

Important Notes

1. The personal data provided on this form will be used for student and University administration purposes. Failure to provide complete and accurate information may affect the provision of academic and administrative services to you. The University will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the University and other parties providing academic and administrative services to the University. You have the right to request access to and correction of your personal data. If you wish to do so, please contact the Student Affairs Office or the Data Protection Officer.

2. Application Deadline

Please submit the completed and signed form within 3 weeks after the start of the term to **Student Counselling Services, Room C0509, 5/F, Kwok Tak Seng Building (Block C), 30 Good Shepherd Street, Ho Man Tin, Kowloon** by mail; or by fax 2712 2301.

All applications will be sent to responsible office(s) for handling within one week after deadline of submission. Due to the nature and complexity of different cases, it is expected to finish the case within one month. Late application may not be processed, or the desired services may not be provided on time as expected.

3. Support Services

3.1 Duration of Services & Loan of Equipment

The provision of the support services or loan of equipment only lasts for the duration of the course(s) under consideration and in any case does not exceed one year.

3.2 Assessment for Support Services

- Assessment of the student's need for a special service will be based primarily on the information provided in this form (and the documents attached which certify the student's disability or special educational needs).
- The University will try to provide the required services according to individual circumstances. However, it may not be able to do so if there are resources and other constraints.
- Continuing and new students have equal opportunity. Applications will be considered on a case-by-case basis. No preference will be given to students who have been granted the services previously and who now submit a new application.
- Students may be required to submit further supporting document if necessary.

3.3 Carpark spaces (applicable for student with impaired mobility)

Student with impaired mobility may apply for carpark space during their studies at OUHK.

3.4 Loan of Equipment

- The University is equipped with certain special learning equipments on loan to students. The equipment is donated by The Hong Kong Jockey Club Charities Trust, The S. K. Yee Medical Foundation and The Sir Robert Ho Tung Charitable Fund.
- The equipment on loan to students remains the property of the University and students concerned should conform to the regulations and policies as specified by the University.

4. Special Examination Arrangements

- Regarding special examination arrangements, reply will be made within 1 month before the examination period.
- Student are strongly recommended to read the Courses Supplement, Course Material and related information and consult the Course Coordinator in order to understand the course requirements including the tutorial arrangements, formats of any assignments and examinations before they register for the course concerned. Students with disabilities or special educational needs should consider their individual needs and apply for special arrangements if these arrangements are essential for their study and/or examination.
- Students with disabilities or special educational needs who require special arrangements to sit the examination(s) should complete this form. The University will try to make the necessary arrangements whenever possible. Any applications should be submitted to the Registrar together with any relevant and acceptable supporting evidence, eg detailed medical report issued by a certified medical practitioner. To facilitate the processing of your application, you should state explicitly on this form any arrangements required for your examination, e.g. change of examination centre, time extension, special aids for you to attempt the examination etc. Do not send the form and/or supporting evidence to the Course Coordinator or tutor.
- Examination formats may vary depending on the course concerned. Students are required to submit new application before the stipulated deadline even though special examination arrangements have been granted to them in previous examinations. If your circumstances remain unchanged and the same examination arrangements are to be made, you need not attach any supporting evidence to your application unless specified otherwise. However, if a change in the examination arrangements is deemed necessary because of the specific course requirements or other reasons, you are required to attach the relevant and

acceptable supporting evidence to your application, e.g. detailed medical report.

- If there is any change in your circumstances during your study period, you should notify the Registrar and submit a new application together with the latest relevant supporting evidence as soon as possible. The University will consider on a case-by-case basis whether the special examination arrangements can be made for you in the coming examination(s).
- It is the sole responsibility of the student concerned to ensure that all the necessary details and relevant supporting evidence reach the Registrar at such a time and by such procedures as the University shall specify from time to time. Neither the University nor any of the University's officers shall obtain such information/documents on behalf of the student. You should also ensure that your certified medical practitioner or the related institution clearly understands that the information/documents are required to certify that the special arrangements are essential for you to attempt the respective examination(s). Any late applications and/or late submission of supporting evidence may prevent the University from making the necessary arrangements for you to take the examination(s).
- Special examination arrangement will NOT be considered if students are not able to achieve an overall continuous assessment (OCAS) of 31 or above.
- If you are unable to submit the application by yourself, you may request a second party to submit the application on your behalf. You must however enclose a letter of authorization stating the name and HKID number of that authorized person. Please note that you or your agent have to follow the procedures and deadline as specified by the University.

5. Enquiries

Enquiries	Contact	Phone	Fax	Email
Individual Course Coordinator	Information Centre	2711 2100	2715 0760	info@ouhk.edu.hk
Support Services	Student Affairs Office	2768 6564	2712 2301	sao@ouhk.edu.hk
Special Examination Arrangements	Examinations Office	2768 6688	8148 3378	regexam@ouhk.edu.hk