

**CITY UNIVERSITY OF HONG KONG
SCHOOL OF ENERGY AND ENVIRONMENT**

Procedures for Handling Mitigation Request

(1) The procedures for handling mitigation request by SEE students for missing mid-term test and final examination are approved for implementation with effect from Semester A 2019/2020.

(2) Details of the procedures are as follows:

For requests by **undergraduate** students:

- a. The Associate Dean (Undergraduate Studies) and/or Major Leaders will review all mitigation requests. If the reason for mitigation is deemed legitimate (i.e., no ill intent to deliberately miss the assessment to gain an advantage), a make-up mid-term test or final examination will be arranged by the Course Leader.
- b. For students requesting mitigation more than once in the same semester, an interview by Associate Dean (Undergraduate Studies) and/or Major Leaders must be conducted. If the reason for mitigation is deemed legitimate (i.e., no ill intent to deliberately miss the assessment to gain an advantage), the make-up assessment for mid-term test or final examination will take the form of an intensive oral examination with the duration set by the Course Leader.

For requests by **postgraduate** students:

- c. The Associate Dean (Research and Graduate Studies) and/or MSc Programme Leader/PhD Coordinator will review all mitigation requests. If the reason for mitigation is deemed legitimate (i.e., no ill intent to deliberately miss the assessment to gain an advantage), a make-up mid-term test or final examination will be arranged by the Course Leader.
- d. For students requesting mitigation more than once in the same semester, an interview by Associate Dean (Research and Graduate Studies) and/or MSc Programme Leader/PhD Coordinator must be conducted. If the reason for mitigation is deemed legitimate (i.e., no ill intent to deliberately miss the assessment to gain an advantage), the make-up assessment for mid-term test or final examination will take the form of an intensive oral examination with the duration set by the Course Leader.

(3) Arrangement of make-up oral examination

- a. Questions of oral examination will be moderated by another faculty member. Level of difficulty of the oral examination cannot be deviated much from the one of the original examination.

- b. One more faculty member other than the Course Leader will attend the oral examination.
 - c. Audio recording will be arranged during the oral examination.
- (4) Given that these procedures are announced to students on School website and via email, complaints lodged by students concerning the procedures after release of course grade will not be entertained.