

JASP 1450/1460/2450/2460 有關計算遲到、早退及缺席之規定

有關本課程新實用日語(I, II, III, IV)計算遲到、早退及缺席之規定如下：

1. 遲到或早退

學生若遲到或早退(以每一節 45 分鐘的課計算)10 分鐘以上, 則扣減 0.3 分。

2. 缺席

2.1. 學生若缺席 1 節課(以每節 45 分鐘的課計算), 則扣減 0.5 分。即一天不上課就會被扣減 1 分(=缺席 2 節課)。

2.2. 學生若遲到或早退(以每一節 45 分鐘的課計算)超過 20 分鐘, 也當作缺席論。即是扣減 0.5 分。

2.3. 以下的情況即使缺席也可以申請豁免被扣減分數：

(a). 疾病

能出示註冊西醫或跌打醫師所發出的病假證明者(其他的中醫所發出的證明恕不接受)。病假證明必須明確列出病假的日子為上課當天, 同時學生必須向本課程的課程主任提交該病假證明的正本, 其申請方為有效。至於無法出示以上的證明者, 其申請一概不受理並作缺席論。

(b). 出席活動

代表香港中文大學出席某項活動, 例如: 代表校隊, 書院院隊出席比賽, 主修, 副修學系的學術交流活動(不包括參加暑期特別活動)。唯以上之活動必須得到由大學的有關部門負責的教職員以書面證明, 而學生須向本課程的課程主任提交該書面證明的正本, 其申請方為有效。該書面證明須清楚列明以下事項：

1. 該名負責的教職員的姓名, 所屬部門, 職銜, 聯絡電話,
2. 出席該項活動的日期及時間為缺席上課當天的日期及時間

但如因為出席一般由學生自主組織的活動, 屬私人性質的活動或兼職等之缺席理由, 一概恕不受理並作缺席論。

(c). 考試

出席該同學所修讀由香港中文大學所舉辦的正規課程的考試或該同學所屬的主·副修學系所承認之公開考試。唯出席以上考試必須得到由該有關課程的負責教師或該所屬的學系簽發書面證明，而學生須向本課程的課程主任提交該書面證明的正本，其申請方為有效。書面證明須清楚說明出席該項考試的日期及時間為缺席上課當天的日期及時間。但如因為出席課外的學習班，興趣班，校外課程，出席其他非由香港中文大學所舉辦的正規課程，或與該課程有關的考試，或該同學出席並非得到所屬的主·副修學系所承認之考試等的活動之缺席理由，一概恕不受理並作缺席論。

(d). 出席獎學金或求職面試

出席獎學金或求職面試而要求豁免被扣減分數的申請者，必須向本課的課程主任提交出席獎學金面試或求職面試的證明(例如：由該頒發獎學金的機構或有關公司所發出之面試邀請信)。在獲得本課的課程主任的批准後才獲得豁免。無提交以上書面證明者其申請一概恕不受理並作缺席論。

(e). 私人事務

出席家族成員的結婚，喪禮儀式者(但如朋友等非家族成員人士的儀式或親友的生日聚會，畢業典禮等之活動一概恕不受理)。出席以上之活動必須以書面形式向本課的課程主任提出要求豁免被扣減分數的申請(如出席家族成員的結婚者，須一併附上結婚請柬)，在獲得本課的課程主任的批准後才獲得豁免。無提交以上書面申請者其申請一概恕不受理並作缺席論。

- 2.4. 在任何情況下，學生不能以不能夠出席原來自己所屬的班的課而擅自改為出席其他的班的課而當作代替並要求豁免在其原來所屬的班的缺席。一經發現，違規者之成績將罰處以「F」等級。

以上之規則均會嚴格執行，務請各同學遵守。

Regarding to the rules of calculation of late arrival, early leave and absence application in courses JASP1450, 1460, 2450 & 2460

Regarding calculation of late arrivals, early leave, absence and application for makeup examination for courses of New Practical Japanese I to IV, rules are as follows:

1. Late arrival and early leave

0.3 point will be deducted for 10 minutes late arrival or early leave in each 45-minute lecture.

2. Absence

2.1. 0.5 point will be deducted for absence in each 45-minute lecture. In other words, you will lose 1 point (0.5 point X 2 lectures) for not coming to the class in 1 day (there are 2 lectures in 1 day)

2.2. Being late for class for more than 20 minutes in a 45-minute lecture is regarded as absence. 0.5 point will be deducted.

2.3. Application for exempting marks deduction will be considered in following cases :

(a). Illness

For those who can present an original medical certificate issued by a registered physician or specialist in bone setting (medical certificate issued by Chinese medical practitioners is NOT accepted) to the course coordinator. The leave date should be CLEARLY indicated on the certificate, and it must be the same as the day of absence.

(b). Activity participation

For those who represent CUHK to participate in events (competition, game, match, tournament, etc.) as member of the University team, College team, academic exchange activities organized by the Department of the student's major or minor study, an original certifying letter is required from the Department or teacher/staff in charge of the activities indicating the following for submission to the course coordinator for consideration:

1. The name, affiliation, title/position, contact phone number of the teacher or staff in charge of the activity.
2. The date and time of the event (must be the same as the day and time of the lecture).

Application from students who participate in any activity organized by the

students or student organizations; attending private parties; engaging in part-time jobs WILL NOT be accepted as these are not proper reasons for absence from class.

(c). Lectures & examinations

For absence due to time clash with CUHK regular lectures, examinations or public examinations recognized by the department of the student's major or minor study, students should submit application with written approval from the teacher in charge of respective lecture or examination, indicating CLEARLY the date and time of related lecture/examination which date and time should be the same as the day of absence. Exemption of mark deduction is subject to the final decision of the course coordinator.

Students who participate in any off-campus course including self-interest courses and related examinations, or examinations not recognized by the Department of the student's major or minor study will NOT be accepted as a proper reason and will be regarded as absence.

(d). Absence due to participation in scholarship/job interview

Application must be accompanied by a written certification (i.e. invitation letter to interview) issued by the organization indicating CLEARLY the date and time of the interview which should be the same as the date and time of the day of absence. Exemption of mark deduction is subject to the final decision of course coordinator.

(e). Absence due to personal events

Students who participate in wedding ceremony, funeral of family members must submit an application to course coordinator attaching the invitation card of the event (for wedding ceremony) for consideration. Exemption of mark deduction is subject to the final decision of course coordinator.

Absence due to participation in events such as birthday party of family members or friend and graduation ceremony are NOT proper reasons for absence from class. Application of such WILL NOT be considered.

2.4. Under no circumstance should a student attend other classes instead of his/her own enrolled class and apply for exemption of mark reduction. This application WILL NOT be considered and mark reduction policy will apply according to point 2.3 above. Students who are found violating this rule will receive a penalty of "F" as final grade.

The above will be strictly enforced and your cooperation is greatly appreciated.