



THE UNIVERSITY OF HONG KONG

**POSTGRADUATE
HANDBOOK
(COURSEWORK PROGRAMMES)
2012-2013**

FOREWORD

The purpose of this handbook and the materials in the Registration Folder is to provide you with information and instructions on the various parts of the registration process that every entering postgraduate student must complete, and to tell you something about the services and facilities available to you in the University, together with a note on how to find out more about them. We also take this opportunity to welcome you to the University community and wish you every success in your studies here.

Academic Support and Admissions Section

May 2012

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IMPORTANT NOTICE

This *Postgraduate Handbook (Coursework Programmes)* provides basic information about the University of Hong Kong for those who are admitted to **postgraduate coursework curricula** in the academic year 2012-2013.

Every effort has been made to ensure that the information contained in this *Handbook* is correct at the time of printing, but students should note that the content is subject to changes in the course of the academic year.

This *Postgraduate Handbook (Coursework Programmes)* does not form part of a contract between the Student and the University.

Accuracy of the Handbook

This *Handbook* contains information known as of May 2012. As changes may have taken place since then, readers are advised to check directly with sections concerned any information given which affects them.

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THE UNIVERSITY OF HONG KONG

PAST AND PRESENT

The University of Hong Kong is the oldest tertiary education institution in Hong Kong. It was founded in 1911 and opened in 1912 with teaching programmes in medicine and engineering. Since then, the University has grown substantially, and now embraces a very wide range of teaching and research programmes. The student population of the University was over 22,000 in 2010-2011, including more than 11,000 postgraduate students. At the end of 2011 the University had 1,499 full-time regular academic staff, and 6,092 academic staff in total. The University contains ten faculties: Architecture, Arts, Business and Economics, Dentistry, Education, Engineering, Law, Medicine, Science and Social Sciences. Each faculty has a general office which students may contact if they need advice on academic matters. The University's extension arm is The School of Professional and Continuing Education (HKU SPACE).

THE UNIVERSITY CAMPUS

The University's Main Campus covers about 16 hectares of land in the Bonham Road/Pokfulam area of Hong Kong Island and accommodates eight of the ten faculties, namely Architecture, Arts, Business and Economics, Education, Engineering, Law, Science and Social Sciences, as well as the Main Library. A major building programme which began in the 1970s has seen the construction of many modern buildings on the Main Campus. These modern buildings stand adjacent to several retained older buildings, including the original Main Building which dates from 1912, which have been preserved because of their historic and architectural merits.

The University of Hong Kong has built a major extension, the Centennial Campus, immediately to the west of the existing Main Campus. The new campus, located against an attractive backdrop of tree-clad hillsides, will be served by a Mass Transit Railway station and provides academic buildings, recreational facilities and other modern amenities. It houses the Faculties of Arts, Social Sciences and Law, with a state-of-the-art learning commons, a lecture centre and experimental teaching/learning spaces. A large landscaped area of 4,000 square metres can be found on top of the re-provisioned service reservoirs of the Water Supplies Department.

The Sassoon Road Campus which is situated three kilometres to the southwest of the Main Campus mainly houses the departments of the LKS Faculty of Medicine. Clinical teaching facilities are based in the Queen Mary Hospital which is one of the University's teaching hospitals, and pre-clinical teaching facilities and library services are close by. The two major buildings for the Medical Faculty, i.e. William M.W. Mong Block and the Laboratory Block, provide state-of-the-art facilities for pre-clinical and clinical research and teaching. Other teaching and/or research facilities in the vicinity include

the HKU Pasteur Research Centre and the School of Chinese Medicine. The Hong Kong Jockey Club Building for Interdisciplinary Research houses multi-disciplinary research activities for the betterment of human health and welfare.

The Faculty of Dentistry has its clinical teaching facilities and library services in the Prince Philip Dental Hospital in Sai Ying Pun, a short distance to the north of the Main Campus.

Student residential accommodation is provided in a limited form on the Main Campus and the bulk of the accommodation is situated further south along Pokfulam Road and on Sassoon Road and Lung Wah Street.

Sports facilities, mainly indoors, are provided at Flora Ho and Lindsay Ride Sports Centres, with the University's major sports fields being located in the Sandy Bay (Sha Wan) area with provision for athletics, softball, soccer, hockey and lacrosse, etc. A 50-metre outdoor swimming pool, tennis courts and a multi-purpose sports area round off a most comprehensive facility.

Other parts of the University's estate include the Kadoorie Institute, which occupies 9.5 hectares of land in the New Territories, and the Swire Institute of Marine Sciences on the southern coast of Hong Kong Island.

The University is a smoke-free Campus. There is a total smoking ban, both indoors and outdoors.

DATES OF SEMESTERS 2012-2013

There are two semesters in each academic year. The following are the dates of the semesters in 2012-2013:

First Semester: 17.09.2012 - 05.01.2013

Second Semester: 21.01.2013 - 01.06.2013

Teaching in the Faculty may cease before the end of the semester to allow time for degree examinations, revision period, and field trips. The dates of teaching for the academic year 2012-2013 are as follows:

Faculty	1st Semester	2nd Semester	Summer Semester
Architecture			
MArch	17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	
MHM	03.09.2012 - 01.12.2012	21.01.2013 - 04.05.2013 ⁽²⁾	
MLA	17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	
MSc (Conservation)	17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	
MSc (CPM)	17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	
MSc (IDM)	17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	
MSc (RE)	17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	
MSc (UrbanPlan)	03.09.2012 - 01.12.2012	21.01.2013 - 04.05.2013 ⁽²⁾	
MUD	03.09.2012 - 01.12.2012	21.01.2013 - 04.05.2013 ⁽²⁾	01.06.2013 - 24.08.2013
PDip (Conservation)	17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	
PDip (UD)	17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	
Arts			
MA(Applied Linguistics)	10.09.2012 - 11.12.2012	21.01.2013 - 02.05.2013	
MA (Chinese Language and Literature)	04.09.2012 - 08.01.2013	15.01.2013 - 18.05.2013	
MA (Linguistics)	17.09.2012 - 08.12.2012	21.01.2013 - 04.05.2013	
MA (Literary and Cultural Studies)	17.09.2012 - 08.12.2012	21.01.2013 - 04.05.2013	
MBuddhStud	17.09.2012 - 08.12.2012	21.01.2013 - 04.05.2013	
Business and Economics			
MBA(Executive stream)	} Dates of Semesters are not applicable to the MBA(Executive stream), MBA, IMBA, and MFin programmes. Please refer to the individual programme handbooks.		
MBA			
IMBA			
MFin			
MEcon		17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾
Dentistry	01.09.2012 - 31.07.2013		

Faculty	1st Semester	2nd Semester	Summer Semester
Education			
MEd	17.09.2012 - 08.12.2012 ⁽¹⁾	14.01.2013 - 19.04.2013 ⁽²⁾	
MSc(Audiology)	17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	
MSc(ITE)	17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	03.06.2013 - 23.08.2013
MSc(LIM)	17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	03.06.2013 - 23.08.2013
PGDE (full-time)	04.09.2012 - 14.12.2012	14.01.2013 - 10.05.2013	
PGDE (part-time)	04.09.2012 - 11.12.2012 ⁽¹⁾	15.01.2013 - 09.05.2013 ⁽²⁾	
PCAdvEdStud	17.09.2012 - 08.12.2012 ⁽¹⁾	14.01.2013 - 19.04.2013 ⁽²⁾	
Engineering			
MSc (CompSc)	17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	10.06.2013 - 17.08.2013
MSc (ECom&IComp)	03.09.2012 - 19.12.2012	02.01.2013 - 29.04.2013	06.05.2013 - 17.08.2013
MSc (Eng)	17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	10.06.2013 - 17.08.2013
Law			
JD	21.08.2012 - 08.12.2012	21.01.2013 - 04.05.2013	
LLM	24.09.2012 - 08.12.2012	28.01.2013 - 04.05.2013	
MCL	17.09.2012 - 08.12.2012	21.01.2013 - 04.05.2013	
PCLL	03.09.2012 - 15.12.2012	15.01.2013 - 04.05.2013	
Medicine			
DNurs	01.09.2012 - 31.12.2012	16.01.2013 - 31.08.2013	
MChinMed[Acup&Mox]	03.10.2012 - 24.02.2013	28.02.2013 - 31.08.2013	
MChinMed	03.10.2012 - 24.02.2013	28.02.2013 - 31.08.2013	
MMedSc	01.09.2012 - 28.02.2013	01.03.2013 - 31.08.2013	
MNurs	01.09.2012 - 31.12.2012	14.01.2013 - 31.08.2013	
MPH	01.09.2012 - 31.12.2012	02.01.2013 - 31.05.2013	01.06.2013 - 31.08.2013
MPsyMed	04.10.2012 - 31.12.2012	03.01.2013 - 31.07.2013	
MRes [Med]	01.07.2012 - 31.01.2013	01.02.2013 - 30.06.2013	
MScChinMeds	03.10.2012 - 07.02.2013	08.02.2013 - 31.08.2013	
PDipCAH	03.10.2012 - 31.01.2013	01.02.2013 - 30.06.2013	
PDipCommunityGeriatrics	01.09.2012 - 30.11.2012	01.12.2012 - 30.06.2013	
PDipComPsychMed	01.09.2012 - 15.01.2013	16.01.2013 - 30.06.2013	
PDipID	01.09.2012 - 31.01.2013	01.02.2013 - 31.08.2013	
PDipIntMed&Therapeutic	01.09.2012 - 31.01.2013	01.02.2013 - 31.08.2013	
PDipMDPath	01.09.2012 - 31.01.2013	01.02.2013 - 31.08.2013	
PDipPH	01.09.2012 - 31.12.2012	02.01.2013 - 31.05.2013	01.06.2013 - 31.08.2013
PDipPsyMed	04.10.2012 - 31.12.2012	03.01.2013 - 31.07.2013	
PCMDPath	01.09.2012 - 31.01.2013	01.02.2013 - 31.08.2013	
PCPH	01.09.2012 - 31.12.2012	02.01.2013 - 31.05.2013	01.06.2013 - 31.08.2013
PCPsyMed	04.10.2012 - 31.12.2012	03.01.2013 - 31.07.2013	
Science			
MSc (Applied Geosciences)	17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	
MSc (Food Industry: Managementand Marketing)	17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	
MSc (Food Safety and Toxicology)	17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	
MSc (EnvMan)	17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	

Faculty	1st Semester	2nd Semester	Summer Semester
MStat	17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	
PDip Earth Sciences	17.09.2012 - 08.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	
Social Sciences			
All programmes [except MJ/PDipJ, MSocSc(BH)]	14.09.2012 - 08.12.2012	21.01.2013 - 04.05.2013	
MJ/PDipJ	03.09.2012 - 01.12.2012 ⁽¹⁾	21.01.2013 - 04.05.2013 ⁽²⁾	
MSocSc(BH)	03.09.2012 - 21.12.2012	07.01.2013 - 04.05.2013	

(1) Reading / Field Trip week: 29.10.2012 - 03.11.2012

(2) Reading / Field Trip week: 11.03.2013 - 16.03.2013

ORIENTATION ACTIVITIES

ORIENTATION

At the beginning of the academic year, various student organisations and University departments and units organise orientation activities to welcome new students. Students are encouraged to take part in these activities, which provide an excellent opportunity to learn more about various organisations and units and to find out about the systems and services that have been set up to help them.

INTRODUCTORY COURSES AND WORKSHOPS ON INFORMATION TECHNOLOGY SERVICES

Information Technology Services (ITS) organises orientation courses at the start of each academic year to facilitate new students to know more about ITS' services and facilities. All new students are welcome to join any sessions and no prior registration is required.

For the orientation course schedule and details, please refer to our web page at <http://www.its.hku.hk/services/new-students.htm>.

ORIENTATION FOR NON-LOCAL STUDENTS

An Orientation Programme for Non-local students will be held on September 14, 2012 in Loke Yew Hall. Details of this programme are available at the website of the Centre of Development and Resources for Students (CEDARS) <http://cedars.hku.hk/nonlocal/incoming/sl/orientation.html>.

Non-local students are strongly recommended to take various learning and psychological assessments on Psychometer (<http://psyax.cedars.hku.hk/>), a web-based psychological profile for all HKU students, to monitor how well they adjust to the new cultural and learning environment at HKU.

HALL ORIENTATION PROGRAMME

All residential hall associations, in consultation with their wardens and tutors, organise orientation programmes for new residents before the start of the academic year that, among other things, serve to acquaint them with other new residents and existing residents. A variety of activities will be offered during the orientation period, and participation in these activities is voluntary.

The University has established the following principles in relation to hall orientation programmes:

- (a) the main objective of hall orientation programmes is to help residents to make the transition to a new living and learning environment;
- (b) organisers of hall orientation programmes should recognise residents' priority in their academic programmes;
- (c) no penalty or pressure should be imposed on residents for not completing any part of the orientation programmes; and
- (d) at no time during the orientation programme and the period in residence should the dignity and rights of an individual be infringed.

New residents who feel that any part of the orientation activities is in violation of the principles listed above can report their observations to the warden concerned, the Postgraduate Student Association, or the Dean of Student Affairs.

HEALTH ORIENTATION

Before attending the Student Health Orientation Programme, new students are expected to complete University's online master registration so as to enable them to use services of the University Health Service. Please also complete the online Health Questionnaire.

HEALTH QUESTIONNAIRE

Students are required to complete an Electronic Health Questionnaire (EHQ) before attending the Student Health Orientation Programme and before the beginning of term. To access the EHQ, please login the HKU Portal ➡ 'Campus Information Services' ➡ 'Service Departments' ➡ 'University Health Service' ➡ 'Electronic Health Questionnaire'. The information provided will be retained in confidence by the University Health Service as part of each student's medical record.

The completed health questionnaires will be reviewed by University Health Service health professionals, and some students may be invited to come for medical consultations. This will not affect their admission to the University and does not necessarily mean that there is anything seriously wrong with their health. This will enable UHS to discuss health problems with students and to assist them to lead a healthy University life if appropriate. Students may also make appointments at the UHS at any time to discuss their medical and health problems.

HEALTH ORIENTATION TALK AND IMMUNIZATIONS

A Health Orientation Talk followed by tetanus toxoid and diphtheria immunizations will be provided for all new students who have not already received such vaccinations within the previous ten years. Students requiring immunizations are strongly advised to attend. The venue is in Theatre 2, G/F., Meng Wah Complex.

A choice of time and dates are available for the Health Orientation Talk and immunizations:

Tuesday, August 28:	10:30 am, 1:45 pm, 2:45 pm
Wednesday, August 29:	10:30 am, 1:45 pm, 2:45 pm

The talks at 10:30 am on Tuesday, August 28 and 1:45 pm on Wednesday, August 29 will be given in Putonghua and English respectively. The other talks will be given in Cantonese.

COMPULSORY SCREENING AND VACCINATION PROGRAM FOR HIGH OCCUPATIONAL RISK STUDENTS

The University runs a compulsory screening and vaccination programme for certain high occupational risk students in the Faculties of Education, Dentistry, Medicine and Social Sciences, to ensure that they receive adequate protection before their practicum / clinical years.

The compulsory screening and vaccination programme applies to all new Audiology, Dental, Chinese Medicine, Medical, Nursing, Social Work (MSW), Behavioural Health, Clinical Psychology (MSocSc & PsyD), Counselling, Educational Psychology (MSocSc & PsyD), Gerontology, Mental Health and Psychology (PCPsych) postgraduate students.

Students in this category are required to attend a Health Orientation Talk at 9:00 am on Monday, August 27 in Theatre 2, G/F., Meng Wah Complex. They should bring with them their completed Tuberculin Skin Test & BCG Vaccination Questionnaire.

Students with a negative or unknown past history of BCG vaccination will be given a tuberculin skin test. **They must return for the result of this test at 9:30 am on August 18, 2012.** Those with a negative response will be given a BCG vaccination.

Students who have **already had a BCG vaccination** plus a diphtheria and tetanus booster in the past 10 years, do **NOT** have to attend the Health Orientation Talk. They should nevertheless complete the Electronic Health Questionnaire online and mail the Tuberculin Skin Test & BCG Vaccination Questionnaire to:

*Health Education Unit
University Health Service
2/F, Meng Wah Complex
The University of Hong Kong
Pokfulam Road
Hong Kong*

Enrolment After August 27, 2012

If you are admitted to the University **from August 27 to September 22, 2012**, AND

1. **never** have BCG done before, you **must** come to T2, G/F., Meng Wah Complex, HKU on **September 22, 2012 at 9:00 am**. Please write a letter stating the reason for not attending on August 27, 2012. Special arrangement would be made for you after the Orientation Talk.
(<http://www.hku.hk/uhs>)
2. **have** BCG done before, you can have tetanus toxoid and diphtheria immunization after the Orientation Talk in T2, G/F., Meng Wah Complex, HKU on September 22, 2012 at 9:00 am. Please write a letter stating the reason for not attending on August 27, 2012 and **bring with you the completed Tuberculin Skin Test & BCG Vaccination Questionnaire**.

Enrolment After September 22, 2012

If you are admitted to the University **after September 22, 2012**, AND

1. never have BCG done before, please ring 2859-1176 for arrangement of vaccinations;
OR
2. have BCG done before, you can have tetanus toxoid and diphtheria immunization in University Health Service, 2/F., Meng Wah Complex during opening hours with evidence of late admission. **Please bring with you the Tuberculin Skin Test & BCG Vaccination Questionnaire**.

Health Education Classes / Workshops

The University Health Service runs Health Education Classes or Workshops on the following topics before the term starts:

1. Back & Neck Care
2. Be Your Time Manager
3. Between Love and Sex

4. First Aid
5. How to Manage Stress Effectively
6. Mind Your Posture: Laptop Users

Students are welcome to attend any of these classes or workshops.

Comprehensive information on the health service and health education is available in the UHS website:

<http://www.hku.hk/uhs>

HEALTH SERVICES

All entitled students may use the University Health Service (UHS).

Students with physical disability affecting mobility, sight or hearing etc. should report to the UHS and CEDARS so that assessment could be made for the need of special assistance during their time at the University.

The following services are provided by University Health Service:

- a. Medical primary care at the 2/F., Meng Wah Complex with notional charges.
- b. Comprehensive dental service at 3/F., Meng Wah Complex at competitive charge.
- c. Preventive service such as Travel Health Clinic, Wellness Clinic, Well Woman Clinic, Hepatitis Clinic and immunizations at a charge.
- d. Physiotherapy on the referral of UHS physicians with nominal charge.
- e. Health education in the form of individual advice, classes / workshops, exhibitions, web information, posters and pamphlets.

If necessary, students may be referred for specialist consultation and hospital care in the public specialist clinic and public wards of Hospital Authority hospitals.

Students please note that if they are unable to attend any scheduled appointment, they should notify the relevant receptionist as soon as possible. In the case of Dental, Physiotherapy, checkup, Travel Health Clinic and long consultation appointments, at least 24 hours' notice must be given for any cancellation, or else a penalty fee would be charged.

It is advisable for all non-local students to purchase medical insurance to cover the cost of specialist consultation and hospitalization.

Students' family members are not entitled to any services.

Comprehensive information on the health service and health education can be found in the UHS website: <http://www.hku.hk/uhs>

CAREERS ORIENTATION

The Careers and Placement Section of the Centre of Development and Resources for Students (CEDARS) will organise career forums and orientation sessions in late August and early September or other time as appropriate for postgraduate students according to their field of study. The aim is to inform students of the employment destinations that are open to them upon graduation; and to find out what kind of careers guidance and placement services they wish to have. Postgraduate students are encouraged to join one of the sessions to explore the options and services provided by Careers and Placement, CEDARS. Please see details and register at the website of Careers and Placement, CEDARS <http://cedars.hku.hk> in early August, 2012.

REGISTRATION

PROCEDURES (except for out-reach programmes, such as IMBA)

Registration information will be sent to students via the management office. Every student is required to register on admission to the University. In order to register, students must:

- (a) complete the online registration through the HKU Portal. The login details for HKU Portal will be given to you after you have accepted the offer of admission; Students are advised to complete their online registration procedures within 5 days after they have received their HKU Portal account. Completing the online registration is essential because students can only collect their Student Registration Card and apply for other student facilities by having their personal details in the University database.
- (b) pay the composition fee according to the payment instructions when accepting the offer of admission;
- (c) submit a recent passport-size photograph and a copy of your HKID card/Passport for production of Student Registration Card. Further details on the requirements of the photograph will be provided in the registration folder;
- (d) complete an online questionnaire “Profile of First Year Postgraduate Students” to the Centre of Development and Resources for Students (CEDARS);
- (e) complete the Health Questionnaire and bring it to the Health Orientation;
- (f) collect your Student Registration Card.

The above registration procedures are set up as of March 2012. Students are advised to check directly with their Faculty Office for updated information and further details regarding to the registration procedures..

PROCEDURES for Out-reach Programmes

- (a) Registration documents will be sent to students via the management office.
- (b) Please follow the payment instructions as advised by the relevant management office. The registration documents should be completed and returned to the office by the date specified.
- (c) Student cards will be issued by the management office.

REGISTRATION DOCUMENTS

Students must complete the following registration documents and return them to their Faculty Secretary or the relevant management office:

- (a) Registration Form – Submission of Photograph & Documents;
 (b) Faculty/Department/School Record Form(s) (students reading for the MSc in Urban Planning are not required to complete the forms);

The registration documents should be completed and returned no later than one week after completing the online Master Registration.

Please complete the documents with care, ensuring that the information provided is clear and legible. Do not leave blank any section which you are required to complete.

COMPOSITION FEES

Composition Fees (HK\$ per year, unless otherwise specified)

All of the fees stated below are provided by the respective faculties/programmes and they are subject to further adjustment and final approval by the University Council.

A. For fully government-funded curricula for the year 2012-2013 only:

	<i>full-time</i>	<i>part-time</i>
Local students	\$42,100	\$28,070/\$21,050
Non-local students	\$100,000	\$66,670/\$50,000

B. For other curricula for 2012-2013 intake:

	<i>full-time</i>	<i>part-time</i>
AdvDipEndodont	\$222,300*	\$116,700*
AdvDipOMS	\$233,400*	--
AdvDipOrth	--	\$152,900*
AdvDipPaediatrDent	\$222,300*	--
AdvDipPeriodont	\$222,300*	\$116,700*
AdvDipProsthodont	--	\$116,700*
EdD	--	\$57,000*
DNurs	--	\$69,000*
Juris Doctor	\$136,800*	--
LLM	\$88,000*	\$44,000*
	(for local students)	(for local students)
	\$119,000*	
	(for non-local students)	
LLM (Arbitration and Dispute Resolution)	\$88,000*	\$44,000*
	(for local students)	(for local students)
	\$119,000*	
	(for non-local students)	
LLM(Chinese Law)	\$88,000*	\$44,000*
	(for local students)	(for local students)
	\$119,000*	
	(for non-local students)	
LLM(Corporate and Financial Law)	\$88,000* for the programme	\$44,000*
	(for local students)	(for local students)
	\$119,000*	
	(for non-local students)	

LLM(Information Technology and Intellectual Property Law)	\$88,000* (for local students) \$119,000* (for non-local students)	\$44,000* (for local students)
MA in Applied Linguistics	\$87,000*	\$43,500*
MACHDS	\$80,000 (for local students) \$90,000 (for non-local students)	
MA in Chinese Language and Literature	--	\$44,000*
MA in Linguistics	\$90,000*	\$45,000*
MA in Literary and Cultural Studies	\$75,000*	\$37,500*
MA [TranspPol&Plan]	\$110,000	\$55,000* (Year 1&2)
MBuddhStud	\$72,000*	\$36,000*
MBA	\$399,000*	\$298,500*
MBA(Executive stream)	--	US\$133,080
MBA(International) (General)	--	RMB\$188,000*
MBA(International) (Executive)	--	RMB\$228,000*
MCL	\$100,000* per programme (for local students) \$119,000* per programme (for non-local students)	--
MDS(Endo)	\$245,300*	--
MDS(OralMaxFacSur)	\$245,300*	--
MDS(Orthodontics&DentofacialOrthopaedics)	\$313,500*	--
MDS(PaediatrDent)	\$245,300*	--
MDS(Perio)	\$245,300*	--
MDS(Prostho)	\$245,300*	--
MDS(ImplantDent)	\$350,400*	--
MEcon	\$128,000* for the entire programme	\$128,000* for the entire programme
MEd (specialist strand: Teaching Chinese as Second Language)	\$92,400* for the entire programme	\$92,400 for the entire programme
MEd (other specialist strands)	\$86,000* for the entire programme	\$86,000* for the entire programme
MFin	\$192,000* for the entire programme	\$192,000* for the entire programme
MFin (offered in conjunction with Peking U)	RMB\$80,000*	--
MHousMan (Academic Stream)	--	\$53,000*
MHousMan (Professional Stream)	\$126,600*	\$63,300*
MIPA	\$128,000	\$64,000
MJ	\$3,340 per unit (for local students) \$3,850 per unit (for non-local students)	\$3,340 per unit (for local students) \$3,850 per unit (for non-local students)
MLA	\$112,860*	--
MChinMed(Acup&Mox)	--	\$52,000 p.a.*
MChinMed	--	\$52,000 p.a.*

MMedSc	\$97,000*	\$48,500 p.a.*
MNurs	--	\$39,000 p.a.*
MPA	\$128,000	\$64,000
MPH	\$135,000*	\$67,500 p.a.*
MPsyMed	--	\$48,500 p.a.*
MRes[Med]	\$42,100*	--
MScChinMeds	--	\$58,000 p.a.*
MSc(Applied Geosciences)	\$90,000*	\$45,000*
MSc(Conservation)	\$136,900*	\$68,450*
MSc(CPM)	\$8,500* per module	\$8,500* per module
	\$17,000* for dissertation	\$17,000* for dissertation
MSc(CPM) in QS	--	\$8,500* per module
	--	\$17,000 for dissertation
MSc(CompSc)	\$7,300* per module	\$7,300* per module
	for MSc(CompSc) and MSc(Eng) modules	for MSc(CompSc) and MSc(Eng) modules
	\$10,800* per module	\$10,800* per module
	for MSc(ESCom&IComp) modules	for MSc(ESCom&IComp) modules
MSc(ESCom&IComp)	\$10,800* per module	\$10,800* per module
	for MSc(ESCom&IComp) modules	for MSc(ESCom&IComp) modules
	\$7,300* per module	\$7,300* per module
	for MSc(Eng) and MSc(CompSc) modules	for MSc(Eng) and MSc(CompSc) modules
MSc(CommunityDent)	\$229,300*	\$117,500*
MSc(DMS)	\$162,400*	--
MSc(GeneralDent)	\$242,600*	--
MSc(ImplantDent)	--	\$211,400*
MSc(Eng) in Building Services Engineering	\$7,300* per module for MSc(Eng) and MSc(CompSc) modules	\$7,300* per module for MSc(Eng) and MSc(CompSc) modules
	\$10,800* per module	\$10,800* per module
	for MSc(ESCom&IComp) modules	for MSc(ESCom&IComp) modules
MSc(Eng) in Electrical and Electronic Engineering	\$7,300* per module for MSc(Eng) and MSc(CompSc) modules	\$7,300* per module for MSc(Eng) and MSc(CompSc) modules
	\$10,800* per module	\$10,800* per module
	for MSc(ESCom&IComp) modules	for MSc(ESCom&IComp) modules
MSc(Eng) in Energy Engineering	\$7,300* per module for MSc(Eng) and MSc(CompSc) modules	\$7,300* per module for MSc(Eng) and MSc(CompSc) modules
	\$10,800* per module	\$10,800* per module
	for MSc(ESCom&IComp) modules	for MSc(ESCom&IComp) modules

MSc(Eng) in Environmental Engineering	\$7,300* per module for MSc(Eng) and MSc(CompSc) modules \$10,800* per module for MSc(ECom&IComp) modules	\$7,300*per module for MSc(Eng) and MSc(CompSc) modules \$10,800* per module for MSc(ECom&IComp) modules
MSc(Eng) in Geotechnical Engineering	\$7,300* per module for MSc(Eng) and MSc(CompSc) modules \$10,800* per module for MSc(ECom&IComp) modules	\$7,300* per module for MSc(Eng) and MSc(CompSc) modules \$10,800* per module for MSc(ECom&IComp) modules
MSc(Eng) in Industrial Engineering and Logistics Management	\$7,300* per module for MSc(Eng) and MSc(CompSc) modules \$10,800* per module for MSc(ECom&IComp) modules	\$7,300* per module for MSc(Eng) and MSc(CompSc) modules \$10,800* per module for MSc(ECom&IComp) modules
MSc(Eng) in Infrastructure Project Management	\$7,300* per module for MSc(Eng) and MSc(CompSc) modules \$10,800* per module for MSc(ECom&IComp) modules	\$7,300* per module for MSc(Eng) and MSc(CompSc) modules \$10,800* per module for MSc(ECom&IComp) modules
MSc(Eng) in Mechanical Engineering	\$7,300* per module for MSc(Eng) and MSc(CompSc) modules \$10,800* per module for MSc(ECom&IComp) modules	\$7,300* per module for MSc(Eng) and MSc(CompSc) modules \$10,800* per module for MSc(ECom&IComp) modules
MSc(Eng) in Structural Engineering	\$7,300* per module for MSc(Eng) and MSc(CompSc) modules \$10,800* per module for MSc(ECom&IComp) modules	\$7,300* per module for MSc(Eng) and MSc(CompSc) modules \$10,800* per module for MSc(ECom&IComp) modules
MSc(Eng) in Transportation Engineering	\$7,300* per module for MSc(Eng) and MSc(CompSc) modules \$10,800* per module for MSc(ECom&IComp) modules	\$7,300* per module for MSc(Eng) and MSc(CompSc) modules \$10,800* per module for MSc(ECom&IComp) modules
MSc(EnvMan)	\$100,000*	\$50,000*
MSc(Food Industry:Management and Marketing)	--	\$47,500*
MSc(Food Safety and Toxicology)	\$110,000*	\$55,000*
MSc(IDM)	--	\$140,040* for the entire programme
MSc(ITE)	\$94,500* for the entire programme	\$94,500* for the entire programme

MSc(LIM)	\$94,500*	\$94,500*
	for the entire programme	for the entire programme
MSc(RE)	\$8,500* per module	\$8,500* per module
	\$17,000* for dissertation	\$15,000* for dissertation
MSc(RE) in GPS	--	\$8,500* per module, \$17,000* for dissertation
MSc(UrbanPlan)	--	\$12,830* per module
MSocSc(Behavioral Health)	\$100,000	\$50,000
MSocSc(Corporate Environmental Governance)	Not open to admission in 2012-2013	Not open to admission in 2012-2013
MSocSc(Counselling)	--	\$50,000
MSocSc(Criminology)	--	\$42,000
MSocSc(Gerontology)	\$100,000	Not open to admission in 2012-2013
MSocSc(Marriage and Family Therapy)	--	Not open to admission in 2012-2013
MSocSc(Mental Health)	--	\$50,000
MSocSc(Social Service Management)	--	Not open to admission in 2012-2013
MSocSc(Social Work)	--	Not open to admission in 2012-2013
MStat	\$93,000*	\$46,500*
MSW	\$70,000	\$50,000
MUD	\$128,300*	(Not Offered)
PCAdvEdStud	--	\$13,300* per module
PCLL(gov't funded)	\$42,100	--
PCLL(self funded)	\$120,000*	\$70,000*
PCMDPath	--	\$10,750*
PCPH	--	\$33,750*
PCPsych	\$60,000	\$30,000
PCPsyMed	--	\$24,250*
PDipCAH	--	\$52,000*
		for the entire programme
PDip CommunityGeriatrics	--	\$42,000*
PDip ComPsychMed	--	\$42,000*
PDip EarthSciences	\$41,000*	\$20,500*
DipIA	\$80,000	\$40,000
PDipID	--	\$39,000#
PDipIntMed&Therapeutic	--	\$23,000*
PDipJ	--	\$3,340 per unit (for local students) \$3,850 per unit (for non-local students)
PDipL for Bachelor of Social Sciences (Government and Laws) graduates	\$50,500	--
PDipMDPath	--	\$24,250*
PDipPH	\$67,500*	\$33,750 p.a.*
PDipPsyMed	--	\$24,250 p.a.*
PDip(Conservation)	--	\$68,450*
PDip(UD)	--	(Not Offered)
PsyD(ClinPsych)	\$99,000	\$66,000
PsyD(EduPsych)	\$99,000	\$66,000

(According to the definition laid down by the University Grants Committee, non-local students are persons entering Hong Kong for the purpose of education with a student visa/student entry permit issued by the Director of Immigration)

*Subject to Council's/official approval

#Subject to adjustment in 2012-2013

RMB: Renminbi

Admission Deposit

Students will be given the payment instruction to settle an admission deposit together with their offer of admission. They should check whether their name and University Number are printed correctly on the relevant document(s).

Example: (For local students studying fully government-funded curricula)

First Instalment				
	Full-Time	Two-Year Part-Time	Three-Year Part-Time	Part-time with No Full-time equivalent
Composition Fee	\$21,050	\$10,525	\$14,035	\$10,525
Caution Money	\$350	\$350	\$350	\$ 350
Total Payable	\$21,400	\$10,875	\$14,385	\$10,875
Second Instalment				
	Full-Time	Two-Year Part-Time	Three-Year Part-Time	Part-time with No Full-time equivalent
Composition Fee	\$21,050	\$10,525	\$14,035	\$10,525

FEE PAYMENT

Students would receive a soft copy of the student invoice in mid-October 2012 by way of an email attachment from the Student Information System (“SIS”), if there is a balance of the first instalment. They should pay the sum specified on or before the invoice due date. The soft copy of the student invoice is also available for download through the SIS system.

In addition to the normal e-mail with a copy of the invoice attached to be sent to the students’ University e-mail account, a message will also be sent by SMS to the students’ Hong Kong mobile phone numbers (as registered by students in the SIS) at the same time informing that a HKU invoice has been issued and the due date of the invoice.

Please note that

- the first instalment of Composition Fees is payable at the time of acceptance of an offer of admission;
- once an offer of admission is accepted, a student is liable to pay the Composition

Fees;

- (c) once paid, the Composition Fees cannot be refunded;
- (d) unless permission to defer payment of the Composition Fees has been obtained in advance from the Centre of Development and Resources for Students, a student who has not paid his/her fees within 30 days after the due date shall be de-registered and be prohibited from using University facilities and services. For student status to be reinstated, the student shall have to pay a surcharge of 10% of the outstanding fees, or \$500, whichever is the lesser. The student may additionally be required to compensate the University for any loss of interest for any late payment or non-payment of fees. It is therefore important for students to settle payment on time.
- (e) students should follow the instructions shown at the end of the student invoice for making payment and ensure to input the correct "Bill Account No." as specified in the student invoice when making payment. [Payment-by-Phone Service (PPS) is not applicable for new students making first-time fee payment. Please refer to the instructions at the end of the student invoice for other payment methods.]
- (f) students should also retain the transaction advice produced from the bank machines (or print out the acknowledgement of bank payment reference number if using internet banking) as their proof of payment for subsequent submission to the relevant Faculty Office. A copy of this is also required for processing their Student Registration Card and for record purposes.

DEFERMENT OF FEE PAYMENT

Deferment of Fee Payment on First Registration

Students are required upon admission to pay a deposit or a portion of the annual composition fees to confirm their acceptance of the offer. As the purpose of such payment is to reserve a place, deferment is normally not allowed.

For deferred payment of other fee, please refer to the following links <http://beta.cedars.hku.hk/sections/Finances.php>.

PERSONAL PHOTOGRAPHS

In addition to the personal photographs that they are required to affix permanently onto their registration documents, students admitted to the Faculty of Architecture (other than those reading for the MSc in Urban Planning) are required to submit three personal photographs to the Faculty.

QUESTIONNAIRE ON PROFILE OF FIRST-YEAR POSTGRADUATE STUDENTS

The purpose of the survey is to collect information on the background of new postgraduates, to assist the University in the planning and development of facilities and services for students. All information obtained will be analysed in aggregate form and none of the data will be used in such a way as to allow the particulars of individual students to be disclosed.

The online questionnaire should be submitted to the Centre of Development and Resources for Students (CEDARS) at http://apps.cedars.hku.hk/survey_pg/ within **2 weeks** upon receipt of the registration folder.

STUDENT REGISTRATION CARD

The Student Registration Card is issued free-of-charge to new students on their completion of the registration procedure.

There are four classifications of student registration cards and each bears particular functions for different studies:

- (a) One serves purely as a proof that its holder is a registered student of this University.
- (b) One is designated for accessing Library facilities ONLY.
- (c) One is designated for accessing Library and Information Technology Services facilities ONLY.
- (d) The other is used for accessing to the Libraries, the Information Technology Services, the Institute of Human Performance, the University Health Service, and other facilities provided by the University. The card is a smart card with a contactless chip, which will be used by the University for identification purposes and will enable students to have access to facilities in the University.

Regulations for Student Registration Card

The Student Registration Card is a student's personal identification document and should be used for access to the university premises and its facilities. It will be considered invalid once you have completed or terminated your study.

The Student Card is University property and is not transferable. Misuse or falsification of the Card constitutes a major offence, and is subject to disciplinary action. The University may, at its discretion, require a student to return his/her Card at any time.

If you find that either the magnetic strip or the contactless chip of your Card is not

working properly, you should report it to Academic Development and Quality Assurance Section of the Registry (9/F, Knowles Building). If your Card is found to be defective, you will be issued a new card free of charge. However, if it is found to be damaged by mishandling, you will be charged HK\$150.

You will be liable to a charge of HK\$150 if you fail to do the following:

- (i) If you cannot return the original Card issued to you when you receive a replacement Card; or
- (ii) If you cannot return the Card to your Faculty Office upon discontinuation from studies.

If you have lost your Card, you must report your loss immediately by completing a report form (<http://www.hku.hk/adqa>) and returning it to the Academic Services Office (G04, Run Run Shaw Building). A fee of HK\$150 per replacement will be charged for issuing a replacement card in 2012-2013.

ELECTRONIC COMMUNICATION

All students are given a computer account, identified uniquely by a HKU Portal UID (User Identification) and an associated PIN (Personal Identification Number), for accessing a wide range of network services and applications conveniently and communicating with their fellow students and other members of the University.

The University will disseminate important information and notices to students on the HKU Portal and communicate with students using the @connect.hku.hk account. You are therefore reminded to visit the HKU Portal (<https://hkuportal.hku.hk>) and check your emails in the @connect.hku.hk account regularly via the “MyEmail” tab of HKU Portal.

CENTRE OF DEVELOPMENT AND RESOURCES FOR STUDENTS (CEDARS) Careers and Placement – NETmatch

NETmatch - This is a database of résumés. Postgraduate students who are available for part-time work or internship positions as well as those who are looking for graduate positions or postgraduate employment opportunities are invited to post their personal particulars on NETmatch as soon as they are ready for job hunting. They should take particular care to fill in the ‘Supplementary Information’ section of NETmatch and provide adequate details about their career objective and relevant achievements. To register on NETmatch, please visit <http://cedars.hku.hk>.

Employers who find suitable job-seekers from NETmatch will approach them directly

by email. Hence, students who have registered on NETmatch should check their email frequently.

CONCURRENT REGISTRATION

Students registered to read for a postgraduate curriculum at this University **MUST NOT** be registered simultaneously to read for another qualification in this University or at another institution, except with the approval of the Senate given in advance. A breach of this regulation in Hong Kong or elsewhere may result in the student concerned being required to discontinue studies at this University.

Students unsure where they stand with regard to concurrent registration should consult their Faculty Secretary (or, for MBA/MBA (International) students, the Assistant Registrar of the School of Business) for advice.

CHANGE OF PERSONAL PARTICULARS

As a student, you bear full responsibility to inform the University of any change to your personal details, particularly your contact telephone number(s) and address after registration. Please update your correspondence information using the HKU Portal. The information will be used for all official documents and correspondence. For graduates, please complete the 'Change of Personal Information Form' which can be downloaded from www.hku.hk/adqa/ and submit it to Academic Services Office, G04, Run Run Shaw Building. The University takes no responsibility for mail which cannot be delivered to you if you fail to update your records.

Requests to change the record(s) of other personal particulars such as name, information of HKID Card or Passport, date of birth or nationality must be supported by legal documentary evidence. The University assumes that a student's name is the one recorded at the time of admission, which should be the same as that on the HKID Card or Passport. The University will not consider any application for changes to be made in the University's record unless the application is supported by legal documentary evidence.

WITHDRAWAL OF STUDIES

If you are contemplating withdrawal from your study, please consult your Faculty/Department Office before doing so to discuss your options. A student who wants to withdraw from the University officially must complete the "Withdrawal of Study Form" which can be downloaded from www.hku.hk/adqa/, and return the completed form to the student's home Faculty Office. Upon withdrawal from the University, you are required to surrender the Student Registration Card to your Faculty Office.

Students should note that they are liable to pay the annual composition fee despite their

withdrawal from studies at any time during the academic year. Withdrawal from study does not remove the need to settle any outstanding financial payments or financial aid obligations due to the University or financial aid office(s).

EXAMINATIONS

Degree examinations for most undergraduate and taught postgraduate curricula are held biannually in December and May. In some Faculties, such as Medicine and Dentistry, examinations are held at different times in the academic year.

