Dear Students,

**Welcome to New Students in Taught Postgraduate Programmes**

On behalf of the Department, I would like to extend our warmest welcome to you. I trust that you will make the best of the opportunities we provide here for your intellectual development, and hope that you will find the programmes we offer intellectually rewarding and stimulating.

May I draw your attention to the following important matters relating to your academic studies in our Department this year:

**Teaching Dates and Timetables**

1. Teaching for TPg courses will commence on **9 September 2019 (Monday)** (unless otherwise specified for certain intensive courses).

2. The timetables for each semester are posted on [Academic Resources Support Centre (ARSC) Timetables](https://www.hku.hk/services/academic/schedules/timetables). For teaching dates in 2019-2020, please see [Calendar of activities 2019-2020](https://www.hku.hk/services/academic/activities).  

(Note: The Department also organise 'January semester' and 'Summer semester' in addition to the 1st and 2nd ('regular') semesters. Teaching and assessment dates of January and Summer semesters will depend on the courses offered and take place between 31 May 2020 and 31 July 2020.)

**Welcome Reception**

3. You are invited to our Welcome Reception for our Taught postgraduate students, where you will meet the Dean, the Programme Directors, teachers, key administrative staff and your fellow classmates. Details are as below:
   - **Date:** 6 September 2019 (Friday)
   - **Time:** 6:30 pm - 8:30 pm (Registration starts at 6:00 pm)
   - **Venue:** Foyer, 1/F, Cheng Yu Tung Tower, Centennial Campus, HKU.  
   (Please see [Campus Map](https://www.hku.hk/services/campusmap) for location of building.)

**Course Materials and Printing Quota**

4. In accordance with the University's Sustainability Goal, please note that course materials will be distributed mainly through Moodle ([HKU Portal](https://www.hku.hk/services/portal) → My eLearning) or occasionally via email. Your cooperation with our 'paperless' policy is much appreciated.

5. For those who prefer to print out their own copies for study, the Faculty provides 500 units of free printing quota to each student annually. You may refer to [this user guide](https://www.hku.hk/services/its/campus行事) provided by Information Technology Services (ITS) for the 'uPrint' service available at Chi Wah Learning Common, The Oval, and The Curve.

**Emails and Notices**

6. The University community and the General Office will from time to time disseminate important information and notices to your @hku.hk account or the correspondence address in your student record. Please make sure you check your @ hku.hk account regularly, and update your
contact information (both correspondence address and mobile phone number) in HKU Portal → SIS → Self Service → Change Contact Information as appropriate.

(7) Some of you may have noticed that your @hku.hk account also receive promotional emails from other departments or units that you are not interested in. You may refer to this ITS user guide for a one-time setup on managing your ‘receive list’ and ‘not receive list’.

(8) If you prefer to forward the emails you received in your @hku.hk account to your personal account, you may refer to this ITS user guide for the setup. Nonetheless, we would suggest you should use your @hku.hk account for receiving study-related messages from the General Office as there were reports from students that emails from HKU have been classified as junk/spam mails by some of the free email providers.

(9) The General Office will cease to send emails to your personal email addresses effective from 1 September 2019.

Attendance Requirement

(10) There is a minimum attendance requirement of 70% for each course, failing which you may not be permitted to sit for the examination. If you are unable to attend any class or you have any difficulties in continuing the programme, please inform the course teachers as soon as possible or as soon as practicable thereafter.

Assignment Cover Sheet and Plagiarism

(11) Plagiarism will lead to severe academic and disciplinary consequences. I urge you to take a look at this website, ‘What is Plagiarism?’, which will provide you some guidance on what constitutes it, why it is wrong and how to avoid it. Plagiarism is copying the work of another person without proper acknowledgement. It can be committed unintentionally. It is also a serious academic offence to re-submit a piece of work which has also been submitted for another course, and such an offence will be dealt with in the same manner as plagiarism. You should also consult your teachers if you have any questions about how to avoid plagiarism before the due date for the work.

