



CALENDAR FOR SPRING TERM 2012

	S	M	T	W	T	F	S	DATES	IMPORTANT EVENTS AND HOLIDAYS
J	1	2	3	4	5	6	7	1 3-19 23-25 30	New Year's Day Final Examination (2011-Autumn) Chinese New Year Holidays TERM COMMENCEMENT (2012-Spring)
A	8	9	10	11	12	13	14		
N	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
F				1	2	3	4	27	Dispatch of Enrolment Forms (2012-Summer)
E	5	6	7	8	9	10	11		
B	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		
M					1	2	3		
A	4	5	6	7	8	9	10		
R	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
A	1	2	3	4	5	6	7	4 6-9 16 23 28 30	Ching Ming Festival Easter Holidays Dispatch of remedial notification letter (2011-Autumn) Dispatch of Confirmation Letter to graduates (2011-Autumn) Buddha's Birthday Deadline for remedial exam application (2011-Autumn)
P	8	9	10	11	12	13	14		
R	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
M			1	2	3	4	5	1 7 12 21 May - 6 Jun	Labour Day Deadline for Enrolment (2012-Summer) LAST DAY OF LECTURE (2012-Spring) Final Examinations (2012-Spring)
A	6	7	8	9	10	11	12		
Y	13	14	15	16	17	18	19		
	20	21	22	23	24	25	26		
J						1	2	8 23	TERM COMMENCEMENT (2012-Summer) Tuen Ng Festival
U	3	4	5	6	7	8	9		
N	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23		
J	1	2	3	4	5	6	7	1-2	SAR Establishment Day & the day follows
U	8	9	10	11	12	13	14		
L	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
	29	30	31						

Term Duration No Lecture

Note: 1. The DMS Secretariat reserves the right to make alterations due to unforeseen circumstances.
 2. No class will be held on public holidays, make-up classes will normally be scheduled for Saturdays or Sundays

Arrangements during Bad Weather

When **Typhoon Signal No.8** or the **Rainstorm BLACK Warning** is in force

1. Before Commencement of Classes or Examinations

No classes and examinations will be held. Make-up sessions will be arranged later. However, classes and examinations will be held as scheduled if Typhoon Signal No.8 or Rainstorm Black Warning is lowered before –

- 7:00 am for morning classes (9:00 am – 1:15 pm);
- 12:00 noon for afternoon classes (2:00 pm – 6:15 pm); and
- 4:00 pm for evening classes (6:15 pm – 10:20 pm).

2. During Classes

Rainstorm Black Warning: Classes already in session will continue.

Typhoon Signal No.8: Classes already in session will be dismissed immediately. Make-up sessions will be arranged later.

3. During Examinations

Examinations already in progress will continue unless the Chief Invigilator is advised by the DMS Secretariat that it should be terminated.

Class Attendance

A minimum of 70% of attendance (ie, 11 sessions of 15 sessions, 7 sessions of 10 sessions) is required for satisfactory completion of a module. Students failed to achieve the above attendance requirement will be disqualified from sitting for the final examination, and are required to retake the whole module.

Fees

Particulars	Payment/ Request	Fee *
Withdrawal	Before term commencement	10% of module fee
Change of Class	Before term commencement (subject to space availability)	\$200/ module
Retention of module fee	Before term commencement	\$100/ module
Remedial examination	One month before examinations (upon notification by the Secretariat)	\$350/ module
Appeal against exam result	Within 14 days after the issue date of result slips	\$350/ module
Exemption	Before term commencement	Application fee: \$100/module Full exemption: \$300/module Conditional exemption: \$400/module
Transcript	Upon written request	\$80 /copy
Certificate of attendance	Upon written request	\$40/ copy
Reference Letter	Upon written request	\$80/ copy

* All fees are non-refundable.

Student Enquiries

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For enquiries concerning course administration details, please contact:

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