Students can view the examination regulations and timetables at <http://www.hku.hk/exam>. A personal examination timetable is also available via the “HKU Portal”. The timetables will normally be posted on the web at least two weeks before the examinations are due to be held.

Students’ examination results are decided by the relevant Board of Examiners of each Faculty. Undergraduate and postgraduate students are nevertheless entitled to make representations through the Faculty Secretary to the Faculty Review Committee if there exist circumstances which may have affected their performance in the examinations.

A student who believes that there were procedural irregularities in the conduct of an examination may make a written complaint to the Registrar

AWARDS AND FINANCIAL ASSISTANCE

GOVERNMENT GRANTS AND LOANS

There are three Government Financial Assistance Schemes for students who have the right of abode or who have resided in Hong Kong continuously for 3 years prior to the commencement of their course. The schemes do not cover students staying in Hong Kong on student visas.

- (a) Tertiary Student Finance Scheme for publicly-funded programme (TSFS) is a means-tested grant and loan scheme administered by the Student Financial Assistance Agency for students registered for full-time programmes wholly funded by UGC. Lists of eligible courses are available at <http://www.sfaa.gov.hk/eng/schemes/tsfscs.htm>. Deadline for application for HKU new students is tentatively set on September 26, 2012. Please check with CEDARS nearer the time. Application forms can be downloaded at <http://www.sfaa.gov.hk/eng/public/index.htm#tsfs>.
- (b) The Non-means-tested Loan Scheme (NLS) is also available for eligible full-time students enrolled into full-time programmes wholly funded by UGC and who have difficulty with applying for the means-tested TSFS. This loan can also be used to supplement your TSFS awards. Lists of eligible course are the same of TSFS. Application forms can be downloaded at <http://www.sfaa.gov.hk/eng/public/index.htm#nls>.
- (c) The Extended Non-means-tested Loan Scheme (ENLS) is available for students pursuing part-time, publicly funded programmes, self-financing local award bearing programmes. List of eligible courses are available at <http://www.sfaa.gov.hk/cgi-bin/sfaa/course.pl?lang=eng>. Application forms are available at the Student Financial Assistance Agency.

If you need financial assistance for your studies and are eligible for the above schemes, you are strongly advised to apply. Details of the Government financial assistance schemes can be viewed online at <http://www.sfaa.gov.hk>.

UNIVERSITY FINANCIAL ASSISTANCE

A number of University means-tested loans and grants are available for needy local students. In general, these funds are used to supplement the Government Tertiary Student Finance Scheme (TSFS). Although awards may, under very special circumstances, be made to students who are not in receipt of TSFS awards, the University's financial aid scheme should not be seen as an alternative to the government funding.

Further details can be found on the website <http://beta.cedars.hku.hk/sections/Finances.php>.

ACADEMIC AWARDS

The University administers a multitude of scholarships and prizes which are awarded on the basis of academic unit. Postgraduates can apply directly for scholarships which are advertised on the Faculty notice-boards and on the Student Intranet. For those scholarships which are not publicised, Heads of the applicable departments or Deans of Faculties will be invited to recommend suitable nominees for these awards.

Students are advised to periodically check the notices on the Faculty notice-boards and the e-notices on the University Intranet Systems *via* the HKU Portal for details of how to apply for the various scholarships during the year.

STUDENT SERVICES

The University of Hong Kong fosters a whole-person approach to education. We believe that learning about life is as important for students as academic learning. Accordingly, the University provides a number of specialist services to support students' physical, emotional, social, intellectual, spiritual, environmental and occupational well-being. Further information is to be found in the Directory which is distributed before admission.

Dean of Student Affairs

The Dean has overall responsibility for all aspects of student affairs and aims to provide a campus environment conducive to learning and community life. He provides a bridge between individual students and the administration of a large and complex international University.

Students wishing to raise a question with the Dean can contact him through the web page of the Centre of Development and Resources for Students (CEDARS) or by writing to dosa@hku.hk. He can also be contacted by phone on 2859 2306.

Centre of Development and Resources for Students (CEDARS)

CEDARS exists to provide students with support during their time at HKU and to help them make the most of their educational experience. Specifically, the centre provides guidance and assistance in financial matters, accommodation, disability issues, visas, and student activities, and can give advice on any aspect of campus life generally. The centre works with other support units to promote students' physical, social, emotional and environmental well-being.

Further information on the centre's work can be found on the CEDARS website at <http://cedars.hku.hk>. Alternatively, students can contact the centre by telephone (2859 2305) or email (cedars@hku.hk). They are also welcome to visit its office, which is located at 3/F, Meng Wah Complex.

ACCOMMODATION

Due to severe shortage of residential hall places, taught course postgraduates do not normally get a place. These students are strongly advised to use the Accommodation Service (page 30) to find their own accommodation outside the University.

Robert Black College

All full-time research students who are registered for an MPhil or PhD degree at the University are eligible to apply for Swire Scholarships to reside in the Robert Black

College, where about 9 Swire Scholars are accommodated alongside short-term overseas visitors to the University. Application for residence in the College is invited at time for admission in October every year, when there are vacancies. Enquiries about the scholarships should be addressed to Research Services, The Registry. For details about accommodation, please contact the College Office (Tel:2296 1771 or Email: rblack@hkusua.hku.hk).

Graduate House

Graduate House provides 190 single rooms and 10 double rooms (for married couples only) for full-time postgraduate students of the University. All the rooms are fully furnished, air-conditioned and equipped with individual phone lines and fiber-optics computer networking facility.

Each double room has a self-contained bathroom while single rooms share a bathroom between two rooms. There is a student lounge and a pantry on every other floor. Other facilities include a computer room, study rooms, an audiovisual room, a fitness room and a reading room.

The current monthly rental charges are HK\$2,700.00 and HK\$4,950.00 for a single room and a double room respectively. The charges are subject to review at the beginning of every residential year (from September 1 to August 31 of the following year).

The Graduate House rental charge does not include electricity expenses; residents have to pay for electricity charges base on actual consumption at the Residential Tariff Rates set by the Hong Kong Electric Holdings Limited.

The Management and Resident Committees of Graduate House organise a number of social activities throughout the residential year. All residents are encouraged to take part in these activities.

Residence application will normally begin around April or May of each year. All full-time registered postgraduates of the University are eligible to apply. For details, please refer to the website at <http://www.hku.hk/gradhse>, or contact the **Graduate House Office** at **No. 3 University Drive, HKU** (Tel: **2249 1801**, fax: **2546 1861**, Email: gradhse@hkucc.hku.hk.)

St John's College Post-graduate Residence: Wong Chik Ting Hall

The Wong Chik Ting Hall was opened in September 1997 to provide accommodation for postgraduate students. The 111 single rooms each have a shower room, toilet, telephone, refrigerator, television and a link to the University's central computer. The rooms are fully furnished with bed, desk, chair, bookcase and cupboards. The Hall has a laundry room for the use of the students. Students may eat in the College Dining Hall at a reasonable cost. The College welcomes both local students and students from

mainland China and overseas. The monthly charge in the 2011-2012 academic year is \$4,000 for a single room and \$4,500 for a larger room. Lodging charges are subject to change in July 2012. 26 guest rooms are also available to visiting scholars and teachers at a reasonable rate.

Enquiries for accommodation should be addressed to the Master, St. John's College, The University of Hong Kong, 82 Pokfulam Road, Hong Kong; tel: (852) 2817 7102; fax: (852) 2817 5624; email: stjohns@hkucc.hku.hk.

Halls of Residence (Postgraduate Places)

You may wish to note that in view of the size of the undergraduate population, most places in most halls are allocated to undergraduates. Only a few places are for admission of postgraduates. Full-time postgraduate students may apply for accommodation via the online hall application system, accessible via the HKU Portal (<https://hkuportal.hku.hk/login.html>). The online hall application system will be opened to full-time postgraduate students newly admitted into a study programme on/before August 7, 2012 from 10:00 a.m. on August 2, 2012 and closed at 11:59 p.m. on August 8, 2012. The online hall application system will be opened to full-time postgraduate students newly admitted into a study programme after August 7, 2012 from 10:00 a.m. on August 23, 2012 and closed at 11:59 p.m. on August 28, 2012. You may wish to note that in view of the size of the undergraduate population, most places in most halls are allocated to undergraduates.

Morrison Hall (at Jockey Club Student Village II) has 150 residence places for postgraduate students. Preference for admission is given to newly arrived non-local students and research postgraduates.

Off-campus Housing

CEDARS has rented 19 private flats in the vicinity of the University and allocates these off-campus places directly. Each flat houses 4 students. Priority is given to newly arrived non-local students and research postgraduates.

Although these off-campus flats are operated on a cost-recovery basis, they are also subsidised by the University. The charges for 2012-2013 are \$2,178 per month and \$2,607 per month for research postgraduates and taught course postgraduates respectively. (The charges are subject to review.)

Residential Colleges

The University will be opening four Residential Colleges on Lung Wah Street, Kennedy Town for 1800 students, with not less than 500 places to be assigned to postgraduates in programmes funded by the Government. Students in the Residential Colleges are expected to take part in intellectual activities and community projects. Details about the

application procedures and fees will be released on the CEDARS website (<http://cedars.hku.hk>).

Accommodation Service

The Campus Life Section of the Centre of Development and Resources for Students (CEDARS) runs a small scale service to assist students seeking off-campus accommodation. Information on rooms and flats available for renting in the vicinity of the University is available on the CEDARS website at <http://cedars.hku.hk> and is advertised on the notice boards of all the amenities centres and by the office of the Faculty of Dentistry and CEDARS. Students who wish to look for rooms and flats in the University vicinity are invited to enquire at CEDARS.

Students from outside Hong Kong who do not have definite and secure arrangements for their accommodation are strongly advised to arrive in Hong Kong two or three weeks before the start of their academic programme to find a suitable place to live. Short-term accommodation during the summer in a hall of residence can be reserved in advance.

ASSISTANCE TO STUDENTS WITH A DISABILITY

The University welcomes students with a disability and will work with them to achieve a happy and successful university life and help them overcome any difficulties they may encounter in their studies or in their participation in campus life. Students with a disability should not hesitate to contact CEDARS to discuss ways by which the University may assist them, including the purchase of special equipment to facilitate studies. Special examination arrangements can also be made to suit their needs. Details of other services available to students with a disability can be found at the CEDARS website <http://cedars.hku.hk> under the heading “Accessibility Support” of the Counselling and Person Enrichment Section.

CAMPUS BUS SERVICES

A shuttle bus service between the dental campus, main campus, medical campus, student halls and the Sports Centres is available to students at a fare of \$2. Octopus cards may be used, or tickets are obtainable at the Finance and Enterprises Office. The bus timetables are publicised via the University website by the Estates Office periodically. University bus services are also provided for field trips related to curriculum studies organised by individual departments.

CENTRE OF DEVELOPMENT AND RESOURCES FOR STUDENTS (CEDARS)

Campus Life

The Campus Life Section of CEDARS provides students with guidance and assistance in financial matters, accommodation, disability issues, visas, student activities and general concerns. It also works with other support units to promote students' physical, social, emotional and environmental well-being.

Further information on the section's work can be found on the CEDARS website at <http://cedars.hku.hk>. Alternatively, students can contact the section by telephone (2859 2305) or email (cedars@hku.hk). They are also welcome to visit its office, which is located at 3/F, Meng Wah Complex.

Career and Placement

The Careers and Placement Section of CEDARS helps postgraduate students prepare for a career after graduation. Important information is available on its website at <http://cedars.hku.hk>, and students may also discuss their concerns at one-to-one consultation sessions with one of the Honorary Career Advisers, all of whom are former senior business executives working for HKU on a voluntary basis. Appointments can be made by email (careers@hku.hk), telephone (2859 2314) or in person at the section's offices (3/F, Meng Wah Complex).

The section runs a series of workshops to help students apply for jobs. These workshops cover the following topics:

- 1) Application writing – application form, cover letter, résumé and supplementary sheet;
- 2) Interview technique – one-on-one interview and group interview;
- 3) Essay writing – English and Chinese;
- 4) Reasoning tests;
- 5) In-tray exercises;
- 6) Group discussions;
- 7) Presentation and impromptu talk;
- 8) Occupational Interest Questionnaire;
- 9) Simulation; and
- 10) Group exercise.

Details regarding these workshops are posted on <http://cedars.hku.hk>.

Every year more than 155 employers visit the campus to present their organisations to students. These presentations are announced through the Careers and Placement, CEDARS daily email notice.

Employment vacancies are posted on either the Joint Institution Job Information System (JIJIS) or NETjob. Since these opportunities occur throughout the year, job-seekers are

advised to check the job boards at least once a week. JIJIS is located at <http://www.jijis.org.hk>, while NETjob is at <http://cedars.hku.hk>.

Part-time jobs, private tuition positions, and summer or temporary jobs for students are also posted on NETjob at <http://cedars.hku.hk>.

Counselling and Person Enrichment

CEDARS-CoPE offers tailor-made educational programmes and support service to help our postgraduate students not only achieve academic success during their stay at HKU but also develop positive attitudes as well as necessary life skills for their future success.

Counselling Service

Counselling service is provided to students to address needs and concerns on adjustment, study, learning, relationships, and mental health issues. The service is free, confidential, and provided by professional psychologists and counselors. For counseling appointments, please call 2857-8388.

For urgent matters, you can come to Room 408, Meng Wah Complex to get a drop-in appointment. No prior registration is needed. Drop-in appointments are given on a first-come-first-served basis. Drop-in Service Hours: Monday to Friday, from 2pm to 5pm.

Person Enrichment Programmes

Students are also encouraged to join our person enrichment programmes such as the Certificate Course on Mental Health First Aid, Leadership and Life Skills Training Programme, workshops on social and emotional competence, effective learning, stress and time management, relationship and communication, to explore their potentials.

Tailor-made educational programmes for postgraduate students

We organise psychoeducational activities on addressing topics such as:

- Working with peers and supervisors
- Managing your studies, work life and family/social life (especially for mature/part-time students)
- Building your social support network (especially for non-local students)
- Developing resilience and positive attitudes
- Managing anxiety and stress
- Monitoring your psychological well-being

(Students are encouraged to take various learning and psychological assessments at a web-based Psychological Profile - Psychometer <http://psyax.cedars.hku.hk/> to monitor how well they are doing at HKU. Instant on-line feedback is available. Most assessments are free of charge.)

Accessibility Support Service for Students with Disabilities and Special Education Needs: Student with Disabilities and special education needs (e.g. physical disabilities, mental illnesses, specific learning disabilities such as dyslexia, autism spectrum disorders) are eligible for additional learning support and practical assistance. Go to “Accessibility Support” in the CEDARS website or call 2857-8388 for details.

Peer Support Networks

- Join “Peer English Tutoring”, a peer support initiative for one-to-one conversational English practice, jointly managed by Centre of Applied English Studies and CEDARS.
- Attend Buddy programmes for students with disabilities.
- Check our website for other new initiatives.

Student Development

The Student Development Section of CEDARS supports the University's educational goal of whole-person education with its non-academic and non-credit bearing courses, activities, resources, support and advice. These are divided into several broad areas:

- Global Citizenship and Contribution to the Millennium Development Goals
- Service-learning Programmes
- Leadership Development
- Non-academic Induction for First Year Students
- Support for Student-initiated Projects, NGOs and Social Enterprises
- Student Participation in International Competitions and Conventions

The Student Development Section runs leadership, service learning and global citizenship programmes to nurture students to become contributing members of the community. The section aims at engaging students in critical self-reflection and greater understanding of others; intercultural communication and multicultural understanding; and advocacy for the improvement of the human condition.

EDUCATIONAL FUNDS

CEDARS administers the following funds:

The HKU Service 100 Fund aims to support local and overseas service projects led by students, staff and alumni of the University. All service projects commencing between January 1, 2011 and December 31, 2012 are eligible for the Fund.

HKU '82 Alumni Green Fund supports student projects which engage the public on issues related to global warming. Preference will be given to project targeting at primary and /or secondary school students.

HKU SERVICE NETWORK

The HKU Service Network is an online platform specifically designed to support students to contribute to global issues through joining and developing sustainable and innovative service projects. Students may promote their service projects, recruit volunteers, identify partners and opportunities, share experience and even showcase their achievements to attract funding. Students can sign up using their HKU Portal account at <http://cedars.hku.hk/servicenetwork>.

KEEPING IN TOUCH: ISSUES RELATED TO THE UNIVERSITY, LOCAL & GLOBAL COMMUNITIES

Dialogue is a publication of CEDARS. In every issue, it promotes intellectually stimulating discussions among members of the University on issues related to the University, the local and the global communities.

Dialogue is available online at <http://cedars.hku.hk/dialogue>.

CEDARS News is an electronic newsletter of CEDARS. Issued on a weekly basis, this e-newsletter aims to serve as a quick guide to learning opportunities on the campus and outside the University. It also includes news and announcements of interest to students.

CEDARS News is available at <http://cedars.hku.hk/NewsLetter>.

Sign up *iMAP* for *FREE* to stay connected with the University community. iMAP is an online social networking platform exclusively for HKU students. Members can create their own personal profile and link their personal page to blogs, forum and Facebook. This is a useful platform to look for HKU peers with similar interests and hobbies, share information and connect with members from all over the world.

Please visit CEDARS website at <http://beta.cedars.hku.hk> to open an account.

HEALTH SERVICES

All entitled students may use the University Health Service (UHS).

Students with physical disability affecting mobility, sight or hearing etc. should report to the UHS and CEDARS so that assessment could be made for the need of special assistance during their time at the University.

The following services are provided by University Health Service:

- (a) Medical primary care at the 2/F., Meng Wah Complex with charges applied for some services.
- (b) Comprehensive dental service at 3/F., Meng Wah Complex at competitive charge.
- (c) Preventive service such as Travel Health Clinic, Wellness Clinic, Well Woman Clinic, Hepatitis Clinic and immunizations at a charge.
- (d) Physiotherapy on the referral of UHS physicians with nominal charge.
- (e) Health education in the form of individual advice, classes / workshops, exhibitions, web information, posters and pamphlets.

If necessary, students may be referred for specialist consultation and hospital care in the public specialist clinic and public wards of Hospital Authority hospitals.

Students please note that if they are unable to attend any scheduled appointment, they should notify the relevant receptionist as soon as possible. In the case of Dental, Physiotherapy, checkup, Travel Health Clinic and long consultation appointments, at least 24 hours' notice must be given for any cancellation, or else a penalty fee would be charged.

It is advisable for all non-local students to purchase medical insurance to cover the cost of specialist consultation and hospitalisation.

Students' family members are not entitled to any services.

Comprehensive information on the health service and health education can be found in the UHS website:

<http://www.hku.hk/uhs>

INSTITUTE OF HUMAN PERFORMANCE

The Institute of Human Performance (IHP) offers academic programmes (BSc in Exercise and Health, formerly known as BSc in Sports Science and Leisure Management), a research programme (which includes MPhil and PhD degrees), a number of recreation programmes and a competitive sport programme.

With regard to the recreation programme, the Institute employs qualified staff to manage the University's sports facilities and promote physical activity through a Sport and Recreation Programme called Uni-Sports. This programme, offered during Semesters I and II and during the summer months, aims to introduce students to the benefits of physical activity and to introduce, develop and provide opportunities for participation in leisure-time activities and skills for current and post-graduation physical activity. Courses are offered in a wide range of activities for which qualified instruction and equipment are provided at a nominal fee to students. Full information on enrolment for courses can be obtained from the Flora Ho Sports Centre and on the IHP website at <http://www.hku.hk/ihp/>.

Competitive opportunities in sports are provided through the inter-hall and inter-faculty competitions and through the activities of the 24 sports clubs and University teams that are organised by the Sports Association of the Student's Union and supported by the IHP through the provision of coaching, facilities and subsidies. University teams compete in events organised by the University Sports Federation of Hong Kong, China and other inter-varsity competitions. The University's Sports Scholarship Scheme allows talented local athletes to pursue studies while training and competing for the University of Hong Kong and Hong Kong National teams.

The IHP operates two main HKU sports complexes: the linked Flora Ho and Lindsay Ride Sports Centres that are situated near the Main Campus on Pokfulam Road (mainly indoor sports facilities) and the Stanley Ho Sports Centre situated at Sandy Bay (mainly outdoor sports facilities). Located within the Flora Ho/Lindsay Ride Sports Centres are 2 large sports halls and variety of other multi-purpose & sport specific areas; also available are a 25m outdoor swimming pool and a fitness and weight training room. Sports facilities included at the Stanley Ho Sports Centre are an athletics stadium with a floodlit synthetic running track, an outdoor basketball court, an Olympic size 50m outdoor swimming pool, two grass pitches, two floodlit artificial turf pitches, an indoor health and fitness centre, golf driving bays and a softball diamond. Altogether the IHP manages a total of 14 tennis courts in four locations. Also located at Stanley Ho Sports Centre is the IHP's Active Health Clinic (AHC), a specialised health and fitness clinic providing professional advice and training in the use of physical activity for chronic disease prevention and management. The AHC also offers placement opportunities to students interested in exercise science and fitness.

STUDENT ASSOCIATIONS

POSTGRADUATE STUDENT ASSOCIATION (PGSA)

The PGSA, founded in late 1993, is an organisation run by and for postgraduate students. The Association aims to enhance postgraduate life at HKU by encouraging postgraduate to take an active interest in their welfare and in participating in academic and social events. The Association is independent of the University and the Students' Union, and is open to all postgraduate students, whether full-time or part-time, and regardless of the courses being undertaken. The Association derives its income from the small membership fee of \$100; and membership cover the postgraduates' course duration. The Association holds regular activities such as sports and ball game days, parties, group outings and trips and lectures of special relevance to postgraduate life. These activities aim to bring the postgraduate population closer together in extra-curricular social settings.

It is exciting that a Common Room designated for use by the PGSA is available for use. It is situated at Room 8, Level P4 of the Graduate House. Some activities are sometimes held there. Notices regarding the Association and its events are posted there too. Notices are also found on the PGSA bulletin board near the Bookstore, on the computer news group hku.pgsa, as well as on the Internet Website <http://www3.hku.hk/pgsa>. The Association can be reached by leaving a message to the email address pgsa@hkusua.hku.hk, or at the PGSA Office in the Graduate House, or in the mailbox inside the General Office of the Chong Yuet Ming Amenities Center.

A close-knit postgraduate population is vital to achieving better postgraduate welfare and acquiring a strong voice. Nowadays, there is already wide representation in some University bodies and committees, which are vehicles for PGSA to voice its concerns. PGSA needs enthusiastic postgraduates to help run the Association and serve on these University bodies and committees. Membership application forms are available from the Postgraduate Common Room, the Graduate School Office in the Graduate House, and any Executive Committee member through e-mail.

HKU ECONOMICS AND FINANCE POSTGRADUATES ASSOCIATION (HKUEFPA)

The HKU Economics and Finance Postgraduates Association (HKUEFPA) is the association representing both students and alumni of postgraduate studies in economics and finance at The University of Hong Kong. Originally the HKU Economics and Finance Postgraduates Committee formed by twelve enthusiastic students and alumni from the Master of Finance and Master of Economics programmes, HKUEFPA was officially incorporated in 2008 as a not-for-profit company limited by guarantee.

HKUEFPA is independently run by an annually elected committee of students and alumni and relies on the support and participation of all economics and finance postgraduates for operations. The goals are to promote the welfare of the members and the continuous development and pursuit of economics and finance studies at The University of Hong Kong. HKUEFPA also acts as a bridge to foster communication and relationship between the University and the postgraduate students and alumni. Working closely and with strong support from the School of Economics and Finance, HKUEFPA organises a wide range of activities for HKU economics and finance postgraduates, including professional talks and visits as well as social and recreational functions.

HKUEFPA welcomes membership from both students and alumni of HKU courses leading to postgraduate degrees with substantial concentration in economics and /or finance, including Master of Economics, Master of Finance, Master of Business Administration as well as M.Phil. and Ph.D in Economics or Finance. Further information of HKUEFPA, including membership application, news and activities are available on our website at <http://www.hkuefpa.org>. The association can also be contacted at enquiry@hkuefpa.org or at Room 1025, KK Leung Building.

UNIVERSITY SAFETY POLICY

Safety policy in the University is formally the responsibility of the Safety, Health and Environment Committee, a committee of the Council chaired by the Vice Chancellor. The University has a continuing commitment to all staff, visitors and students to provide them with a safe and healthy place to work and study. This commitment is the foundation of the University's Safety Policy.

Deans of Faculties and Heads of Departments have the responsibility to fulfill this commitment at the appropriate levels and students should be made aware of faculty/departmental rules and regulations.

The Safety Office acts as both an advisory centre and a service centre in occupational health and safety matters. In addition the Safety Office assists management to identify health and safety problems by carrying out safety inspections, audits and surveys, to monitor their progress and to comply with health and safety legislation, policies and codes.

The Safety Office employs a number of staff of different specialisms so that issues on most health and safety matters can be addressed. As well as professional safety officers, the office employs a biological safety officer, a construction safety officer, an occupational hygienist, a dangerous goods (chemical) manager, and a fire team to look after the various health & safety issues in connection with the University operation.

The University has made significant efforts to provide a safe environment for students as far as reasonably practicable. However, maintaining a safe and healthy workplace and study environment depends as much on the staff and students as on the University. Safety is not an "add-on" luxury or an extra: it is a fundamental requirement of modern day living. The University therefore expects students to contribute and play their part by considering health and safety issues whilst present on the campus and in their study activities.

Students are welcome to call the Safety Office (2859 2400) at any time to ask for safety assistance or advice, and its staff will respond to queries as quickly as they can.

1. *Accidents*

Any student who suffers any injury or illness as a result of an accident occurring during the course of or arising from his study or activity at HKU must report the incident as soon as possible to his/her supervisor, or the Head of Department, or the University Health Service, or the Director of Safety.

2. *Report of Fire, Dangerous Occurrences & Other Untoward Incidents*

Any fire, dangerous occurrence or untoward incident with or without injury is required to be reported immediately to the Safety Office directly or to the Head of Department for the necessary investigation and appropriate follow up action.

3. *Report of Near-Misses and Dangerous Conditions*

To help make the campus safe, any near-miss or dangerous conditions detected in all parts of the campus or any study activities should be reported to the supervisor or the Safety Office by telephone or any other means as deemed appropriate.

4. *Action in Case of Fire Alarm*

In event of the fire alarm sounding all students should immediately stop what they are doing, evacuate the building and gather at the appropriate assembly point to await further instruction.

Whilst the bells are ringing students should not use the lifts nor enter the building under alarm. (*Notices reaffirming this instruction can be found in all University Buildings by the Fire Points.*)

INSURANCE COVERAGE

All students who pay a composition fee are allowed to use the services of the University Health Service (UHS) according to their entitlements. Students who sustain injuries or incur sickness in the course of their University work are entitled to treatment at the UHS. This medical service does not cover students' dependents. Private medical insurance is essential for dependents of international students.

Where injury or sickness occurs in Hong Kong but outside University premises (e.g. during field trips, project work or site visits), the normal UHS service is still available.

The facilities of the University Health Service are not available for mishaps sustained during fieldwork outside Hong Kong. The University has therefore arranged the insurance coverage for overseas medical expenses incurred by postgraduate students up to the limit of \$25,000 under the Group Personal Accident Insurance Policy and \$1M under the Corporate Business Travel Insurance Policy. To obtain reimbursement, a student who sustains injury must produce to the Finance and Enterprises Office the receipted medical bill (endorsed by a certified medical doctor with diagnosis indicated), together with a certification from his Head of Department that s/he is undergoing training activities arranged by the University at that time. For details on the insurance coverage, please contact the Finance and Enterprises Office at 2859 2297.

In addition to the standard insurance coverage provided by the University, students may personally arrange additional coverage at their own expense. For any postgraduate student who is expecting the award letter from the Graduate School, due care should be taken in arranging travel insurance for his/her planned overseas trip supported by the University such as Committee on Research and Conference Grants (CRCG) and Travel Grants, as s/he would no longer be regarded as a registered student of the University once the award letter is issued by the Graduate School. The insurance company may reject those claims which relate to event(s) happened after the de-registration date. In order to ensure such students will have insurance cover during the whole traveling period, it is also recommended for them to make their own travel insurance arrangement instead of relying on the standard travel insurance cover provided by the University which would only cover the registered students of the University.

Students should note that the University does not insure any personal cash or property of students residing either in the University or in their living quarters. If insurance cover is required, the student must arrange this personally.

NOTES FOR NON-LOCAL STUDENTS

The Centre of Development and Resources for Students (CEDARS) provides a wide range of services to non-local students. Highlighted below are some of the major issues that new arrivals may face. Details of CEDARS' services can be found at <http://beta.cedars.hku.hk/sections/Supportintl.php>. Notice boards across the campus will also help students to keep in touch with the latest developments.

ACCOMMODATION

Due to severe shortage of residential places, taught course postgraduates do not normally get a place. These students are strongly advised to use the Accommodation Service (page 30) to find their own accommodation outside the University.

Enquiries for a residential place in the Robert Black College, which admits primarily postgraduate students and visiting scholars, should be directed to the Master of the College.

Enquiries about Graduate House and the St John's College postgraduate residence should be directed to the Master of Graduate House and the Master of St John's College respectively.

Enquiries regarding Pokfield Road Residences should be directed to CEDARS and enquiries for a residential place in Morrison Hall should be directed to the Manager of the Hall.

CEDARS runs a small scale service to assist students seeking off-campus accommodation. Information on rooms and flats available for renting in the vicinity of the University is available on the CEDARS website at <http://cedars.hku.hk> and is advertised on the notice boards of all the amenities centres and by the Faculty of Dentistry and CEDARS. Students who wish to look for rooms and flats in the University vicinity are invited to check the webpage of CEDARS and enquire at CEDARS. However, private accommodation here is extremely expensive, and students are strongly advised to make arrangements for accommodation before they arrive.

A list of hostels managed by non-profit making organizations is also available on the webpage of CEDARS. Students who wish to find short-term accommodation in these hostels should make arrangements directly.

Students Bringing Spouse and Children

A student with spouse can apply for on-campus postgraduate housing. The University has 10 double rooms in Graduate House, and 8 family flats in Pokfield Road Residences for married couples and these tend to be filled up fast.

There is currently no on-campus housing for students with children. Suitable family housing near the campus is in general rather expensive. A 400 sq. ft. apartment with two bedrooms will cost a monthly rental of about HK\$10,000. This does not include the costs of gas, water or electricity. These apartments are usually rented on a mandatory 12-month lease and many landlords require the tenants to pay the first month's rent plus a security deposit equivalent to two months' rent. The deposit will be kept by the landlord and returned to the tenant without interest when the tenant leaves if there is no damage to the property.

While postgraduate studentship (for selected MPhil and PhD students) is more than adequate to cover the expenses during the student's studies in Hong Kong, it may not be sufficient to cover the expensive living costs for the entire family.

It is essential that students have sufficient funds to support their living in Hong Kong, including child care and medical costs if there are children and where the student's spouse is not eligible for local employment.

VISA REQUIREMENT

Entry Visa

All non-local students need to obtain a student visa to study in Hong Kong. The Hong Kong Immigration Department normally issues student visas only to applicants enrolling in a FULL-TIME course in the University. Information on visa application and related matters can be found at CEDARS website at <http://cedars.hku.hk/nonlocal/VisaMattersFAQ>. Currently, for taught course postgraduates from the mainland, the contact office at the University is the China Affairs Office. For research study postgraduates, the contact office is CEDARS.

Change of Visa Status during Study

It is the responsibility of individual students to maintain a valid and legitimate visa status throughout their studies at HKU. Should there be any circumstantial or personal changes leading to the termination of the student's prevailing visa status, the concerned student is required to report the changes immediately to the HK Immigration Department and to apply for a fresh visa for study. Pursuing study without a valid visa is a breach of the law.

Visa Extension

Non-local students studying at HKU for more than one year will have to renew their student visa **annually**. It is the responsibility of individual students to renew their visa in a timely manner to maintain a valid and legitimate visa status throughout their study at HKU. Currently, for taught course postgraduates from the mainland, the contact office

at the University is the China Affairs Office. For all other students, please contact CEDARS for visa extension. Details can be viewed at the CEDARS website <http://cedars.hku.hk/nonlocal/visa.html>.

Hong Kong Identity Card

Any visitor to Hong Kong (including a student coming from outside Hong Kong) who intends to stay for a period of more than 180 days is required by law to apply for a Hong Kong Identity Card at the Registration of Persons Office of the Immigration Department.

Information Guide

CEDARS compiles a *Guide for Newcomers* which contains useful information to help non-local students to settle in easily. An online copy is available under “Publications” from the CEDARS website <http://cedars.hku.hk>. Students can also register with CEDARS to be informed of ongoing events and news for international students. Notice boards across the campus also provide useful information.

GENERAL EDUCATION PROGRAMMES

- Non-Credit Bearing Learning

Director: Dr. Albert W. L. Chau

The General Education Unit (GEU) is committed to providing whole-person education and cultivating among students the breadth of knowledge, competencies, and qualities with which possession they can consider themselves (and be considered) as educated individuals. It organises programmes for all students¹ with an aim to enhance their general knowledge and understanding of the world, China, and Hong Kong, encourage independent thinking and judgment, and promote appreciation of cultural diversity and arts, moral development, personal growth and critical self-reflection.

The University believes that general education has to be based on awakening students' intrinsic motivation or inner drive to learn and to learn how to learn. Since 1995, the GEU has offered a number of non-credit-bearing courses and programmes. These learning activities form a substantial part of the co-curriculum for students.

Prominent scholars and professionals from both within and outside the University are invited to run courses. Community leaders and individuals with outstanding achievement in various sectors also come to the University to share their experiences and insights with students through forums and talks. The GEU also works closely with the academic faculties and departments of the University to organise various outside classroom learning activities.

In each academic year, the GEU organises more than thirty study schemes, theme weeks, courses and public events on international politics and economy; cultural, historical, and social development of Hong Kong and China; business, management, economics, thinking skills, emotional intelligence, personal growth, drama, dance, visual arts, creative writing, philosophy, science and technology, information technology, etc. We use a variety of dynamic and interactive pedagogical methods and many programmes are intensive workshop courses that are experiential in nature.

During each summer, we organise a few intensive projects which emphasize experiential learning and inter-cultural interactions. We also organize summer general education programme(s) for secondary school students and students admitted through the Early Admission System (EAS). These programmes are non-discipline specific and aim at promoting liberal arts and character education, as well as developing intellectual capabilities and core competencies.

Students' response to the general education courses and summer programmes has always been very enthusiastic. In the last academic year, for instance, a total of nearly 3,000 students were enrolled.

¹ *Full-time students have higher priority in enrolment than part-time students.*

A brochure on general education programmes will be distributed to students in September and January. Please visit our office on G/F, May Hall and our homepage (<http://gened.hku.hk/>) and Facebook page (<http://facebook.com/hkugeu>). You can also download our app from App Store (HKU GE) and Android Market (<https://market.android.com/details?id=com.phonegap.hkuge>). For enquiries, please call 2241 5044 or email to gened@hku.hk.

CAREERS EDUCATION AND PLACEMENT PROGRAMMES

Careers Education - A comprehensive Careers Education Programme has been designed by the Careers and Placement, CEDARS to help students learn more about themselves and their job aspirations and find employment that is personally satisfying and rewarding.

The Programme covers these topics:

1. Concepts of career and factors affecting career development;
2. Genesis of different interests, values, needs and abilities;
3. Career history of people from different walks of life;
4. Experience sharing of new and recent graduates;
5. Experience sharing of middle and senior graduates;
6. Inspirational talks by community leaders;
7. Pillars of the economy and business outlook;
8. Career talks covering destinations of previous HKU graduates
9. Mix-n-Mingle sessions between students and practicing executives.

THE FACULTIES, SCHOOLS AND DEPARTMENTS

The University currently has 10 faculties, organised into the following teaching departments:

Faculty of Architecture

- Department of Architecture
- Department of Real Estate and Construction
- Department of Urban Planning and Design
- Division of Landscape Architecture

Faculty of Arts

- School of Chinese (Chinese Language and Literature, Chinese History and Culture, Translation, Chinese Language Enhancement and Chinese Language Centre)
- School of English (English Studies, Cross-cultural Studies in English and Language and Communication)
- School of Humanities (Comparative Literature, Fine Arts, History, Linguistics, Music, Philosophy and African Studies)
- School of Modern Languages and Cultures (American Studies, European Studies, Japanese Studies, Modern China Studies, and other languages studies including Arabic, French, German, Greek, Italian, Japanese, Korean, Portuguese, Spanish, Swedish and Thai)
- Centre for Applied English Studies

Faculty of Business and Economics

- School of Business
- School of Economics and Finance

Faculty of Dentistry

(The Faculty has been re-organised as a unitary Faculty, with no structural subdivisions but a number of disciplines.)

Faculty of Education

- The Faculty is a unitary Faculty with seven divisions:
- Division of Information and Technology Studies
- Division of Chinese Language and Literature
- Division of English Language Education
- Division of Learning, Development and Diversity
- Division of Policy, Administration and Social Sciences Education
- Division of Science, Mathematics and Computing
- Division of Speech and Hearing Sciences

Faculty of Engineering

Department of Civil Engineering
Department of Computer Science
Department of Electrical and Electronic Engineering
Department of Industrial and Manufacturing Systems Engineering
Department of Mechanical Engineering

Faculty of Law

Department of Law
Department of Professional Legal Education

Li Ka Shing Faculty of Medicine

Department of Anaesthesiology
Department of Anatomy
Department of Biochemistry
Department of Clinical Oncology
Department of Community Medicine
Department of Diagnostic Radiology
Department of Family Medicine and Primary Care
Department of Medicine
Department of Microbiology
Department of Obstetrics and Gynaecology
Department of Orthopaedics and Traumatology
Department of Paediatrics and Adolescent Medicine
Department of Pathology
Department of Pharmacology and Pharmacy
Department of Physiology
Department of Psychiatry
Department of Surgery
Eye Institute
School of Chinese Medicine
School of Nursing
School of Public Health

Faculty of Science

Department of Chemistry
Department of Earth Sciences
Department of Mathematics
Department of Physics
Department of Statistics and Actuarial Science
School of Biological Sciences

Faculty of Social Sciences

Department of Geography
Department of Politics and Public Administration

Department of Psychology
Department of Social Work and Social Administration
Department of Sociology

HKU School of Professional and Continuing Education

The School of Professional and Continuing Education (HKU SPACE) is the University's Extension Arm. Its role is to provide lifelong learning opportunities to the wider Hong Kong community for personal and career advancement through programmes of professional and continuing education. With close to 1,000 full-time staff and over 2,000 part-time teaching staff, HKU SPACE is the leading local provider in the field of lifelong education. The School also offers full time Associate Degree and Higher Diploma programmes in the Community College, as well as full time top-up Bachelor's Degrees under the Centre for International Degree Programme.

The School conducts taught postgraduate programmes in a wide variety of subjects organized by the three Colleges (Business and Finance, Humanities and Law, and Life Science and Technology) and the Centre for International Degree Programmes. Some of these programmes are collaborative efforts with departments, centres or schools within the University, while others are joint ventures with overseas universities. In the academic year 2008-2009, there were 6,183 postgraduate student enrolments, equivalent to some 938 FTEs. Most courses are at Postgraduate Certificate, Postgraduate Diploma and Master's Degree levels. The School currently offers two doctoral level programmes: the Doctor of Education (Lifelong Education), in collaboration with the University of Nottingham; and the Doctor of Social Science in the field of Human Resource Development, in collaboration with the University of Leicester.

The School's headquarters are located in the T.T.Tsui Building on the University Main Campus. The School has a network of Learning Centres at Admiralty, Wan Chai, North Point, Quarry Bay, Kowloon Bay and Mei Foo. The 13-storey Kowloon East Campus with a gross floor area of 15,000 square metres was commissioned in early 2007. The 19-storey HKU SPACE Po Leung Kuk Community College in Causeway Bay was opened in 2008.

In Mainland China, HKU SPACE offers programmes in Suzhou, Beijing, Guangzhou, Hangzhou and Shanghai.

Information about the School is accessible through its web site at hkuspace.hku.hk.