(12) You must use a standard cover sheet for submitting take-home examinations and assignments. The cover sheet reminds you of the University guidelines on plagiarism. To help you avoid plagiarism, all take-home course examination and assignments must be submitted through Turnitin, which automatically conducts similarity checks.

Grading Criteria

(13) The grade descriptors is applicable to all law courses offered by the Department. The document lists out the standard and expectation for a piece of work eligible for the award of a certain grade.

Completion of Programme

(14) You must take the appropriate course(s) to fulfil the compulsory, capstone, and elective requirements of your programme. Extra study time and tuition fee will be incurred for those who have not completed programme graduation requirements by the end of the normal study period (two academic years for part-time students).

(15) Upon successful completion of the programmes, students who have met the prescribed criteria will be awarded the respective LLM or MCL degree with a pass or distinction.

The Lui Chi Woo Law Library

(16) Our Lui Che Woo Law Library runs a variety of courses on research resources, in particular on electronic databases. You are highly recommended to consult the Library’s website for details. Individual and specific research assistance may be arranged via the Library’s Research Consultation Service. Below are some orientation activities which you are encouraged to join:
  a. Library orientation (first-come-first-serve; registration required.)
  b. Library workshop for LLM students (first-come-first-serve; registration required)
Useful Contacts

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<th>Programme</th>
<th>Director</th>
<th>Deputy Director</th>
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<td>TPg Programme</td>
<td>Prof Anne Cheung</td>
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<tr>
<td>LLM General Stream</td>
<td>Dr James Fry</td>
<td>Dr Peter Chau</td>
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<tr>
<td>LLM (Arbitration &amp; Dispute Resolution)</td>
<td>Ms Katherine Lynch</td>
<td>Prof Shahla Ali</td>
</tr>
<tr>
<td>LLM (Chinese Law)</td>
<td>Dr Shitong Qiao</td>
<td>Dr Angela Zhang</td>
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<tr>
<td>LLM (Compliance &amp; Regulation)</td>
<td>Prof Douglas Arner</td>
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<tr>
<td>LLM (Corporate &amp; Financial Law)</td>
<td>Dr Paul Lejot</td>
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<tr>
<td>LLM (Human Rights)</td>
<td>Ms Kelley Loper</td>
<td>Ms Lindsay Ernst</td>
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<tr>
<td>LLM (Medical Ethics &amp; Law)</td>
<td>Mr Terry Kaan</td>
<td>Ms Daisy Cheung</td>
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<tr>
<td>LLM (Technology &amp; IP Law)</td>
<td>Dr Yahong Li</td>
<td>Dr Ryan Whalen</td>
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<tr>
<td>Master of Common Law</td>
<td>Prof Xianchu Zhang</td>
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<tr>
<td>Faculty Administrative Coordinator</td>
<td>Miss Isabella Liu</td>
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<tr>
<td>Department Administrative Coordinator</td>
<td>Ms Daisy Lai</td>
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<td>Administrative Coordinator for LLM(ADR)</td>
<td>Ms Tammy Cheung</td>
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Support and Counselling Service for Students

(17) The Centre of Development and Resources for Students (CEDARS) is committed to fostering an intellectually stimulating and culturally diverse campus to enrich students’ total learning experience at HKU. CEDARS – Counselling and Person Enrichment (CoPE) promotes attitudes and skills that are necessary for students' success in the university environment and in the pursuit of productive, satisfying and psychologically healthy lives. It offers counselling and accessibility support, as well as various person enrichment programmes. If you are stressed out, feeling that you are not your optimal self, or need someone to hear you and talk about your worries, the counsellors at CEDARS-CoPE are there ready to give you a hand. Both part-time and full-time undergraduate and postgraduate students of the University of Hong Kong are eligible to use the service at CEDARS.

To make your first appointment, you may:

- Give them a call at 3917-8388;
- Send them an email at cedars-cope@hku.hk; or
- Visit their centre (Mondays–Fridays, 10:00 am-1:00 pm & 2:00 pm-5:00 pm except public and university holidays; first-some-first-serve).

I wish you success in the coming academic year and in your studies at HKU.

All the best,
Prof Yun Zhao
Head, Department of Law