

Physical Education Courses (Class Regulations)

1. Students should enroll the required physical education courses in the first year of attendance. Students who fail to complete the requirement without the permission from the Physical Education Unit will be given a failure grade “F” for the assigned course.
2. Term result (100%) includes: skill tests (60%) + written test (20%) + Attendance & Participation (20%)
 Attendance & Participation (20%) includes:

A) Class attendance and punctuality	B) Attire	}	12%
C) Attitude	D) Spirit of Cooperation		

 E) Participation of University/ Collegiate Sports Activities (should submit the proof of participation) 8% *
 * Members of University Sports Teams will be awarded the 8% participation mark, while members of College Sports Teams will be awarded 4% (students who participate in more than one college sports teams will be awarded for a maximum of 8% marks) for recognising their time and effort spent on attending team training sessions. Students can only get a maximum of 8% participation marks in each semester. A student who is both University and College Sports Team members will receive a participation mark of 8% only.
3. Absence:
 - A. Sick Leave:
 1. Application for sick leave should be accompanied with **sick leave certificate** issued by University Health Service or a registered medical practitioner.
 2. A student, who has applied sick leave for more than 4 lessons (absence for one double lesson will be regarded as absence for 2 lessons) in one semester and possesses the medical certificate from University Health Service recommending he/she to drop the PE course, can apply for “Drop/deferment of Course” to the Director of Physical Education Unit. He/she is required to retake the course in the subsequent academic year.
 3. A failure grade “F” will be given to students who have been absent for more than 4 lessons in one semester.
 - B. Leave of absence for non-medical reason: A student should submit the written application with supporting documents to the lecturer of the course in advance.
 - C: Absence without compelling reasons: 5 points will be deducted for each lesson.
 *Students are not allowed to make up classes for the above three (A-C) types of absence.
4. Clothing requirement
 In summer, students should wear the PE uniform purchased from Hoi Lung Uniforms (a t-shirt and a pair of shorts). Instead of the pair of shorts purchased from the aforementioned supplier, students may wear any pairs of sports shorts of deep colour.
 In winter, students should wear the t-shirt purchased from Hoi Lung Uniforms, but on top of that, they may wear a jacket, provided that it is fit for sports. Students may wear a pair of long sports trousers of any dark colours, but leggings and trousers that are unfit for sports are not acceptable.
5. Mark penalties (directly calculated in the total score 100%)

	Details	Scores
Mark penalties	1) Every absence without compelling reasons (late over 15 minutes will be treated as absence, special conditions can be handled by lecturers independently.) * Absence for one double lesson will be regarded as absence for two lessons, which leads to a mark penalty of 10 points.	5 points deducted
	2) Late or early leave for each lesson	1 point deducted
	3) Inappropriate attire for each lesson	1 point deducted

6. If a student has been absent for more than 4 lessons or 2 double lessons (courses with only 1 teaching day per week), he/she will receive a failure grade “F”.
7. For any absence from classes during add/drop period, a student is required to make up class(es) within 2 weeks after the course is enrolled. A student will be regarded as absent if he/she fails to present the “certificate of attendance” to the lecturer of the final course registered.
8. A student who fails (after marks addition and reduction) in a course can retake the examination. However, the highest grade for re-examination is “D” and a student can only apply for re-examination twice.
9. Student should fill in the health related questionnaire in the first lesson.