Postgraduate courses offered within the University system include:

College of Business and Finance

Graduate Diploma in Marketing (Services)

(in collaboration with Hong Kong Institute of Marketing)

Postgraduate Certificate in China Business

Postgraduate Diploma in China Business
 Postgraduate Diploma in Enterprise Risk Management
 Postgraduate Diploma in Finance and Law
 Postgraduate Diploma in Investment Management
 Postgraduate Diploma in Professional Accounting
 Postgraduate Diploma in Marketing
 Postgraduate Diploma in Yield Management

College of Life Sciences and Technology

Postgraduate Certificate in Chinese Medicine
 Postgraduate Diploma in Advanced Nursing Practice (Enterostomal Therapy Nursing)
 Postgraduate Diploma in Advanced Nursing Practice (Intensive Care Nursing)
 Postgraduate Diploma in Business Intelligence
 Postgraduate Diploma in Information Technology
 Postgraduate Diploma in Information Technology (IT/IS Project Management)
 Postgraduate Diploma in IT Forensics

College of Humanities and Law

Graduate Diploma in Adult Education and Training
 Postgraduate Certificate in Building Engineering
 Postgraduate Certificate in Corruption Studies
 Postgraduate Certificate in Public Relations and Corporate Communications
 Postgraduate Certificate in Translation
 Postgraduate Diploma in Arbitration
 Postgraduate Diploma in Arbitration and Mediation
 Postgraduate Diploma in Creative Industries Management
 Postgraduate Diploma in Cultural Heritage Management
 Postgraduate Diploma in Enterprise Risk Management
 (in collaboration with College of Business and Finance and College of Life
 Sciences and Technology)
 Postgraduate Diploma in Facilities Management
 Postgraduate Diploma in Finance and Law
 (in collaboration with College of Business and Finance)
 Postgraduate Diploma in Integrated Arts
 Postgraduate Diploma in Integrated Marketing Communications
 Postgraduate Diploma in Music Therapy
 Postgraduate Diploma in Popular and World Musics
 Postgraduate Diploma in Public Relations and Corporate Communications
 Postgraduate Diploma in Public Relations and Exhibition Management
 Postgraduate Diploma in Translation

Centre for International Degree Programmes

Postgraduate Diploma in Media & Cultural Critique

Postgraduate courses offered with overseas universities include the following:

College of Business and Finance

- Graduate Certificate in Finance
Curtin University of Technology
- Master of Accounting
Curtin University of Technology
- MBA in International Management
University of London – Royal Holloway
- Wine MBA
Bordeaux Management School
- Master of Science in International Hotel Management
The University of Surrey
- Master Programme in Accounting
Dongbei University of Finance & Economics
- Master of Finance
Curtin University of Technology
- Master of Science in Finance
University of Michigan – Dearborn
- MSc in International Management
University of London – Royal Holloway
- MSc in Retail Management
University of Surrey
- MSc in Tourism Marketing
University of Surrey
- Master of Science in Business Management
Edinburgh Napier University
- Master of Science in Managerial Leadership
Edinburgh Napier University
- Master of Science in Marketing
Edinburgh Napier University
- Master of Science in Marketing with Festival and Event Management
Edinburgh Napier University
- Doctor in Business Administration (subject to approval)
Edinburgh Napier University

College of Life Sciences and Technology

- Graduate Diploma of Information Studies (subject to approval)
Charles Sturt University
- Master of Information Studies (subject to approval)
Charles Sturt University
- Master of Information Technology
Charles Sturt University
- Master of Physical Education and Sport Training
Beijing Sport University

- Master of Science in Biomedical Science
Edinburgh Napier University
- Master of Science in Clinical Pharmacy
University of Sunderland
- Master of Science/Postgraduate Diploma/Postgraduate Certificate in Dementia Studies
University of Stirling
- Master of Science in Food Safety Management
University of Wales Institute, Cardiff (UWIC)
- Master of Science in Human Nutrition/Postgraduate Diploma in Dietetics/Postgraduate
Diploma in Human Nutrition
University of Ulster
- Master of Science in International Pharmaceutical Science
University of Sunderland
- Master of Science in Medicines Management
University of Sunderland
- Master of Sports Administration
Ohio University

College of Humanities and Law

- Graduate Diploma in English and Hong Kong Law / Common Professional Examination
of England and Wales
Manchester Metropolitan University
- Graduate Diploma in Museum Studies
The University of Sydney
- LLM in Islamic Banking Law
International Islamic University Malaysia
- Master of Arts in Communications
California State University, Fullerton
- Master of Arts in Work-Based Learning Studies (Communication)
- Master of Arts in Work-Based Learning Studies (Creative Industries Management)
Middlesex University
- Master of Education (Lifelong Education)
University of Nottingham
- Master of Museum Studies
The University of Sydney
- Master of Science in Project Management
The University of Greenwich
- Master of Science in Facilities Management
The University of Greenwich
- Master of Science in Human Resource Development / Master of Science in Human
Resource Management and Development / Master of Science in Human Resource
Development & Performance Management / Master of Science in International HR
and Globalisation / Master of Science in Industrial Relations and HR
University of Leicester

Master of Science / Postgraduate Diploma / Postgraduate Certificate in Occupational Hygiene

The University of Greenwich

Master of Science / Postgraduate Diploma / Postgraduate Certificate in Safety, Health and Environment

The University of Greenwich

Master of Science in Real Estate

The University of Greenwich

Doctor of Education (Lifelong Education)

University of Nottingham

Doctor of Social Sciences in the field of Human Resource Development

University of Leicester

Details of the programmes are available in a general prospectus issued by the School twice yearly, in December and June. HKU SPACE staff can supervise research work in a wide variety of disciplines via registration through the appropriate department or Faculty. Those interested should contact the School Secretary & Registrar.

POSTGRADUATE COURSEWORK PROGRAMME ADVISORS

Faculty Curriculum	Programme Admission Advisor	Tel. no.	Fax no.
Faculty of Architecture			
Master of Architecture	Mr. T.R. Verebes	28592149	28572852
Master of Housing Management	Prof. R.L.H. Chiu	28592149	28572852
Master of Landscape Architecture	Mr. Leslie Chen	28597952/ 28591101	28572852
Master of Science in Conservation/ Postgraduate Diploma in Conservation	Dr. H.Y. Lee/ Ms. K.N. Cummer	28592149	28572852
Master of Science in Construction Project Management	Dr. F.F. Ng	28592149	28572852
Master of Science in Interdisciplinary Design and Management	Mr. Bay Wong	28592149	28572852
Master of Science in Real Estate	Dr. F.F. Ng	28592149	28572852
Master of Science in Urban Planning	Dr. F. Zhang	28592149	28572852
Master of Urban Design	Dr. S. Al	28592149	28572852
Postgraduate Diploma in Urban Design	Dr. S. Al	28592149	28572852
Faculty of Arts			
Master of Arts in Applied Linguistics	Dr. Yvonne Loong	28592910	25473409
Master of Arts in Chinese Historical Studies	Dr. S.K. Leung	28598910	28581334
Master of Arts in Chinese Language and Literature	Dr. Y.C. Chan	28598911	28581334
Master of Arts in English Studies	Dr. P. Smethurst	28592766	25597139
Master of Arts in Linguistics	Prof. L.H. Tan	28591109	25464943
Master of Arts in Literary and Cultural Studies	Dr. Esther C.M. Yau	22415110	28577955
Master of Buddhist Studies	Ven. Prof. K.L. Dhammajoti	28592847	25493040
Master of Fine Arts in Creative Writing in English	Dr. P. Richards	22415145	25597139
Postgraduate Diploma in English Studies	Dr. K.K. Lau	28592010	25473409

Faculty	Programme Admission	Tel. no.	Fax no.
Curriculum	Advisor		
Faculty of Business and Economics			
Master of Business Administration (Executive)	Dr. Maurice Tse	39621473	29896553
Master of Business Administration	Mr. Sachin Tipnis	39621268	29896553
Master of Business Administration (International)	Dr. Benjamin Yen	22415668	28585614
Master of Economics	Prof. Larry D. Qiu	28591043	28587585
Master of Finance	Dr. Jin Zhang	28591033	28587585
Faculty of Dentistry			
Master of Dental Surgery in Endodontics	Dr. G.S.P. Cheung	28590288	25599013
Master of Dental Surgery in Implant Dentistry	Prof. N.P. Lang	28590305	28586114
Master of Dental Surgery in Oral and Maxillofacial Surgery	Prof. N. Samman	28590268	25599014
Master of Dental Surgery in Orthodontics and Dentofacial Orthopaedics	Dr. R.W.K. Wong	28590554	28593803
Master of Dental Surgery in Paediatric Dentistry	Dr. C.K.Y. Yiu	28590256	25593803
Master of Dental Surgery in Periodontology	Prof. E.F. Corbet	28590301	28587874
Master of Dental Surgery in Prosthodontics	Dr. E.H.N. Pow	28590305	28586114
Master of Science in Community Dentistry	Prof. E.C.M. Lo	28590292	28587874
Master of Science in Dental Materials Science	Dr. J.P. Matinlinna	28590380	25489464
Master of Science in General Dentistry	Prof. T.W. Chow	28590359	25470164
Master of Science in Implant Dentistry	Prof. N.P. Lang	28590305	28586114
Advanced Diploma in Endodontics	Dr. G.S.P. Cheung	28590288	25599013
Advanced Diploma in Oral and Maxillofacial Surgery	Prof. N. Samman	28590268	25599014
Advanced Diploma in Orthodontics	Dr. R.W.K. Wong	28590554	28593803
Advanced Diploma in Paediatric Dentistry	Dr. C.K.Y. Yiu	28590256	25593803
Advanced Diploma in Periodontology	Prof. E.F. Corbet	28590301	28587874
Advanced Diploma in Prosthodontics	Dr. E.H.N. Pow	28590305	28586114
Faculty of Education			
Doctor of Education	Dr. B. Macfarlane	22415417	28585649
Master of Education	Dr. H.M. Ng	28592788	28585649
Master of Science in Audiology	Prof. B. McPherson	28590592	25590060
Master of Science in Information Technology in Education	Dr. M.E. King	22194722	28585649
Master of Science in Library and Information Management	Dr. S.K.W. Chu	22415894	25177194
Postgraduate Diploma in Education	Dr. M.M.W. Cheng	28592532	28585649
Postgraduate Certificate in Advanced Educational Studies	Dr. H.M. Ng	28592788	28585649
Faculty of Engineering			
Master of Science in Computer Science	Dr. K.P. Chow/ Mr. Martin Chan	28592191/ 22491873	25474442
Master of Science (Electronic Commerce and Internet Computing)	Prof. P.Y.S. Cheung/ Prof. Ricky Kwok	28592700/ 28598059	25474442
Master of Science in Engineering (Building Services Engineering)	Mr. H.N. Lam	28592640	28585415
Master of Science in Engineering (Electrical and Electronic Engineering)	Prof. S.C. Chan/ Dr. G.K.H. Pang	28598025/ 28578492	25598738
Master of Science in Engineering (Energy Engineering)	Prof. S.C. Chan/ Dr. G.K.H. Pang	28598025/ 28578492	25598738
Master of Science in Engineering (Environmental Engineering)	Dr. T. Zhang	28578551	25595337
Master of Science in Engineering (Geotechnical Engineering)	Dr. Z.Q. Yue	28591967	25595337

Faculty	Programme Admission	Tel. no.	Fax no.
Curriculum	Advisor		
Master of Science in Engineering (Industrial Engineering and Logistics Management)	Dr. L.K. Chu	28592590	28586535
Master of Science in Engineering (Infrastructure Project Management)	Prof. M.M. Kumaraswamy/ Dr. T.S.T. Ng	28591976/ 28578556	25595337
Master of Science in Engineering (Mechanical Engineering)	Dr. Y.H. Chen	28597910	28585415
Master of Science in Engineering (Structural Engineering)	Prof. F.T.K. Au	28592650	25595337
Master of Science in Engineering (Transportation Engineering)	Prof. S.C. Wong	28591964	25595337
Faculty of Law			
Juris Doctor	Prof. L. Ho	28592927	25593543
Master of Laws	Mr. J. Fry	28592446	25595690
Master of Laws in Arbitration and Dispute Resolution	Ms. K. Lynch	28592968	25593543
Master of Laws in Chinese Law	Dr. Zheng Ge	28592959	25593543
Master of Laws in Corporate and Financial Law	Prof. D. Arner	28592923	25593543
Master of Laws in Human Rights	Ms. K. Loper	22194235	25593543
Master of Laws in Information Technology and Intellectual Property Law	Dr. A. Cheung	28592967	25593543
Master of Common Law	Dr. Zhao Yun	28592928	25593543
Postgraduate Certificate in Laws	Mr. D. Lau	22194515	25593543
Li Ka Shing Faculty of Medicine			
Doctor of Nursing	Dr. A.M. Tarrant	28192643	28726079
Master of Chinese Medicine in Acupuncture and Moxibustion	Ms. S.X. Sun	25890491	28725476
Master of Chinese Medicine in the stream of Internal Medicine	Dr. K. Cao	28590477	28725476
Master of Medical Sciences	Ms. Elaine Chan	28199981	28184913
Master of Nursing/ Postgraduate Diploma in Nursing	Dr. W.H.C. Li	28192634	28726079
Master of Public Health	Dr. J. Johnston	28199108	28559528
Master of Psychological Medicine (Psychosis Studies)	Prof. E.Y.H. Chen	22554488	28551345
Master of Research in Medicine	Ms. Vikkie Chan/ Ms. Helen Chan	28199219/ 28199312	28184913
Master of Science in Chinese Medicines	Dr. Y.B. Zhang	25890481	28725476
Postgraduate Diploma in Child and Adolescent Medicine	Prof. G.C.F. Chan	28170641	28551523
Postgraduate Diploma in Community Geriatrics	Prof. T.P. Lam	25185657	28147475
Postgraduate Diploma in Community Psychological Medicine	Prof. T.P. Lam	25185657	28147475
Postgraduate Diploma in Diagnosis and Therapeutics in Internal Medicine	Ms. Celia Chor	22554607	28162863
Postgraduate Diploma in Infectious Diseases	Ms. Karis Larm	22553243	28551241
Postgraduate Diploma in Molecular and Diagnostic Pathology	Prof. U.S. Khoo	22553967	22185205
Postgraduate Diploma in Public Health	Dr. J. Johnston	28199108	28559528
Postgraduate Diploma in Psychological Medicine (Psychosis Studies)	Prof. E.Y.H. Chen	22554488	28551345
Postgraduate Certificate in Molecular and Diagnostic pathology	Prof. U.S. Khoo	22553967	22185205
Postgraduate Certificate in Public Health	Dr. J. Johnston	28199108	28559528
Postgraduate Certificate in Psychological Medicine (Psychosis Studies)	Prof. E.Y.H. Chen	22554488	28551345
Faculty of Science			
Master of Science in Environmental Management	Dr. K.M.Y. Leung	22990607	25599114/ 28583477
Master of Science in Materials Science	Prof. G.K.Y. Chan	28597917	

Faculty	Programme Admission	Tel. no.	Fax no.
Curriculum	Advisor		
Master of Science in the field of Applied Geosciences/ Postgraduate Diploma in Earth Sciences	Prof. A.W. Malone/ Prof. L.S. Chan	25592555/ 28598002	29155176 25176912
Master of Science in the field of Food Industry: Management and Marketing	Dr. E.T.S. Li/ Dr. J.M.F. Wan	22990807 22990838	25599114/ 28583477
Master of Science in the field of Food Safety and Toxicology	Dr. H.S. El-Nezami/ Dr. S. Ma	22990835 22990354	25599114/ 28583477
Master of Statistics	Dr. P.L.H. Yu	28592467	28589041
Faculty of Social Sciences			
Doctor of Psychology (Clinical Psychology)	Prof. T.M.C. Lee	39178394	28583518
Doctor of Psychology (Educational Psychology)	Dr. S. Lau	39178395	28583518
Master of Arts in China Development Studies	Dr. S.X. Zhao	39172838	25598994
Master of Arts in Transport Policy and Planning	Prof. B.P.Y. Loo	39177024	25598994
Master of Housing Management	Dr. T.M. Kwong	39178825	25086403
Master of International and Public Affairs/ Postgraduate Diploma in International Affairs	Dr Richard W. Hu	39172398	28583550
Master of Journalism/ Postgraduate Diploma in Journalism	Prof. Y.Y. Chan	39171155	28588736
Master of Public Administration	Dr. E.W.Y. Lee	39178362	28583550
Master of Social Sciences in Behavioral Health	Dr. R.T.H. Ho	39170500	28166710
Master of Social Sciences in Clinical Psychology	Dr. C.S.K. Poon	39175117	28583518
Master of Social Sciences in Counselling	Dr. S.S.K. Tse	39171071	28587604
Master of Social Sciences in Criminology	Dr. B. Bakken	39172057	25598044
Master of Social Sciences in Educational Psychology	Dr. S. Lau	39178395	28583518
Master of Social Sciences in Gerontology	Dr. K.L. Chou	39175940	28587604
Master of Social Sciences in Marriage and Family Therapy	Dr. S.K.M. Tsang	39171090	29649475
Master of Social Sciences in Mental Health	Dr. S.M. Ng	39174370	28587604
Master of Social Sciences in Social Service Management	Dr. C.K. Law	39172080	28587604
Master of Social Sciences in Social Work	Dr. K.C. Yeung	39171096	28587604
Master of Social Work	Dr. Y.C. Wong	39172078	28587604
Postgraduate Certificate in Psychology	Prof. G.H. Blowers	39172378	28583518
HKU School of Professional and Continuing Education			
Master of Housing Management	Dr. T.M. Kwong	25088825	25086403
Postgraduate Certificate in Chinese Medicine	Dr. W.Q. Lui	23766752	25270112

INSTITUTES, CENTRES AND UNITS

SAU PO CENTRE ON AGEING

The Sau Po Centre on Ageing is committed to enhancing the well-being of older people through its research, education, and knowledge exchange activities. The Centre has been instrumental in establishing the field of gerontology in Hong Kong and China. Locally, the Centre has provided consultation to the HKSAR government and major NGOs on policy change in program innovation in ageing services. It has helped introduce the long term care screening system and the community care voucher to Hong Kong. Globally, through its global ageing initiative, the centre has collaborated with other universities and research centres in Asia and North America to promote understanding of ageing issues across culture and to establish a network of researchers to promote betterment of older people's well-being through research and knowledge exchange activities. The Centre's researchers are multidisciplinary, coming from different social science departments at The University of Hong Kong, School of Medicine, as well as researchers from other higher educational institutions in Hong Kong and North America. The Centre has ongoing research projects in the areas of LTC policy, productive ageing, ageing in China, end of life care, dementia care, health literacy, and comparative ageing policy.

CENTRE ON BEHAVIORAL HEALTH

The Centre on Behavioral Health was established in 2002 by a team of multi-disciplinary professionals from the fields of behavioral science, psychology, social work, counselling, medical and health care.

The Centre adopts a holistic approach in promoting the mental, emotional and behavioral welfare of the community, and aspires towards achieving international recognition in the field. The Centre endeavors to provide ways of achieving harmony and balance of mind, body and spirit by bringing together Eastern and Western health philosophies, principles and practices.

The work of the Centre involves:

- (a) Empirical research in advancing psychosocial interventions and other holistic health practices. The research programmes are classified into four major areas:
 - (i) Primary Health Service: Health Enhancement
 - (ii) Secondary Health Service: Illness Prevention
 - (iii) Tertiary Health Service: Illness Treatment
 - (iv) Assessment Instruments
- (b) Clinical service including individual or family consultation, therapeutic groups and customized programmes for organizations and corporations;

- (c) Academic and professional training including research degree programmes (MPhil/PhD), seminars, workshops and conferences. The Centre launched a Master Degree in Behavioral Health, the first of this kind in Hong Kong, in 2004. The programme provides postgraduate training to health and social service professionals who are keen to develop evidence-based integrative practice in behavioral health.

CENTRE OF BUDDHIST STUDIES

The Centre of Buddhist Studies is the first academic centre of its kind established in a tertiary institution in Hong Kong. The Centre aims to become a solid research and teaching base for promoting awareness of the benefits Buddhist teachings can offer and the ways in which they can help our personal growth and enrich our culture and society.

The Centre strives to provide the best infrastructure and environment to conduct training and research for the understanding of the Buddha's teachings. The Centre endeavours:

- (a) To develop dialogue with the fields of education, psychology, social work and health care with the view of applying Buddhist teachings to a modern societal context;
- (b) To introduce a spiritual dimension in tertiary education which will ultimately enhance the quality of life in society;
- (c) To improve the general well-being of society by applying Buddhist wisdom and compassion to arts, culture, history, counselling, palliative care and other areas of relevance;
- (d) To promote contacts and communication between scholars working in the field of Buddhism in Hong Kong and in other centres of Buddhist Studies worldwide; and
- (e) To offer a platform for exchange between Buddhist scholars of the East and the West.

Major programmes and activities of the Centre include:

- (a) Inter-faculty electives and common core course in Buddhist studies for undergraduates from various faculties;
- (b) Master of Buddhist Studies degree programme: the first Master coursework programme in Buddhist studies in Hong Kong to provide students with a fundamental understanding of Buddhist teachings and their practical usage in modern societies;
- (c) Research degree programmes (MPhil/PhD); and
- (d) Talks, seminars, public lectures, workshops and conferences.

CENTRE FOR CIVIL SOCIETY AND GOVERNANCE

The Centre is a multi-disciplinary research unit that aims to enhance knowledge of civil society – its nature, constituents, dynamics, roles, and in particular its contributions toward governance, and to foster the development of a vibrant civil society in Hong

Kong, mainland China, and other parts of the world. The Centre seeks to do this through research, advocacy, and dissemination. The Centre's research covers topics such as NGO legitimacy, accountability, and corporate governance; the legal and regulatory framework of civil society; philanthropy and community foundations; civil society development in Hong Kong; and social cohesion in Hong Kong.

CENTRE FOR CRIMINOLOGY

The establishment of the Centre for Criminology is an indication of the University's commitment to the development of Criminology. The Centre provides a home for co-ordinated and indigenous studies of crime and criminal justice in Hong Kong. It also provides a platform for both academics and practitioners in the criminal justice system to share their knowledge and to assist in the development of effective strategies to deal with increasingly sophisticated crime in Hong Kong and the region.

The work of the Centre is overseen by an Advisory Board that consists of senior members of the Faculties of Law, Medicine and Social Sciences and Government Departments involved in the criminal justice system.

The Centre has appointed a number of Fellows of the Centre who are committed to support its aims. The Fellowships generate participation from a variety of disciplines and ensures diversity of interests.

The Centre has established a network of international advisers from well established Centres and Institutes throughout the world so that it can benefit from their participation in the affairs of the Centre and contribute to the development of criminology at the local, regional and international level.

Aims and Objectives

The mission of the Centre is to promote the development of criminological research, education and criminal justice policy to enhance the effectiveness of law enforcement, crime prevention and the treatment of offenders.

- (a) To develop the capability of the Centre to undertake research.
- (b) To undertake research into crime, offenders and victims.
- (c) To consolidate and publish data on research undertaken by the Centre and statistics on crime and justice.
- (d) To establish and develop links with international, national and local kindred organisations.
- (e) To organise conferences and seminars, to provide a forum for scholars and practitioners to consider issues related to crime and justice.
- (f) To run specialist courses for practitioners.
- (g) To promote undergraduate, postgraduate and other courses in criminology, criminal justice and related matters.

HKU FAMILY INSTITUTE

The HKU Family Institute is the leading centre in the region dedicated to promoting family health through family-oriented clinical practice and educational efforts. With expertise from various HKU Departments including Psychology, Psychiatry, Medicine, Pediatrics & Adolescent Medicine and Social Work & Social Administration, the Institute takes great pride in its multi-disciplinary approach to research, training and clinical practice.

The Institute has built its expertise on working with Chinese families as well as merging Eastern philosophies and Western family therapy concepts. Apart from functional somatic problems and common mental disorders, the Institute's scope of research also includes severe mental illnesses, especially on the impacts of family expressed emotions on the course of schizophrenia.

THE GRADUATE SCHOOL

The Graduate School was formally established by the Senate in June 1998. In the management of the research postgraduate (RPg) degrees i.e. Master of Philosophy (MPhil) and Doctor of Philosophy (PhD), the Graduate School deals with policy implementation on admission, academic programmes, progress monitoring, rules and regulations, and quality assurance.

The School's major roles are:

- to advise on quality assurance and the academic audit of graduate training and supervision;
- to participate in the formulation of policy on a wide range of issues affecting research students, including residential accommodation, postgraduate studentships, research support and other welfare;
- to maintain a regular review mechanism and provide feedback for policy considerations;
- to monitor and review the admission process and the academic progress of research students;
- to determine the results of higher degree research candidatures on the recommendation of the Board of Examiners;
- to organise courses on thesis writing and research skills and methods as part of the core programme for 4-year PhD and MPhil studies;
- to provide supporting services for prospective research students, current research students and staff engaged in supervision;
- to prepare and maintain a database on research postgraduate students;
- to disseminate good practice and ensure that it is applied in the faculties/ departments;
- to implement policies approved by the Policy Board of Postgraduate Education and to set guidelines on MPhil and PhD studies and supervisory arrangements to

help ensure the students will complete their candidature in an effective and efficient manner;

- to participate in training workshops in research supervision organised by the Centre for the Enhancement of Teaching and Learning (CETL) for new teachers; to organise an induction programme for new research students to introduce them to the University and the wide range of support services provided for their benefit;
- to organise seminars and lectures of general interest to postgraduate students;
- to disseminate information to students on scholarships and further study opportunities; and
- to keep up-to-date with international developments, innovations and practices in graduate education, e.g. the University is an international associate member of the Council of Graduate Schools in North America.

For more information about the Graduate School, please visit the website: <http://www.gradsch.hku.hk>.

HONG KONG INSTITUTE FOR THE HUMANITIES AND SOCIAL SCIENCES (incorporating the Centre of Asian Studies)

The Hong Kong Institute for the Humanities and Social Sciences was established in 2001. Its main objective is to organise innovative, interdisciplinary research and teaching primarily in the humanities and social sciences related to Chinese and Asian studies in the broad sense.

The Institute provides a robust platform for research on societies and cultures in China and in and inter-connected Asia, at The University of Hong Kong, and well networked with global academic partners. While deepening existing comparative regional studies of China, the Institute is developing new programme with strategic alliances in the United States, Europe, East Asia, India, and the Middle East. Key partners include Yale University, the Harvard-Yenching Institute, National Singapore University, and the Social Science Research Council.

The Institute offers two postgraduate programmes, the Master of Philosophy (M.Phil.) and the Doctor of Philosophy (Ph.D.), to students wishing to conduct research on humanities and social sciences in medicine, science and health in East Asia (China, Japan and Korea). The programmes involve members of the Institute, and other faculty members at the University. Candidates will conduct research under the supervision of at least one member of the University's teaching staff.

Further Information & Enquiry:

Tel: 2859 2460

Fax: 2559 6143

Email: ihssrpg@hku.hk

Website: www.hku.hk/ihss

JOURNALISM AND MEDIA STUDIES CENTRE

Housed in historic Eliot Hall, the Journalism and Media Studies Centre was founded in September 1999 to pursue excellence in journalism and foster Asian voices in the international media. Its vision is to promote civil society and an informed citizenry through a vibrant and professional news media, and to enhance professional standards and journalistic integrity.

A teaching and research unit under the University Senate, JMSC partners with other HKU departments and faculties, and with news media in Hong Kong and beyond. The Centre maintains graduate and undergraduate programmes, and conducts seminars, workshops and courses for news professionals as well as its students.

The Centre's training programmes stress intellectual development linked to experiential learning. Students must complete professional internships and regularly do so at top media outlets in Hong Kong. Many pursue internships throughout the world, particularly East Asia. The Centre maintains a global array of academic and professional exchange programmes.

The main JMSC research interests include China media studies, media law, business and financial journalism, digital media and public health communication.

The Centre's extensive offerings of discussions, debate and real-world learning experiences are targeted to help strengthen the news progression in Hong Kong and beyond. A primary goal is to nurture and institutionalize the press freedom that has been a hallmark of Hong Kong.

THE SWIRE INSTITUTE OF MARINE SCIENCE

The Swire Institute of Marine Science (SWIMS) was opened in 1990 on the southernmost tip of the scenic Cape d'Aguilar peninsula on Hong Kong Island. It is located on the shores of Hong Kong's only Marine Reserve and is therefore ideally situated for research into the ecology of marine life in Hong Kong.

The primary function of SWIMS is to provide a first class research environment for marine scientists and, especially, postgraduate students. As such, it has a wide range of field and laboratory facilities including an image analysis suite, an analytical laboratory, flow-through seawater aquarium, a reference library and a museum. SWIMS also has dedicated research boats and is fully equipped for dive (SCUBA) operations. Most importantly, as it is located within the Cape d'Aguilar Marine Reserve, researchers have immediate access to many shore types, subtidal habitats and the South China Sea for their field studies. SWIMS also encourages collaboration between Hong Kong marine scientists and overseas visitors through seminars, exchange visits and scholarship

schemes. In 2003, SWIMS facilities were further improved with the addition of a new seawater system and aquarium, and the refurbishment of the main laboratories, making SWIMS the most modern marine research facility in Hong Kong.

Accommodation for postgraduate students and overseas visitors is available in self-contained study bedrooms located in two residential blocks on the cliffs which overlook the laboratory and the outlying islands of the southern Hong Kong coast. Students interested in studying at SWIMS should contact the Honorary Director on 2809 2179. Further details about SWIMS can be found at <http://www.hku.hk/swims>.

SOCIAL SCIENCES RESEARCH CENTRE

The Centre is a focus for inter-disciplinary research both within the Faculty of Social Sciences and outside. There is special expertise in social research methods and in particular, telephone surveys for which there is a specialised computerised telephone interviewing set-up. Research interests include population policy, demographics, gambling, electoral studies, privacy, health-care policy and survey methodology. There are research assistants and research students working out of the Centre in addition to its permanent members of staff and honorary professors. Supervision is available at the Centre for research students.

The Centre also runs an annual Summer School in August/September on Research Methods for Social Sciences. This includes questionnaire design, computer methods for qualitative research, opinion polls, telephone surveys, using a data archive and other important topics. Details of the Summer School and other centre activities can be found at our homepage at <http://www.ssrp.hku.hk>.

THE HONG KONG JOCKEY CLUB CENTRE FOR SUICIDE RESEARCH AND PREVENTION

General Information

Founded in 2002, the Centre (“CSRSP”) in the Faculty at HKU has advocated the Public Health Approach in tackling the suicide and its related problems. We adhere to the promotion of community focused suicide prevention measures to further lower suicidal tendencies, all the while, advocating diagnosis and treatment intervention to individuals at risk. In this regards, suicide and its prevention is inherently a multi-disciplinary subject, requiring a diverse array of perspectives and expertise.

An advocate of the Public health Approach, CSRSP believes in not only intervention for suicidal individuals but also prevention of the risk factors and enhancing protective factors for the community at large. This cost-effective but high impact approach mobilizes and empowers the community so that the mental well-being in general can be uplifted while making the entire population less susceptible to suicide. Besides, CSRSP places a

strong emphasis on identifying patterns of suicide and suicidal behaviours in a group of population. CSRP searches for evidence-based measures; particularly those involve improving people's mental wellbeing against suicide and changing behaviours that put people at suicide risk.

The Aims of CSRP

- a) To generate and advance knowledge in suicide studies through vigorous scientific research
- b) To identify and advocate effective and viable suicide prevention strategies and measures
- c) To build evidence-based indigenous working models for suicide ideates, attempters, as well as to survivors through community-researchers collaboration
- d) To engage in knowledge-transfer research to the community via multi-media platform
- e) To enhance knowledge and skills in helping professionals through seminars, workshops and resource production

Website: <http://csrp.hku.hk>

Email: csrp@hku.hk

Tel: 2241 5013

Fax: 2549 7161

CENTRE OF URBAN STUDIES AND URBAN PLANNING

The Centre of Urban Studies and Urban Planning was first set up in 1980 as a non-Faculty-based independent academic unit. Its name was changed to Centre of Urban Planning and Environmental Management in 1991 and had provided a variety of postgraduate programmes in the field of urban planning, housing, environmental management, transport, and cognate areas. Following a major restructuring of the Centre of Urban Planning and Environmental Management in 2008, the urban planning and related programmes are offered by the Department of Urban Planning and Design in the Faculty of Architecture. The urban studies and planning research activities are carried out by the renamed Centre of Urban Studies and Urban Planning under the Faculty of Architecture which serves as a focal point for urban and regional research in Hong Kong, China and beyond.

Website: <http://www.hku.hk/cusup>

Email: cusup@hku.hk

Tel: 2859 2721

Fax: 2559 0468

LIBRARIES

The University Libraries is a central facility for research and knowledge discovery, and since its establishment in 1912, has been committed to providing the information infrastructure to support the research needs of the University community. Postgraduates are encouraged to take advantage of the library facilities and services available to make the research process an enjoyable and fruitful experience.

FACILITIES AND COLLECTIONS

The Libraries consists of the Main Library and six specialist branch libraries. They provide access to a collection, in print and electronic formats, honed for the research needs of the University community. The total stock of printed volumes in the Libraries is over 2.85* million, while there are also substantial holdings of audio-visual items and materials in microform. Around 64,453* (around 9,022* print and 55,431* E-journal) periodical titles/subscriptions are currently received. Apart from receiving copies of books and periodicals printed in Hong Kong under the provisions of the Books Registration Ordinance, the Libraries has also been designated as an official depository for the publications of a number of international organizations, namely the Asian Development Bank, the European Union, the World Trade Organization, United Nations Research Institute for Social Development, the United Nations and the World Health Organization.

Housed in the new and old wings of the Main Library Building, the Main Library contains over 1,360,231* bound volumes of Western-language materials, mostly on open access and classified according to the Dewey Decimal Classification, and is particularly strong in its collection on China and the Far East. Many unique and valuable items are placed in its Rare Book Room and the Hung On-To Memorial Library, the latter of which comprises a comprehensive collection of materials on Hong Kong. Also housed in the Main Library Building (Old Wing) is the Fung Ping Shan Library. It is the oldest of the six branch libraries and has a focus in Oriental-language materials, principally Chinese. Its collection amounts to over 975,057* bound volumes, including many rare items and a wide range of journals from China. Japanese and Korean materials are also collected.

The specialist libraries for Medicine, Law, Dentistry, Education and Music are located adjacent to the teaching departments which they support. The Yu Chun Keung Medical Library is located in the Faculty of Medicine Building, Sassoon Road, and has a stock of over 222,115* volumes with extensive collections on biomedical and health sciences. The Dental Library is located at the Prince Philip Dental Hospital at Sai Ying Pun. It comprises a stock of over 68,058* items, and is particularly strong in its holdings on dentistry. The Lui Che Woo Law Library is housed on the first and second floors of the K.K. Leung Building and has a total stock of about 130,098* volumes, with emphasis on Commonwealth law materials and the PRC and Southeast Asian jurisdictions. The Education Library is located on the fourth floor of the Runme Shaw Building and has a

stock of over 61,756* volumes, with vast collections on teaching support and curriculum materials. Due to space restrictions, periodicals and publications on the theory of education are housed in the Main Library. The Music Library in the Hung Hing Ying Building has a stock of over 36,323* volumes including bound periodicals, scores and audio-visual items.

Postgraduates will particularly appreciate the Libraries' rapidly expanding collection of digital resources, which are constantly reviewed to align with the latest information technology and made accessible through the most convenient channels available. Most of the bibliographic and full-text databases are accessible from the Libraries Homepage with the e-collection of books, journals and news readily retrievable at the desktop. Postgraduates may use ezproxy for authenticated remote access to these e-resources.

The Libraries offers a learning commons style facility on *Level 3* to provide a range of learning spaces suitable to different learning styles including reflective self-study as well as collaborative study in small and large groups. The Technology Zone offers 85 computers with Internet connection installed with software applications in support of study and research. With its state-of-the-art infrastructure, students can efficiently search the wealth of e-resources and produce their assignments or projects with the software provided. The Collaboration Zone provides an environment that fosters group discussion. 19 discussion rooms are equipped with state-of-the-art technology, such as interactive whiteboard, webcam, HD camcorder, interactive TV panel. Students may also wish to seek advice from professional librarians on duty who will be happy to show users how to navigate through the massive amount of information, identify useful resources and integrate them into their study and research. It is hoped that through this learning process users will be empowered to meet the many challenges of this knowledge-based era. Users can use their notebook computers in the Main and Branch Libraries to connect to the campus network and take full advantage of the technology in learning and research.

**as at 30 June 2011*

LIBRARY PRIVILEGES

Postgraduates may borrow 180 volumes and six audio-visual items. They may also charge out periodicals which are not available for loan to undergraduates. Bound periodicals housed in Hing Wai Storage can be borrowed for a period of up to fourteen days; bound periodicals in open stacks for three days; and unbound issues of periodicals for one day.

Single study rooms and research carrels are available in the Main Library for reservation by Higher Degree students who often require a quiet environment to conduct long hours of research. Booking is available at "BOOK A SPACE" in <http://lib.hku.hk/level3/>.

An inter-library loans service is also available to postgraduate students wishing to obtain materials not in the stock of the University Libraries. Requests may be made for the

loan of books or photocopies of periodical articles from local and overseas libraries. In an effort to support research needs, the Libraries will subsidise all current HKU postgraduates in procuring materials through the interlibrary loans service. The Libraries has also started an Overseas Book Loan Initiative from January 6, 2002. Any interlibrary loans on books which cannot be found from local sources will be purchased via another set aside fund. If the purchase fails in five days, the Libraries will obtain these books from overseas libraries through interlibrary loans. The Libraries will bear all costs incurred. A user initiated interlibrary loan service, namely, Hong Kong Academic Library Link (HKALL) has also been introduced in 2004. Through HKALL, all students can request books from all academic libraries funded by the University Grants Committee.

Postgraduate students are eligible to apply for JULAC (Joint University Libraries Advisory Committee) Cards which will enable them to use and borrow from the libraries of local UGC-funded tertiary institutions. Books borrowed from these local libraries may also be returned to the interlibrary loan counter of the Lending Services Division at the Main Library for despatch to the lending libraries. To allow time for despatch, books must be returned at least two working days before the due date. It should however be noted that students using other libraries are bound by the regulations of such libraries and will be required to pay fines for overdue books at the rate set by the libraries concerned. Students wishing to apply for JULAC Cards online at [http://lib.hku.hk/e-forms> Library cards application>JULAC Card Application Form](http://lib.hku.hk/e-forms>Library_cards_application>JULAC_Card_Application_Form). Please bring a passport size photograph when you pick up the JULAC Borrower's Card at the Registration Desk, Main Library.

Postgraduate Library Workshop are also arranged before the commencement of the academic year to equip new admits to the postgraduate programmes with the necessary information skills. Through these workshops, students will be able to know more about the library facilities and services and, more importantly, the information resources and the search skills to effectively find pertinent information in support of their research and study. These workshops will start in mid-August and will fill up very quickly. Interested students should register online at their soonest: <http://lib.hku.hk/general/instruction/>.

The Research Consultation Service is a personal research consultation service offered by our Librarian in specialised subjects to postgraduate students for advice on effective information research pertaining to their research projects. The service will be provided via appointment during office hours. Visit http://lib.hku.hk/mainlib/reference/research_consult.html for more information.

Admission to the Libraries

Students should produce their Student Registration Cards as proof of identity at the entrance to gain admission to the Libraries. To prevent unlawful use by another person, loss of the Student Registration Card must be reported as soon as possible to the Academic Services Office. Students have to fill in an “*Application form for replacement*” and present it to the Registration Counter of the Main Library where staff will immediately

suspend the borrowing privilege of the lost card. Once a replacement card is issued to a student by the Registry, he/she may resume the use of library services by completing the registration of the new card at the Registration Counter of the Main Library. Students should be aware that all library correspondences including recall, overdue, pickup and coming due reminders will be sent to the email address provided by the Computer Center of the University of Hong Kong. It is the responsibility for the student to check this email address and his/her circulation record frequently. Students should also note that they must notify the Academic Development and Quality Assurance Section immediately of any change of home or correspondence address by the HKU Portal.

More Information

For further information, students may wish to consult the Libraries Homepage at <http://lib.hku.hk> or seek individual assistance from the Information Services Division by email at hkulref@hkucc.hku.hk or by telephone at 2859 2203 or SMS 5131 2209.

ACADEMIC/SUPPORT UNITS

INFORMATION TECHNOLOGY SERVICES (ITS)

Information Technology Services (ITS), conveniently located on the first and second floors of Run Run Shaw Building, provides comprehensive information technology services with a state-of-the-art networking environment to support teaching, learning, research and administration. Its facilities include an advanced network, powerful central servers, high-performance computer (HPC) clusters and distributed PC laboratories, and its services include HKU Portal services, learning management system “Moodle” and web-based administrative applications.

HKU PORTAL SERVICES

ITS runs 24-hour non-stop computer and network services to support the IT needs of the University. All students are given a computer account, identified uniquely by a HKU Portal UID (User Identification) and an associated PIN (Personal Identification Number), for accessing a wide range of network services and applications conveniently.

The HKU Portal provides a user-friendly and easy-to-access interface for University members to access all the centrally provided IT services including services offered under the Student Information System (SIS), electronic mail, learning management system, web-based administrative applications, and Library services through our high-speed campus network.

COMPUTER AND RESEARCH SUPPORT FACILITIES

Powerful central computer servers support various web-based applications, departmental web sites and electronic email. Software packages for supporting engineering computation, scientific applications, simulations, graphics applications and statistical analysis are installed on these servers for use by staff and students.

ITS is a pioneer in high performance computing (HPC) and Grid Computing supporting computation-intensive research activities in Hong Kong. The current HPC facilities of the University include a 2,256-core Grid computing system of 64-bit CPUs with theoretical peak processing power of 29.15 Tera-FLOPS, which is set up in collaboration with the Department of Computer Science to establish the Hong Kong node of China National Grid (CNGrid) for supporting multi-disciplinary researches in the University as well as researchers in the Department of Computer Science. Other HPC facilities include a 24-node 64-bit-CPU cluster with theoretical peak processing power of 2.61 Tera-FLOPS and a 178-node 32-bit-CPU Linux cluster of 2.05 Tera-FLOPS.

HKU CAMPUS NETWORK

ITS has installed a high-speed and sophisticated campus network based on 10-Gigabit Ethernet and Fast Ethernet technologies with over 33,000 network access points installed which links together all the computer servers, workstations and PCs in the main and remote campuses.

