by a signed declaration of originality. In the case of group work, all students of the same group should sign the declaration, all of whom will be responsible should there be any plagiarized contents in the group project.
- Assignments in the form of computer-generated documents that are principally text-based (e.g. essays, presentation outlines, etc.) must be submitted via VeriGuide, where the declaration, in the form of a receipt, will be issued by the system upon students' uploading of the soft copy of the assignment and should be printed, signed, and submitted by the students.
- Any assignments submitted without the VeriGuide receipt and properly signed declaration will not be graded by teachers and will receive a zero mark.
- At the teacher's discretion, students could submit their assignments electronically, place them in the teachers' mailboxes (during office hours) or the ELTU assignment drop box (outside office hours). Teachers may also identify particular office hours when students could submit assignments in person.
- Late submission without prior approval from the teacher will lead to a deduction of 3 marks (out of 100) per day of lateness for the assignment concerned. The teacher reserves the right not to accept any assignments submitted 10 calendar days beyond the given deadline.
- It is the responsibility of individual teachers to return graded assignments to students either in class or through arrangements made directly with students. In special circumstances when students need to collect their assignments outside class time, teachers are advised to do so by making special arrangement with the General Office staff. For security and privacy reasons, teachers are advised not to leave any graded or ungraded assignments unattended. Students should collect the graded assignments within one month upon their availability, unless otherwise agreed between the teachers and the students.
- As ELTU courses adopt continuous assessment, teachers are advised to provide timely formative feedback on student work to support learning. Students should attend consultation sessions arranged by the teacher to receive feedback on their performance in assignments or assessment tasks. In this connection, students should check with their teachers promptly if there are concerns about the evaluation criteria as soon as they receive the provisional grades with teacher feedback on their work.

## **Policy on class attendance and attendance at course assessments**

- Students are required to observe all rules and regulations stipulated in the University's Student Handbook regarding class attendance and procedures for applying for leave of absence as necessitated by medical and non-medical reasons.
- Students who have been absent for 30% or more of the classes throughout the term will be downgraded by two sub-grades for the overall grade in the course concerned.
- Students who have been absent for 50% or more of the classes throughout the term will be given a failure overall grade in the course concerned.
- Students are expected to be punctual for class. Students who have been late for 30% or more of the classes throughout the term will be downgraded by one sub-grade for the overall grade in the course concerned.
- Students who have been absent from in-class assessments without prior approval from the teacher and are unable to present an appropriate medical certificate in support of physician-recommended sick leave will be given a mark of zero for the assessment concerned and will not be allowed to sit for a make-up test. Students absent from an assessment must send any medical documents to the teachers within five working days for the teacher's consideration. The teacher reserves the right not to grant any make-up assessments.

\* Details regarding the university policy and regulations on honesty in academic work and the disciplinary guidelines and procedures applicable to breaches of such policy and regulations can be found at <http://www.cuhk.edu.hk/policy/academichonesty/>.

\* A sample declaration of originality can be downloaded at [http://www.cuhk.edu.hk/policy/academichonesty/Eng\\_htm\\_files\\_\(2013-14\)/p10.htm](http://www.cuhk.edu.hk/policy/academichonesty/Eng_htm_files_(2013-14)/p10.htm)

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