

THE EDUCATION UNIVERSITY OF HONG KONG
General Education Office

Guidelines and Regulations for the General Education Breadth Courses

Important Note to all students:

1. Taking General Education Breadth Courses as electives

According to the University's policy, all 4-year FT BA/BSocSc/BME/BScEd/BSocScEd and 5-year FT BEs students are eligible to select General Education Breadth Courses (GEF/GEG/GEH/GEK) as electives. (Please also see <http://www.eduhk.hk/ad/view.php?secid=3671>). **Students who wish to register General Education Breadth Course(s) as an elective or free choice should contact and notify their Programme Offices after successful registration of the course(s).**

2. Drop or withdraw General Education Breadth Courses after the add-drop period

According to the General Academic Regulations of the Student Handbook (*Chapter 4.1* http://www.eduhk.hk/reg/student_handbook/text_en4_1-b.html#4),

Point 4. Course Enrolment

“4.3 Students can add or drop a course during the add-drop period or before the third class meeting. Students are permitted to drop a course after the add-drop period but before the examination period or the deadline for submission of final assignments, whichever applicable, only for strong personal reasons, such as serious illnesses; the grade W (Withdrawn) will be recorded on the students' transcript.”

and

“4.4 Failure to attend a course does not automatically result in the course being dropped. Students who are reported for prolonged absence in a course without permission will be accorded a grade F (Fail) for the course.”

According to the regulations, **add or drop a General Education Breadth Course after the add-drop period will not be allowed.** Students are permitted to withdraw the course after the add-drop period (before the examination period) only if they have strong personal reasons. These reasons included serious illnesses or other special reasons indicate that the student is unable to continue their study for a prolonged period. At the same time, students are required to gain the approval from the course instructor and Programme Leader/Coordinator by email or application form (*if applicable*). The grade W (withdrawn) will be recorded on the transcripts for successful applicants. For any student who is reported for prolonged absence without any strong personal reason, a grade F (Fail) will be accorded for the course.

To maintain the fairness, the General Education Office will strictly follow the above regulations and no special approval will be given to students without strong personal reasons as stated in the student handbook. As a friendly reminder, please also note that there is NO paper form for add or drop General Education Breadth Courses (except for summer semester). Students MUST add or drop the General Education Breadth Courses through the online platform during add-drop period.

3. Attendance requirement for the General Education Breadth Courses

According to the General Academic Regulations of the Student Handbook (*Chapter 4.1* http://www.eduhk.hk/reg/student_handbook/text_en4_1-b.html#4),

Point 13. Leave of Absence

“13.3 Where necessary, individual courses / course lecturers / programmes / departments may specify their attendance requirements.”

You are expected to follow the General Academic Regulations and to attend every scheduled session of a course. A standard attendance requirement is now set up across the General Education courses (*including General Education Foundation Course, General Education Interdisciplinary Courses, General Education Breadth Courses, University ePortfolio and Experiential Learning*), **the minimum attendance requirement is 80%**. Under special circumstances, students who are absent for a prolonged period, or for more than the 20% of contact time allowed must seek approval from the Course Instructor and Programme Leader/Coordinator prior to taking the leave. Students who are absent for a prolonged period in a course without prior permission will be given a grade F (Fail) by their course lecturers. The grade F will be recorded on the students' transcripts.



Office: B2-G/F-02A

Telephone: 2948 7530

Email: lwingsum@eduhk.hk

Website: <http://www.eduhk.hk/geo>

Revised on 17 Dec 2019