Wireless access to the campus network and Internet is provided by over 2,500 WiFi access points and is available in all centrally-administered classrooms, public areas in the main campus, department offices and halls of student residence. Additionally, students can also enjoy WiFi access off-campus at PCCW and Y5Zone WiFi hotspots in town, and at other local and overseas universities using “Universities WiFi” and international “eduroam” capability respectively.

The University of Hong Kong is a member of the Joint Universities Computer Centre (JUCC) that manages HARNET (the Hongkong Academic and Research NETWORK) and coordinates inter-campus network services among the eight tertiary institutions in Hong Kong. The HKU campus network is connected to other tertiary institutions in Hong Kong through a resilient optical network backbone of HARNET that is built on the most advanced optical network platform supporting two 10Gbps ports at each institution to cater for future expansion. HARNET is connected to mainland China’s CERNET (China Education and Research Network) and TEIN3 (Trans Eurasia Information Network 3) in Europe through the high-speed connections of HARNET. The University also connects to mainland China’s CSTNET (China Science and Technology Network), ASGCNET (Academia Sinica Grid Computing Network) in Taiwan and KREONET (Korea Research Environment Open Network) in Korea.

PC LABORATORIES

ITS has a number of central PC laboratories for use by students and staff members. A wide variety of the latest PC software packages, including word-processing, web page design, graphical and multimedia tools, and statistical analysis are available on the PCs. Laser printing services are also provided in the laboratories at nominal charges. Apart from the central PC laboratories managed by ITS, PC laboratories are also available at the Faculties.

24 HOURS USER SERVICES

ITS’ computer and network services are available around-the-clock. To facilitate new students to know more about the ITS’ services and facilities, orientation courses are organized at the start of each academic year. Regular IT seminars, induction courses and training workshops on web page authoring tools and package software are also arranged throughout the year. Students can visit the ITS’ helpdesk office in the Run

Run Shaw Building or send email to ithelp@hku.hk for assistance on using the central computer and network services. Students are advised to familiarize themselves with the policies and regulations governing the use of the central IT facilities in Appendices G to J of this Handbook or refer to our web page at <http://www.its.hku.hk/home/about/policies.htm>. For more information about the services of ITS, please visit its web site at <http://www.its.hku.hk>.

IMPORTANT NOTES TO NEW STUDENTS

1. HKU Portal UID and PIN

The HKU Portal UID and PIN will be distributed to new students upon admission registration. **Thus, no application is required.** The pre-assigned UID begins with “h” or “u” followed by the 3rd to the 9th digits of the HKU student number. For example, if the 10-digit student number is 2012345678, the pre-assigned UID will be h1234567 and the corresponding email address will be h1234567@connect.hku.hk. Similarly, if the student number is 3031234567, the pre-assigned UID will be u3123456 and the corresponding email address will be u3123456@connect.hku.hk.

Students can change their pre-assigned UID (**once only during the entire study at the University**) upon admission registration at the University if they prefer to choose another UID. A fee of HK\$200 will be charged for subsequent requests to recover part of the administrative overhead. The UID chosen should resemble his name. ITS reserves the right to disapprove any chosen UID which is deemed inappropriate.

Since the personal information of students can be accessed using their UID and PIN, students are strongly advised to change their initial PIN as soon as possible and form a habit of changing their PIN regularly to prevent unauthorized access to their personal information. They must also keep their PIN confidential. The change of PIN can be done via the HKU Portal at <https://hkuportal.hku.hk>.

2. Connecting to the HKU Network

The network connection procedures for connecting to the campus network can be found at <http://www.its.hku.hk/services/acenet/connect.htm>.

Students can also access the “**HKU Open WiFi**” service (requires no prior configuration) before their mobile devices are configured for connecting to the University’s WiFi network, “**Universities WiFi**”. However, please note that the HKU Open WiFi is only for quick and immediate network access in an unsecure mode within limited bandwidth. More details can be found at <http://www.its.hku.hk/home/networks/wifi/openwifi/>.

In summary, after the one-time configuration and registration of a PC, students can access the following Internet services from the HKU campus without further configuration steps:

- a. Network communication WITHIN the campus network
- b. Other Internet services including
 - E-mail service (POP3/IMAP)
 - WWW (browsing the Internet using default TCP ports: 80/443)
 - Streaming media (for using Microsoft Media Player & Real Player)
 - FTP (file transfer)
 - ICQ connection for intra-campus file exchanges (default TCP ports: 667/5190)
 - MSN Messenger connection (default TCP port: 1863)
 - Yahoo Messenger connection (default TCP port: 5050)
 - VPN connection (default TCP port: 1723 / UDP port:500)
 - Skype connection (default TCP port: 80/443)

For using other types of network services, you will need to first login the HKUVPN2 gateway using your HKU Portal UID and PIN. See <http://www.its.hku.hk/services/vpn2/> for the configuration and connection steps for making HKUVPN2 connection.

3. Protect Your PC from Computer Viruses and Network Attack

Students must protect their PCs vigilantly against computer viruses, trojan horses and spyware because they affect not only the operation of their PCs but also the performance of the entire campus network and the Internet. **It is every user's responsibility to do the following** (more details available at <http://www.its.hku.hk/faq/virus.htm>):

- a. **Perform Windows Critical Update** whenever new critical update is available.
- b. **Install an anti-virus and anti-spyware software** on the PC and update it with the virus and spyware definition file daily, preferably to be done immediately after the PC is started up.
- c. If a PC is infected with a virus, the virus may disable it from accessing anti-virus web sites and so it cannot be updated with the latest virus definition file. Students must use another PC to download the special removal tools and the latest virus definition files from the anti-virus web sites (please refer to the FAQ page on Computer Virus at <http://www.its.hku.hk/faq/virus.htm>).
- d. Do NOT open suspicious mail or attachment from unknown/suspicious source.
- e. Do NOT visit suspicious web sites or click on unknown web links.
- f. Always remember to switch off a PC when not in use for a prolonged period to reduce its chance of being attacked and if infected, to attack other computers or the network. This also saves energy.

4. Policies and Regulations

All students are required to abide by the policies and regulations in using the University's computer and network facilities and services. These policies and regulations can be found in the appendices of this Handbook or at <http://www.its.hku.hk/home/about/policies.htm>.

5. More Information

More useful information to new students can be found from the ITS Guide at <http://www.its.hku.hk/handbook/ccguide/2012-2013/>. A comprehensive overview of the services provided by ITS is available at <http://www.its.hku.hk/home/about/services.htm>. Students can also refer to ITS homepage at <http://www.its.hku.hk/> for a general coverage of the information on its popular facilities and services.

ELECTRON MICROSCOPE UNIT

The Electron Microscope Unit (EMU) provides advice and centralised training to both academic staff and research students in the aspects of electron microscopy for the entire University. The principal users of the EMU facilities come from the Faculties of Engineering, Medicine and Science. The unit manages three transmission electron microscopes, three scanning electron microscopes and one dual-beam focus ion beam system. Supporting these equipments are all the facilities necessary for the sample preparation, as well as photographic printing and on-line computing services all of which are housed in the University Pathology Building in the Queen Mary Hospital Compound.

CENTRE FOR APPLIED ENGLISH STUDIES

The Centre for Applied English Studies (CAES) primarily offers English enhancement programmes to assist undergraduate and postgraduate students to use English more effectively in their academic studies and their subsequent careers. In addition, CAES offers two taught postgraduate programmes leading to the degree of Master of Arts in Applied Linguistics and the Postgraduate Diploma in English Studies.

CAES also offers the following support for independent learners of English:

- The language Resource Centre (LRC) (Room B0613) offers a broad range of self-study materials, small group learning activities, consultations with a CAES teacher for advice on improving English, and an individually tailored Self-Directed English Programme. The materials and activities of the LRC address all language skills including academic writing and improving oral fluency and confidence.
- The Peer Tutoring Scheme (provided jointly with CEDARS) is operated in Learning Plus in the Main Library. Peer tutors are selected for their native or near-native speaker abilities and provide an opportunity to practice speaking, improve confidence or maintain existing skills.
- Virtual English (<http://caes.hku.hk/ve>) serves as a guide to the resources available to HKU students for self-study of English. It provides information about all the independent learning opportunities offered by CAES and is the place to sign up for workshops, book consultations or search the learning materials catalogue.
- The English Learning Wiki (http://caes.hku.hk/ve/wiki/index.php/Main_Page) provides a large collection of suggestions for and links to ways of studying English

locally and via the web. This is the venue for ideas for improvement and links to appropriate learning materials.

Postgraduates are also encouraged to make good use of short courses/workshops offered by the Centre such as the IELTS workshops offered at various times throughout the year and the Summer Institute courses held in May/June.

LABORATORY ANIMAL UNIT

The laboratory Animal Unit (LAU) is a service unit of the Li Ka Shing Faculty of Medicine. The Unit was established in 1979 and accredited by AAALAC (Association for Assessment and Accreditation of Laboratory Animal Care International, AAALAC website: <http://www.aaalac.org/>) in 2005.

Mission

The LAU is committed to the provision of quality laboratory animals, well-equipped experimental animal holding facilities and professional services to support the leading role of the University in research and teaching.

LAU Services

1. Supply of animals, diets, bedding materials, drugs and other consumables, including delivery service.
2. Provision of centralised animal holding and surgical facilities.
3. Provision of advisory/veterinary service which comprises clinical examination and disease investigation/treatment/prevention/control. Disease investigation service includes post-mortem and follow-up bacteriological, mycological, parasitological, serological and histo-pathological examinations.
4. Provision of cage washing/disinfection service and diet/bedding/cage autoclaving service.
5. Provision of training for laboratory animal users.
6. Importation/exportation of animals (including issue of veterinary health certificates) and purchase/short-term loan of cage equipment.

For more information, please visit our website at <http://www0.hku.hk/launit/>.

SCHOOL OF MODERN LANGUAGES AND CULTURES

The School of Modern Language and Cultures offers degree and certificate courses in Arabic, French, German, Modern Greek, Italian, Japanese, Korean, Portuguese, Spanish, Swedish and Thai. It has special purpose rooms, language laboratories and multi-media learning centres for language teaching, and a practice laboratory for students' use. The Practice Laboratory contains good collections of audio and video materials, self-learning packages and computer-assisted instruction packages for language learning. These

facilities are open to all members of the University.

Opening Hours for the self-access learning facilities can be obtained through the web page (<http://www.hku.hk/smlctech>).

TECHNOLOGY SUPPORT CENTRE

Technology Support Centre provides the following electrical, electronic and mechanical engineering services to support research, teaching and administration activities of the University.

- development, design and fabrication of electronic and mechanical instruments and components for research, teaching and student projects;
- consultation and advisory service for development, selection and purchase, installation, operation, application, safety and disposal of electronic and mechanical instruments and materials;
- repair and maintenance of equipment for departments;
- provision of calibration service for equipment; and
- provision of training in the operation and maintenance of instruments.

TECHNOLOGY TRANSFER OFFICE (TTO)

The Technology Transfer Office is responsible for managing and administering the intellectual property of the University of Hong Kong. It has two functional units, namely the Intellectual Property Office and the Legal Office. The Intellectual Property Office is responsible for applying intellectual property protections, like patent and trademark applications, for HKU technologies. The Legal Office is responsible for overseeing all the legal matters arising out of the technology transfer activities of the University.

UNIVERSITY CONTRACT RESEARCH COMPANY: VERSITECH LIMITED

All the commercialisation and business arrangements arising out of the technology transfer activities of the University are handled by Versitech Ltd, the commercial arm of the University of Hong Kong. Versitech Ltd is a wholly-owned subsidiary of the University and it offers a full set of services in the following areas to ensure effective technology transfer for the University:

Training - Organises short courses and other training services.

Commercialisation - Commercialises the intellectual property of the University through licensing and collaboration with industry.

Contract Research and Consulting - Performs research and development activities funded by industry and government organisations to add commercial value to the intellectual capital assets of the University.

For more information, please visit our website at <http://www.tto.hku.hk/>.

UNIVERSITY MUSEUM AND ART GALLERY

Formerly known as the Fung Ping Shan Museum, the University Museum and Art Gallery, is the oldest museum in Hong Kong. It was re-named in 1994, and its new wing opened in the University's T. T. Tsui Building in 1996. The Museum mounts a wide range of exhibitions including Chinese and non-Chinese art and antiquities, photography and exhibitions on local Hong Kong history and culture. Its permanent collections consist of Chinese ceramics, paintings and bronzes; Chinese oil paintings and the largest-known collection of Yuan dynasty (1271–1368) 'Nestorian crosses', many of which are on display. In recent years, the Museum has also sought to promote local artists and photographers.

The curators of the University Museum and Art Gallery play an important role in promoting art education by teaching courses on Museum Studies and Chinese Material Culture in the University's Department of Fine Arts. The Museum also organises a wide range of exhibition-related activities and lecture series throughout the year that are open to the public.

Students can also join the The Hong Kong University Museum Society, which organises many exclusive members-only cultural events to support the interests of the Museum and its friends.

EQUAL OPPORTUNITY UNIT (EOU)

The University is committed to creating, promoting and maintaining an environment for staff and students which provides equality of opportunity, which is free of any discrimination and harassment.

The vision and mission of this unit are as follows:

Vision

To assist the University in creating an environment which provides equality of opportunity, and which is free of any discrimination and harassment.

Missions

- (a) To enhance the sensitivity of the students and staff of the University on equal opportunity issues through education, administrative measures or otherwise.
- (b) To handle discrimination/harassment complaints and enquiries efficiently and impartially.
- (c) To identify and recommend changes to policies/practices that may be inconsistent with equal opportunity principles.

For enquiries and complaints, please contact us (Tel.: 2241 5115; Email: eouunit@hku.hk; Office: Room 749, Knowles Building).

The “Policy on Equal Opportunity” is at page 163 and the “Procedures for Handling Discrimination/Harassment Complaints” is at Appendix M. For more information, please visit the EOU website at <http://www.eouunit.hku.hk>.

COPYRIGHT

LECTURES

Students are warned that notes taken in lectures and course materials supplied to them by departments are to be used by them only for the purposes of research or private study. Similarly, lectures may not be recorded without the permission of the lecturer; if the lecturer permits recording, it must be subject to any conditions which are stipulated at the time of granting permission. The copyright of each lecture delivered in the University is vested in the lecturer delivering it. Failure to heed this warning may result in an infringement of the copyright laws.

PHOTOCOPIES

Any copying of copyright materials by students on self-service copiers within the University must be kept within the scope of fair dealing for the purposes of research or private study under the copyright legislation currently in force in Hong Kong.

Although there is no statement in the legislation as to the maximum amount of copying allowed under the fair dealing provision, the following principles should be observed:

- (a) Copying must be made for the purposes of the student's own research or private study;
- (b) The extent of copying must be kept to the minimum necessary for the above purposes; AND
- (c) Copying must result in no more than one copy of the same work.

In the absence of any quantitative guideline, students are advised against doing, among other things, any of the following:

Copying more than one article from a periodical or newspaper;
Copying more than one chapter from a book; OR
Multiple copying of any kind.

If these guidelines are not followed, users of the self-service copying machines may render themselves liable to legal action from copyright holders for breach of copyright.

The making of copies of copyright materials by Library staff for library users without the express permission of the copyright holder is strictly limited under the copyright law. Generally, subject to certain prescribed conditions, only one copy of one article from a single periodical issue, or one copy of a reasonable proportion of a published literary, dramatic or musical work (other than an article in a periodical) may be supplied by Library staff to a library user solely for the purposes of the user's research or private study.

INTERNET MATERIALS

Materials on the Internet are protected by copyright. The mere fact that they are made available to the public via the Internet does not mean that they can be copied without permission. Without the copyright holder's permission or a licence, any copying of such material by a student (e.g. including the material in the student's work or printing it out on paper) must not exceed the scope of fair dealing for the purposes of research or private study.

Similarly, uploading of copyright material on to the Internet is an act of copyright infringement if it is done without the consent of the copyright holder.

THESES OR DISSERTATIONS

The following aspects of copyright law may affect candidates who will write theses or dissertations:

- (a) Quotations from other copyright material may be freely made in theses or dissertations, provided that there is no intention to publish them and provided they are clearly marked as such and the source given. If, however, it is intended for publication, the following steps should be taken:
 - (i) Any quotations should be clearly marked as such (by the appropriate use of quotation marks or indentation) and the source given.
 - (ii) For any quotation of more than a few lines, the permission of the copyright holder must be obtained before the thesis is published (but not necessarily before it is submitted).
 - (iii) Acknowledgement of permission to reproduce the material quoted should be made in the form approved by the copyright holder.
- (b) Copyright material varies according to the laws of the country of publication, but generally the following may be considered as not subject to the provisions of copyright laws:
 - (i) Printed matter the author of which has been dead for more than fifty years (care must however be taken not to quote from a more recent edition which is still subject to copyright).
 - (ii) Publications from countries which are not signatory to the Universal Copyright Convention, provided it is not intended to publish the thesis within those countries. The People's Republic of China and the Hong Kong SAR are signatories to the convention. Taiwan is not.

In case of doubt, it is safest to assume that copyright exists.

- (c) The copyright holder can usually be identified from the publication concerned. It is usually either the author or the publisher, and the statement prefixed by the

symbol © on the reverse of the title page (in recent publications) is the source of this information. If no such statement can be found, an inquiry should be sent to the publisher.

- (d) By law, a thesis or dissertation has the status of an unpublished manuscript. The author is the copyright holder. Upon submission of his/her thesis, to the University Library, the Library seeks consent from the author,
- (i) to make copies of the printed thesis in various media for limited use, i.e., for purposes of private study and research only, and
 - (ii) to store the electronic copy in the online database managed by the University's Library, which is open to universal access.

Deposit of the printed thesis in the University Libraries or another department of the University does not transfer copyright to the University or any part of it. Storage of the electronic thesis in the online database does not transfer copyright to the University or any part of it. The author retains his/her general copyright, which disallows others from publishing materials from the thesis without the author's written permission.

REVIEW OF COPYRIGHT ORDINANCE

- (a) The Copyright (Amendment) Ordinance 2007 which came into force on 6 July 2007 has brought about the changes to the Copyright Ordinance that affects teachers and students. These changes include a new “fair dealing” exemption to allow teachers and students to use or deal with reasonable portions of copyright works, in printed form and for those made available on the Internet, in a fair manner for teaching and learning in a specified course of study. For more information, visit the Intellectual Property Department at http://www.ipd.gov.hk/eng/intellectual_property/copyright/copyright_ordinance.htm or view “Hong Kong's Amended Copyright Law: a Guide for Teachers and Students” at http://www.ipd.gov.hk/eng/intellectual_property/copyright/edu_guide.pdf.
- (b) On 30 September 2002, the Government issued a set of guidelines for photocopying of printed works by not-for-profit educational establishments with a view to clarifying the extent of permissible photocopying by teachers for classroom use. These guidelines have come into effect since 2 October 2002, and can be viewed at http://www.ipd.gov.hk/eng/intellectual_property/copyright/workshop/clarifying/Eng_guidelines_040604.pdf.

PLAGIARISM

The ordinary meaning of plagiarism is stated by the Oxford English Dictionary as:

“...to take and use as one’s own the thoughts, writing or inventions of another.”

In terms of how this affects students, plagiarism is defined by the University’s Regulations Governing Conduct Students’ Academic concerning Assessment (Regulation 6) as:

“...the unacknowledged use, as one’s own, of work or another person, whether or not such work has been published.”

In simple terms, plagiarism is about copying. It does not matter whether the work that has been copied has been published or not. It does not matter how the work was produced. It could include work contained in printed form such as a book, an article or lecture notes, or in electronic form such as a website, or an audio-visual production, to name but a few. It does not matter whether a student changes a few, or even many, of the words or thoughts expressed by someone else. The important points are that work was copied from someone else and that no acknowledgement was made of this fact.

The university does not allow plagiarism. Any act of plagiarism is a disciplinary matter that can result in serious consequences, including expulsion from the university.

The university has published a booklet entitled “What is Plagiarism?” by Prof. Johannes Chan of the Faculty of Law and another booklet entitled “Plagiarism and How to Avoid It” by Dr David Gardner of the Centre for Applied English Studies. They are available from the Graduate School or from the Copyright & Plagiarism website at <http://lib.hku.hk/tl/cp.html>. Students are advised to read them.

COPYRIGHT & PLAGIARISM WEBSITE

<http://lib.hku.hk/tl/cp.html>

This website draws together pertinent information about copyright, related legislation and guidelines. It also includes useful resources on plagiarism.

BAD WEATHER

Classes and examinations may be cancelled when Tropical Storm Warning Signal No. 8 (or a higher number) or the Black Rainstorm Warning Signal is hoisted.

For Classes and Examinations Not Yet Started

If either of the warnings is hoisted or in force <i>at or after 6:00am</i>	All morning classes and examinations commencing <i>before 2:00pm</i> will be cancelled automatically.
If either of the warnings is hoisted or in force <i>at or after 11:00am</i>	All afternoon classes and examinations commencing at any time <i>from 2:00pm and before 6:00pm</i> will be cancelled automatically.
If either of the warnings is hoisted or in force <i>at or after 3:00pm</i>	All evening classes and examinations commencing <i>from 6:00pm</i> onward will be cancelled automatically.

For Classes and Examinations Already Started

When Tropical Storm Warning Signal No. 8 or above is hoisted	All classes will be suspended immediately. All examinations will continue until the end of that examination session.
When Black Rainstorm Warning Signal is hoisted	All classes and examinations, except those held outdoors, will continue. For outdoor classes and examinations, the responsible staff members on the spot should suspend the activities immediately, ensure that all students are taken to a safe place, and remain there until it is safe for them to return home.

When Tropical Storm Warning Signal No. 3 or Red Rainstorm Warning Signal is in force, it should be assumed that all classes and examinations will be held as scheduled unless an announcement to the contrary has been made by the University.

PERSONAL DATA (PRIVACY) ORDINANCE

The Personal Data (Privacy) Ordinance (Ordinance) was brought into force on December 20, 1996. The University as a data user controls the collection, holding, processing or use of the data. Student data are collected at different stages, such as application, admission, registration and graduation, for various academic and administrative purposes relating directly to the functions and operations of the University.

Under the provisions of the Ordinance, a student being a data subject has the right to request the University (data user) to ascertain whether it holds his/her personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Both data access and correction requests will be processed within 40 days after receipt of the relevant requests.

Applications for access to personal data should be made by using a Requested Form specified by the Privacy Commissioner. The form can be downloaded from <http://www.pcpd.org.hk/english/publications/files/Dforme.pdf>. Requests for correction of data should be made in writing with supporting documentation.

For the processing of data access requests, a fee is charged and the current fee schedule is:

\$5 photocopying fee per page

Enquiries should be directed in writing to the Data Protection Officer of the University, Registry, 10/F, Knowles Building, or by email to privacy@reg.hku.hk.

PREVENTION OF BRIBERY ORDINANCE

Universities are classified as “public bodies” for the purposes of the Prevention of Bribery Ordinance and the definition of the term “public servant” as used throughout the Ordinance includes

“any employee or member of a public body, whether temporary or permanent and whether paid or unpaid ...”.

This means that every member of the University, whether he/she is a teacher, an undergraduate, a graduate, or any other kind of member, and every person employed by the University, even if only temporarily, on a part-time basis, or unpaid, is classified as a “public servant” for the purposes of the Prevention of Bribery Ordinance.

Students should make themselves thoroughly acquainted with this Ordinance, and study its implications for them personally. Their attention is particularly drawn to the following sections of the Ordinance:

- (a) **Section 4:** which prohibits both the “offering of an advantage” to, and the “solicitation of an advantage” by, a “public servant”;
- (b) **Sections 5, 6, and 7:** which prohibit the bribing of “public servants” in relation to certain specific dealings with “public bodies”, namely contracts, tenders and auctions;
- (c) **Section 8:** which applies also to “public servants” and prohibits the offering of a bribe by a person having dealings with a “public body”.

POLICY ON EQUAL OPPORTUNITY

Policy statement

1. The University is committed to creating, promoting and maintaining an environment for staff and students which provides equality of opportunity, which is free of any discrimination and harassment. It supports equal opportunity and strongly opposes discrimination/harassment. The University will take whatever action may be needed to prevent, and if necessary, discipline behaviour which violates this Policy.

Implementation

2. A member, employee or student of the University shall not discriminate or harass any other member, employee or student of the University or any other person who has dealings with the University.
3. The University's equal opportunity policy forbids the following discrimination/harassment in activities carried out in the course of employment, education, provision of goods and services, or other activities organised by the offices of the University. The definitions of the following terms in the relevant legislation will apply unless expressly extended as provided in paragraphs 1-14 of the Procedures for handling discrimination/harassment complaints:
 - i. Sex discrimination,
 - ii. Sexual harassment,
 - iii. Disability discrimination, harassment and vilification*,
 - iv. Marital status discrimination,
 - v. Pregnancy discrimination,
 - vi. Family status discrimination,
 - vii. Harassment on the grounds of sexual orientation, and
 - viii. Racial discrimination and harassment.

(*As to the admission and employment of persons with a disability, the University has laid down specific policies in helping persons with a disability, as published in prospectuses and Staff Handbooks.)

4. The University would not tolerate discriminatory behaviours as defined at paragraphs 1-14 of the Procedures unless the discriminatory act was an exception. The University allows certain exceptions under this policy. For example, a female hall refuses to accept a male student as a resident. This is sex discrimination but it is a kind of exception for safety and decency reasons. Yet, for harassment cases, no exceptions are provided. The Discrimination Complaints Committee will have the power to define exceptions under paragraph 15 of the Procedures.

5. The University requires all its employees who hold supervisory positions to take all necessary steps in order to ensure that any member, employee or student of the University or any other person who has dealings with the University is not subject to discrimination/harassment.
6. The Council of this University adopts a set of formal procedures for the investigation of discrimination/harassment complaints. The Procedures apply to all full-time or part-time staff and students in the University.
7. Without prejudice to the right of every University member to lodge formal complaints of discrimination, the Council also recognises that very often complaints can be most effectively and speedily resolved through informal means at departmental or unit level, without the need to have recourse to formal, quasi-judicial procedures. The Council therefore requests Faculties, Departments and other units of the University to appoint, as far as possible, at least two members of staff, of both gender, as Equal Opportunity Advisers on discrimination issues. The responsibility of these Advisers would include, in liaison with the University's Equal Opportunity Unit, providing information and advice on issues of discrimination/harassment, receiving complaints of discrimination/harassment in confidence and, with the consent of the complainant, attempting to resolve the matter.
8. The Vice-Chancellor may take various administrative steps, as the case might warrant, to protect any members of the University or the proper functioning of the University.
9. Students/staff with enquiries, complaints, or requests for assistance on discrimination issues could contact a number of offices.
 - i. The Equal Opportunity Unit is responsible for informing individuals regarding the University policies and procedures relating to discrimination, outlining options that may be available to them for addressing their concerns or complaints, and offering assistance to the individuals concerned in the subsequent mediation or complaint resolution processes (tel: 2241 5115; email: eounit@hku.hk).
 - ii. The Centre of Development and Resources for Students provides a wide range of support and resources for students to have a safe and diverse student life. Its Counselling and Person Enrichment section provides individual counselling, consultation and support services to students in need. (Tel: 2857 8388; Email: cedars-cope@hku.hk)
 - iii. Students/staff may also contact the responsible bodies such as Halls and Departments if it is appropriate.

The Procedure for Handling Discrimination/ Harassment Complaints is at Appendix M. Enquiries and complaints should be directed to the Equal Opportunity Officer of the University. (Tel: 2241 5115; Email: eounit@hku.hk; Website: <http://www.eounit.hku.hk>; Office: Room 749, Knowles Building.)

NO-SMOKING POLICY

Tobacco smoke is a major health hazard to all those who are exposed to it. The health problems arising from tobacco smoke inhalation are serious, disabling and sometimes fatal, everyone should be protected from involuntary exposure to it. The University is committed to creating a healthy work and study environment, and wishes to solicit the support of its staff and students to ensure that this policy is properly implemented.

To achieve this goal, smoking is banned in the entire University campus except in areas designated by the University where smoking is permissible, i.e. smoking venues.

The no-smoking policy shall apply uniformly to all University staff, students and visitors. The University is prepared to take action against staff and students who breach the policy.

The no-smoking policy and designation of smoking venues shall be reviewed from time to time.

POLICY FOR ETHICAL PRACTICE IN RESEARCH

1. Preamble

- 1.1 Research and scholarship are vital University functions. The nature and scope of our ethical duty rests on two fundamental assumptions that ought to be self-evident. The first is that of honesty in the conduct of research, the reporting of findings, and the proper attribution of ideas and their source. The second is that positions of seniority or responsibility should never be abused so as to put pressure on colleagues or research students, for example, to forego their right to proper acknowledgement of their contribution to the research or publication in question. Any rules governing the conduct of research flow from these two essential principles.
- 1.2 In pursuing their research activities, all members of the University are under an obligation to observe the highest standards of professional conduct. To do otherwise would not only defeat the object of scholarly enquiry, but bring both the researcher and the University into disrepute. The need for researchers to comply with strict ethical guidelines is especially pressing where the pressure to publish may generate a temptation to neglect or relax normal practices.
- 1.3 In formulating this Policy for Ethical Practice in Research (hereinafter referred to as the “Policy”), it is recognized that times and practices change; and no attempt is made to anticipate developments. We wish to emphasise the importance of striking a balance between the sharing of information which is a vital ingredient of scholarly enquiry, on the one hand, and the need for proper protection of ideas and their authors, on the other.
- 1.4 The broad principles that guide research have been long established. Central to these are the maintenance of high ethical standards, and validity and accuracy in the collection and reporting of data. The responsibility of the research community to the public and to itself is acknowledged.
- 1.5 The processes of research protect the truth. Communication between collaborators; maintenance and reference to records; presentation and discussion of work at scholarly meetings; publication of results, including the important element of peer refereeing; and the possibility that investigations will be repeated or extended by other researchers, all contribute to the intrinsically self-correcting nature of research.
- 1.6 The present Policy is intended to serve as a framework for sound research procedures and for the protection of both the University and individual research workers.
- 1.7 All experiments, where the University has an interest, involving consent of human subjects and the use of vertebrate animal subjects must be referred for approval of the appropriate Faculty Ethics Committee, and/or that of the Committee for the Use of Animals in Teaching Research.
- 1.8 Research should, of course, be conducted in compliance with applicable laws, safety and health guidelines, which are designed to protect safety and the welfare of human subjects and of laboratory animals.

2. General Ethical Considerations

- 2.1 It is a basic assumption of universities conducting research that their staff members are committed to high standards of professional conduct. Research workers have a duty to ensure that their work enhances the good name of the University and the profession to which they belong.
- 2.2 Research workers should only participate in work which conforms to accepted ethical standards and which they are competent to perform. When in doubt they should seek assistance with their research from their colleagues or peers. Debate on, and criticism of, research work are essential parts of the research process.
- 2.3 The University and research workers have a responsibility to ensure the safety of all those associated with the research. It is also essential that the design of projects takes account of any relevant ethical guidelines.
- 2.4 If data of a confidential nature are obtained, for example from individual patient records or by questionnaires, confidentiality of the information must be observed to protect the informants. The question of the propriety of the methods of acquisition and of the use to which the data will be put should be referred to the appropriate Ethics Committee. The research workers must not use such information for their own personal advantage or that of a third party. In general, however, research results and methods should be open to scrutiny by colleagues within the University and, through appropriate publication, by the profession at large, provided that the confidentiality of individuals is adequately protected in accordance with any laws relating to data protection.
- 2.5 Secrecy may be necessary for a limited period in the case of contracted research. However, that need must be clearly stated in the contract and fully understood by all parties. Where a research student is involved in working on such a contract, the researcher concerned must ensure that the party sponsoring the research understands and accepts unequivocally that the thesis will not be restricted from publication, though there may be scope for not releasing certain types of data confidential to the sponsor. Consultation with the Policy Board of Postgraduate Education should be undertaken before any restrictive agreement is reached.

3. Forms of Research Misconduct

- 3.1 Certain practices, as listed below, have been identified as examples of unethical behaviour which no academic community can tolerate, and which may result in disciplinary action. They are intended only to provide a general indication of the most obvious kinds of behaviour, and are not exhaustive.
- 3.2 ***Plagiarism***
Plagiarism includes the direct copying of textual material, the wilful use of other people's data and ideas, and presenting them as one's own without acknowledgement. References to what could constitute plagiarism may be found in the *Plagiarism Booklet*, accessible through the University website.
- 3.3 ***Fabrication and Falsification of Data***
 - 3.3.1 Data may be subject to abuse in various ways:
 - a) Fabrication of data, i.e. claiming data and/or results where none have been obtained;

- b) Falsification of data, which includes manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record¹; and
- c) Unauthorised use of data.

3.3.2 To prevent various forms of abuse of data, it is advisable for data to be recorded in a durable and appropriately referenced form. This is because sometimes there is a need, intrinsic to the scientific method, for results to be replicated by other workers in other laboratories, and so the original data must be preserved. If at all possible, it is in the interests of all research workers to ensure that original data are safely held for a period of at least five years. Wherever possible, a copy of the original data should be preserved in an archive or retained in the department or research unit in which they were generated, whichever means of preservation is appropriate to the field of study. In some cases there may be restrictions on the retention of data obtained from limited access databases or in a project carried out under a contract. In such cases, a written indication of the location of the original data or key information regarding the limited-access database from which it was extracted must be kept in the department or research unit. Individual researchers should be able to hold copies of the data for their own use. Nevertheless, it should be understood that retention solely by the individual research worker provides little protection to the research worker or the University in the event of an allegation of falsification of data.

3.4 ***Infringement of Intellectual Property***

It is not ethical and is against the law to infringe another person's copyright, patents, trade-marks, computer software, and so there must be no infringement of the law with respect to any form of research output.

3.5 ***Improper Ascription of Authorship***

3.5.1 The over-riding principle for authorship of a research output is an intellectual contribution to the research process and not merely administrative involvement. Author and co-author(s) should have significant participation in conceiving, executing or interpreting at least part of the research reported. The research team should decide which individual should be named as co-author(s).

3.5.2 One of the particularly serious offences consists in senior staff (such as heads of department or supervisors) coercing colleagues or students into allowing the former to pass off the research in question as their own, either wholly or partly. This is a failure of leadership and of moral responsibility.

3.5.3 Misleading ascription of authorship includes the listing of authors without their permission, attributing work to others who have not in fact contributed to the research, and the lack of appropriate acknowledgement of work primarily produced by a research student or any associate. Due recognition of all participants is a part of a proper research process. Authors should ensure that the work of research students, research assistants, and all support staff is properly acknowledged.

¹ *Federal Policy of Research Misconduct, the White House Office of Science and Technology Policy (OSTP), 2000, p.76276,*

- 3.5.4 Each author must be able to endorse the whole work. The authors of the research output should read the final paper and agree that each of them has met the minimum requirements for authorship. It is unethical to claim authorship without reading and approving the final draft in its entirety. All of the authors are equally responsible for the contents of the research output; if the contents are bogus then all authors carry the blame. Responsibility cannot be shifted from an academically senior author to an academically junior one.
- 3.5.5 The unattributed presentation of any research output whether for research or teaching in a language other than the original is unacceptable.
- 3.6 ***Non-Disclosure of Potential Conflict of Interest***
- 3.6.1 Disclosure of any potential conflict of interest is essential for the responsible conduct of research. Non-disclosure may be regarded as unethical behaviour.
- 3.6.2 A research worker's affiliation with, or financial involvement in, any organisation or entity with a direct interest in the subject matter, or in the provision of materials for the research, must be included in a full acknowledgement.
- 3.6.3 Members of committees responsible for the allocation of research or conference grants should not participate in any way in the determination of their own applications.
- 3.6.4 The source of funding for research work should always be acknowledged.

4. Special Needs in Different Disciplines

In some disciplines there will be special areas which require regulation, for example, animal and human experimentation and the handling of hazardous materials. The rules for these activities should form part of the general policy of ethics and safety for each department. The University Director of Safety should be consulted in these cases.

5. Procedures for Dealing with Alleged Staff Misconduct in Research

The Procedures adopted by the Senate for dealing with allegations of research misconduct committed by staff of the University are set out in "Procedures for Dealing with Alleged Staff Misconduct in Research". The Policy and Procedures are accessible via the Research website on the University's homepage, and have been incorporated in various publications, including "Research Directions, Policies and Funding at the University of Hong Kong: A Guide for Staff", and the Terms of Service I Staff Manual.

APPENDIX A

GENERAL REGULATIONS

G 1 Eligibility for admission:

A person before being admitted as an undergraduate to courses leading to a Bachelor's degree shall either:

- (a) have satisfied the University entrance requirements in accordance with Regulation G 3; or
 - (b) have been exempted from University entrance requirements in accordance with Regulation G 5.
-

G 2 Admission:

- (a) An applicant who wishes to enter courses leading to a Bachelor's degree shall be admitted only if he satisfies the minimum University entrance requirements under Regulation G 3 below or has been exempted therefrom. In addition to satisfying the minimum University entrance requirements, the applicant shall satisfy any additional requirements for admission into the curriculum he intends to enter.
 - (b) An applicant who wishes to become a candidate for a higher degree shall apply for admission by the date prescribed. In addition to satisfying the requirements for admission to the curriculum concerned, an applicant who is seeking admission on the basis of a qualification from a university or comparable institution outside Hong Kong of which the language of teaching and/or examination is not English is required to obtain:
 - (i) a score of 550 or above in the paper-based Test of English as a Foreign Language (TOEFL) or a score of 213 in the computer-based TOEFL or a score of 80 in the internet-based TOEFL¹; or
 - (ii) a minimum overall band of 6 with no subtest lower than 5.5 in the International English Language Testing System (IELTS)²; or
 - (iii) Grade C or above in the Overseas General Certificate of Education (GCE); or
 - (iv) Grade C or above in the International General Certificate of Secondary Education (IGCSE); or
 - (v) Grade C or above in the Cambridge Test of Proficiency in English Language; unless in exceptional circumstances he is exempted from this requirement by the Board of Graduate Studies upon the recommendation of the Board of Faculty or Board of Studies in the case of MPhil and PhD candidates; or by the relevant Board of the Faculty or Board of Studies, in the case of higher degrees by coursework.
 - (c) An applicant may be required to attend personally before a selection board.
 - (d) A student of the University is required to observe the General Regulations, and those regulations and procedures which govern admission requirements, registration, attendance and absence, assessments, discontinuation, fees and charges.
-

1 Applicants for admission to read for an MPhil, a PhD degree or a higher degree by coursework in the Faculty of Arts (except those seeking admission to the School of Chinese and the Centre of Buddhist Studies) are also required to obtain a Test of Written English (TWE) score of 4 or above or a Writing score of 25 or above in the internet-based TOEFL.

2 Applicants for admission to read for an MPhil, a PhD degree or a higher degree by coursework in the Faculty of Arts (except those seeking admission to the Centre of Buddhist Studies) are required to obtain a score of overall band of 7 with no subtest lower than 5.5 in the IELTS.

G 3 University entrance requirements¹:

- (a) To satisfy the minimum requirements for entrance to the University on the strength of HKCEE and HKALE results, each applicant shall:
- (I) gain in his first and/or second attempt in the HKCEE
- (A) Level 3 or above in English Language²;
- (B) Level 2 or above in Chinese Language³; or Grade E in a language other than Chinese and English;
- (C) Grade E or above in Mathematics; and
- (D) Grade E or above in four other subjects⁴;
- provided that achievements in any six of the subjects listed above are obtained at one and the same time; and
- (II) gain the following in HKALE:
- (A) Grade D or above in AS Use of English;
- (B) Grade E or above in AS Chinese Language and Culture^{5,6}; and
- (C) (i) Grade E or above in two AL subjects; or
- (ii) Grade E or above in one AL subject, and in two AS subjects other than Use of English and Chinese Language and Culture; or
- (iii) Grade E or above in four AS subjects other than Use of English and Chinese Language and Culture.
- (b) To satisfy the minimum requirements for entrance to the University on the strength of HKDSE results, each applicant shall gain:
- (I) Level 3 or above in English Language;
- (II) Level 3 or above in Chinese Language;
- (III) Level 2 or above in Mathematics;
- (IV) Level 2 or above in Liberal Studies; and
- (V) Level 3 or above in two elective subjects.
- (c) An applicant shall be deemed to have satisfied the minimum requirements for entrance to the University
- (I) if he has attained the age of 25 years on or before September 1 of the year in which admission is sought; or
- (II) if he presents evidence of qualifications which are approved by the Senate as being of a level equivalent to or higher than the levels required to satisfy the requirements in (a) above.

1 In Regulation G 3 and G 4, 'Hong Kong Certificate of Education Examination' is referred to as 'HKCEE', 'Hong Kong Advanced Level Examination' as 'HKALE', 'Advanced Level' as 'AL', 'Advanced Supplementary Level' as 'AS', and 'Hong Kong Diploma of Secondary Education Examination' as 'HKDSE'.

2 Grade E or above in English Language (Syllabus B) or Grade C or above in English Language (Syllabus A) taken before 2007 is acceptable for this purpose. Candidates with Level 2 in English Language but Grade C or above in AS Use of English will also be considered.

