

**The University of Hong Kong**  
**Department of Statistics and Actuarial Science**

**Cancellation Policy for Departmental Career-related Events**

The Department does not encourage absence for any reason, valid or not. It is a student's responsibility to ensure they can attend any Departmental event before registration. Nevertheless, in case of any possible absence, students should inform the Department *at least 3 working days in advance, unless otherwise stated in the individual event announcement, with reasons and any documents in support of your reasons for the absence.*

1. This policy applies to all careers-related events organized by the Department, including but not limited to activities organized under the Career Advising Programme (CAP) such as PPP, company visits, career talks, alumni sharing, etc.
2. For students who inform the Department at least 3 working days in advance:
  - a. For cancellation with reasons considered valid, there would be no penalty.
  - b. For cancellation with reasons NOT considered valid, students would be deprived of any further opportunities to participate in any subsequent events organized by the Department in that particular semester, including but not limited to nominations for internship opportunities.  
(Note: If the event concerned involves the review of CV/cover letter, the review would be rescheduled *once*. No further rescheduling of the review would be allowed.)
3. Students who inform the Department in less than 3 working days in advance or have failed to inform the Department would be deprived of any further opportunities to participate in any subsequent events organized by the Department in that particular semester, including but not limited to nominations for internship opportunities, except for cancellation due to the following reason(s):
  - a. Sickness. The original copy of the medical certificate should be provided to the Department for a waiver of penalty within 3 working days after the event.
  - b. Emergency. Supporting documents should be provided to the Department ASAP and the latest by 3 working days after the event for a waiver of penalty. If such documents could not be provided within the abovementioned period, the Department must at least be informed within the said period. Upon the Department's approval, such documents could be provided at the students' earliest convenience.  
(Note: Until the Department receives valid evidences, the students concerned would be banned from any further career opportunities from the Department offered in the particular semester.)
4. For cancellation due to reasons other than the above, the severity of penalty would depend on the Department's decision. The penalty, shall the Department consider necessary, would have a maximum severity equal to the penalty for invalid reasons or failing in informing the Department.

5. The policy for lateness (for individual appointments on career advising) is as follows:
- a. For lateness within 15 minutes after the scheduled starting time, there would be no penalty, but students are reminded that punctuality is considered one of the essential elements of a successful candidate.
  - b. For lateness between 15 to 30 minutes after the scheduled starting time, the appointment will be cancelled and rescheduled. Students would not be penalized for the particular appointment, but the Department would keep a record of such incidences, and students would have *a lower priority in a month for any events etc.* held by the Department. However, if a student is late again for the rescheduled/subsequent appointment, the student would be banned from using the Department's individual career advising service in that particular semester.
  - c. For lateness exceeding 30 minutes after the scheduled starting time, the appointment will be cancelled and CANNOT be rescheduled in that particular semester as a penalty. The Department would keep a record of such incidences, and students would be banned from using the Department's individual career advising service in that particular semester.
6. When students email the Department, please state clearly their FULL name and UID for identification, or their email will not be handled. Please understand that there are hundreds of students under the Department and simply stating 'John' or 'Mary Chan' but not their full name in the email will be confusing.
7. The Department has the final decision on determining whether the reasons and evidences provided are valid. The penalty imposed for misdemeanours, and whether to adjust the commencement and duration of any penalty, as the case may be, at the Department's sole and absolute discretion shall there be any disputes.

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