Class rules

1. Consultation with lecturer
   • Please note that my regular walk-in consultation time is every Tuesday from 2-4pm at B1-1/F-04.
   • You may email me to schedule an appointment for consultation at least **two days** in advance.

2. Assignment submission
   • All assignments shall be submitted with **cover sheet**.
   • All assignments shall be submitted in the format of both **hard copy and soft copy**. Failure to submit both hard copy and soft copy will result in a deduction of 10% of the total marks allocated to the assessment component.
     • Hard copy - Submissions (including envelope and folder) will not be returned to students after grading but will be made accessible in our department for future classes. For design related works, hard copy must be printed in actual size. For web design, website address shall be printed on the Assignment Cover Sheet.
     • Soft copy - All assignments shall be submitted via Google Drive. Sign in by using Google Drive (http://www.drive.google.com) with the name 2015art3185bterm2@gmail.com, password is in the PDF file in the section “Course Material.” For works upload on website, please input your website address on Google Spreadsheet. You can access to our course’s spreadsheet by using Google Drive.
     • For individual project, each student must submit one copy. For **group** project, each group can **submit one copy only**.
   • All assignments shall be submitted on time, please refer to the due date of each assignments from the Weekly Schedule on our course website. Failure to submit an assignment by the agreed deadline will result in a deduction of 10% of the total marks allocated to the assessment component for each day that the assignment is late.
   • Apart from assignments, students are required to submit the Group Presentation Form at the beginning of the semester and the Self-evaluation Form by the end of the semester.

3. Course updates
   • Please subscribe our course website by clicking the “Follow” button on the website front page. It is your responsibility to **subscribe our course updates**. Failure to follow the course updates may affect your course work and lead to poor results. Note that you **will not receive emails** if you do not subscribe our course website.

4. Attendance
   
   Please see below the Institute’s policy on “Punctuality, Attendance, Absence and Leave.”
• Class participation is an important element of learning in a programme. In becoming a good teacher, students should develop a strong sense of responsibility and be punctual in attending classes. The Institute places great emphasis on the punctuality and attendance of students. Students are therefore expected to attend all scheduled classes and activities.

• In exceptional circumstances where students need to take a leave of absence for two consecutive sessions or more, they should inform and seek agreement from their module lecturers by completing a leave notification form to be sent to the Programme Office. Where necessary individual programmes/departments may incorporate specific attendance requirements.

• Students who have been absent for three consecutive sessions or more without acceptable notification to the Institute will be deregistered from the module or, in cases of persistent non-attendance from more than one module, from the Programme.

5. Academic Honesty

Please see below the Institute's policy on “Academic Honesty.”

• The Institute places utmost importance on academic honesty. Any acts that contravene academic honesty such as plagiarism, impersonation, cheating in examinations and collusion are strictly prohibited by the Institute.

• Students should uphold the principles of academic honesty. Any alleged cases of academic misconduct will be handled by the Head of the academic department concerned who shall then conduct a thorough investigation. An investigation report should be sent to the relevant Associate Dean (Programmes)/ Director who will consider whether there are prima facie grounds for referring the case to the Student Disciplinary & Professional Suitability Committee for further consideration. Any proven acts of academic misconduct may result in dismissal from the Institute.

6. Language

• This course will be conducted in English, which includes student’s presentation and discussion.