3 Grade E or above in Chinese Language taken before 2007 is acceptable for this purpose.

4 All subjects offered at HKCEE (other than English Language, Chinese Language and Mathematics) are acceptable for this purpose.

5 A candidate who obtains a Grade E or above in AL Chinese Literature may be exempted from this requirement, provided that he obtains Grade E or above in an AS subject other than Use of English and in addition to those required in satisfying Regulation G 3(a)(II)(C)(ii) or G 3(a)(II)(C)(iii).

6 A candidate who satisfies the requirement in Regulation G 3(a)(I)(B) with a language other than Chinese Language may be exempted from this requirement, provided that he obtains Grade E or above in an AS subject other than Use of English and in addition to those required in satisfying Regulation G 3(a)(II)(C)(ii) or G 3(a)(II)(C)(iii).

G 4 Curriculum entrance requirements:

In addition to satisfying the University entrance requirements in accordance with Regulation G 3, candidates for admission to the first year of first-degree curricula shall also satisfy the curriculum entrance requirements listed in this Regulation. (Curricula which are not listed in this regulation do not have any additional requirement.)

- (a) Curriculum admitting HKALE candidates^{1,2}

Bachelor of Business Administration (Information Systems)

Grade E or above in at least one subject from the following: Physics, Chemistry, Biology, Computer Applications, Applied Mathematics, Computer Studies, Engineering Science, Pure Mathematics.

Bachelor of Dental Surgery

- (a) Grade E or above in either 2 AL subjects or 1 AL and 2 AS subjects from the following: Chemistry, Physics, Biology, Pure Mathematics, Applied Mathematics, and Mathematics and Statistics; and
- (b) For candidates without Grade E or above in AL/AS Chemistry, Physics and/or Biology, Grade D or above in the concerned subject in HKCEE.

Bachelor of Education in Language Education

Chinese Language Programme

An overall pass at Grade D or above in AS Chinese Language and Culture, or Grade E or above in AL Chinese Literature.

Bachelor of Engineering

Civil Engineering, Civil Engineering (Environmental Engineering), Computer Engineering, Computer Science, Electronic and Communications Engineering, Electrical Engineering, Industrial Engineering and Technology Management, Logistics Engineering and Supply Chain Management, Mechanical Engineering, Mechanical Engineering (Building Services Engineering), and Medical Engineering Programmes

Grade E or above in

- either* 2 AL subjects;
or 1 AL subject and 2 AS subjects.

(The AL subjects must include at least one from the following: Pure Mathematics, Physics, Chemistry, Biology, Computer Studies, Applied Mathematics.)

Bachelor of Housing Management

Candidates shall hold a Professional Diploma in Housing Management (formerly known as Diploma in Housing Management or Certificate in Housing Management) awarded by the School of Professional and Continuing Education (formerly known as Department of Extra Mural Studies) and have at least three years of working experience in the housing field.

1 Unless otherwise specified, AS subjects referred to in this regulation exclude Use of English and Chinese Language and Culture.

2 For the purpose of this regulation, HKALE passes (i.e. Grade E or above) at both AL and AS in the same subject are counted as one.

Bachelor of Medicine and Bachelor of Surgery

Grade E or above in the equivalent of 3 AL subjects in the following combinations:

- either* (a) Chemistry, and the remainder from the following: Physics, Biology, Pure Mathematics, Applied Mathematics, and Mathematics and Statistics;
- or* (b) Chemistry, the remainder from
- (i) Physics, Biology, Pure Mathematics, Applied Mathematics, and Mathematics and Statistics; and
- (ii) any other subject(s) equivalent to not more than 1 AL subject;
- provided that candidates who do not have Grade E or above in AL or AS Physics are required to obtain Grade E or above in Physics in HKCEE; and those who do not have Grade E or above in AL or AS Biology are required to obtain Grade C or above in Biology or Human Biology in HKCEE.

*Bachelor of Nursing**Full-time*

Grade E or above in

- either* 2 AL subjects
- or* 1 AL and 2 AS subjects

(Candidates shall preferably have obtained a Grade E or above in Biology at HKCEE.)

Part-time

Candidates shall be registered nurses with the Nursing Council of Hong Kong or hold recognized equivalent qualifications.

Bachelor of Pharmacy

Grade E or above in the equivalent of 3 AL subjects in the following combinations:

- either* (a) Chemistry, and the remainder from the following: Physics, Biology, Pure Mathematics, Applied Mathematics, and Mathematics and Statistics;
- or* (b) Chemistry, the remainder from
- (i) Physics, Biology, Pure Mathematics, Applied Mathematics, and Mathematics and Statistics; and
- (ii) any other subject(s) equivalent to not more than 1 AL subject;
- provided that candidates who do not have Grade E or above in AL or AS Physics are required to obtain Grade E or above in Physics in HKCEE; and those who do not have Grade E or above in AL or AS Biology are required to obtain Grade C or above in Biology or Human Biology in HKCEE.

Bachelor of Science

Grade E or above in at least 1 AL and 1 AS in the following subjects:

Physics or Engineering Science, Chemistry, Biology, Pure Mathematics, Applied Mathematics, Mathematics & Statistics, Computer Studies, Computer Applications, Geography or Economics¹. Students without these subjects may be considered individually.

Bachelor of Science (Quantitative Finance)

Grade E or above in AL Pure Mathematics.

¹ It is preferable for students taking AL/AS Economics to have also taken an AL/AS subject in Pure Mathematics, Applied Mathematics or Mathematics & Statistics.

Bachelor of Science in Actuarial Science

Grade E or above in AL Pure Mathematics.

Bachelor of Science in Speech and Hearing Sciences

- (a) Grade E or above in Biology or Human Biology in HKCEE or in AL Biology or Zoology; and
- (b) Grade E or above in HKCEE Chinese Language or AS Chinese Language and Culture.

(b) Curriculum admitting HKDSE candidates^{1, 2}

Bachelor of Arts (Literary Studies) and Bachelor of Laws

- (i) Level 5 in English Language; and
- (ii) Level 4 in Chinese Language.

Bachelor of Biomedical Sciences

- (i) Level 4 or above in English Language; and
- (ii) Level 3 or above in one of the following subjects: Biology, Chemistry, Combined Science with Biology component, or Combined Science with Chemistry component.

Bachelor of Business Administration / Bachelor of Business Administration in Accounting and Finance

- (i) Level 4 or above in English Language; and
- (ii) Level 3 or above in Mathematics.

Bachelor of Business Administration (Information Systems)

- (i) Level 4 or above in English Language;
- (ii) Level 3 or above in Mathematics;
- (iii) Level 3 or above in Extended Module 1 or 2 of Mathematics; and
- (iv) Level 3 or above in one of the following subjects: Biology, Chemistry, Combined Science, Information and Communication Technology, Integrated Science, or Physics.

Bachelor of Business Administration (International Business and Global Management)

- (i) Level 4 or above in English Language; and
- (ii) Level 3 or above in Mathematics.

Bachelor of Business Administration (Law)

- (i) Level 5 or above in English Language;
- (ii) Level 4 or above in Chinese Language; and
- (iii) Level 3 or above in Mathematics.

Bachelor of Chinese Medicine

Level 3 or above in one of the following subjects: Biology, Chemistry, Physics, Combined Science, or Integrated Science.

1 Attained with Distinction¹ in Applied Learning subjects will be used as additional supporting information. In the meantime, student learning experiences in Applied Learning subjects may be considered within the context of other learning experiences in their application.

2 Other language subjects will be used as unspecified elective subjects. The minimum requirement is Grade E.

Bachelor of Dental Surgery

- (i) Level 4 or above in English Language;
- (ii) Level 3 or above in Mathematics;
- (iii) Level 3 or above in Liberal Studies; and
- (iv) Level 3 or above in one of the following subjects: Biology, Chemistry, Physics, Combined Science, or Integrated Science.

Bachelor of Economics / Bachelor of Economics and Finance

- (i) Level 4 or above in English Language; and
- (ii) Level 3 or above in Mathematics.

Bachelor Education and Bachelor of Science

Level 3 or above in one of the following subjects: Biology, Chemistry, Physics, Combined Science, or Integrated Science.

Bachelor of Engineering

Civil Engineering, Civil Engineering (Environmental Engineering), Computer Engineering, Computer Science, Electrical Engineering, Electronic Engineering, Engineering Science, Industrial Engineering and Technology Management, Logistics Engineering and Supply Chain Management, Mechanical Engineering, Mechanical Engineering (Building Services Engineering), and Medical Engineering Programmes

- (i) Level 3 or above in Mathematics; and
- (ii) Level 3 or above in Physics, or Combined Science with Physics component.

Bachelor of Laws

- (i) Level 5 or above in English Language; and
- (ii) Level 4 or above in Chinese Language.

Bachelor of Medicine and Bachelor of Surgery

- (i) Level 4 or above in English Language; and
- (ii) Level 3 or above in Chemistry, or Combined Science with Chemistry component.

Bachelor of Nursing

Level 3 or above in one of the following subjects: Biology, Chemistry, Physics, Combined Science, or Integrated Science.

Bachelor of Pharmacy

- (i) Level 4 or above in English Language; and
- (ii) Level 3 or above in Chemistry, or Combined Science with Chemistry component.

Bachelor of Science

Level 3 or above in one of the following subjects: Biology, Chemistry, Physics, Combined Science, or Integrated Science.

Bachelor of Science in Actuarial Science

- (i) Level 4 or above in Mathematics; and
- (ii) Level 4 or above in Extended Module 1 or 2 of Mathematics.

Bachelor of Science in Exercise and Health

- (i) Level 4 or above in English Language; and
- (ii) Level 3 or above in one of the following subjects: Biology, Chemistry, Physics, Combined Science, Integrated Science, or Physical Education.

Bachelor of Science (Quantitative Finance)

- (i) Level 4 or above in English Language;
- (ii) Level 3 or above in Mathematics; and
- (iii) Level 3 or above in Extended Module 1 or 2 of Mathematics.

Bachelor of Science in Speech and Hearing Sciences

Level 3 or above in Biology, or Combined Science with Biology component.

Bachelor of Social Sciences (Government and Laws)

- (i) Level 5 or above in English Language; and
- (ii) Level 4 or above in Chinese Language.

G 5 Exemption from University entrance requirements (for admission to curricula leading to all Bachelor's degrees and non-graduate certificates and diplomas):

Applications for exemption from the University entrance requirements shall be submitted to the Registrar, together with the original or certified true copies of certificates and other documentary evidence of his educational qualifications. All applications for exemption from the University entrance requirements will be considered on their merits.

G 6 Registration:

- (a) An applicant who has been admitted to a course or courses as a candidate for any degree or diploma or any other University qualification shall be deemed to have entered upon such course or courses on the date of his first registration. Every candidate shall register on admission to the University and thereafter at the beginning of each academic year of his curriculum. On first registration, a candidate shall complete a health questionnaire and may be required to report for a chest X-ray examination at the University Health Service. Registration shall include the payment of fees due.
- (b)
 - (i) A person who is registered as a candidate for a degree, diploma or certificate of the University listed in Statute III shall not register as a candidate for any other degree, diploma or certificate of the University or for any other post-secondary qualification at any educational institution except with the approval of the Senate given in advance. A candidate in breach of this regulation may be required to discontinue his studies in the University.
 - (ii) A person who is registered for any post-secondary qualification at any educational institution shall not be registered as a candidate for a degree, diploma or certificate of the University listed in Statute III except with the approval of the Senate given in advance.

G 7 Academic year:

The academic year shall begin in September each year.

G 8 Attendance and absence:

- (a) Attendance: A student shall follow his courses of instruction and complete the requirements of his curriculum to the satisfaction of the Heads of the Departments concerned.
- (b) Absence:
- (i) A student who cannot attend for between three and seven days inclusive because of his illness shall, if he is registered in a Faculty, inform the Dean of the Faculty concerned in writing at the earliest opportunity. A student who is registered other than in a Faculty shall in similar manner inform the Registrar. When longer absence is necessary or when absence from assessments is in question, a student shall submit in writing an application for leave of absence to the Dean, or the Registrar, as the case may be, together with a certificate signed by a registered medical practitioner. In such cases the University shall consult the Director of the University Health Service and may seek advice from a medical board of three medical practitioners, one of whom shall be the Director of the University Health Service, and one of whom may be nominated by the student.
 - (ii) A student who, during his studies, desires leave of absence for more than two full consecutive days for non-medical reasons shall, if he is registered in a Faculty, apply to the Dean of the Faculty concerned in writing at the earliest opportunity, stating the reasons for which the leave of absence is sought. A student who is registered other than in a Faculty shall in similar manner apply to the Registrar. Permission for such leave shall be granted only in exceptional circumstances and shall not be granted by reason only that the student has already made arrangements to be absent.
 - (iii) A student who is suspended shall not be permitted to attend during the period of suspension.
- (c) Re-entry:
- (i) A student registered in a Faculty who has been absent, whether leave has been granted under this regulation or not, for a period of such length as to make it impossible, in the opinion of the Dean of the Faculty concerned, for him to complete his year's work, shall not resume attendance in the same academic year, except with the permission of the Board of his Faculty. A student registered other than in a Faculty who has been absent shall in a similar manner not resume attendance except with the permission of the Registrar.
 - (ii) A student who has been granted leave of absence on the basis of a certificate of his illness signed by a registered medical practitioner shall, before resuming his studies, present a further certificate signed by a registered medical practitioner to the effect that his state of health will permit him to resume and complete his studies.
 - (iii) A student who is not permitted to resume attendance in the same academic year under the provisions of clause (c)(i) of this regulation shall be regarded as having withdrawn from his studies with effect from the first day of his absence but shall be re-admitted at the commencement of the next academic year to the same curriculum and year of his previous registration. He may be required, before being re-admitted, to submit a certificate signed by a registered practitioner to the effect that his state of health will permit him to resume and to complete his studies.
 - (iv) A student who is unable for reasons of health to attend for a period of more than twelve continuous months shall be regarded as having withdrawn from his studies but may apply again for admission to the same or to another curriculum provided that he submits a certificate signed by a registered medical practitioner to the effect that his state of health will permit him to resume and to complete his studies.
 - (v) In cases where a student submits a certificate signed by a registered medical practitioner in accordance with the provisions of this regulation, the University shall consult the Director of the University Health Service and may seek advice from a medical board of three medical practitioners, one of whom shall be the Director of the University Health Service and one of whom may be nominated by the student.

G 9 Assessments:

- (a) There shall be assessments as specified in the regulations for each degree, diploma or certificate.
 - (b) A student shall not be admitted to an assessment except under the regulations for the particular degree, diploma or certificate.
 - (c) A student who is unable, because of his illness, to be present for any paper or papers in an examination shall be permitted to present himself at a supplementary examination in the paper or papers where such an examination is prescribed in the regulations only if his application for permission has the support of the Director of the University Health Service.
 - (d) Examiners may examine by means of written, practical, or oral test, or by continuous assessment, or by any combination of these.
 - (e) Subject to Statute III (Degrees), a student who has been exempted from any part or the whole of a course or assessment shall be deemed to have completed that part or the whole of the course or to have satisfied the examiners in that part or the whole of the assessment.
 - (f) Examination scripts and theses and dissertations for higher degrees shall be written in English, unless the candidate is given permission by the Senate to use another language¹.
 - (g) There shall be no appeal against the results of examinations and all other forms of assessment.
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G 10 Aegrotat degree:

- (a) A candidate who would otherwise have completed the requirements of the curriculum for any of the following degrees, but for his inability through his illness or injury to participate in the assessment process during the final semester of his studies for one of these degrees may be considered for the award of an aegrotat degree: BA, BBA, BBA(Acc&Fin), BBA(IBGM), BBA(IS), BBA(Law), BCogSc, BEcon, BEcon&Fin, BEd, BFin, BHousMan, LLB, BSc, BSc(ActuarSc), BSc(QFin), BSc(Sp&HearSc), BSc(SSLM), BSocSc, BSocSc(Govt&Laws) or BSW.
 - (b) Application for the award of an aegrotat degree shall be made within thirty days from the completion of the assessment process. The application shall be accompanied by a certificate signed by a registered medical practitioner.
 - (c) An aegrotat degree shall be conferred only with the agreement of the candidate, and such agreement shall render him ineligible to present himself for any subsequent assessment for the degree concerned.
 - (d) An aegrotat degree shall not be classified.
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- 1 The Senate has given permission for the following students to use Chinese:
 - students in the School of Chinese;
 - students in the Faculty of Education
 - (i) following courses, modules and programmes in Chinese subjects,
 - (ii) in the PGDE (formerly entitled PCEd) programme practicing teaching in schools using Chinese as medium of instruction,
 - (iii) in Speech and Hearing Sciences;
 - students in the Department of Law taking the following courses:
 - (i) 'Use of Chinese in Law I'
 - (ii) 'Use of Chinese in Law II'
 - (iii) 'Cross-border legal relation between the Mainland and Hong Kong'
 - (iv) 'Commercial Law in Mainland China';
 - students in the School of Chinese Medicine;
 - students in the Master of Buddhist Studies programme, in assessments of specified courses; and
 - students in programmes offered in Mainland China, in specified parts of the assessments.

G 11 Unsatisfactory performance or progress:

A student whose performance at examinations or in continuous assessment as may be held from time to time is unsatisfactory, or in the case of a higher degree student whose progress is unsatisfactory, may be required by the Senate (a) to discontinue his studies, or (b) to repeat any part of his course before being admitted to further assessments or before being allowed to present his thesis or dissertation, or (c) to re-present himself for assessment without repeating any part of his course.

G 12 Discontinuation of studies:

- (a) The Board of a Faculty or an appropriate committee may recommend to the Senate that under the provisions of G 11 and, where applicable, in accordance with any degree, diploma or certificate regulation, a student be required to discontinue his studies in a curriculum administered by the Board or the committee.
 - (b) In all cases where a student is recommended for discontinuation in accordance with G 12(a) or liable for discontinuation under the provisions of any degree, diploma or certificate regulation, there shall be a review of the circumstances of the case by the Committee on Discontinuation. The student shall be so informed in writing and be provided with a statement of the reasons thereof. He shall be invited to submit in writing to the Registrar any non-academic reason which he considers relevant to the issue of his discontinuation. He shall also be invited to appear before the Senate Committee on Discontinuation and may, if the Committee so desires, be required to appear.
 - (c) The decision of the Committee on Discontinuation shall be communicated as soon as may be to the student and the Board of the Faculty concerned.
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G 13 Change of name:

A student shall retain the name under which he has been first registered. Change of name on the University register shall be effected only on receipt by the Registrar of a recognized form of legal deposition.

G 14 Transcripts and certificates of attendance:

A transcript of academic record or certificate of attendance giving information on courses of study may be issued to a student or former student on application and upon payment of the prescribed fees.

G 15 Visiting students:

- (a) An applicant, whether or not he satisfies the minimum University entrance requirements, may be admitted as a visiting student normally for a period of not more than one academic year for the purpose of
 - (i) attending courses of study in a degree, diploma or other University curriculum; or
 - (ii) undertaking postgraduate research studies or such other studies as may be prescribed by the Head of the Department concerned, but shall not be registered as a candidate for a degree, diploma, or other qualification of the University. An applicant for admission as a visiting student shall have educational standards in the English language and in the subjects of his choice which are considered adequate by the Head of the Department concerned.
- (b) Subject to the approval of the Board of the Faculty or the committee concerned, a visiting student may participate in prescribed coursework and assessments as may be required for the course in question, and may, on request, be given a statement setting out the classes attended and the results

of any assessments taken. An application for permission to participate in coursework and/or assessments shall not normally be approved unless it is received at the time an application for admission is made.

- (c) A visiting student shall not change his status to that of a candidate for a degree, diploma or other University qualification; and shall not be granted any exemption from any part of the curriculum for any degree, diploma or other University qualification on the basis of work done during any period of his attendance as a visiting student.
- (d) Applications for admission as visiting students shall be made to the Registrar, and successful applicants shall be permitted to register only on
 - (i) the first day of each semester, in the case of students who intend to follow courses of study; or
 - (ii) the first day of any calendar month during a year, in the case of students who intend to undertake postgraduate research studies or such other studies as may be prescribed by the Head of the Department concerned.

G 16 Compliance with regulations and exemption from provisions thereof:

- (a) Subject to the Ordinance and the statutes and without prejudice to section (b) below, the regulations made by the Senate and/or the Council shall apply uniformly from the date upon which they come into operation and shall continue so to apply until the date of their amendment or repeal: always provided that the Senate and/or the Council may provide in any particular case that a regulation shall remain in force for the purpose of completion of a candidature which was commenced prior to the amendment or repeal of the regulation.
- (b) Subject to the Ordinance and the statutes, and notwithstanding section (a) above, the Senate may exempt any student from the provisions of any regulation made by the Senate, provided that, in the case of an exemption from the provisions of any of the regulations governing degrees or diplomas or certificates, there is a recommendation to the effect from the Board of the Faculty or from the Senate Committee concerned.

G 17 University fees:

I. Conditions

- (a) University fees shall be payable in accordance with Section II of this regulation, and fees for the current academic year shall be as prescribed by the Council¹. They may be varied from time to time at the University's absolute discretion provided that notice of not later than June 30 preceding the academic year in which the fee is to be varied shall be given, by announcement posted on all official University noticeboards, whenever a variation is to be made.
- (b) University fees shall be paid in advance, unless otherwise specified, and once paid shall not be refunded except as prescribed in Section II.
- (c) Unless he has received, in advance of the date on which payment of any fees is due, permission from the Registrar or another authorized officer to postpone payment to a later date, a student who has not paid within 30 days after the due date shall have his name removed from the register of students. Notwithstanding the provisions of Section II(k) of this regulation and other regulations where applicable, the University may in its absolute discretion withhold the provision of any services to the de-registered student including the issue of assessment results, transcript and certificate of attendance. To re-instate his student status, the student shall be

¹ For current fees, see page 13.

required to pay a surcharge of 10% of the outstanding fees, or \$500, whichever is the lesser, in addition to settling the outstanding fees. The University may additionally request the student to compensate the University for any loss of interest for any late payment or non-payment of fees, including the surcharge, irrespective of whether the student's name has been removed from the register. This clause shall be applicable to all University fees, fines, charges, and other payments for which a student is liable, whether they are stipulated in this regulation or not.

- (d) There shall be no remission of fees in whole or in part except when remission is a specified part of a University scholarship, prize, bursary, or similar award.

II. Fees

- (a) A candidate registered for a Bachelor's, Master's or Doctor's¹ degree, other than higher doctorates, or a diploma or certificate, shall pay caution money and the fees for application, composition and graduation; and, where appropriate, the fees for qualifying examination, repeating, re-assessment, continuation, examination and compulsory residence. An applicant for admission to candidature of a higher doctorate shall pay an application fee; and upon admission to candidature, shall pay an examination fee. A candidate registered for the degree of Doctor of Medicine or the degree of Master of Surgery shall pay caution money and the fees for application, registration, examination and graduation. A visiting student shall pay the fees for application and composition. Payment of the Students' Union membership fee shall be compulsory for a candidate registered for a Bachelor's degree on full-time basis.
- (b) The composition fee, which includes elements for registration, tuition or supervision, laboratory, workshop, library, health service, and other facilities offered, shall be payable in the following manner unless otherwise stated in the schedule of fees:
- (i) by a candidate registered for a Bachelor's degree or a Master's degree by coursework or diploma or certificate: annually by two instalments by dates to be prescribed by the Registrar, the first during August to October and the second in January;
 - (ii) by a candidate registered for the degree of MPhil or PhD: annually by two equal instalments during the candidate's period of study as prescribed in the regulations governing the degree²;
 - (iii) by a candidate registered for the Diploma or Certificate in Chinese Language: annually by three instalments in September, December and March;
 - (iv) by a visiting student: in one single payment at the time of admission.
- (c) Caution money shall be paid by a student on first registration and shall be retained by the University as a deposit from which it may make deductions in respect of fees, fines, breakages, damage, loss and other charges incurred by the student; if at any time, as a result of deductions made, the balance of the deposit be inadequate to meet future charges outstanding, the student shall restore the balance therein to its original level. On withdrawal from the University, the balance of a student's caution money shall be set off against the graduation fee or, if the student is not graduating, be returned to the student.

1 Fees arrangements for the three-year programme of the PhD shall normally be applicable to the degree of SJD.

2 A candidate for the degree of MPhil or the degree of PhD will be liable for the continuation fee for each three-month period following the expiry of his period of study as prescribed in the regulations governing the degree. This means that a candidate registered for the degree of MPhil becomes liable for the continuation fee at the end of the twenty-fourth month of his full-time candidature or at the end of the thirty-sixth month of his part-time candidature; and a candidate registered for the three-year programme of the degree of PhD becomes liable for the continuation fee at the end of the thirty-sixth month of his full-time candidature or at the end of the fifty-fourth month of his part-time candidature; and a candidature registered for the four-year programme of the degree of PhD becomes liable for the continuation fee at the end of the forty-eighth month of his full-time candidature or at the end of the seventy-second month of his part-time candidature.

- (d) The continuation fee, which includes elements for registration, tuition or supervision, laboratory, workshop, library, health service and other facilities offered, shall be paid by a candidate who is registered for an MPhil or PhD degree and who requires to continue beyond the period of study prescribed for the degree.
- (e) The repeating fee, which includes elements for registration, tuition or supervision, laboratory, workshop, library, health service and other facilities offered, shall be paid by a candidate registered for a Bachelor's degree or Master's degree by coursework, or a diploma or certificate and who is permitted or required to repeat part of the courses of any one year of the curriculum. The fee shall be charged in respect of each course to be repeated, and dissertations and fieldwork for Master's degrees by coursework shall be counted as one course each. A re-assessment fee shall not be payable in addition.
- (f) A student who is permitted or required to repeat the whole of one year of the curriculum for a degree, diploma or certificate shall pay the composition fee prescribed.
- (g) The re-assessment fee, which includes elements for registration, library, health service and other facilities offered, shall be paid by a candidate registered for a Bachelor's degree or Master's degree by coursework, or a diploma or certificate and who is permitted or required to present himself for re-assessment without repeating any courses.
- (h) Candidates may be required to pay a deposit on acceptance of an offer of admission, the amount of which shall be determined by the Registrar. Such deposit shall be credited towards the first year's composition fee and shall not be refunded, except to a candidate admitted provisionally who fails to satisfy the admissions requirements.
- (i) The registration fee shall be paid by a candidate for the degree of Doctor of Medicine or Master of Surgery upon his first registration.
- (j) The graduation fee shall be paid by a candidate for a degree, diploma or certificate on completion of the curriculum and before the degree, diploma or certificate is awarded.
- (k) A charge shall be made for a transcript of results in the University of Hong Kong Advanced Level Examination and for a transcript of a student's record or a certificate of attendance.
- (l) Candidates may be required to pay such other fees, fines and charges as prescribed by the Council from time to time. Such fees, fines and charges shall be payable by the dates specified.

G 18 Academic dress:

A. Official and Honorary

Chancellor

A robe of rich black silk trimmed with grey silk facings and collar, gold lace and gold ornaments on back, sleeves, and wings to match. Black velvet college cap with gold braid and gold tassel.

Pro-Chancellor

A robe of rich black silk trimmed with grey silk facings and collar, gold lace and gold ornaments on back and wings to match. Black velvet college cap with gold tassel.

Vice-Chancellor

A robe of rich black silk trimmed with grey silk facings and collar, silver lace and silver ornaments on back, sleeves, and wings to match. Black velvet college cap with silver braid and silver tassel.

Deputy Vice-Chancellor

A robe of rich black silk trimmed with grey silk facings and collar, silver lace and silver ornaments on back and wings to match. Black velvet college cap with silver tassel.

Pro-Vice-Chancellor

A robe of rich black silk trimmed with silver lace on back, sleeves, and cape. Black velvet college cap with silver tassel.

Treasurer

A robe of grey silk with scarlet silk facings. Black velvet college cap with black silk tassel.

Registrar

A robe of rich black silk with black velvet robe lace on front, cape, and shoulders. Black velvet college cap with black silk tassel.

Chairman of Convocation

A robe of blue silk with grey silk facings and collar trimmed with gold. Black velvet college cap with grey silk tassel.

Doctor of Laws (*honoris causa*)

A robe of scarlet panama with facings of deep blue silk and a hood of scarlet panama with lining of deep blue silk throughout. Black velvet cap, bonnet-shaped and soft, with a hard round brim and a narrow cord of gold at the junction of the crown and the brim.

Doctor of Letters (*honoris causa*)

A robe of scarlet panama with facings of royal blue silk and a hood of scarlet panama with lining of royal blue silk throughout. Black velvet cap, bonnet-shaped and soft, with a hard round brim and a narrow cord of gold at the junction of the crown and the brim.

Doctor of Science (*honoris causa*)

A robe of scarlet panama with facings of white silk and a hood of scarlet panama with lining of white silk throughout. Black velvet cap, bonnet-shaped and soft, with a hard round brim and a narrow cord of gold at the junction of the crown and the brim.

Doctor of Divinity (*honoris causa*)

A robe of scarlet panama with facings of Sarum red and a hood of scarlet panama with lining of Sarum red throughout. The outside edge of facings and top edge of sleeve facings, and lining of hood, decorated with 1 inch black ribbon. Black velvet cap.

Doctor of Social Sciences (*honoris causa*)

A robe of scarlet panama with facings of dark green silk and a hood of scarlet panama with lining of dark green silk throughout. Black velvet cap, bonnet-shaped and soft, with a hard round brim and a narrow cord of gold at the junction of the crown and the brim.

B. Undergraduates

A short-sleeved gown of dark green material, of length 6 inches above the knee, with a black college cap. The President and members of the Union Council may wear upon their academic dress such distinguishing marks as may be laid down from time to time by the Union Council.

C. *Graduates***Gowns**

Bachelors	- A robe of black stuff of the simple traditional shape with pointed sleeve.
Masters	- A robe of black stuff, Oxford MA pattern.
Masters of Surgery (full dress)	- A robe of purple panama with lavender silk facings.
Doctors (undress)	- A robe of black silk, Oxford DPhil pattern.
Doctors (full dress)	- A robe of scarlet panama with silk facings of appropriate colour (LLD <i>old gold</i> ; DLitt <i>royal blue</i> ; MD <i>red</i> ; DSc <i>white</i> ; DSocSc <i>dark green</i> ; PsyD <i>dark green</i> ; EdD <i>light blue</i>).
Doctors of Philosophy (full dress)	- A robe of maroon panama with facings of deep blue.
Doctor of Legal Science (full dress)	- A robe of maroon panama with facings of deep blue.
Doctors of Medicine and Masters of Surgery (undress)	- A robe of black silk with purple silk facings 6.4 cm wide.

Hoods*Faculty of Architecture*

BA(ArchStud)	- Deep blue with grey silk edge lining, 3.5 cm wide.
BHousMan	- Deep blue with grey silk edge lining, 3.5 cm wide.
BSc(Surv)	- Deep blue with grey silk edge lining, 3.5 cm wide.
MArch	- Deep blue with grey silk lining throughout, the lining being turned over to the depth of 1 cm.
MHousMan	- Deep blue with grey silk lining throughout, the lining being turned over to the depth of 1 cm.
MLA	- Deep blue with grey silk lining throughout, the lining being turned over to the depth of 1 cm.
MSc(Conservation)	- Deep blue with grey silk lining throughout, the lining being turned over to the depth of 1 cm.
MSc(ConstProjectMan)	- Deep blue with grey silk lining throughout, the lining being turned over to the depth of 1 cm.
MSc(IDM)	- Deep blue with grey silk lining throughout, the lining being turned over to the depth of 1 cm.
MSc(RealEst)	- Deep blue with grey silk lining throughout, the lining being turned over to the depth of 1 cm.
MSc(UrbanPlanning)	- Deep blue with grey silk lining throughout, the lining being turned over to the depth of 1 cm.
MUrbanDesign	- Deep blue with grey silk lining throughout, the lining being turned over to the depth of 1 cm.

Faculty of Arts

BA	- Deep blue with royal blue silk edge lining, 3.5 cm wide.
MA	- Deep blue with royal blue silk lining throughout, the lining being turned over to the depth of 1 cm.
MBuddhStud	- Deep blue with royal blue silk lining throughout, the lining being turned over to the depth of 1 cm.
DLitt (undress)	- Deep blue with royal blue silk lining throughout, the lining being turned over to the depth of 1 cm.
DLitt (full dress)	- Scarlet panama with royal blue silk lining throughout.

Faculty of Business and Economics

BAcc	- Deep blue with bronze silk edge lining, 3.5 cm wide.
BBA	- Deep blue with bronze silk edge lining, 3.5 cm wide.
BBA(Acc&Fin)	- Deep blue with bronze silk edge lining, 3.5 cm wide.
BBA(IBGM)	- Deep blue with bronze silk edge lining, 3.5 cm wide.
BBA(IS)	- Deep blue with bronze silk edge lining, 3.5 cm wide.
BBA(Law)	- Deep blue with bronze silk edge lining, 3.5 cm wide.
BEcon	- Deep blue with bronze silk edge lining, 3.5 cm wide.
BEcon&Fin	- Deep blue with bronze silk edge lining, 3.5 cm wide.
BFin	- Deep blue with bronze silk edge lining, 3.5 cm wide.
BMS	- Deep blue with bronze silk edge lining, 3.5 cm wide.
IMBA	- Deep blue with bronze silk lining throughout, the lining being turned over to the depth of 1 cm.
MBA	- Deep blue with bronze silk lining throughout, the lining being turned over to the depth of 1 cm.
MEcon	- Deep blue with bronze silk lining throughout, the lining being turned over to the depth of 1 cm.
MFin	- Deep blue with bronze silk lining throughout, the lining being turned over to the depth of 1 cm.
MBA	- Deep blue with bronze silk lining throughout, the lining being turned over to the depth of 1 cm.
MEcon	- Deep blue with bronze silk lining throughout, the lining being turned over to the depth of 1 cm.
MFin	- Deep blue with bronze silk lining throughout, the lining being turned over to the depth of 1 cm.

Faculty of Dentistry

BDS	- Deep blue with burgundy red silk edge lining, 3.5 cm wide.
MDS	- Deep blue with burgundy red silk lining throughout, the lining being turned over to the depth of 1 cm.
MOrth	- Deep blue with burgundy red silk lining throughout, the lining being turned over to the depth of 1 cm.
MSc(DMS)	- Deep blue with burgundy red silk lining throughout, the lining being turned over to the depth of 1 cm.

Faculty of Education

BEd	- Deep blue with light blue silk edge lining, 3.5 cm wide.
BEd(LangEd)	- Deep blue with light blue silk edge lining, 3.5 cm wide.
BEd(PrimaryEd)	- Deep blue with light blue silk edge lining, 3.5 cm wide.
BSc(IM)	- Deep blue with light blue silk edge lining, 3.5 cm wide.
BSc(Sp&HearSc)	- Deep blue with light blue silk edge lining, 3.5 cm wide.
BSc(SSLM)	- Deep blue with light blue silk edge lining, 3.5 cm wide.
MA(AppliedLinguistics)	- Deep blue with light blue silk lining throughout, the lining being turned over to the depth of 1 cm.
MEd	- Deep blue with light blue silk lining throughout, the lining being turned over to the depth of 1 cm.
MSc(Audiology)	- Deep blue with light blue silk lining throughout, the lining being turned over to the depth of 1 cm.
MSc(ITE)	- Deep blue with light blue silk lining throughout, the lining being turned over to the depth of 1 cm.
MSc(LIM)	- Deep blue with light blue silk lining throughout, the lining being turned over to the depth of 1 cm.
MSc(SportsScience)	- Deep blue with light blue silk lining throughout, the lining being turned over to the depth of 1cm.
EdD (undress)	- Deep blue with light blue silk lining throughout, the lining being turned over to the depth of 1cm.
EdD (full dress)	- Scarlet panama with light blue silk lining throughout.

Faculty of Engineering

BEng	- Deep blue with yellow silk edge lining, 3.5 cm wide.
BSc(CompSc)	- Deep blue with yellow silk edge lining, 3.5 cm wide.
BSc(CSIS)	- Deep blue with yellow silk edge lining, 3.5 cm wide.
MSc(CompSc)	- Deep blue with yellow silk lining throughout, the lining being turned over to the depth of 1 cm.
MSc(ESCom&IComp)	- Deep blue with yellow silk lining throughout, the lining being turned over to the depth of 1 cm.
MSc(E-Commerce & Internet Technology)	- Deep blue with yellow silk lining throughout, the lining being turned over to the depth of 1 cm.
MSc(Eng)	- Deep blue with yellow silk lining throughout, the lining being turned over to the depth of 1 cm.

Faculty of Law

LLB	- Deep blue with old gold silk edge lining, 3.5 cm wide.
MCL	- Deep blue with old gold silk lining throughout, the lining being turned over to the depth of 1 cm.
LLM	- Deep blue with old gold silk lining throughout, the lining being turned over to the depth of 1 cm.
LLM(ChineseLaw)	- Deep blue with old gold silk lining throughout, the lining being turned over to the depth of 1 cm.
LLM(CFL)	- Deep blue with old gold silk lining throughout, the lining being turned over to the depth of 1 cm.
LLM(HR)	- Deep blue with old gold silk lining throughout, the lining being turned over to the depth of 1 cm.
LLM(IT&IPL)	- Deep blue with old gold silk lining throughout, the lining being turned over to the depth of 1 cm.
LLM(ITL)	- Deep blue with old gold silk lining throughout, the lining being turned over to the depth of 1 cm.
LLMPRCCommL	- Deep blue with old gold silk lining throughout, the lining being turned over to the depth of 1 cm.
LLD (undress)	- Deep blue with old gold silk lining throughout, the lining being turned over to the depth of 1 cm.
LLD (full dress)	- Scarlet panama with old gold silk lining throughout.
SJD	- Maroon panama with deep blue silk lining throughout.

Li Ka Shing Faculty of Medicine

BChinMed	- Deep blue with red silk edge lining, 3.5 cm wide.
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MBBS	- Deep blue with red silk edge lining, 3.5 cm wide.
BNurs	- Deep blue with red silk edge lining, 3.5 cm wide.
BPharm(ChinMed)	- Deep blue with red silk edge lining, 3.5 cm wide.
BSc(AplMedSc)	- Deep blue with red silk edge lining, 3.5 cm wide.
BSc(BioInf)	- Deep blue with red silk edge lining, 3.5 cm wide.
BSc(BiomedSc)	- Deep blue with red silk edge lining, 3.5 cm wide.
BTCM	- Deep blue with red silk edge lining, 3.5 cm wide.
MChinMed(Acup&Mox)	- Deep blue with red silk lining throughout, the lining being turned over to the depth of 1 cm.
MMedSc	- Deep blue with red silk lining throughout, the lining being turned over to the depth of 1 cm.
MN	- Deep blue with red silk lining throughout, the lining being turned over to the depth of 1 cm.
MNurs	- Deep blue with red silk lining throughout, the lining being turned over to the depth of 1 cm.
MPH	- Deep blue with red silk lining throughout, the lining being turned over to the depth of 1 cm.
MRes(Med)	- Deep blue with red silk lining throughout, the lining being turned over to the depth of 1 cm.
MTCM	- Deep blue with red silk lining throughout, the lining being turned over to the depth of 1 cm.
MD and MS (undress)	- Black silk with purple silk lining throughout.
MD (full dress)	- Scarlet panama with red silk lining throughout.
MS (full dress)	- Purple panama with lavender silk lining throughout.

Faculty of Science

BSc	- Deep blue with white silk edge lining, 3.5 cm wide.
BSc(ActuarSc)	- Deep blue with white silk edge lining, 3.5 cm wide.
MSc	- Deep blue with white silk lining throughout, the lining being turned over to the depth of 1 cm.
MSc(EnvMan)	- Deep blue with white silk lining throughout, the lining being turned over to the depth of 1 cm.
MStat	- Deep blue with white silk lining throughout, the lining being turned over to the depth of 1 cm.
DSc (undress)	- Deep blue with white silk lining throughout, the lining being turned over to the depth of 1 cm.
DSc (full dress)	- Scarlet panama with white silk lining throughout.

Faculty of Social Sciences

BCJ	- Deep blue with dark green silk edge lining, 3.5 cm wide.
BCogSc	- Deep blue with dark green silk edge lining, 3.5 cm wide.
BJ	- Deep blue with dark green silk edge lining, 3.5 cm wide.
BSocSc	- Deep blue with dark green silk edge lining, 3.5 cm wide.
BSocSc(Govt&Laws)	- Deep blue with dark green silk edge lining, 3.5 cm wide.
BSW	- Deep blue with dark green silk edge lining, 3.5 cm wide.
IMPA	- Deep blue with dark green silk lining throughout, the lining being turned over to the depth of 1 cm.
MA(TranspPol&Plan)	- Deep blue with dark green silk lining throughout, the lining being turned over to the depth of 1 cm.
MGIS	- Deep blue with dark green silk lining throughout, the lining being turned over to the depth of 1 cm.
MIPA	- Deep blue with dark green silk lining throughout, the lining being turned over to the depth of 1 cm.
MJ	- Deep blue with dark green silk lining throughout, the lining being turned over to the depth of 1 cm.
MPA	- Deep blue with dark green silk lining throughout, the lining being turned over to the depth of 1 cm.
MSc(GBM&ECom)	- Deep blue with dark green silk lining throughout, the lining being turned over to the depth of 1 cm.
MSocSc	- Deep blue with dark green silk lining throughout, the lining being turned over to the depth of 1 cm.
MSSM	- Deep blue with dark green silk lining throughout, the lining being turned over to the depth of 1 cm.
MSW	- Deep blue with dark green silk lining throughout, the lining being turned over to the depth of 1 cm.
DSocSc (undress)	- Deep blue with dark green silk lining throughout, the lining being turned over to the depth of 1 cm.
DSocSc (full dress)	- Scarlet panama with dark green silk lining throughout.
PsyD (undress)	- Deep blue with dark green silk lining throughout, the lining being turned over to the depth of 1 cm.
PsyD (full dress)	- Scarlet panama with dark green silk lining throughout.

