

Faculty Examination Guidelines for Graduate Students

(Last updated: 28 August 2018)

A. General Regulations

1. These guidelines apply to all PhD, LLM and Grad Dip students.
2. There will be a Board of Examiners (BOE) at the end of each semester.
3. There will be no "Supplementary Examinations" or "Special Examinations" except as provided below.
4. Graduate students must complete the requirements for the programmes they are registered for within the maximum period from time of commencement of programme as indicated below:
 - (i) PhD – 5 years
 - (ii) LLM – 3 years

B. Special Examinations

5. There may be "Special Examinations" for students who were not able to sit for an examination due to a serious illness (such as one requiring hospitalisation) or other extenuating circumstances (such as a death in the immediate family). Illnesses treatable on an outpatient basis such as fever, headache, stomach cramps, diarrhoea and stress will not ordinarily be considered as a serious illness. Excuses such as oversleeping, misreading the examination timetable and being caught in a traffic jam will not ordinarily be treated as extenuating circumstances.
6. In cases where the student is not able to sit for an examination due to a serious illness or other extenuating circumstances, the student shall submit a "Special Consideration Form" to the Home Faculty, not later than the date stipulated on the Form. Late submissions will not be accepted. If the student was not able to sit for the examination due to serious illness, the Special Consideration Form submitted to the Home Faculty must be supported with a medical practitioner's letter that explains the specific medical reasons why the student was not able to sit for the examination on that day. A simple medical certificate from a medical clinic or medical practitioner is not sufficient for this purpose. If the student was not able to sit for an examination due to other extenuating circumstances, documentary evidence of the extenuating circumstances should be submitted with the Special Consideration Form.
7. The Dean will have the discretion to allow a student to sit for a Special Examination. The Dean will report all decisions on Special Examinations to the Board of Examiners. The transcript will reflect the fact the absence from the examination as well as the grade received on the Special Examination.

C. Failure of Compulsory Subjects

8. Students who fail compulsory subjects may, at the discretion of the Board of Examiners, be given two options. As the first option, they may be allowed to take a Supplementary Examination or sit for a *Viva* (oral) Examination. The transcript will indicate both the Fail grade of the module taken at the Main Examination and the grade received for the module taken at the Supplementary Examination.

9. As the second option, a student may elect to do an additional semester (during which the subject is offered) and carry forward the failed compulsory subjects to the additional semester. In such case the fail grades will be reflected on the transcript for that semester. The actual grades received in the additional semester will be reflected on the transcript.

D. Failure of Elective Subjects

10. Students who fail elective subjects will be required to repeat that subject or take another subject. The transcript will indicate a fail in that subject. If the student repeats the subject or takes another subject, the grade received will be reflected on the transcript.

E. Failure of Subjects in "Final Semester"

11. Students who fail subjects during their final semester of law studies may, at the discretion of the Board of Examiners, be given two options. As the first option, they may be allowed to take a Supplementary Examination or sit for a *Viva* (oral) Examination within two months of the publication of the marks for the final semester. The transcript will indicate both the Fail grade of the module taken at the Main Examination and the grade received for the module taken at the Supplementary Examination.

12. As the second option, a student may elect to do an additional semester and carry forward the failed subjects to the additional semester. In such case the fail grades will be reflected on the transcript for that semester. However, when the student either repeats the subjects or takes new subjects in the additional semester, the actual grades received will be reflected on the transcript.

13. The "final semester of law studies" is the semester in which the student would meet the requirements for graduation if the student passes all of the subjects for which the student is registered.