MSW	- Deep blue with dark green silk lining throughout, the lining being turned over to the depth of 1 cm.
DSocSc (undress)	- Deep blue with dark green silk lining throughout, the lining being turned over to the depth of 1 cm.
DSocSc (full dress)	- Scarlet panama with dark green silk lining throughout.
PsyD (undress)	- Deep blue with dark green silk lining throughout, the lining being turned over to the depth of 1 cm.
PsyD (full dress)	- Scarlet panama with dark green silk lining throughout.

All Faculties

MPhil	- Deep blue with maroon silk lining throughout, the lining being turned over to the depth of 1 cm.
PhD (undress and full dress)	- Maroon panama with deep blue silk lining throughout.

Caps

Bachelors, Masters, and Doctors (undress)	- College cap, 'mortar-board' pattern.
Doctors and Masters of Surgery (full dress)	- Black velvet cap, bonnet-shaped and soft, with a hard round brim and a narrow cord of gold at the junction of the crown and the brim.

G 19 Registered Graduates:

- (i) All graduates of the University shall be entitled to have their names enrolled in a Register of Graduates and to enjoy all the privileges of registration.
 - (ii) Graduates of the University whose first degree was conferred before January 1969 shall be enrolled as Registered Graduates on payment of the fee for enrolment as a Registered Graduate; graduates of the University whose first degree was conferred after January 1969 shall be enrolled as Registered Graduates on payment of the graduation fee. Subject to (vii) below, graduates of the University who have paid these fees as prescribed shall remain on the roll, until death or resignation, without payment of any further fee.
 - (iii) Registered Graduates shall be members of Convocation.
 - (iv) Registered Graduates shall be eligible to attend Congregations for the conferring of degrees and functions and conferences that may, from time to time, be arranged.
 - (v) Registered Graduates, if resident in Hong Kong, may read in the Library and borrow books in accordance with Library rules, without payment of a Library subscription.
 - (vi) The rights and privileges of a Registered Graduate shall terminate if his University degree qualifying him for registration is forfeited, cancelled or withdrawn, with effect from the date of such forfeiture, cancellation or withdrawal.
 - (vii) The Chancellor shall, with the concurrence of the Court, have the power to remove the name of any person from the Register of Graduates.
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G 20 Hall Charges:

- (a) The following charges shall be made:
 - (i) for lodging in a University-maintained residential hall: an annual charge for a residential year of a length prescribed each year by the University;
 - (ii) for board in University Hall: the daily charge is determined by the hall; and
 - (iii) for non-residential membership of a residential hall, whether University-maintained or approved, or for membership of a non-residential hall: an annual charge.
- (b) These charges shall be determined annually and may be varied at the University's absolute discretion provided that notice is given, by announcement posted on all official University and appropriate hall notice boards, as follows:
 - (i) for the non-residential membership charge: twelve calendar months; and
 - (ii) for lodging and board charges: by June 30
in each case before the beginning of the academic year when a revised charge is to be made¹.

¹ For current fees, see page 13.

APPENDIX B

INTELLECTUAL PROPERTY RIGHTS POLICY FOR STAFF, STUDENTS AND VISITORS

1 Preamble

- 1.1 The Intellectual Property Rights Policy (“Policy”) sets out the University’s policy on Intellectual Property Rights for works produced at the University by Staff, Students and Visitors of the University. It is important for Staff, Students and Visitors to understand their rights as well as how to protect such rights in order to avoid potential disputes when engaging in research and writing.
- 1.2 Staff, Student and Visitors during their course of study, employment, engagement or appointment generate original work. Staff, Students and Visitors, as creators of intellectual property, together with the University, have rights in respect of the fruit of their intellectual endeavours and work. These Intellectual Property Rights are protected under the laws of Hong Kong.
- 1.3 The University believes in promoting knowledge exchange and knowledge sharing and encouraging the flow of knowledge between the University and the community for mutual benefit. The University is a signatory to the Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities, which recognizes that information should be made widely and readily available to society and encourages and advocates open access publication.

2. Definitions

Author means the creator of a Copyright work.

Copyright means a collection of rights relating to original literary, dramatic, musical, and artistic works, sound recordings, films, broadcasts, cable programmes and the typographical arrangement of published editions. For the avoidance of doubt, ‘literary work’ includes software and digital publications.

Course of employment means any work undertaken by a Staff member in performing the duties for which the Staff member has been engaged and within the scope of the duties described in the Staff member’s contract of employment.

Database means a collection of independent works, information, data or other materials that are arranged in a systematic or methodical way and are individually accessible by electronic or other means. The database may consist of textual entries (e.g. names or phone numbers), or independent works such as photographs or videos.

Evaluation Committee means the committee of the Technology Transfer Office responsible for evaluation the patentability and marketability of Inventions disclosed by Staff and Students.

Institutional Work includes works created using University funding (including funding obtained by the University from internal and external sources) and works that are commissioned by the University.

Intellectual Property Rights (IPR) means any and all intellectual and industrial property rights now in

force or that come into force in the future in any part of the world whether or not registered or registerable and includes all applications and rights to apply for registration (and renewals and extensions of any registration) of such rights as well as all rights of action and remedies in relation to past infringements including rights in or in connection with:

- (a) confidential information, business or trade secrets, know-how;
- (b) Inventions, Patents (including supplementary protection certificates);
- (c) Copyright (including the rights to secure Copyright renewals and extensions of Copyrights, Copyright not yet in existence but that comes into existence in the future and all other rights of a like nature by law in force in any part of the world);
- (d) Trade Marks, service marks, business or trade names; and
- (e) Design rights, topography rights,

together with all other rights of a similar or corresponding character or nature.

Invention means the conception and reduction to practice of a useful, novel and non-obvious product or process, or improvement thereon, for which a Patent may be obtained.

Inventor means the person who invents, develops or discovers an Invention.

Licence means a contract in which an intellectual Property Rights holder gives permission to another to perform any Restricted Acts in relation to the intellectual property.

Net Receipts means the total Royalties and fees generated from the commercialization (including but not limited to, joint venture and licensing) of an Invention or discovery, less:

- (a) all expenses reasonably incurred by the University and/or its wholly owned subsidiary (including patent agents fees and legal fees) for the filing, maintenance, protection and preservation of Intellectual Property Rights in connection with the Invention or discovery;
- (b) all expenses reasonably incurred by the University and/or its wholly owned subsidiary (including patent agents fees and legal fees) for the commercialization of the Invention or discovery; and
- (c) where the Invention is jointly owned by another university, legal entity or institution, 10% to 20% of gross Royalties to cover internal administrative overheads;
- (d) amounts of taxation payable by the University and/or its wholly owned subsidiary in respect of the Royalties;
- (e) any other expenditure that is agreed with the inventor(s).

Patent means a grant which gives the owner of an Invention a right to exclude all others from making, using, selling or importing the Invention in the relevant jurisdiction.

Restricted Acts means:

- (a) in relation to Copyright, the exclusive rights of a Copyright owner in respect of a work, including the right to make copies, to authorize other persons to make copies, to make available copies of a work to the public, to perform, show or play the work in public or to make an adaptation of the work;
- (b) in relation to Patents, the exclusive rights of a Patent owner in respect of an Invention, including the right to make, use, sell, put on the market, stock, offer for use, or import the Invention;
- (c) in relation to Trade Marks, the exclusive rights of a Trade Mark owner in respect of a Trade Mark, including the right to use the Trade Mark in trade or business (including without limitation, to apply the Trade Mark to goods or their packaging, offer or expose goods for sale bearing the Trade Mark, put goods on the market bearing the Trade Mark, offer or supply services under the Trade Mark, import or export goods bearing the Trade Mark, or use the Trade Mark on business papers or advertising);

- (d) in relation to Designs, the exclusive rights of a Design owner in respect of a Design, including the right to make, import, sell or hire any article in respect of which the Design is registered, or offer or export such article for sale or hire.

Royalty means a payment made to an Intellectual Property Rights holder for the right to use his or her intellectual property.

Staff means a person who is a member of the University's academic or non-academic staff (whether full-time or part-time).

Student means any full-time or part-time graduate or undergraduate student.

Substantial use of University resources means use of time for which the University is compensating the inventor, creator or author to provide services for the University; use of funding provided by the University and/or funding that is made available to the inventor, creator or author in the form of grants, contracts or awards from external sources; and/or use of any University resources that are not ordinarily used by, or available to, that Staff member or Student, but does not include an incidental use of University resources. For the avoidance of doubt, casual use of library and desktop computer facilities shall not be considered to be a substantial use of University resources.

Technology Transfer Office means the office of the University responsible for managing and administrating the University's intellectual property, including without limitation administering Patent applications.

Trade Mark means a distinctive name, sign, logo or indicator used by an individual, business or other legal entity to distinguish its goods and/or services.

University means the University of Hong Kong, including all campuses of the University, whether located in Hong Kong or elsewhere.

University Domain Names means any domain names registered by the University from time to time, including without limitation, www.hku.hk, www.hku.edu.hk and any related sub-domain names.

University Marks means "The University of Hong Kong", "香港大學" the acronym "HKU", "港大", all other names, abbreviations, logos, whether registered as a trade mark or not, and any other form of visual identity that connotes an association with the University.

Visitor means a person who is not Staff, who takes part in teaching, research and other activity that would normally be conducted by Staff, including without limitation a scholar on short term exchange with the University, adjunct professors and honorary professors.

3. Application of Policy

- 3.1 This Policy applies to Staff, Students and Visitors of the University.
- 3.2 This Policy constitutes an understanding which is binding on the University and on the Staff, Students and Visitors to whom this policy applies, as a condition for participating in research programs at the University, for the use of University funds or facilities, or for commencing employment or studies with the University.
- 3.3 This Policy shall be incorporated in all employment contracts for Staff joining the University after this Policy has been implemented.

4. Overview

- 4.1 The key provisions of this Policy regarding Intellectual Property Rights of Staff, Students and Visitors are summarized below:

4.1.1 Staff

- (a) The University shall own all Intellectual Property Rights in works generated by Staff in the course of their employment with the University.
- (b) However, the University will normally only enforce such rights under a limited set of circumstances, including where the work was generated using a substantial use of University resources or personnel, where the work is an Institutional Work, or where the work is subject to an agreement signed by the Staff which requires the Staff to assign rights to the University or a third party.
- (c) Intellectual Property Rights in works generated by Staff in the course of an exchange with another institution shall be dealt with by the mutual agreement of the two institutions in accordance with their respective Intellectual Property Rights policies. It is recommended that a formal agreement regarding Intellectual Property Rights is entered into between the two institutions as early as possible.

4.1.2 Students

The University may assert ownership of Intellectual Property Rights for works generated by Students in the course of study. However, the University shall not assert ownership of Intellectual Property Rights in the following circumstances:

- (a) Where the work is not an Institutional Work. For the avoidance of doubt works created in connection with graduate assistantships or scholarship grants to Students to pursue academic activities towards an advanced degree shall not be considered to be Institutional Works; or
- (b) where there has not been a substantial use of University resources or personnel; or
- (c) where the work consists of Student coursework or a Student's contribution to a written thesis, as outlined in more detail at paragraphs 5.1.2 and 5.1.3 below.

4.1.3 Visitors

As a result of any Visitor having access to and use of any University facilities, equipment, accommodation or intellectual property, or participating in any teaching or research activities of the University, the University may require the Visitor to: (i) sign a confidentiality agreement in a form approved by the University; (ii) disclose to the University, immediately upon creation, full details on any Intellectual Property Rights created by the Visitor; (iii) do all things and sign all instruments necessary to assign such Intellectual Property Rights to the University; and/or (iv) give consent in relation to any moral rights he or she may have in the relevant work.

4.1.4 Collaborative work

Depending on the nature and level of contributions made by other collaborators, Intellectual Property Rights may be shared between two or more parties, including but not limited to supervisors, Students, Staff, the University and collaborating universities.

4.2 Role of Staff

Staff are required to have an understanding of Intellectual Property Rights issues. This is particularly important when supervising research students, deciding when and what to publish about their work, negotiating with third party research sponsors, and in collaborative efforts with other institutions.

4.3 Role of Supervisors

- 4.3.1 In different fields of study and research projects, the role of a supervisor varies and this has an implication on the arrangement of Intellectual Property Rights generated in research projects. A Student is expected to receive guidance from his or her supervisors. In the event that a supervisor merely acts as a mentor or a consultant, the Student will have the primary right to any Intellectual Property Rights generated in connection with the project. However, if a student works on an established research project and makes a substantial use of the supervisor, the University shall own the Intellectual Property Rights created in connection with the research project.
- 4.3.2 In the event that a supervisor initiates a substantive idea in a research project, the University, as the employer of the supervisor, shall own the Intellectual Property Rights generated in connection with the research project, subject to any agreement to the contrary.
- 4.3.3 In the event that a supervisor and a Student collaborated in the conception and design of an Invention, and the work made a substantial use of University resources, the Invention and any resulting patents will be owned by the University.
- 4.3.4 In the event that a supervisor and a Student collaborated in the conception and design of an Invention in which the intellectual effort is inseparable, and the work did not make a substantial use of University resources, the Invention and any resulting patents will be jointly owned by the University and the Student. The percentage of Intellectual Property Rights ownership should be agreed between the supervisor and the Student as early as possible.

4.4 Role of Students

All Students are required to familiarize themselves with this Policy. It is important that Students, before joining a research project, make enquiries with their supervisor or project group regarding Intellectual Property Rights for the research project and should agree on the Intellectual Property Rights arrangement for the research project.

4.5 Student research in conjunction with externally funded projects

In the case of externally funded projects, the University may be under a contractual obligation to assign all or part of the Intellectual Property Rights to a third party. Before a Student participates in such a project, he or she is required to make enquiries with his or her supervisor regarding the Intellectual Property Rights arrangement for the project. The University may, in its sole discretion, require the Student to sign a written agreement acknowledging and agreeing to the Intellectual Property Rights arrangement for the project.

5. Copyright

5.1 The University's policies on relation to copyright in various categories of works are outlined below:

5.1.1 Scholarly work and teaching materials created by Staff

- (a) The University does not normally exercise its claim of copyright ownership over any work created by Staff that is of a scholarly nature or created for teaching purposes.
- (b) Staff grant the University a royalty free, perpetual, non-exclusive, worldwide licence to use the work for non-commercial purposes. The licence granted under this clause shall continue after the Staff is no longer employed by the University.
- (c) Staff may submit their work to publishers and assign copyright in the work to a publisher as they judge appropriate, subject to any pre-existing licence granted in respect of the work. Staff shall procure that the University is granted the right to re-use the scholarly work (including any subsequent editions) for non-commercial purposes, including without limitation, posting the work on the University's institutional repository, the HKU Scholars Hub (the "**Hub**").

- (d) Where publishers' agreements permit, once a work is published, the University encourages Staff to submit their prior version of the published work ("**Author's Manuscript**") to the Hub to facilitate knowledge sharing. Administrators of the Hub will be responsible for confirming that the relevant publisher's agreement permits the posting of the Author's Manuscript, prior to posting any manuscripts on the Hub.
- (e) Works which have been specifically commissioned by the University or works governed by agreements with research sponsors will be governed by those agreements and not the above.

5.1.2 Student coursework

- (a) The Student shall retain copyright in his or her work submitted in the course of his or her study, including papers, essays, reports and articles.
- (b) The Student grants the University a royalty free, perpetual non-exclusive worldwide licence to use the work (i.e. perform any Restricted Acts in relation to the work) for non-commercial purposes. The licence granted under this clause shall subsist after the Student is no longer enrolled as a student of the University.

5.1.3 Student thesis

- (a) The Student shall retain copyright in his or her written thesis.
- (b) The Student grants the University, in particular the University Libraries and the University Archives, a royalty free, perpetual, non-exclusive worldwide licence to circulate the thesis or use the thesis for other non-commercial purposes. The licence granted under this clause shall persist should the Student no longer be enrolled as a Student of the University.
- (c) If research data included in a thesis are obtained by a collaborative effort (including collaboration between the Student and a supervisor or other researcher at the University), such data may be the joint property of the Student and the collaborating party. It is strongly advised that Students and supervisors/researchers make clear agreements in advance concerning the ownership and use of Intellectual Property Rights created in connection with a Student thesis.

5.1.4 Jointly authored work

- (a) Where two or more Staff and/or Students have collaborated on a work in which the contributions of the collaborators are not separable, this work will be jointly owned by all Authors.
- (b) Where two or more Staff and/or Students have collaborated on a work in which each person's contribution is distinct (e.g. a chapter of a book is written by a different author), the work is a collective work and each Author shall own copyright in his or her individual work.

5.1.5 Work involving substantial use of University resources

Where a work has been created by staff or students making a substantial use of University resources, the University shall retain ownership of such works, subject to any written agreement to the contrary. Where there may be a question of whether a work involves substantial use of University resources, it is strongly advised that an agreement relating to Intellectual Property Rights should be reached between the parties before the use of such resources.

5.1.6 Software

- (a) The copyright in software created by Staff and Students shall normally be retained by the Authors of such software. However, the University shall retain ownership of the copyright in software produced by Staff and Students in the following circumstances: (i) where there is a substantial use of University resources; (ii) where the software is an Institutional Work; (iii) where the software was developed by a Staff member in the course of his or her employment.

- (b) Software developed as a result of work partially or fully funded by an external organization through a contract or grant to the University, shall be governed by the terms of the contract or grant.
- (c) If a Student creates software working in conjunction with a supervisor and both parties contribute original intellectual labour, and the contributions are not separable, the work shall be jointly owned by the Student and the University.
- (d) Staff and Students grant the University a royalty free, perpetual, non-exclusive worldwide licence to use the software for non-commercial purposes. The licence granted under this clause shall continue after the relevant Staff and Students are no longer associated with the University.

5.1.7 Databases

A database is protected by copyright law in Hong Kong, provided that the selection or arrangement of the contents meets the minimum standard of originality, i.e. that a sufficient amount of skill and labour is involved in the selection or arrangement of the contents of the Database.

- (a) Databases created as part of an established University project

The University may own copyright in a Database (e.g. a DNA Database on plant genomics produced by the Department of Biology). If a student undertakes laboratory research and expands any such Database, the Student may not have any rights to the Database as the Student's effort was performed as part of an established University project. It is recommended that the Student and supervisor discuss Intellectual Property Rights and arrive at a written agreement before commencing the work.

- (b) Databases created as part of student coursework

If a student creates a Database as part of course requirements (e.g. a database of eating habits for a marketing research project), the Student shall retain ownership of the copyright in the Database. The Student grants the University a royalty free, perpetual, non-exclusive worldwide licence to use the Database for non-commercial purposes. The licence granted under this clause shall continue after the Student is no longer enrolled as a Student of the University.

- (c) Databases jointly created by a Student and a supervisor

When a Student creates a Database and works in conjunction with a supervisor and both parties have been involved in the selection and arrangement of the contents of the Database, the copyright in the Database will be jointly owned by the University and the Student.

5.1.8 Work created on the University web server

A Student shall retain ownership of any work that he or she creates and places on the University website. The Student grants the University a royalty free, perpetual, non-exclusive worldwide licence to use the work for non-commercial purposes. The licence granted under this clause shall continue after the Student is no longer enrolled as a Student of the University.

5.1.9 Institutional works

The University shall retain ownership of Institutional Works and works resulting from simultaneous or sequential contributions over time by multiple Staff and Students, such that the work can not be attributed to a single Author or a discrete number of Authors.

5.1.10 Videotaping and related classroom technology

Copyright in audio recordings and audiovisual recordings of courses taught at the University or courses developed for the University shall be the property of the University. Videotaped courses and courses recorded using any other media are University property and may not be reproduced, distributed, performed or displayed without permission of the University.

6. Patents

6.1 Inventions protected by patents

In order to be patentable, an Invention must be new/novel, involve an inventive step and be capable of industrial application. Patents apply to a wide variety of Inventions, including machines or devices (e.g. a laser printer, an electronic circuit), processes (e.g. a genetic engineering procedure, a business process), chemical compounds (e.g. a drug), new life forms (e.g. a genetically altered life-form). A Patent, once granted, prevents anyone else from using the Invention without the patent owner's permission for a fixed term. After the Patent expires anyone is able to use the Invention without a requirement to obtain the former Patent owner's permission.

6.2 Duty to report Inventions

6.2.1 Staff and Students shall immediately notify and disclose to the Technology Transfer Office of the University any potentially patentable discoveries or Inventions made by them. The Evaluation Committee shall evaluate the patentability and marketability of Inventions disclosed by Staff and Students, and where appropriate, the Technology Transfer Office will administer the Patent application of the Staff and Students.

6.2.2 The First step to report an Invention is to complete and submit an Invention Disclosure Form (IDF) to:

Technology Transfer Office
The University of Hong Kong

6.2.3 The Invention Disclosure form is obtainable from the Technology Transfer Office or can be downloaded from its website: www.tto.hku.hk.

6.3 Confidentiality

It is important that any information about a potentially patentable Invention is not prematurely disclosed. Telling a third party about the information generated by a research project could constitute a disclosure and may mean that the invention loses the necessary quality of novelty, resulting in the Invention becoming un-patentable. In the event that Staff and/or Students need to discuss the details of an Invention with outside academics or potential developers, they should ensure that a non-disclosure agreement in the form provided by the Technology Transfer Office) has been executed before disclosing any information about the Invention.

6.4 Staff Inventions

6.4.1 Patentable Inventions made by Staff in the course of employment or with more than incidental use of University resources or developed under a project funded by or through the University must be disclosed to the University. Staff, as a condition of their employment with the University, shall assign all right, title and interest in such Inventions and/or Patents to the University and shall cooperate with and assist the University in the Patent application process, including without limitation, executing any deed of assignment and other documentation necessary to file a Patent application.

6.4.2 Staff should not enter into any agreement with a third party which conflicts with their obligation to the University under this Policy. Each Staff member should make his or her obligations under this Policy clear to any third party when negotiating a sponsorship or consultancy agreement.

6.5 Student Inventions

6.5.1 Patentable Inventions created by a Student in the course of study and developed with more than incidental use of University resources and/or developed under a project funded by or through the University should be disclosed to the University. The Student Inventor shall assign all such Inventions and/or Patents to the University and shall cooperate with and assist the University in the Patent application process, including without limitation, executing any deed of assignment and other documentation necessary to file a Patent application.

- 6.5.2 Inventions made by a Student outside his or her course of study and without the use of University facilities or funding shall be the property of the Student, subject to any agreement to the contrary.
- 6.6 Decision to Patent an Invention
- 6.6.1 The University may, in its sole discretion decide to obtain a Patent for an Invention made by Staff and Students. The Evaluation Committee in the Technology Transfer Office is responsible for evaluating the patentability and marketability of an Invention.
- 6.6.2 Where the Evaluation Committee decides to file a Patent application, such invention shall be filed in the name of the University.
- 6.6.3 When the Evaluation Committee declines to file a Patent application for an Invention created by a Staff member and/or Student within a reasonable time, or where the University pursues an Invention but subsequently abandons the pursuit of the Patent or licence agreement, the relevant Staff member and/or Student may request the University in writing to waive the University's interest in the Invention. Upon receipt of the request, the Pro-Vice Chancellor and Vice-President (Research) and the Director of the Technology Transfer Office shall consider the case in the light of the University's obligations to sponsors, if any, and on whether the waiver would be in the best interest of the University, as well as whether the waiver would result in any conflict of interest. If the request is approved, the Intellectual Property Rights in the invention/Patent will be assigned to the relevant Staff member and/or Student who will then be free to file a Patent application at his or her own cost and/or dispose of the Invention as he or she wishes. The relevant Staff member or Student shall grant the University a royalty free, perpetual, non-exclusive worldwide licence to use the Invention for non-commercial purposes. The licence granted under this clause shall persist should the relevant Staff member and/or Student no longer be associated with the University.
- 6.7 Fragmented IPR ownership - staff from another university
- When a Staff member joins the University from another institution and undertakes the same area of research, it may result in fragmented ownership of Intellectual Property Rights. It is recommended that a formal agreement regarding Intellectual Property Rights is entered into between the two universities as early as possible. Any Patents which result from the research will normally be co-owned by the two universities and the distribution of derived Royalties between the universities will normally be negotiated after an invention disclosure, but prior to the initiation of the Patent application.
- 6.8 Intellectual Property Rights subject to an agreement with a sponsor
- If a Staff member has obtained a grant which expressly provides that all intellectual Property Rights belong to the sponsor of the grant, any patentable invention which results from this research shall be governed by the agreement between the sponsor and the University, even if the project has made substantial use of University resources.
- 6.9 Sharing of Royalties with Inventor(s)
- The University shall share Royalties from Inventions assigned to the University with the Inventor(s). The Net Receipts arising from the exploitation of an Invention shall be shared between the University, the relevant faculty/department and the inventor(s) in the ratio of 1/3 : 1/3 : 1/3. The University reserves the right to amend the Royalty distribution at any time. Staff and Students should consult the Technology Transfer Office for more details regarding the distribution of Royalties.

7. Trade Names, Marks and Domain Names

7.1 Approval for use

7.1.1 The University Marks and University Domain Names are the property of the University.

They are used to identify the University and its academic programmes, publications, services, products, etc. Staff and Students are not permitted to use the University Marks without the prior approval of the Vice-Chancellor or his or her designated authority.

7.1.2 In general, the University will not approve the use of the University Marks to endorse any commercial products or services. See the "Policies and Guidelines on the Use of the University's Name and Visual Identity" available on the University's website (<http://www.hku.hk/uid/detail.html>).

7.2 Authority to licence

The University has authority to licence the University Marks for commercial use and collect Royalties.

7.3 Products displaying University Marks

The University Marks must not be displayed on any products without the prior approval of the University. The University may, in its discretion, grant Staff and Students licences to use the University Marks in the manner contemplated by this clause.

8. Governing law and jurisdiction

This Policy and any dispute or claim arising out of or in connection with it or its subject matter shall be governed by and construed in accordance with the laws of the Hong Kong Special Administrative Region. The Courts of the Hong Kong Special Administrative Region shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Policy.

9. Amendments

The University reserves the right to amend this Policy from time to time.

APPENDIX C

REGULATIONS GOVERNING UNIVERSITY LIBRARIES

L1 Hours of opening

The hours of opening of the Libraries will be determined by the Library Committee and displayed at the entrances to the Libraries.

L2 Admission to the Libraries

- (a) Admission to the Libraries is conditional upon the possession of a valid library ticket, or such other documentary evidence of permission to use the Libraries as may be required from time to time by the Library Committee. This library ticket or documentary evidence must be produced at the request of library staff before admission to the Libraries.
 - (b) It is the responsibility of a holder of a ticket to provide correct correspondence / email addresses to the Libraries and that any subsequent change is notified to the Academic Services Office (all HKU students) or the Lending Services Librarian (all users except HKU students).
 - (c) Tickets are not transferable and loss of a ticket must be reported to the Academic Services Office and the Registration Counter of the Main Library without delay. Replacement tickets may be charged for.
 - (d) Charges, as agreed by the Library Committee from time to time, may be levied for the granting of reading or borrowing facilities to persons having no formal connection with the University.
 - (e) Visitors wishing to visit the Libraries must first obtain the permission of a senior member of the library staff.
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L3 Borrowing privileges

- (a) The following persons will be granted borrowing privileges on completing the application formalities:
 - (i) Members of the Court.
 - (ii) Full-time and part-time members of the teaching staff (whose status is that of Demonstrator or higher) and members of the administrative staff and non-teaching units of equivalent status, and Research Fellows, Research Officers, Research Assistants and Teaching Assistants.
 - (iii) Technicians of the University.
 - (iv) Honorary Graduates, Honorary Professors, Emeritus Professors and Honorary University Fellows of the University.
 - (v) Wardens and Masters of University Halls and attached Halls and Colleges.
 - (vi) Currently registered graduate students and visiting students proceeding to higher degrees, postgraduate diplomas and certificates in the University.
 - (vii) Currently registered students and visiting students proceeding to Bachelors' degrees, diplomas and certificates in the University.
 - (viii) Full-time and part-time members of the non-academic staff (except borrowers in category (iii) above).
- (b) Registered graduates of the University will be granted borrowing privileges on completing the application formalities and on depositing with the Director of Finance of the University a sum

of money, the amount of which shall from time to time be approved by the Library Committee, and against which any fines or claims for missing books may be charged. Graduates holding BEA HKU credit gold or platinum cards or BEA HKUAA credit gold or platinum card will be exempted for the deposit.

- (c) The Librarian may approve borrowing facilities to the following persons, under the same conditions as for (b), except that holders of JULAC Cards and staff spouse will not have to pay a deposit:
- (i) Holders of JULAC Cards.
 - (ii) Retired staff members who had served at the University ten years or more and their spouses.
 - (iii) Ex-HKU Terms of Service I staff who are residents in Hong Kong.
 - (iv) Formally approved visitors to University departments, centres and units.
 - (v) Spouses of all HKU staff.
 - (vi) Any other persons at the discretion of the Librarian.
- (d) The Librarian may approve fee-based borrower's tickets for not more than three years to the following persons:
- (i) Academic staff of the HKU School of Professional and Continuing Education.
 - (ii) Non-academic staff of the HKU School of Professional and Continuing Education.
 - (iii) Part-time tutors of the HKU School of Professional and Continuing Education.
 - (iv) Students of HKU self-funded courses.
 - (v) Students of designated courses offered by the HKU School of Professional and Continuing Education.
 - (vi) Students of HKU SPACE Community College attending Pre-Associate Degree and Associate Degree Programmes (Year I); and HKU SPACE Community College students attending Year I and II of Higher Diploma Programmes.
 - (vii) Students of HKU SPACE Community College attending Associate Degree Programmes (Year II); HKU SPACE Community College students attending Year III of Higher Diploma Programmes; and students of HKU SPACE Centre for International Degree Programmes (Year II)
 - (viii) Students of HKU SPACE Centre for International Degree Programmes (Year III).
 - (ix) Members of the general public.
 - (x) Commercial, industrial and other organizations.
 - (xi) Any other persons at the discretion of the Librarian.
- (e) Borrowers in categories of paragraph (a)(ii) above may have on loan not more than four hundred books and six audio-visual items with a maximum of three movies at one time; those in (a)(vi) above may have on loan not more than one hundred and eighty books and six audio-visual items with a maximum of three movies at one time; those in (d)(i) not more than eighty books and six audio-visual items with a maximum of three movies at one time; those in category (a) (iii) and (vii) not more than sixty books and six audio-visual items with a maximum of three movies at one time; those in (c)(v) and (d)(ii) not more than twenty books and six audio-visual items with a maximum of three movies at one time; those in (a)(i), (iv)-(v), (viii), (d)(iii)-(v) and (viii)-(x), not more than twenty four books and six audio-visual items with a maximum of three movies at one time; those under paragraphs (b), (c)(iii-iv) and (d)(vii) not more than twelve books and six audio-visual items with a maximum of three movies at one time; those in (c)(i) not more than ten books at one time; and those in (d)(vi) not more than eight books and six audio-visual items with a maximum of three movies at one time. Retired staff members and their spouses of (c)(ii) will enjoy the same borrowing and access privileges as those prior to retirement. The normal loan periods of books, subject to limitations in paragraphs (f) and (g), are 180 and 120 days for borrowers in categories of paragraph (a)(ii) and (vi) above respectively, 30 days for categories of paragraph (c)(i) and (c)(iv) and 60 days for borrowers in all other categories; and 7 days for audio-visual item. The minimum period of use of recall items is 16

days. If any individual to whom borrowing facilities have been given comes within the definition of more than one, or none, of the paragraphs, the Librarian shall decide under which category the borrower shall be given such facilities.

- (f) Borrowers in categories (i)-(vi) of paragraph (a) and category (i) of paragraph (d) who hold a valid borrower's ticket may borrow bound volumes of pre-1971 periodicals for seven days, post-1970 periodicals for three days and unbound issues for one day.
- (g) The Librarian may restrict or preclude the loan or use of any library materials where this is necessary for their preservation or in the interest of the majority of library users.
- (h) All books to be borrowed must be charged out with a valid borrower's card at the Libraries. Disciplinary action may be taken against anyone attempting to remove books from the Libraries in an unauthorized manner. Since the loan period of the charged out item will be shortened to 16 days once it is recalled by another borrower, the Libraries strongly advises borrowers to return all books before they go overseas. Otherwise overdue fines will be imposed.
- (i) Notwithstanding the installation of an electronic security system, all books and personal belongings must be surrendered for inspection at the Library exit at the request of the library staff.
- (j) No loan may be renewed if the book has been requested by another borrower. Not more than five renewals may be made on any loan. Reserve materials on two-hour loan may not be renewed.
- (k) No due dates will be stamped on charged-out items except items with a loan period less than seven days. All current students and staff members should be aware that notifications including due date (except renewal online), coming due, overdue, recall and pickup will be sent to the email addresses supplied by the Information Technology Services of the University of Hong Kong. All users are reminded not to rely on email and SMS messages solely; circulation records should be checked often for the most updated due dates.

L4 Fines for late return of books

- (a) Fines for the late return of books borrowed will be charged at rates to be set from time to time by the Library Committee.
- (b) A first overdue notice will be sent to the borrower when the book is overdue, and a second overdue notice will be despatched one week later, but fines will accrue irrespective of the sending or receipt of a recall notice, and the onus of avoiding the late return of books rests with the borrower.
- (c) All loaned items with loan period of 30 days or more may be recalled if requested by another user regardless of the original loan period. The guaranteed minimum use period of recalled books is 16 days from the check-out date. Recalled items must be returned on or before the revised due date shown on the circulation record. Fines will be imposed and patron records will be blocked from further borrowing, renewing or requesting for late returns.

L5 Books assumed lost

Books which are overdue for 21 days or more and not returned will be assumed to have been lost by the borrower, who will be charged accordingly. Charges will include processing costs and any fines accrued. Only in exceptional circumstances and at the discretion of the Librarian can any refund be made in respect of books returned after a claim has been processed by the Finance and Enterprises Office.

L6 Reading privileges

- (a) Reader's tickets valid for five years will be issued to registered graduates of the University on request.
 - (b) The Librarian may approve reading privileges to the following persons:
 - (i) Bachelor degree students of UGC-funded institutions.
 - (ii) Senior staff of the SAR Government for conducting work-related research.
 - (iii) Full-time staff and students from overseas tertiary institutions.
 - (iv) Ex-HKU Terms of Service I staff who are residents in Hong Kong.
 - (v) Formally approved visitors to University departments, centres and units.
 - (vi) Any other persons at the discretion of the Librarian.
 - (c) The Librarian may approve fee-based reader's tickets for not more than three years to persons listed in L3(d)(iv)-(v), (viii)-(x) above.
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L7 Theft or mutilation of library materials

Library materials may not be removed from the Libraries unless they have been properly issued by a library staff. Mutilation and theft of library materials are offences punishable by law, and in the case of the University of Hong Kong students and staff, are also disciplinary offences. Offenders will be penalized and payment must be made to cover all damages.

L8 Damaged and lost books

Any defect or damage to a book should be reported to the Lending Services or Branch Librarian immediately when it is noticed. Users will be held responsible for loss or damage to any book whilst in their charge, and will be required to pay the full value of replacement. After paying for their replacement, users will not keep damaged items or, in the case of lost items, any that are subsequently found.

L9 Reservation of places

Reader's places may not be reserved except in accordance with the official reservation system. Any other place not occupied by a person may be used by another, regardless of property left on the desk or chair. The Libraries believe that university students should be as self regulating as possible but may step in from time to time when such self discipline and consideration are not readily obvious. Books and personal property left unattended on desks for more than thirty minutes may be removed to the counter on the instructions of a senior member of the library staff.

L10 Photocopying/Printing

In the use of the photocopying/printing machines in the Libraries, care must be taken to avoid any breach of copyright. Users are warned that they are fully responsible for any legal consequences concerning copyright that might arise from use of the Libraries' self-service copying/printing machines.

L11 General

- (a) The Librarian may make special regulations regarding admission to and use of particular areas of the Libraries.
 - (b) Defined food and can be consumed inside the Student Learning Centre (G/F, Main Library) and other designated areas.
 - (c) Cameras and other photographic equipment may not be used in the Libraries without the permission of the Librarian.
 - (d) Smoking is prohibited by law in the Libraries.
 - (e) All mobile phones and pagers must be turned off or switched to vibrate/silent mode before admission to the Libraries. Use of mobile phones and pagers are restricted to designated areas in the Libraries.
 - (f) Keep a low voice at all time in the Libraries. Talking is not permitted in the reading areas except the Student Learning Centre on the G/F of the Main Library.
 - (g) No games of any form are allowed in the Libraries.
 - (h) All computer use inside the Libraries must comply with the “Statement of Ethics on Computer Use” of the University of Hong Kong.
 - (i) Readers are required to sit in the places provided, and tables and chairs may not be moved to new positions.
 - (j) Personal belongings should not be left unattended. The Libraries will not be responsible for any loss or damages of personal belongings.
 - (k) Readers must comply with library staff instructions.
 - (l) Rule breakers of (b), (e) and (h) of the above will lead to disciplinary actions.
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L12 Exclusions

- (a) Borrowers who refuse to pay for books lost while on loan to them or who consistently refuse to pay fines accrued on overdue books will be excluded from the Libraries.
 - (b) Lending university identity cards or facilities access cards to others to gain access to the Libraries or borrowing library cards from students of other UGC institutions to access their libraries may result in exclusion from the Libraries for a period of one month.
 - (c) The Librarian or the most senior member of staff on duty may temporarily exclude from the Libraries any person who infringes any of the Library Regulations or who acts in any way which may interfere with the convenience of other users of the Libraries or the work of the Library staff. Breach of any Library Regulations may result in temporary exclusion or permanent deprivation of the use of the Libraries as the case applies.
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L13 Waiving of the regulations

The Librarian has discretion to waive any of the above regulations in special circumstances if he/she believes that this is desirable in order to meet the particular requirements of an individual library user and will not have a detrimental effect on the facilities offered to any other library user or the library services as a whole.

N.B. In these regulations the term “books” should be taken to include all library materials.

APPENDIX D

REGULATIONS GOVERNING STUDENTS' ACADEMIC CONDUCT CONCERNING ASSESSMENT

1. These regulations cover assessments for any degree, diploma, certificate or other academic distinction or award granted by the University. For the purpose of these regulations, assessments include written examinations; written, practical and oral tests; continuous assessment; submission of any form of work; any other means of assessment as specified by the examiners; and any combination of the above.

2. A candidate shall not introduce or cause to be introduced into the place of assessment, or remove or cause to be removed therefrom, any printed or written matter or any other form of recorded matter or any blank writing paper or blotting paper or any blank recording material save with the express permission of the examiners previously conveyed by the examiners or the Examinations Secretary.

3. A candidate shall write only on his answer book and on any supplementary answer books or sheets provided for the purpose. He shall not mutilate his answer book or any supplementary answer books or sheets, and shall give up all such materials on leaving the place of assessment.

4. A candidate shall not obtain or seek to obtain advantage in the assessment by having or seeking access to unauthorized information or material or by copying or attempting to copy from, or by communicating or attempting to communicate with any other person during the time appointed for an assessment.

5. A candidate shall not impersonate another candidate, nor shall he permit himself to be impersonated at any assessment.

6. A candidate shall not engage in plagiarism nor employ nor seek to employ any other unfair means at an examination or in any other form of assessment. Plagiarism is defined as the unacknowledged use, as one's own, of work of another person, whether or not such work has been published.

7. In conducting research, a candidate shall not engage in any misconduct which shall include, but not limited to, fabrication; falsification; plagiarism; infringement of another person's intellectual property rights; misleading ascription of authorship including the listing of authors without their permission, attributing work to others who have not in fact contributed to the research, or the lack of appropriate acknowledgement of work primarily produced by another person; and other practices which seriously deviate from those commonly accepted within the academic community for proposing, conducting or reporting research.

A candidate at a University assessment who infringes any of the above regulations is liable to be the subject of a complaint before the Disciplinary Committee under the provisions of Statute XXXI-2(1)(g).

APPENDIX E

PROCEDURES FOR CHECKING OF ASSESSMENT RESULTS OF TAUGHT COURSES

Introduction

All assessment results of courses and examinations are determined by the Board of Examiners (BoE) after careful scrutiny and deliberation by the examiners concerned and the relevant subject/departamental/Faculty committee(s). Particularly in respect of a student's failure in a written examination, or in any other written form of assessment which contributes to 50% or more of the overall result of the failed paper, the University further requires that the failure has to be determined on the basis of the assessment of more than one teacher; and that, in the case where two teachers have been involved in the assessment of the work and where there has been disagreement between the two teachers, a third opinion (normally that of an external examiner) has to be sought. Given the strict review process adopted, the BoE decisions on assessment results are final. Senate further resolved in May 2011 that General Regulation G9(g) be amended as "There shall be no appeal against the results of examinations and all other forms of assessment." to clarify that this provision covers all forms of course assessment.

Notwithstanding this, students may however request checking of the final course grade or the result of any assessment component of any course if they have reason to believe that there is any procedural irregularity or technical error in the determination of that result (e.g. an error in the recording, collating or aggregation of grades/marks which contribute to the final result).

Such checking is not and does not entail academic re-assessment of the materials or coursework presented by the student. In other words, appeal against the academic judgment of the examiners will not be entertained.

Procedures

A student who wishes to request a checking of whether there has been any procedural irregularity or technical error in the determination of his/her assessment results shall apply in writing to his/her home Faculty Office, submitting a separate application for each course to be checked. The application must be dated and signed by the student and include the following information: (a) personal information (name, University number, curriculum); (b) information about the course and assessment result to be checked (course code and name, the assignment/examination in question, the assessment result obtained which is to be checked); and (c) the grounds for making the request to check. Faculties may at their discretion require their students to complete a dedicated Faculty form and/or provide additional information to facilitate the processing and consideration of the application(s). Students should approach their Faculty Office about the exact application details.

The application fee is HK\$200 for each assessment result to be checked: for this purpose, the result of an individual assignment constitutes one assessment result as does the final (aggregated) grade of a course. Students should pay the appropriate application fee(s) using one of the payment methods described in the table on p.131 & p.132, attach the receipt of payment to the application(s) for submission to the Faculty Office, and retain a photocopy of the receipt as proof of payment. Should the Faculty's investigation into a student's request conclude that there was indeed a procedural/technical error in the determination of a

particular assessment result and the assessment result in question is revised as a consequence, the application fee for checking that particular result will be refunded to the student.

An application for checking of procedural irregularity or technical error, together with the receipt of fee payment, should be submitted by the student as soon as possible after the release of the assessment result, and in any case must reach the Faculty Office no later than two weeks after the publication of the course's final assessment result as determined by the BoE.

The Faculty Office shall arrange for such applications to be considered by the relevant examiner(s) and, where appropriate, by the BoE itself.

The Faculty Office shall inform the student in writing of the outcome of the checking normally within three weeks after receipt of the application.

Methods of Payment (for students residing in Hong Kong only)

Payment method	Procedures	Receipt to be attached to the application form
ATM (Automatic Teller Machine)	<ol style="list-style-type: none"> 1) Locate an ATM with 'Bill Payment' function 2) Select "Bill Payment" → "Education" → "The University of Hong Kong" (<i>Please do not use the account transfer function for payment</i>) 3) Enter Bill Type: "06" Other Fees 4) Enter Bill Account Number: "Your University Number (10 digits)" + 4201 (<i>If you have forgotten your University Number, please use "209999983" in lieu</i>) 5) Enter the appropriate amount payable 	Original ATM customer advice
Internet banking	<ol style="list-style-type: none"> 1) Logon to any of the following websites: HSBC <http://www.hsbc.com.hk> Hang Seng Bank <http://www.hangseng.com> JETCO <http://www.jetpayment.com.hk> BEA <http://www.hkbea.com> 2) Make bill payment by choosing the following function: <i>(Please do not use the account transfer function for payment)</i> HSBC: View and Pay Bills Hang Seng Bank: View and Pay Bills JETCO: JET Payment BEA: Bill Payment / CyberPayment / JET Payment 3) Select "The University of Hong Kong" as the merchant for payment 4) Enter Bill Type: "06" Other Fees 5) Enter Bill Account Number: "Your University Number (10 digits)" + 4201 (<i>If you have forgotten your University Number, please use "209999983" in lieu</i>) 6) Enter the appropriate amount payable 	A printed copy of the bank's acknowledgement statement which contains the payment reference number

HSBC's CQM <i>(Cheque Deposit Machine)</i>	<ol style="list-style-type: none"> 1) Make a crossed cheque payable to "The University of Hong Kong" and write your name and your University Number (10 digits) at the back of the cheque <i>(Post-dated cheque is not acceptable)</i> 2) Deposit the cheque at any HSBC's CQM by <ol style="list-style-type: none"> a) entering The University of Hong Kong's bank account number 002-222834-002 and the cheque amount; and b) selecting "Reference" and entering the reference number: Your University Number (10 digits) + 4201 <i>(If you have forgotten your University Number, please use "2099999983" in lieu)</i> 3) Insert the cheque into the cheque insertion slot <i>[For details, please refer to the instructions listed on the machine]</i> 	Original CQM transaction advice
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APPENDIX F

REGULATIONS GOVERNING THE USE OF CENTRAL COMPUTER SERVICES

1. Central computer services in the Computer Centre are provided to all members of the University on the strict understanding that they are to be used solely for the purpose of the University.

2. Use of the services provided by the Centre shall be subject to such terms and conditions as the Computer Committee and the Director of Computer Centre may specify from time to time.

3. Access to the central timesharing computer facilities shall be conditional upon the allocation of a user code, application for which should be made to the Director of the Computer Centre on the prescribed forms.

4. Use of any other facilities provided by the Centre is subject to whatever regulations are in force at the time.

5. The Director of the Computer Centre may temporarily exclude from any or all of the services of the Centre any person who acts in any way which may interfere with the convenience of other users or with the work of the Centre.

6. In the case of a first offence, such exclusion shall be reported by the Director of the Computer Centre to the appropriate Dean and Head of Department, and the offender's user privileges shall not be reinstated without the written permission of the Dean and Department Head concerned.

7. Users shall be responsible for replacement at cost of loss or damage to any media or documentation on loan from the Centre.

8. Users shall be responsible for the care and use of the Centre's equipment and may be liable for the cost of repair of any damage of the equipment caused by negligence or failure to adhere to the proper operating procedures on their part.

9. Users shall take all reasonable steps to avoid wastage of the computer resources provided, and the Director of the Computer Centre reserves the right to levy charges on wasteful use of resources.

10. Users shall not copy in any form the software provided, without the specific approval of the Director of the Computer Centre. Most of the software products are proprietary and are protected by copyright. Care should be taken to prevent overwriting or damaging of the software provided. Only those software products available from the Centre will be supported by the Centre. Users are

warned also in these regulations that they are fully responsible for all licensing requirements for software products that they may have brought along themselves to use.

11. The Director of Computer Centre shall report all cases of misuse or abuse of the central computer services to the Computer Committee.

12. Repeated and serious offenders against these regulations shall be brought before the Computer Committee which can recommend appropriate action by the University.

APPENDIX G

STATEMENT OF ETHICS ON COMPUTER USE

- WHEREAS** computer systems now form an integral part of instruction, research and administration of The University of Hong Kong, and
- WHEREAS** their use entails financial, legal and ethical considerations, and
- WHEREAS** there is minimal regulation over their use, and
- WHEREAS** computer use is a privilege not a right, and
- WHEREAS** the University is committed to the expansion of responsible computer use,

THE UNIVERSITY ADOPTS AND REQUIRES STRICT COMPLIANCE WITH THE FOLLOWING STATEMENT OF ETHICS ON COMPUTER USE.

APPLICATION

This Statement of Ethics applies to all use of the computer system at The University of Hong Kong. The computer system means all computers owned, operated by or located on campus at the University, whether stand alone or networked and including all hardware, software and data.

COMPUTER USE MUST BE AUTHORISED

Use of the computer system at the University is primarily for instructional, research or administrative purposes.

Authorized use means use pursuant to an individual logon identification, source of funds, password or user code and, in the case of stand alone computers, appropriate permission.

Where the computer system is utilized for outside consultation and direct practice, as distinct from general educational work within the meaning of the Terms of Service of the University, it shall be reported and an appropriate payment made.

Computer users shall not exceed their legitimate level of access or authority.

All computer use is, where applicable, also subject to the regulations governing the use of central computer services.

THE INTEGRITY OF THE COMPUTER SYSTEM MUST BE OBSERVED

The use of the computer system at the University implies respect for and adherence to ethical standards designed to protect the integrity of the computer system. Therefore computer users agree not to engage or attempt to engage, in the following conduct; whether or not it entails the performance of any function by a computer:

- unauthorized access or use of the computer system regardless of any authorized subsidiary purpose;
- deception, false use or impersonation of any other user's individual logon identification, source of funds, password or user code;
- unauthorized modification of the computer system including deletion, alteration or destruction of computer data or program or the introduction of computer viruses or other harmful input;
- unauthorized modification of the contents of the computer system including any memory or other storage medium with a view to impairing the reliability of, or accessibility to, data stored or otherwise held in any computer.

COMPUTER USE MUST BE RESPONSIBLE

Use of the computer system must not intrude upon the legitimate or convenient use of the system by others. Trivial applications such as excessive game playing, message sending, storage use, or outputting, constitute non-responsible use.

Responsible use entails accountability. All computer users are accountable for charges incurred on their respective accounts or sources of funds.

Computer users should follow security features of the system. Where a reasonable suspicion exists that either a breach of security has occurred, or is likely to occur, then the onus is upon the computer user to take appropriate measures including the notification of the breach to the Director of the Computer Centre.

CONFIDENTIALITY AND PRIVACY OF OTHER COMPUTER USERS MUST BE RESPECTED

The use of the computer system must be in a manner that preserves the confidentiality and privacy of others. Therefore, the reading or intercepting of, or the electronic eavesdropping on, any communication by or data held on the computer system which is intended for another user, is a breach of these principles.

Where any breach occurs unintentionally, for example through miskeying or during the course of an authorized use, the use shall be discontinued at once.

Any subsequent disclosure of information obtained as a result of a breach of these principles, other than to the Director of the Computer Centre, shall constitute a breach of this Statement of Ethics.

THE LAW MUST BE FOLLOWED AND PROPRIETARY OWNERSHIP OBSERVED

This Statement of Ethics is in addition to the law on patents, trademarks, copyright, unfair competition, trade secrets and contract, as well as in addition to any prior restrictions in relation to copying, resale, non-educational use or otherwise.

The University assumes no responsibility for any infringing, or non-permitted, use.

Non-compliance with this Statement of Ethics shall constitute computer abuse. The Director of the Computer Centre shall take such action as he thinks appropriate, and shall report repeated and serious offences to the Computer Committee, which may recommend appropriate action by the University.

APPENDIX H

CONDITIONS ON COMPUTER USAGE

1. Computer facilities are allocated to a user on the strict understanding that the results obtained are to be used solely for the purposes of the University. Consulting work, as defined by the Terms of Service of the University, is not to be undertaken under the general account allocated even in those cases where the results may also be of value to teaching and/or research purposes. Users who wish to use the facilities of the Computer Centre for outside practice or other outside work should contact the Director of Computer Centre who will be glad to provide a charging rate and another account for such purposes.

2. The Computer Centre will take necessary precautions to ensure the privacy of users' data and programs on the systems. However, operational requirements may necessitate access to users' data files by Computer Centre staff. Any information thus obtained will be treated strictly confidential.

3. The Computer Centre reserves the right to ask a user to re-write parts of a program if, in the opinion of the Centre, the efficiency and effectiveness of computer usage can be improved by so doing. Computer Centre staff will provide adequate assistance to the user to carry out the suggested modifications.

APPENDIX I

HARNET ACCEPTABLE USE POLICY

Goals and Purposes of HARNET

HARNET (Hong Kong Academic and Research Network) is managed and operated by the Joint Universities Computer Centre (JUCC) to provide quality, equitable, and cost-effective information and communication resources to JUCC Members and to promote the development, deployment, operation and technology transfer of advanced network infrastructure for innovation, research and educational excellence in Hong Kong. HARNET is for the use of persons legitimately affiliated with JUCC Member or Affiliate Organizations, and to facilitate the exchange of information consistent with the academic, educational, research, collaboration and other official purposes of the JUCC Members. All individuals affiliated with JUCC Member or Affiliate Organizations are responsible for seeing that computing and networking resources are used in an effective, ethical and lawful manner, and that the guidelines provided in this document are followed, both in letter and in spirit.

Use of HARNET shall conform to the following principles:

- Be consistent with the goals and purposes of the Network
- Avoid interfering with the work of other users of the Network
- Avoid disrupting the network host systems (nodes)
- Avoid disrupting network services
- Avoid violating any applicable laws and regulations governing the access to systems, information and data on HARNET & Internet, and transmission of information and data through HARNET & Internet

Acceptable Use of the Network

Use of the network must be authorised

HARNET is, at the discretion of the institutions involved, open to use by staff and students enrolled at participating JUCC Members or Affiliate Organisations, by other persons legitimately affiliated with the JUCC Members; and at the discretion of JUCC, by approved non-profit-making organisations or individuals in accordance with the "Guideline for Access to Internet Through JUCC's HARNET".

Guidelines

The following guidelines may help HARNET users to apply the above mentioned principles of acceptable use of the network in particular cases:

1. HARNET is not to be used for commercial purposes, such as marketing, or business transactions between commercial organisations.

2. Commercial advertising is forbidden. Discussion of a product's relative advantages and disadvantages by users of the product is encouraged. Vendors may respond publicly to questions about their products as long as the responses are not in the nature of advertising.
3. A user is not allowed to transfer or resell the network resource, which has been allocated by a JUCC member institution or a HARNET participating affiliated organisation, in various possible forms, such as network bandwidth and connection time, access rights, computer budget, etc.
4. Any waste of network resources is unacceptable, e.g. repetitive retrieval of copies of the same files by a user who does not keep a copy on his own system.
5. Activities which will interfere the intended use, cause congestion or impair the healthy state of the network are unacceptable and prohibited. Experiments on the network which will lead to exhaustively flooding its available bandwidth should be avoided.
6. Irresponsible use of electronic mail, e.g. chain letters, broadcasting messages, and the use of other network communications to harass or offend other users of the network are prohibited.
7. Research and experimentation on network should be carried out with great caution. Negligence in the conduct which will lead to contrary of the aforementioned guidelines is irresponsible and unacceptable.
8. Users of HARNET must not compromise the confidentiality and privacy of other users of the network and the integrity of data and information mounted on or transmitted through the network. A breach of these principles is generally considered a legal offence. Unauthorised reading, altering, intercepting of, electronic eavesdropping on, any network communications over the network or data kept on systems on the network are examples of violation of these principles.
9. Any communication which violates applicable laws and regulations, including but not limited to those related to copyright, data privacy and transmission of obscene and indecent materials, is not allowed.

JUCC Members and Affiliate Organisations are expected to take reasonable measures (given the constraints of technology and management) to ensure that usages are conformed to these guidelines. Acting on complaint is considered as a reasonable measure.

Final authority for HARNET Acceptable Use Policy lies with the JUCC Steering Committee. It is the responsibility of HARNET Member representatives to contact the JUCC Steering Committee, in writing, regarding questions of interpretation. Until such issues are resolved, questionable use should be considered "not acceptable".

APPENDIX J

SCHOLARSHIPS

All Faculties

Edwin S.H. Leong Hughes Hall Scholarships

In 2009, Mr Edwin Leong agreed to establish a scholarship scheme for graduate students and alumni of HKU to pursue Master's and Doctoral degrees at Hughes Hall, University of Cambridge. Scholarship at the doctoral level will be partially funded by the Cambridge Overseas Trusts. The value of each Master's or first-year PhD scholarship shall be \$450,000 (£30,000).

HKSAR Government Scholarship Fund

The HKSAR Government Scholarship Fund was established as part of a package of measures to further develop Hong Kong into a regional education hub. The fund was set up to award Government scholarships to outstanding local and non-local students. The scholarship money available to The University of Hong Kong for the academic year 2008-09 is HK\$2,470,000.

Starr Hall Well of Ishmael Fund

In September 2006, the Starr Hall Well of Ishmael Fund (SHWIF) was set up by Starr Hall as a trust fund, which shall be obtained primarily from donations and grants, gifts, devises or bequests, to provide a number of scholarships and bursaries to be awarded to Starr Hall residents: Starr Hall Well of Ishmael Fund Scholarship and Starr Hall Well of Ishmael Fund Bursaries. Starr Hall Well of Ishmael Fund Scholarship is to recognize Starr Hall residential members (both undergraduates and postgraduates) who have significant achievements in academic, cultural, social and sports aspects. Starr Hall Well of Ishmael Fund Bursaries provide financial assistance to Starr Hall residential members who are undergraduate students in support of their hall fees.

Taufik Ali Memorial Scholarships

The Taufik Ali Memorial Scholarships are available for students of Muslim faith born in Malaysia or Hong Kong, who are studying at The University of Hong Kong. Each Scholarship provides for one round trip airfare to Hong Kong (for those who are not living in Hong Kong), tuition fees, and a living allowance.

Faculty of Architecture

Rev. Fr. E. Bruzzone Memorial Travelling Scholarship

The Rev. Fr. E. Bruzzone Memorial Travelling Scholarship of the value of HK\$15,000 shall be used to enable students who have successfully completed M.Arch. Year 1 to travel to Rome and other European cities to see examples of modern and acclaimed architecture. Preference will be given to students who have performed well in the History of Architecture courses in the B.A. (A.S.) curriculum.

Belt Collins International (HK) Limited Travelling Scholarships

In October 2011, Belt Collins International (HK) Limited generously offered to donate to the Division of Landscape Architecture two Travelling Scholarships for the 2011-12 academic year to provide students of the Division with the opportunity to enrich their learning experience with respect to culture and landscape architecture through travel to places outside of Hong Kong in the upcoming summer semester 2012. There shall be two scholarships of the value of HK\$13,750 each for current MLA Year 1 students.

Father Cronin Memorial Award / Father Cronin Memorial Award (Best Dissertation)

In 1994, the Hong Kong Housing Society's Executive Committee agreed to donate two awards annually to the University to commemorate contributions made in the housing field by the late Rev. Fr. F. Cronin, a long serving member of the Committee. The Father Cronin Memorial Award shall be offered annually to the top student of the graduating class of the Master of Housing Management (MHousMan) degree while The Father Cronin Memorial Award (Best Dissertation) shall be offered annually to the student who produces the best dissertation for the Master of Housing Management degree.

Hangzhou Shangri-La Hotel Scholarship for Architectural Conservation Programme in HKU for Mainland Chinese

In January 2010, the Faculty of Architecture received an offer of a donation of \$250,000 from Shangri-La International Hotel Management Ltd to establish a scholarship to support and encourage students pursuing studies in the conservation of heritage resources. The scholarship shall be tenable at The University of Hong Kong and open to all full-time postgraduate students who are from Mainland China and Southeast Asia, and who have registered for the degree of MSc(Conservation) in the Department of Architecture. Each scholarship shall be of the value of \$62,500 per annum.

Hong Kong Housing Society Award (香港房屋協會獎學金)

In 2008, Hong Kong Housing Society offered to donate a sum of \$30,000 for the establishment of an award. The award shall be divided equally (i.e. \$5,000) among students who completed the MSC programmes offered by the Department of Real Estate and Construction, The University of Hong Kong, in collaboration with Mainland Universities and shall be made from the academic year 2008-09.

Hong Kong Institute of Landscape Architects – Student Award of Excellence

In September 2011, the Council of the Hong Kong Institute of Landscape Architects (HKILA) offered to donate a sum of HK\$15,000 in order to establish three annual student scholarships in the Division of Landscape Architecture, to recognize excellence in the work of the Master of Landscape Architecture (MLA) programme. Two scholarships of the value of HK\$5,000 each shall be awarded to current Year 2 students while one scholarship of the value of HK\$5,000 shall be awarded to a current Year 1 student.

Jardine/Henry Lo Scholarship

The Jardine/Henry Lo Scholarship shall be awarded to a student commencing the first year of the curriculum for the MArch degree in the Faculty of Architecture. The scholarship shall be awarded to a student who has shown over the previous three years a well balanced development in his architectural studies, has broadened his experience by participation in extra-curricular activities, and has developed a sense of leadership.

Macostar International Ltd. Fund

In 1996, Macostar Hong Kong Limited donated a sum of \$50,000 per year from 1996-97, renewable every three years until further notice, for the establishment of a fund which shall be used to support students in the MArch curriculum for student exchange programme on the basis of individual merit.

P & T Scholarship in Architecture

In 1997, P & T Architects and Engineers Ltd. donated annually a sum of \$40,000 for the establishment of a scholarship in support of architectural education in Hong Kong for two years in the first instance. The scholarship shall be awarded to one or more students following the MArch curriculum in the Department of Architecture.

Royal Institutional Chartered Surveyors (HK) Scholarship

In 2007-08, the Royal Institution of Chartered Surveyors (HK) offered to donate a sum of HK\$20,000 for the establishment of a scholarship to be awarded annually to students of the Bachelor of Science in Surveying [BSc(Surv)] programme. The scholarship shall be awarded to the top 3 students who achieve the best results in the second year examination of the Master of Science in Construction Project management [MSc(CPM)] and Master of Science in Real Estate [Msc(RE)] programmes.

Szeto Wai Architecture Scholarship

The Szeto Wai Architecture Scholarship shall be awarded to the most distinguished student in Architecture from among those having completed the first year and are in their final year of the curriculum for the MArch degree in the Faculty of Architecture. The award shall be made on the basis of academic merit as shown from the examination results in the first year of the MArch programme; leadership qualities and interest in extra-curricular activities will also be taken into account.

The Italian Cultural Society of Hong Kong Leo Tung-hai Lee Fund

Each year, the Faculty will seek proposals from the entire teaching staff in the Faculty of Architecture for a study tour directly related to the curriculum that require travel to Italy, and the best proposal will be selected for the award of approximately HK\$200,000 to support that teacher and a group of approximately 10 students for travel to Italy in the summer at the end of that particular academic year. There will be only one trip each year.

The Nascence Scholarships for Postgraduate Students in Architectural Studies

In December 2003, Mr Peter K.C. Chan donated a total sum of HK\$1.5 million for the award of postgraduate scholarships in architectural studies and visiting professorship(s) in architecture with effect from the academic year 2004-05. The scholarships shall be tenable at The University of Hong Kong and open to all full-time postgraduate students who are from mainland China and who have registered for the degree of MPhil or PhD, or MLA, or MURbanDesign, or MSc(Conservation) or MArch in the Department of Architecture. The scholarships shall be awarded on the basis of (i) academic merit, (ii) the candidate's proposed research (in the case of research postgraduate students) and (iii) financial need.

The Shangri-La China Scholarships for Postgraduate Students in the Architectural Conservation Programme (ACP)

In January 2010, the Faculty of Architecture received an offer of a donation of HK\$250,000 from Shangri-La International Hotel Management Ltd. to establish a scholarship to support and encourage students pursuing studies in the conservation of heritage resources.

The Windflower Cultural Heritage Conservation Scholarship for Postgraduate Students in the Architectural Conservation Programme (ACP)

In June 2006, the Faculty of Architecture received an offer of a donation from an anonymous donor to establish The Windflower Cultural Heritage Conservation Scholarship for Postgraduate Students in the Architectural Conservation Programme (ACP) to support and encourage students pursuing studies in the conservation of heritage resources. The scholarship, of the value of HK\$120,000, shall be tenable at The University of Hong Kong and open to all full-time postgraduate students who are from mainland China and Southeast Asia, and who have registered for the degree for MSc(Conservation) in the Department of Architecture.

Urbis Landscape Design Scholarship

In September 1997, Urbis Limited donated to the University a sum of \$10,000 for the award of a scholarship to a student in the MLA curriculum at the commencement of the applicant's second year of study.

Wong Tung & Partners Scholarship

The Wong Tung & Partners Limited Scholarship of the value of HK\$8,000 shall be awarded to a final year student in the MArch curriculum. The scholarship shall be awarded on the basis of academic merit as shown from the examination results in the first-year of the MArch programme.

Zhong Hua Real Estate and Construction, Research and Development Postgraduate Scholarships

In 2000, Zhong Hua Real Estate and Construction, Research & Development Foundation Ltd. offered to donate a total sum of \$1 million to the University over a five-year period with effect from the 2000-01 academic year to support the award of postgraduate research scholarships and postgraduate scholarships for Mainland China students.

Faculty of Arts

Centre of Buddhist Studies Postgraduate Scholarships

In 2004, Mr Ma Kong Fai and Ms Wong Pui Shan have each donated \$60,000 to establish scholarships for students admitted to the Master of Buddhist Studies (MBuddhStud) programme. Additional funding of \$180,000 is allocated from the Centre of Buddhist Studies for award of the scholarships in the academic year 2004-05 initially. Continuation of the awards starting from 2005-06 will be confirmed year by year depending on the availability of funding.

Glorious Sun Group Postgraduate Scholarships in Buddhist Studies

The Glorious Sun Group Postgraduate Scholarships in Buddhist Studies are available for award to Buddhist clergy who wish to pursue studies in the Master of Buddhist Studies degree and research degree programmes. The scholarships shall be awarded on the basis of academic merit, the candidates' financial needs, and the candidates' personal qualities. The maximum amount to be awarded for local students and for overseas students each year will be \$80,000 and \$130,000 respectively. The precise value of each of the scholarships and the number of awards made shall be determined by the Selection Committee.

Hong Kong Buddhist Association Postgraduate Scholarships in Buddhist Studies

The Hong Kong Buddhist Association Postgraduate Scholarships in Buddhist Studies shall be awarded with priority given to candidates pursuing the Master of Buddhist Studies who are teachers teaching Buddhism in schools run by HKBA or administrators in the secretariat and subsidiary organizations of HKBA. Under special circumstances, the Selection Committee may consider to award the scholarships to other candidates. The scholarships shall be awarded on the basis of academic merit, the candidates' financial needs, and the candidates' personal qualities. The number and the precise value of each of the scholarships shall be determined by the Selection Committee.

Jardine Ho Tung Scholarships

The Jardine Ho Tung Scholarships are awarded on the basis of academic merit to postgraduate students reading for the degree of MA or MPhil in the Department of Chinese. The maximum value of the Scholarship is either HK\$5,000 for a resident scholar or HK\$3,500 for a non-resident scholar.

Master Shing Yi Award for Excellence in Buddhist Studies (聖一法師佛學卓越獎)

In 2011, the Glorious Sun Group pledged a donation of HK\$10,000 to the Centre of Buddhist Studies for the establishment of the Award, which shall be made on the basis of academic merit to a graduating student of the Master of Buddhist Studies programme who has the highest average score of chosen subjects.

Tung Lin Kok Yuen Postgraduate Scholarships in Buddhist Studies

The Tung Lin Kok Yuen Postgraduate Scholarships in Buddhist Studies shall be awarded with priority given to candidates pursuing the one-year full-time Master of Buddhist Studies degree programme. Under

special circumstances, the Selection Committee may consider to award the scholarships to candidates pursuing the two-year part-time degree programme. The precise value of each of the scholarship will be determined by the Selection Committee. The Centre of Buddhist Studies will have the discretion to determine the precise timing of the award of the scholarships.

Faculty of Business and Economics

AmCham Charitable Foundation Scholar Award

The American Chamber of Commerce Charitable Foundation agreed to donate an annual award to one full-time Master of Business Administration Programme student from the academic year 2008-09.

Citigroup Young Fellowship

With effect from the academic year 2002-03, Citibank, N.A., Hong Kong Branch and its subsidiaries and affiliates in Hong Kong offered annual awards to selected students who are pursuing studies at the Faculty of Business and Economics of The University of Hong Kong under the Citigroup Young Fellowship Program. From the 2005-06 academic year, the fellowships, of the value of US\$8,000 each, shall be awarded to any undergraduate and MBA student in the Faculty who is a permanent resident of Hong Kong or a PRC national who is ordinarily resident in Hong Kong and who has undertaken an exchange programme abroad during his/her current study at the University, on the basis of academic merit, presentation skills, enthusiasm for business studies, leadership ability, participation in extracurricular activities and community services.

Haitong International New Generation Leaders Scholarships (海通國際世代領袖獎學金)

The Haitong International generously pledges a donation to establish scholarships for business students at undergraduate and postgraduate levels. The Scholarship at the value of HK\$10,000 shall be awarded to a full-time first-year MBA student.

ICBC (Asia) MBA Scholarship

In July 2006, ICBC (Asia) offered to establish a scholarship under the Faculty of Business and Economics of The University of Hong Kong to recognize the academic achievements of the first-year students who are pursuing the degree of Master of Business Administration (MBA) at the University. The scholarship shall be known as the 'ICBC (Asia) MBA Scholarship', for award to first-year students who are reading the full-time MBA programme of the University. The total value of the scholarship(s) awarded in any year shall be \$250,000. The scholarship shall be awarded on evidence of their GMAT scores, academic records and interview scores, and their commitment to a career in banking and finance. The scholarship shall be used to cover the composition fees of the MBA programme offered by the University. The awardee of a scholarship may be given an opportunity to work for the Donor as intern for a period of time as determined by the Donor.

MBA (Hong Kong) Scholarships

Eleven MBA (Hong Kong) Scholarships shall be awarded to new students of the full-time Master of Business Administration Programme, on the basis of GMAT examination results, previous academic performance, relevant experience and interview scores.

MBA (Shanghai) Scholarships

Eleven MBA (Shanghai) Scholarships shall be awarded to new students of the Master of Business Administration (International) Programme in the General Stream, on the basis of GMAT or GRK examination results. Applicants shall also be required to achieve satisfactory interview scores. .

Master of Economics Scholarships

The Faculty of Business and Economics of The University of Hong Kong would award scholarships to new students of Master of Economics programme in each academic year starting from 2009–10. The cash value of each of the scholarships ranges from 10% to 50% of the Master of Economics tuition fee in the relevant academic year, subject to the performance of each awardee.

Master of Finance Scholarships

The Master of Finance Scholarships shall be awarded to up to 7 new full-time students admitted to the Master of Finance programme on the basis of prior academic performance at the time of admission. The cash value of each of the scholarships is HK\$40,000.

Master of Finance Admission Scholarships

The Faculty of Business and Economics of The University of Hong Kong shall award up to 10 scholarships to new full-time students of the Master of Finance (MFin) programme offered in collaboration with the HSBC School of Business of Peking University on its Shenzhen campus in each academic year starting from 2009-10. The cash value of each of the scholarships is equivalent to half of the tuition fee of the Master of Finance programme offered in Shenzhen in the relevant academic year.

Faculty of Dentistry*Maillefer-Dentsply China Scholarship*

In 1997, Dentsply Dental (Tianjin) Co. Ltd. agreed to donate, for an initial period of two years from 1997-98, a scholarship to support one MDS student in adult operative dentistry and endodontics from the People's Republic of China (PRC). The value of the scholarship for 1997-98 was \$80,000 and for 1998-99 it was \$88,000. In 1998, the name of the Dentsply Asia Scholarship was renamed as the Dentsply China Scholarship. The scholarship has been renewed for another two years from 1999-2000. Candidates for the scholarship shall be nominated by the Head of the Department of one of the main dental schools in the PRC and the scholarship shall be awarded to a student to pursue the MDS degree in the area of Conservative Dentistry. The scholarship has been renewed by Dentsply Asia Limited of Hong Kong in conjunction with Dentsply Maillefer S.A. of Switzerland, under the new name from 2002-03 to support one student from China studying for the Advanced Diploma in Endodontics.

Faculty of Education*Anisha A. Hotwani Memorial Fund Limited Bursaries*

The Bursaries, known as Anisha A. Hotwani Memorial Fund Limited, shall be made to part-time students of the Postgraduate Diploma in Education (PGDE) programme with a major in Special Education on the basis of financial need w.e.f. 2011-12. The recipient(s) of the bursaries must be permanent Hong Kong residents who aim(s) to continue teaching at a mainstream or international school in Hong Kong where some of their students have special needs in learning. Such recipient(s) should also be good-natured, understanding, patient and dedicated to helping their students with special needs in studies. A maximum of two bursaries shall be awarded in each academic year; and the value of each bursary is up to HK\$21,050 subject to financial need as recommended by the Centre of Development and Resources for Students (CEDARS). The Bursaries may be held concurrently with other awards subject to the overall maximum stipulated by the Senate.

Jing Kung Scholarship

One Scholarship of the value of HK\$3,000 is awarded on the basis of academic merit to a full-time student reading for the Postgraduate Diploma in Education. The candidates' potential contribution to the teaching profession will also be taken into account.

Faculty of Engineering*AGS Scholarship*

The AGS Scholarship of the value of HK\$10,000 shall be awarded to a second-year student reading the degree of M.Sc.(Eng.) in Geotechnical Engineering who has achieved the highest average mark in four core courses in Geotechnical Engineering in his/her first-year studies.

The China Postgraduate Scholarships for Computer Science

The Department of Computer Science and Information Systems (re-named as the Department of Computer Science in 2005) of the Faculty of Engineering has made available two scholarships for the academic year 2004-05 initially to support outstanding Chinese graduates normally residing in the People's Republic of China to undertake one-year full-time study at HKU in either the Master of Science in Computer Science programme [MSc(CompSc)] or the Master of Science in Electronic Commerce and Internet Computing programme [MSc(EM&IComp)]. The department decided to offer the scholarship for award annually.

The China Postgraduate Scholarships for Electronic Commerce and Internet Computing

The Department of Computer Science and Information Systems (re-named as the Department of Computer Science in 2005) of the Faculty of Engineering has made available two scholarships for the academic year 2004-05 initially to support outstanding Chinese graduates normally residing in the People's Republic of China to undertake one-year full-time study at HKU in either the Master of Science in Electronic Commerce and Internet Computing programme [MSc(EM&IComp)] or the Master of Science in Computer Science programme [MSc(CompSc)]. The Department decided to offer the scholarship for award annually.

Highways into the Next Century 1996 International Conference Scholarship

The "Highways into the Next Century 1996 International Conference Scholarship" is awarded annually to two students who are registered for a postgraduate degree in the Department of Civil Engineering and are holders of a Bachelor degree in Civil or Structural Engineering from a Hong Kong Institution of Engineers accredited University or equivalent. The maximum value of an award will not exceed HK\$20,000 per year tenable for a maximum of two years.

The Hong Kong Institution of Engineers (Fire Division) Scholarship

(香港工程師學會消防分部獎學金)

The Hong Kong Institution of Engineers (Fire Division) has agreed to donate annual scholarship to The University of Hong Kong with effect from the academic year 2009-10.

Leung Ting Kui and Chow Che King Scholarship (梁廷駒及周子京獎學金)

The Leung Ting Kui and Chow Che King Scholarship of the value of HK\$20,000 shall be awarded annually to a student reading the degree of MSc(Eng) in Structural Engineering who has achieved the highest mark in the examinations.

Mr. Tsoi Tit Long Scholarship

In 2004, Professor Y.L. Choi offered to donate a scholarship of the value of HK\$10,000 annually to the University with effect from 2004-05, for award to a second-year student of the degree of MSc(Eng) in Infrastructure Project Management.

Faculty of Law*Alan Smith Scholarship for Mainland Students*

In 2006, Mr. Alan Smith has pledged a donation of HK\$160,000 to the Faculty of Law in support of the Master of Common Law (MCL) programme. The scholarship shall cover tuition fees and/or living expenses and/or any purposes as determined by the Selection Committee for admission of MCL students. The value of each award may be in the region of HK\$50,000, the precise amount of which shall be determined by the Selection Committee from time to time.

Association of China-Appointed Attesting Officers Scholarships

The Association of China-Appointed Attesting Officers donated an annual sum of \$20,000 to the Faculty of Law, namely, an annual scholarship of \$10,000 to an outstanding PCLL graduate of the Faculty who is a permanent resident of the HKSAR; and an annual scholarship of \$10,000 to an outstanding law graduate from the People's Republic of China undertaking one-year full-time study in the Master of Common Law programme in the Faculty. The Scholarships are available for award in the 2004-05 academic year.

Pam Baker Scholarships in Human Rights

The Pam Baker Scholarship in Human Rights of the value of HK\$20,000 shall be available for award to a student who is a Hong Kong resident entering full-time or part-time studies in the LL.M. (Human Rights) degree programme.

HKU Faculty of Law Scholarships for Common Law Studies

The HKU Faculty of Law Scholarships for Common Law Studies were established in April 2004 in support of students admitted to the Master of Common Law Programme offered by the Faculty of Law. A maximum of seven scholarships each of the maximum value equivalent to the tuition fee will be awarded annually to selected students enrolled in the programme.

Hong Kong Trustees Association Scholarship

In 2006, the Hong Kong Trustees Association agreed to donate two annual Hong Kong Trustees Association Scholarships to full-time students of research and taught postgraduate programmes in the Faculty of Law, The University of Hong Kong. Two scholarships each of the value of HK\$20,000 in cash shall be available for award to (a) full-time research postgraduate student having completed the probationary period and proceeded to candidature; and/or (b) full-time taught postgraduate students having completed at least 50% of the required coursework. The scholarship shall be awarded on the basis of academic merit as shown in the research proposal or examinations of equity- and/or trust-related courses. The applicant is requested to submit for the donor's consideration either his/her research proposal outline after confirmation of candidature, or his/her class/tutorial assignments of equity- and/or trust-related courses.

Hou De Charitable Foundation Scholarship for the Postgraduate Certificate in Laws Programme

In December 2005, the Hou De Charitable Foundation (the 'Donor') agreed to donate a sum of \$200,000 to the Faculty of Law for the establishment of a scholarship fund for annual award of scholarships to up to two candidates in the Postgraduate Certificate in Laws (PCLL) programme for an initial period of two years. In January 2008, the donor kindly agreed to continue his donation for two more years from 2008-09. A maximum of two scholarships, of the value of \$50,000 each, shall be awarded with effect from the academic year 2006-07 to students pursuing the PCLL programme on the basis of academic merit.

Leslie Wright Scholarships for Mainland Students

In 2004, the Management Committee of the Leslie Wright: HK-China Legal Fund established a number of Leslie Wright Scholarships for award to students from the Mainland admitted to the Master of Common Law Programme in the Faculty of Law.

Hogan Lovells Scholarship in Law for JD Students

In 2010, Hogan Lovells offered to donate until further notice \$5,000 per annum to The University of Hong Kong for the establishment of a scholarship, which is to be awarded annually from the academic year 2009-10 to a student registered for the Juris Doctor (JD) programme. One Scholarship of the value of \$5,000 shall be awarded to a student in his/her first year of studies in the 2-year JD programme.

M.W. Lo Memorial Scholarships

In 2004, the Jessie & George Ho Charitable Foundation generously donated a sum of HK\$10 million for the establishment of a fund to provide scholarships to be awarded annually to students reading the Bachelor Degree of Laws (LLB) and the Postgraduate Certificate in Laws (PCLL).

Masons Scholarship for Commercial Arbitration Mooting

The Masons Scholarship for Commercial Arbitration Mooting of the value of HK\$10,000 shall be awarded to one of the students selected (either LL.B. or P.C.LL. students) annually by the Faculty of Law for participation in the Willem C. Vis Commercial Arbitration Moot, and shall be used primarily to cover the student's travel and accommodation costs for the purpose of participating in the Moot.

The Ng Fung Chow Memorial Scholarship

In 2005, family members of the late Mr Ng Fung Chow agreed to provide, starting from the academic year 2005-06, a scholarship of the value of HK\$40,000 for students registered for the self-funded Postgraduate Certificate in Laws (PCLL) at The University of Hong Kong. The scholarship shall be used to cover in part the tuition fees of the PCLL programme and shall be awarded on the basis of academic merit and financial need.

Peter Vine Postgraduate Law Scholarships

Up to five Peter Vine Postgraduate Scholarships in total, of the value of HK\$60,000 each, are available for (a) outstanding LL.B. graduates of the Faculty of Law to undertake one year of full-time study overseas for the degree of Master of Laws or its equivalent, and (b) for outstanding law graduates from universities in mainland China undertaking one-year full-time study at HKU in the Postgraduate Diploma in Common Law. The scholarships shall be used for tuition fees and other approved expenses for a one-year full-time course of studies leading to the degree of Master of Laws or its equivalent from an approved university overseas, or to the award of the Postgraduate Diploma in Common Law by HKU, as appropriate.

Scholarship for Legal Talent of the Development of China West Region

In 2010, Leung & Wan Solicitors China Development Foundation donated a sum of HK\$20,000 for an annual scholarship of HK\$5,000 for a mainland student reading the Master of Common Law (MCL) programme in the Faculty on a self-funded basis. The Scholarship shall be awarded to a self-funded MCL student who has demonstrated outstanding academic achievements in the first semester examination. Financial needs shall also be considered. Provided students with equal academic achievements and financial needs, priority shall be given to those who come from the West Region, including Shaanxi, Gansu, Ningxia, Qinghai, Xinjiang, Sichuan, Chongqing, Yunnan, Guizhou, Tibet, Guangxi, Inner Mongolia (陝西、甘肅、寧夏、青海、新疆、四川、重慶、雲南、貴州、西藏、廣西、內蒙古).

Sohmen Human Rights Scholarships

In August 2005, Dr Helmut Sohmen kindly agreed to donate the annual sum of \$1.2 million for five academic years commencing in the academic year 2005-06 for outstanding students from the Asian region admitted to The University of Hong Kong's Master of Laws in Human Rights Programme. The objective of the award is to promote the protection of human rights in Asia and to develop a world class human rights programme, with particular focus on Asia, at The University of Hong Kong. A maximum of 10 scholarships shall be awarded annually to outstanding law graduates who have been offered places on the programme. The scholarship shall be used to cover fully or partly the tuition fees and other expenses relevant to the programme.

Sun Hung Kai Properties – Kwok's Foundation Law Scholarship

The "Sun Hung Kai Properties – Kwoks' Foundation Law Scholarship" was established with a total donation of HK\$252,000 by the Sun Hung Kai Properties - Kwoks' Foundation Limited to attract outstanding talents from Mainland China to study Master of Laws (LLM) and Master of Common Law (MCL) at The University of Hong Kong.

Li Ka Shing Faculty of Medicine

B.L. Wong Scholarships for Master of Research in Medicine

In 2000, Dr Wong Bing Lai and his sons, Messrs Wong Tat Chang, Abraham, Wong Tat Kee, David and Wong Tat Sum, Samuel, donated a sum of \$300,000 to the Faculty for the establishment of a scholarship scheme for candidates admitted to the Master of Research in Medicine [MRes(Med)] programme with effect from 2000-01.

Hou De Charitable Foundation Scholarship for Master of Research in Medicine

In 2005, the Hou De Charitable Foundation agreed to donate, for an initial period of two years, a sum up to HK\$200,000 per year for the establishment of a scholarship scheme for annual award to up to 4 candidates admitted to the Master of Research in Medicine [MRes(Med)] programmes. The scholarships of the value of HK\$50,000 each shall be used to cover the tuition fees (in full or in part) of the programme and where appropriate, allowance for other expenses.

Joseph Shuk-Cho Lung Memorial Scholarships

The Joseph Shuk-Cho Lung Memorial Scholarships, at HK\$5,000 each, are awarded annually, with effect from the academic year 2009-10 for 5 years, to two PhD research postgraduate students in the Li Ka Shing Faculty of Medicine who are engaged in cancer research studies. One scholarship should be awarded to a student studying nasopharyngeal carcinoma and the other to a student studying any other cancer.

Master of Public Health Honorary Teachers Scholarship Programme

In recognition of the many hours dedicated to and the tremendous support for the Master of Public Health (MPH) programme by honorary teachers and senior public leaders in Hong Kong, the Master of Public Health Board of Studies has established a scholarship programme for newly enrolled Master of Public Health candidates of \$100,000 (per year). Two scholarships of \$50,000 each shall be available each year.

Mr & Mrs SH Wong Foundation Scholarship for Master of Research in Medicine

The Mr. & Mrs. S.H. Wong Foundation Scholarship for Master of Research in Medicine shall be awarded to four candidates pursuing the M.Res.(Med.) programme each year. Each scholarship shall be of the value of HK\$50,000.

Professor Anthony J Hedley Scholarship for Master of Public Health

In recognition of Professor Anthony J Hedley's contribution to the development and teaching of the Master of Public Health (MPH) programme, the Board of Studies of the Master of Public Health has established a scholarship with donations from Professor Hedley's friends and colleagues for one newly enrolled Master of Public Health candidate. The scholarship shall be of the value of HK\$10,000.

Wong Ching Yee Medical Postgraduate Scholarships

The Wong Ching Yee Medical Postgraduate Scholarships are awarded to students reading for a postgraduate degree in the Faculty of Medicine. The value of each Scholarship is determined on an individual basis.

Dr Serena Yang Scholarship for Doctor of Nursing (DNurs) Programme

In 2010, Dr Serena Yang donated a sum of HK\$1,000,000 to the School of Nursing and it was agreed that part of the donation would be used to set up Dr Serena Yang Scholarship for Doctor of Nursing (DNurs) Programme with effect from the academic year 2010-11. Two scholarships of the value of HK\$30,000 each shall be available on the recommendation of Head of the School of Nursing.

Yu Chun Keung Memorial Scholarship for Master of Research in Medicine

The Yu Chun Keung Memorial Scholarship for Master of Research in Medicine shall be awarded to candidates pursuing the M.Res.(Med.) programme to provide financial assistance towards the payment of their composition fees. The scholarship shall be awarded annually on the basis of academic merit and financial need.

Faculty of Science*Association of Geotechnical and Geoenvironmental Specialists (Hong Kong) Scholarship*

In 2005, the Association of Geotechnical & Geoenvironmental Specialists (Hong Kong) has made available a scholarship of the value of \$10,000 for annual award to a student reading the Master of Science degree in the field of Applied Geosciences on the basis of academic merit as shown in the examinations.

Faculty of Social Science*The HKUGA Journalism Scholarship Fund*

The Hong Kong University Graduates Association Journalism Scholarship supports students from Hong Kong, the Mainland and overseas studying for a Master of Journalism degree at The University of Hong Kong. The HKUGA scholarship also provides financial subsidies to the Journalism and Media Studies Centre students who have been selected for unpaid internship and scholarships, and those who have been selected to partake in overseas training programmes or conferences that encourage a career in journalism.

HKU MSocSc Alumni Criminology Scholarship

In 2009, the alumni of the MSocSc(Criminology) in the Department of Sociology at The University of Hong Kong donated HK\$15,985 to establish the HKU MSocSc Alumni Criminology Scholarship, which shall be awarded annually from the academic year 2009-10 to BSocSc (major in Criminal Justice) and the MSocSc (Criminology) programmes until further notice.

HSBC Social Work Scholarships

In 1982, Hong Kong Bank provided for the award of a number of bursaries to students reading for the degrees of BSW, MSW or MSocSc in the field of Counselling, Gerontology Mental Health, Social Service Management and Social Work. In 1999 and in 2005, the awards, including the bursaries, were re-named as "The Hong Kong Bank Foundation Social Work Scholarships" and 'HSBC Social Work Scholarships'

respectively. Applicants are expected to have proven high academic ability and genuine interest in taking up social work as a career. The value of the Scholarships will be equivalent to 50-100% of the composition fees of the study programme.

HSBC Social Work Scholarships (Travel Awards)

The travel awards are available to students reading for the degree of Master of Social Work to enable them to undertake approved field studies in China for a period of not more than 10 weeks and will cover the cost of passages and a subsistence allowance as determined by an awarding committee.

Hong Kong Young Industrialists Council Scholarship

The Hong Kong Young Industrialists Council donated a sum of \$54,000 to offer a scholarship to the University in recognition of the academic contribution of its MA in China Area Studies programme to the community and as an encouragement to the students of the said programme. The scholarship of the value of \$9,000 will be awarded annually from the academic year 2003-04 to students of the MA in China Areas Studies programme and from 2004-05 to students of the MA in China Development Studies programme

JMSC Journalist Grant Scheme (China)

JMSC Journalist Grant Scheme (China) shall be awarded to Mainland Chinese journalists or students who have maintained consistently good performance in the news industry and/or in academic results and have enthusiasm towards journalism to fully or partially support their studies in the Master of Journalism programme offered by the Journalism and Media Studies Centre. The scholarship(s) shall be awarded on the basis of merit; financial need will be considered when candidates are of equal merit. The number and the value of each scholarship shall be determined by the Selection Committee.

JMSC Overseas Talent Scholarship

Commencing in the academic year 2009-2010, scholarships shall be awarded to overseas journalists or students, to fully or partially support their studies in the Master of Journalism/Postgraduate Diploma in Journalism, (MJ/PDipJ) programme at The University of Hong Kong through the JMSC Overseas Talent Scholarship.

Lee Kam Woon and Shum Shuk Yuen Education Fund (利錦恒岑淑婉教育基金)

Mrs. Lee Shum Shuk Yuen (BA 1953) has donated one million Hong Kong dollars to the Journalism and Media Studies Centre of The University of Hong Kong to further the education of future journalists and media professionals. The Fund(s) shall be primarily awarded to Hong Kong residents who are pursuing study programmes offered by the Journalism and Media Studies Centre at The University of Hong Kong, including undergraduate and/or postgraduate student(s).

Master of Social Work Alumni Scholarships

To honour the outstanding performance of the students on admission to the Master of Social Work (MSW) programme, the Department of Social Work and Social Administration wishes to pool private donations of HK\$300,000 from alumni and other persons for the establishment of a scholarship scheme for first-year students of the MSW programme of the University initially for three years with effect from the academic year 2009-10.

Master of Social Work Simatelex Charitable Foundation Scholarship

The Department of Social Work and Social Administration has received a generous donation from the Simatelex Charitable Foundation to establish a scholarship scheme for the Southeast Asian students. The Scholarship aims to provide training to dedicated social work students to become devoted and

knowledgeable practitioners for the development of social welfare sector in Southeast Asian developing countries through the Master of Social Work (MSW) programme. The Scholarship shall be awarded to full-time students from Southeast Asian developing countries for a period of three years from the academic year 2010-11.

SCMP Wah Kiu Yat Po Journalism Scholarship Fund

The SCMP Wah Kiu Yat Po Journalism Scholarship Fund has been set up by the Journalism and Media Studies Centre of The University of Hong Kong with cash donation from the Wah Kiu Yat Po Readers' Loan Fund for Post-Secondary School Students, the latter being a fund operated by the South China Morning Post. The SCMP Wah Kiu Yat Po Journalism Scholarship Fund shall be awarded from the academic year 2009-10 to students who successfully enroll in the Bachelor of Journalism or Master of Journalism programmes offered by the Journalism and Media Studies Centre.

Shum Wai Yau Journalism Education Fund (岑維休新聞教育基金)

The descendants of the Late Mr. Shum Wai Yau have donated one million Hong Kong dollars to the Journalism and Media Studies Centre of The University of Hong Kong to further the education of future journalists and media professionals. It is proposed that the entries sum of the contribution will be used to create an endowment fund to be named the "Shum Wai Yau Journalism Education Fund (岑維休新聞教育基金)" to benefit HKU students in perpetuity. The Fund(s) shall be primarily awarded to Hong Kong residents who are pursuing study programmes (i.e. Bachelor of Journalism, Master of Journalism and Postgraduate Diploma in Journalism) offered by the Journalism and Media Studies Centre at The University of Hong Kong, including undergraduate and/or postgraduate student(s).

The Chiu-Kwan-Ying Memorial Scholarships

In 2003, Dr. Lee Hon Wing, one of the founders of the MSocSc in Educational Psychology Programme at The University of Hong Kong, donated a sum of HK\$100,000 to establish two scholarships. The two scholarships, of the value of HK\$1,000 each, shall be awarded every other year, starting from the 2003-04 academic year: one to a graduate of the MSocSc in Educational Psychology Programme and the other to a graduate of the MSocSc in Clinical Psychology Programme.

The Open Society Institute Development Foundation Scholarship

The Open Society Institute Development Foundation Scholarship shall be awarded to exceptional students from the Chinese Mainland enrolled in the JMSC Master of Journalism program. The precise number and value of each scholarship that shall be awarded in any give year shall be determined by the Selection Committee with regard to the funds that are available.

The Royal Geographical Society – Hong Kong Scholarship

The Royal Geographical Society – Hong Kong Scholarship is available for award to a postgraduate student who is undertaking dissertation work in the taught master programme entitled "M.A. in China Development Area Studies (MACHDS)". The value of the Scholarship is HK\$10,000 per annum.

The Thanksgiving Scholarships (感恩獎學金)

The Thanksgiving Scholarships were established in 2005 with a donation of a sum of \$250,000 from Dr Tang Sek Ying, a medical doctor, in honour of his patients from whom he had learnt so much. Four scholarships shall be available for award to full-time students of the MSocSc in Educational Psychology Programme and MSocSc in Clinical Psychology Programme for overseas training attachment.

The Transport Policy and Planning Scholarship

The Transport Policy and Planning Scholarship is set up in 2009-10 as an encouragement to support good quality local and/or overseas students to undertake the Master of Arts in Transport Policy and Planning

(MATPP) programme. The value of the scholarship will be set at \$20,000 per awardee, open to application for all MATPP full-time candidates who have achieved First Class Honours or equivalent in his/her undergraduate studies and/or Distinction in his/her master studies.

Vicky Shek Zeitlin Memorial Scholarship

The Vicky Shek Zeitlin Memorial Scholarship shall be awarded to (a) undergraduate and/or postgraduate student(s) from the mainland China; and/or (b) journalist(s) who have contributed to news media freedom; who are pursuing study programmes offered by the Journalism and Media Studies Centre. The scholarship (s) shall be awarded on the basis of academic merit; financial need will be considered when candidates are of equal merit. The number and the value of each scholarship shall be determined by the Selection Committee with regard to the funds that are available.

William F. Woo Memorial Scholarship

In memory of the late Professor William F. Woo, who was the visiting professor of the Journalism and Media Studies Centre of HKU and the journalism professor at the University of Stanford, Professor Woo's friends and family members donated funds to The University of Hong Kong (HKU) in the form of an endowment fund for the establishment of the "William F. Woo Memorial Scholarship" for the benefit of students at HKU and Stanford University. The scholarship(s) shall be awarded to:

- (i) undergraduate and/or postgraduate student(s) from mainland China; and/or
- (ii) journalist(s) from Mainland China who have contributed to news media freedom who are pursuing study programmes offered by (i) the Journalism and Media Studies Centre at HKU; or (ii) the journalism program at Stanford University.

APPENDIX K

POWERS OF THE DISCIPLINARY COMMITTEE (STATUTE XXXI)

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1. In this statute, unless the context otherwise requires, "Committee" means the Disciplinary Committee appointed under paragraph 2 of Statute XXX.
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2. (1) The Committee shall investigate and make findings upon any complaint ordered to be brought before it by the Vice-Chancellor against a student who is alleged to have committed any of the following -
 - (a) an offence for which the student has been convicted in any court of law;
 - (b) assault or battery against the person of any officer, member, employee or student of the University;
 - (c) defamation of any officer, member, employee or student of the University;
 - (d) wilful damage to or defacement of any property of any officer, member, employee or student of the University;
 - (e) wilful damage to or defacement of any property of the University or of approved halls and other accommodation approved for the residence of students, or use or occupation of the same otherwise than in accordance with the rules or other provision made therefor by the appropriate University authority;
 - (f) theft, fraud, misapplication of University funds or property of any kind;
 - (g) an offence in connection with degree, diploma, or certificate examinations, including violation of any of the regulations of the Senate governing conduct at examinations or otherwise;
 - (h) falsification or serious misuse of University documents or records or both, including (without prejudice to the generality of the foregoing) certificates in connection with degrees and other academic distinctions;
 - (i) false pretences, misrepresentation, fraud or personation of others, within or without the University, in connection with academic attainments or financial awards, or otherwise in connection with the University;
 - (j) refusal or failure to comply with any order of the Vice-Chancellor or, if he is not available, a Pro-Vice-Chancellor, prohibiting any conduct which he has reasonable cause to believe is likely -
 - (i) to disrupt teaching, study, research or the administration of the University; or
 - (ii) to obstruct any officer or employee of the University in the performance of his duties;
 - (k) refusal or failure to attend upon or comply with any summons before or order of or decision made by the Committee or by the Vice-Chancellor in exercise of his disciplinary powers or by the Council;
 - (l) refusal or failure to comply with any order of any officer or teacher prohibiting conduct which he is reasonably satisfied -
 - (i) is disrupting teaching, study, research or the administration of the University; or
 - (ii) is obstructing any officer or employee of the University in the performance of his duties;
 - (n) maliciously and without reasonable cause laying a complaint against any officer, member, or employee of the University;
 - (o) ragging; without prejudice to the generality of the term, "ragging" shall include conduct intended -

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- (i) to humiliate another student or hold him up to ridicule; or
 - (ii) to interfere with the peaceable enjoyment by another student of his privileges, benefits, rights or facilities.
- (2) A complaint shall be addressed in writing to the Registrar and shall be considered to have been made when it is received by the Registrar. The Registrar shall inform the Vice-Chancellor within 7 days of the complaint, and the Vice-Chancellor shall then decide within 28 days whether a charge is to be brought against the student before the Disciplinary Committee.
- (3) No charge shall be brought before the Committee unless the complaint leading to the charge is made within 1 month of the time when the matter of such complaint arose:
 Provided that if it is proved to the satisfaction of the Committee that the material facts relating to the complaint were or included facts of a decisive character which were at all times outside the knowledge (actual or constructive) of the complainant until a date which was after the end of the period of 1 month referred above, a charge may be brought before the Committee notwithstanding the expiry of the said period of 1 month.
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3. The Council shall have power to provide for and regulate —
- (a) the procedure to be followed in making appointments to the Committee and in connection with meetings of the Committee; and
 - (b) the conduct of all persons at any meeting of the Committee.
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4. (1) The Committee may order the imposition upon any student found to be guilty of any of the offences specified in paragraph 2 any of the following penalties —
- (a) reprimand:
 Provided that such reprimand shall form part of such student's official record for the remainder of his or her studies in the curriculum concerned;
 - (b) fine (maximum to be determined from time to time by the Council);
 - (c) withdrawal of any academic or other University privilege, benefit, right or facility other than the right to follow courses of instruction and present himself for examinations;
 - (d) suspension; or
 - (e) expulsion from the University,
 and where applicable may require such student to make good any damage to property or premises caused by him:
 Provided that where the Committee is satisfied that any damage to or defacement of property was accidentally caused it shall not impose any penalty on the student responsible for such damage to or defacement of property, but may require such student to make good the damage or defacement accidentally caused.
- (1A) The Committee in addition to or as an alternative to imposing any of the penalties set out in subparagraph (1) may report to the Council and the Senate the offence of which the student has been found guilty where such offence falls within the provisions of paragraph 2(1)(g), (h) or (i) and has been committed in connection with a degree or other academic distinction conferred upon the student and the Council and the Senate may if they think fit, recommend to the Chancellor the deprivation of any degree, diploma, certificate or other academic distinction conferred upon such person.
- (1B) Where a student has been found guilty of an offence which falls within the provisions of paragraph 2(1)(g), the Committee shall report such offence to the examiners appointed under Statute XXIX for the relevant examination who may then take such action within their competence as they consider appropriate.

- (2) In this paragraph “suspension” means the withdrawal of all academic or other University privileges, benefits, rights and facilities and during the period of suspension the student shall not be entitled to enter or remain on any property or premises of the University:
 Provided that the Committee may in its discretion and taking into account the length of the period of suspension permit the student to remain eligible for the benefits of the University Health Service and the Personal Development and Counselling Centre.
- (3) The Vice-Chancellor may at any time permit any student in respect of whom a penalty of suspension or withdrawal has been imposed to enter and remain on the property or premises of the University for such purposes as may be specified by the Vice-Chancellor in writing in letter addressed to the student.
- (4) Where under this paragraph or paragraph 8 a student is suspended, his entitlement to take any examination shall be determined according to the regulations made by the Senate governing the conditions for the award of degrees, diplomas, certificates and other marks of distinction, and governing courses of study and examinations.
- (5) Where the Committee orders the imposition of any penalty the operation of any such order shall be suspended until expiration of 14 days after the day on which such order was made or such longer period as may be permitted by the Committee or by the Registrar for giving notice of appeal under paragraph 7. Where notice of appeal is given the operation of any such order shall be further suspended until the determination of the appeal.
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5. Where it is alleged that a student has been convicted of an offence by a court of law the Committee shall confine its proceedings to -
- hearing evidence in proof of conviction;
 - hearing evidence as to the sentence imposed by the court;
 - hearing evidence given in mitigation of any penalty which may be imposed by the Committee; and
 - the imposition, if it thinks fit, of any penalty which it is empowered to impose under paragraph 4 (except a fine where a fine has already been imposed by a court of law):
 Provided that no penalty of withdrawal, suspension or expulsion shall be imposed unless it is satisfied that the continued presence of that student in the University or his continued enjoyment of any or all of its privileges, benefits, rights or facilities would be detrimental to the well-being of the University.
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6. The Committee may summon before it for the purpose of giving evidence at any hearing any student, teacher or employee of the University. Any failure to attend upon such summons by a student may be treated as an offence under paragraph 2(1)(k) and any such failure by a teacher or employee of the University may be referred by the Committee to the Council for further action.
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7. (1) A right of appeal against any finding of or penalty imposed by the Committee shall lie within 14 days to the Council:
 Provided that the University shall have no such right of appeal.
- (2) Notwithstanding the provisions of subparagraph (1), where the Committee has imposed a fine and where for the same offence a fine has subsequently been imposed by a court of law, a right of appeal for a remission of the fine imposed by the Committee in whole or in part shall lie to the Council within 30 days from the date of the imposition of the fine by the court.
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8. (1) Notwithstanding the provisions of paragraph 4(4), pending the findings of the Committee concerning any complaint or pending an appeal to the Council against any finding of or penalty imposed by the Committee the Vice-Chancellor may, where he is satisfied that it is absolutely necessary for the protection of the members or the proper functioning of the University, temporarily withhold any privilege, benefit, right or facility from the student against whom the complaint has been brought or who has appealed to the Council; and this temporary withholding shall lapse 30 days after the order for it has been made unless the Vice-Chancellor specifically renews it for a further period; every period renewed by the Vice-Chancellor shall lapse 30 days after its date of renewal unless specifically further renewed:
Provided that pending appeal to the Council the Vice-Chancellor shall not exercise his power of withholding unless the Committee has imposed a like penalty of withdrawal.
- (2) Any period of temporary withholding imposed by the Vice-Chancellor under this paragraph shall be taken into account by the Committee in exercising its powers under paragraph 4 and by the Council in exercising its powers to review penalties on appeal. Any period of withdrawal imposed by the Committee or by the Council shall be deemed to include any period of temporary withholding imposed by the Vice-Chancellor under this paragraph.
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9. The commencement or non-commencement of civil or criminal proceedings against a student shall not prejudice, preclude or in any way restrict the powers of the Committee under this statute in so far as the same may be practicable.
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10. The proceedings of the Committee shall be conducted in camera. While the Committee considers its decision on any case before it the student and his representative and the University's representative shall withdraw but shall thereafter return to hear the decision.
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11. (1) The findings of the Committee shall be posted on such notice-boards as may be specified by the Registrar, but a finding of "guilty" shall not be posted unless the time for appeal specified in paragraph 7(1) has elapsed and no appeal has been made to the Council.
- (2) For the purpose of this paragraph "findings" shall include the name of the student against whom the complaint was made, the nature of the offence complained of, the provision of the statute under which the complaint was brought, the decision of the Committee on the complaint, and the penalty, if any, imposed by the Committee.
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12. The Committee may exercise all or any of the powers conferred under this statute notwithstanding that the person against whom a complaint has been made had ceased to be a student at the time of the complaint or at the time of the hearing by the Committee of the charge or at the time when the Committee makes its findings on the charge.

Enquiries about the Disciplinary Committee should be addressed to the Registrar.

APPENDIX L

PROCEDURES FOR THE RESOLUTION OF THE GRIEVANCES OF STUDENTS

1. The procedures set out in this document apply to all students of the University as defined in Statute I. Paragraphs 1-5 specify the general procedures for dealing with complaints. These procedures, however, do not apply to examination results determined by the Board of Examiners. There is no provision for appeals against examination results in the University; the decisions of the Board of Examiners on examination results are final. The procedures described in the remaining paragraphs mainly relate to complaints which the students may have against staff members of the University, including teachers (which for this purpose includes all persons involved in teaching activities in the University) and all other persons employed by the University of Hong Kong.

2. A student who wishes to make a complaint on an administrative or academic matter should do so to the Head of the teaching department or school, centre or unit or institute concerned, the Dean of his Faculty or the relevant committee or officer, as the case may be, either directly or through the staff-student consultative committee, class representatives, personal tutors, supervisor(s) or any other formal or informal channels. If a student is not clear about the channels through which he can make his complaint, he may seek advice from the Dean of Students.

3. In making his complaint, a student shall identify himself properly. An anonymous complaint shall not normally be dealt with, although complaints by an identified student for himself and on behalf of others will be accepted.

4. On receipt of a complaint, the Head of the department/school/centre/unit/institute, the Dean of the Faculty, the committee, or the officer concerned shall investigate the matter. It is important that all possible attempts should be made to seek remedial action at this stage, with a view to having the complaint resolved fairly and informally in a manner acceptable to all the parties concerned.

5. If it is not possible for the complaint to be resolved fairly and informally under paragraph 4 above, the Head of the department/school/centre/unit/institute, the Dean of the Faculty, or the committee or officer concerned shall refer the complaint to the Vice-Chancellor. The student shall be so informed, and shall be required to submit his grievance formally in writing if he has not yet done so. The written submission shall explain the grounds on which the complaint is made and the matters that constitute the grievance. The Dean of Students will be able to give advice on the preparation of the written submission.

6. The student may lodge his complaint with the Vice-Chancellor directly in the event
 - a. that his complaint is dealt with informally in the manner described in paragraph 4 above, but he is not satisfied with the findings or action of the Head, Dean, committee or officer concerned;or

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- b. he believes on reasonable grounds that his grievance will not be properly dealt with by the procedure described in paragraph 4 above.
-
7. The complainant must submit his grievance formally in writing to the Vice-Chancellor. In addition to details of the grievance and the grounds on which the complaint is made, the written submission must also explain:
- a. why he is not satisfied with the outcome of the investigation described in paragraph 4 above; or
 - b. why he believes that his complaint will not be properly dealt with in accordance with the normal procedure.
-
8. The Vice-Chancellor shall, on receipt of a complaint, take appropriate action which may include the following:
- a. considering the complaint informally and resolving it himself; or
 - b. referring the complaint to the Head/Dean/Officer concerned or relevant committee or office of the University for investigation or action; or
 - c. referring the complaint to an outside body, e.g., the police or ICAC, if appropriate; or
 - d. referring the complaint to the chairman of the grievances panel set up in the manner described in paragraph 9 below.
- The Vice-chancellor shall notify the complainant accordingly. Where the complaint is referred to the Chairman of the grievances panel, the Vice-chancellor shall notify the staff member(s) concerned.
-
9. There shall be a grievances panel which shall be chaired by a member of staff of one of the UGC-funded institutions other than the University of Hong Kong. The Chairman shall be appointed by the Council on the recommendation of the Senate. In addition to the Chairman, the grievances panel shall comprise a member from each Faculty appointed by the Council on the nomination of the Board of the Faculty concerned from amongst its members.
-
10. In the event that the Vice-Chancellor refers the complaint to the Chairman of the grievances panel the latter shall, on behalf of the Vice-Chancellor, set up a Committee of Enquiry to investigate the complaint.
-
11. The Committee of Enquiry shall be regarded as an advisory committee of the Vice-Chancellor and shall be responsible to him. It shall comprise the Chairman of the grievances panel and two other members of the panel appointed by the Chairman. The Chairman of the grievances panel shall be the Chairman of the Committee of Enquiry. If the Chairman of the grievances panel is unable to act at the time a Committee of Enquiry needs to be set up, members of the grievances panel shall elect an Acting Chairman from amongst themselves to chair the Committee of Enquiry and otherwise act on behalf of the Committee. The Chairman and members of the Committee of Enquiry shall be persons not otherwise involved in the grievance. The Registrar shall appoint a secretary to the Committee.
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12. The responsibility of the Committee of Enquiry shall be the following:
- a. to enquire into the complaint referred to it by the Vice-chancellor;
 - b. to determine whether the student has a genuine grievance and to determine the relevant facts; and

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- c. on completion of its investigation, to report its findings of fact to the Vice-Chancellor and to make recommendations to him accordingly.
-
13. The Committee shall have the power, in its sole discretion:
- a. to co-opt members, including not more than one student member on the understanding that if such co-option is made, the staff member(s) who is being complained of (referred to as "the staff member involved" in the remaining paragraphs of this document) can request the co-option of one member of the University staff;
 - b. to have access to such University documents as are relevant for the purposes of its investigation as the Vice-Chancellor, in his discretion, approves; and
 - c. to require the complainant, the staff member involved, and any other persons concerned to give evidence, in person and/or in writing.
-
14. The Committee of Enquiry shall also have the power to determine, in its sole discretion, the procedures for its enquiry, in accordance with the following guidelines:
- a. The Committee shall be fair, although any quasi-judicial procedure shall be avoided.
 - b. The Committee shall act as an inquisitorial body and shall make such enquiries as it thinks fit and receive any evidence it considers relevant. It shall ask any questions it wants to of the complainant and any other person appearing before it. It shall not permit the complainant to examine or cross-examine the staff member involved or any of the witnesses, and vice-versa. The Committee is not expected to permit or request either the complainant or the staff member involved to be present at all its meetings. It may see the complainant or the staff member involved separately.
 - c. The complainant and the staff member involved shall be given an opportunity to respond to any information or evidence which is brought to the attention of the Committee by either party or from any third party during its investigation and which appears, in the Committee's sole discretion, to call for response, clarification or confirmation.
-
15. If a Committee of Enquiry is set up, the complainant shall be notified of this in writing. He shall, at the same time, be informed
- a. of the membership of the Committee;
 - b. of his right to appear before the Committee, and his obligation to do so if so required by the Committee;
 - c. of the fact that the staff member involved will receive, in confidence, details of the complainant's written submission and that the complainant will be provided, also in confidence, with the written statement from that staff member referred in paragraph 18.a below;
 - d. of his right to present evidence and/or to call witnesses (or request the Committee to do so on his behalf);
 - e. of his right to bring with him a friend or an adviser, who may speak on his behalf, when appearing before the Committee;
 - f. of the procedures to be adopted, and the powers and duties of the Committee of Enquiry (including the fact that the Committee reports its findings to the Vice-Chancellor, and does not have the power to dispose of the complaint itself in whatever manner);
 - g. of the fact that he will receive a confidential report from the Committee of Enquiry on the completion of its investigation;
 - h. of the confidential nature of the proceedings, and of his obligation to maintain that confidentiality; and

-
- i. of the fact that a student who lodges a complaint against a staff member of the University maliciously or without reasonable cause may be the subject of a complaint before the Disciplinary Committee.
-
16. The complainant shall be asked to state in writing, by a specified date in advance of the hearing, whether he wishes to submit any additional evidence or whether he will appear in person with or without a friend or an adviser, and whether he wishes the Committee to call any witnesses on his behalf. He shall provide a written notice of the name and status of his friend/adviser and/or the witnesses whom he wishes the Committee to call.
-
17. The complainant shall be given not less than 7 days' notice of the date, time and venue of his appearance before the Committee.
-
18. If a Committee of Enquiry is set up, the staff member against whom the complaint is lodged shall be notified of the complaint in writing, and shall be provided, in confidence, with the written submission of the complainant. He shall be informed at the same time:
- of the membership of the Committee;
 - of his right to submit a statement in writing, on the understanding that the complainant will be provided, in confidence, with a copy of such written statement; and/or to appear before the Committee to present his statement in person; and/or to call witnesses (or request the Committee to do so on his behalf);
 - of his right to bring with him a friend or an adviser, who may speak on his behalf, when appearing in front of the Committee;
 - of the procedures to be adopted, and of the powers and duties of the Committee of Enquiry (including the fact that the Committee reports its findings to the Vice-Chancellor, and does not have the power to dispose of the complaint itself in whatever manner);
 - of the fact that he will receive a confidential report from the Committee of Enquiry on the completion of its investigation; and
 - of the confidential nature of the proceedings, and his obligation to maintain that confidentiality.
-
19. The Committee shall complete its investigation and proceedings as quickly as possible and normally within one month of its establishment. On completion of its investigation, the Committee shall report its findings of fact and its recommendations to the Vice-Chancellor. On receipt of the report, the Vice-Chancellor shall decide upon the appropriate action to be taken. The student and the staff member involved shall be promptly notified in writing of the decision of the Vice-Chancellor.
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20. On completion of its investigation, the Committee's report containing its findings of fact and its recommendations shall be released to both the complainant and the staff member involved on a confidential basis.
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21. During all stages of the proceedings, the complaint, its details and the Committee's report shall be dealt with by all parties concerned in strict confidence. Unauthorized disclosure of any information, details or documents relating to the report may result in appropriate action by the Vice-Chancellor.
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22. At the end of each academic year, the Vice-Chancellor shall submit to the Senate and the Council a general report on complaints received from students during the year.
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APPENDIX M

PROCEDURES FOR HANDLING DISCRIMINATION/ HARASSMENT COMPLAINTS

(These procedures shall apply to all full-time or part-time staff and students in the University and shall be read in conjunction with the Policy on Equal Opportunity.)

Definitions

Sex discrimination

1. The definitions of sex discrimination and the exceptions in the Sex Discrimination Ordinance will apply.

Sexual harassment

2. The definitions of sexual harassment in the Sex Discrimination Ordinance will apply.
3. For the avoidance of doubt, sexual harassment may still take place if an unwelcome sexual advance has been stopped because it was rejected by a person and that person is later treated unfavourably because of that rejection.
4. "Conduct of a sexual nature" shall include making a statement of a sexual nature to, or in the presence of, a person, whether the statement is made orally, in writing, electronically, or by any other means.

Disability discrimination, harassment, and vilification

5. The definitions of disability discrimination, harassment and vilification and the exceptions in the Disability Discrimination Ordinance will apply.

Marital status discrimination

6. The definitions of marital status discrimination and the exceptions in the Sex Discrimination Ordinance will apply.

Pregnancy discrimination

7. The definitions of pregnancy discrimination and the exceptions in the Sex Discrimination Ordinance will apply.

Family status discrimination

8. The definitions of family status discrimination and the exceptions in the Family Status Discrimination Ordinance will apply.

Harassment on the ground of sexual orientation

9. A person harasses another person on the ground of the latter's sexual orientation if that first-mentioned person engages in unwelcome conduct (which may include an oral or written statement) on account of that second-mentioned person's sexual orientation, in circumstances in which a reasonable person having regard to all the circumstances would have anticipated that the second-mentioned person would be offended, humiliated or intimidated by that conduct.

Racial discrimination

10. The definitions of race discrimination and the exceptions in the Race Discrimination Ordinance will apply.

Racial harassment

11. The Definitions of race harassment in the Race Discrimination Ordinance will apply.

Victimisation

12. The discriminator, alone or together with other persons, treats a person ('the victimised person') less favourably than in those circumstances he or she treats or would treat other persons, and does so by reason that the victimised person or any other person ('the third person') has
- (i) made an allegation or complaint, under these procedures or otherwise, that the discriminator or any other person has committed an act which (whether or not the allegation so states) would amount to a contravention of these procedures; or
 - (ii) brought proceedings against the discriminator or any other person under these procedures; or
 - (iii) given evidence or information in connection with proceedings brought by any person against the discriminator or any other person under these procedures; or
 - (iv) otherwise done anything under or by reference to these procedures in relation to the discriminator or any other person; or
 - (v) done anything which would have constituted discrimination by way of victimisation under the relevant discrimination ordinances;

or by reason that the discriminator knows the victimised person or any other person, as the case may be, intends to do any of those things, or suspects the victimised person or the third person, as the case may be, has done, or intends to do, any of them.

13. Paragraph 12 shall not apply to treatment of a person by reason of any allegation made by him or her if the allegation was false and not made in good faith.
14. For the avoidance of doubt, discrimination may still take place if a discriminatory conduct has been stopped because it was rejected by a person and that person is later treated unfavourably because of that rejection.

Exceptions

15. An act or omission shall not constitute discrimination if:
- (i) there is any statutory exception that permits the act or omission; or
 - (ii) the allegedly discriminatory act or omission satisfies the following criteria:

- (a) there is a legitimate reason for carrying out the allegedly discriminatory act or omission; and
- (b) having considered all the circumstances, a reasonable person would regard that the allegedly discriminatory act is an appropriate response or measure to achieving the objectives as identified in paragraph 15(ii)(a) above.

Complainant

16. A Complainant is a person who has made a complaint alleging that he or she has been subject to discrimination or harassment, including any person who has sought the assistance from the Equal Opportunity Unit, the Equal Opportunity Advisers, the Personal Development and Counselling Centre, or the members of the Discrimination Complaints Committee.

Respondent

17. A Respondent is the person against whom a complaint of discrimination/harassment has been made.

Lodging a complaint

18. Any person who considers that he or she has been or is being subjected to discrimination by any member, employee or student of the University may seek assistance from the Equal Opportunity Unit, the Equal Opportunity Advisers, the Personal Development and Counselling Centre, or the members of the Discrimination Complaints Committee. Upon receipt of such request for assistance, the matter shall be referred to the Equal Opportunity Officer who shall ascertain whether the complainant is aware of the steps to resolve the complaint informally and whether the complainant wishes to make use of such steps to attempt to resolve the complaints informally. With the consent of the complainant, the Equal Opportunity Officer shall attempt, and if appropriate, with the assistance of other person, to resolve the complaint informally.
19. When the informal process of resolving the matter fails, or if the complainant decides not to attempt any informal resolution, the complainant may make a formal complaint to the Vice-Chancellor either directly or through the Equal Opportunity Officer, or the Equal Opportunity Advisers.
20. The Vice-Chancellor's Office shall acknowledge receipt of a complaint.
21. A complaint shall:
- (i) be in writing;
 - (ii) provide the identity of the complainant; and
 - (iii) provide details of the alleged discrimination and the identity of the person alleged to be responsible for the discrimination.
22. Subject to paragraph 23 below, where the Vice-Chancellor receives a complaint under these Procedures, the Vice-Chancellor shall refer the complaint to the Equal Opportunity Officer.
23. Where the Vice-Chancellor receives a complaint which is anonymous, the Vice-Chancellor shall not proceed further with such a complaint unless the Vice-Chancellor considers that the complaint alleges matters which are of such a nature that they should, in the interests of good administration, be further investigated. In the event that the Vice-Chancellor considers that an anonymous complaint should be further investigated in the interests of good administration, the Vice-Chancellor shall communicate the substance of the complaint to the person(s) alleged by the complaint to have

engaged in discrimination/harassment and offer the person(s) an opportunity to respond to the complaint.

24. On receiving a complaint, the Equal Opportunity Officer shall
 - (i) from then on become the main point of contact for the complainant;
 - (ii) inform the complainant of any procedures and services available for this purpose;
 - (iii) ascertain again whether the complainant is aware of the steps to resolve the complaint informally and whether the complainant wishes to make use of such steps to attempt to resolve the complaint informally;
 - (iv) ascertain whether the complainant wishes to continue with the complaint under these procedures; and
 - (v) obtain permission in writing from the complainant for the disclosure of his or her identity to the respondent and to other persons to whom disclosure is necessary for the proper investigation and consideration of the complaint under these procedures.

25. The Equal Opportunity Officer shall undertake a preliminary inquiry into the complaint in order to determine whether there is prima facie evidence that any member, employee or student of the University may have engaged in discrimination/harassment. The purposes of the preliminary inquiry are to ensure that there are sufficient materials which warrant a full investigation and to screen out obviously unfounded allegations. It is not intended to be a preliminary hearing and the Equal Opportunity Officer is not expected to engage in a full-scale enquiry or extensive hearing of witnesses.

26. Where the complainant has objected to the involvement of the Equal Opportunity Officer, the Vice-Chancellor shall determine whether to reject the objection, or to appoint another person to replace the Equal Opportunity Officer, or exceptionally to allow the case to go directly to the Discrimination Complaints Committee for a full-scale investigation.

27. The Equal Opportunity Officer shall submit a written report of the preliminary inquiry to the Vice-Chancellor, normally within 4 weeks of the receipt of the complaint, setting out the allegations made, a brief summary of the evidence available to the preliminary inquiry, and the conclusion on whether there are sufficient materials which warrant a full-scale investigation into whether the respondent has engaged in discrimination/harassment.

28. Upon receipt of a report from the Equal Opportunity Officer, the Vice-Chancellor shall take appropriate action which may include the following:
 - (i) referring the matter to the Discrimination Complaints Committee for a full-scale investigation; and/or
 - (ii) referring the matter to an outside body; or
 - (iii) dismissing the complaint.

29. In the event that the Vice-Chancellor decides to dismiss the complaint, the Vice-Chancellor shall, through the Equal Opportunity Officer, inform both the complainant and the respondent of his/her decision and the reasons for it.

Membership of the Discrimination Complaints Committee

30. The Discrimination Complaints Committee shall consist of:
 - (i) a Chairperson who shall be a lay member of the Council, appointed for a period of two years;
 - (ii) a staff member, appointed by the Council for a period of two years;
 - (iii) one student member on the nomination of the Hong Kong University Students' Union and appointed by the Vice-Chancellor for one year at a time;

and the following additional members in conducting investigation of each case referred to the Committee by the Vice-Chancellor;

- (iv) one member appointed by the Vice-Chancellor from a list of Equal Opportunity Advisers who shall not have been previously involved in the case in any manner (There should be two categories in the list of Equal Opportunity Advisers. Newly-appointed Equal Opportunity Advisers shall be listed under Category A, and any Equal Opportunity Advisers who has been involved in any investigation shall be moved to Category B. The Vice-Chancellor shall appoint members from Category A only, unless the names in that Category are exhausted.);
 - (v) where the complainant or the respondent is a postgraduate student, a nominee from the Postgraduate Students Association;
 - (iv) the Equal Opportunity Officer, as an observing member.
31. At least one of the members of the Committee for each case for investigation shall be a woman and at least one of the members shall be a man.
 32. 3 members of the Committee shall form a quorum of any meeting of the Committee.
 33. Any person who has a direct interest in the complaint shall not be involved in the investigation of that case.
 34. In appointing the Committee, due regard shall be given to the desirability of appointing members with relevant expertise or background in the field of equal opportunities or related fields.
 35. The Registrar or his or her deputy shall be the secretary to the Committee.

Powers of the Discrimination Complaints Committee

36. The Discrimination Complaints Committee shall investigate and make findings upon any discrimination complaint ordered to be brought before it by the Vice-Chancellor against any member, employee or student of the University.
37. The Committee shall have power to provide for and regulate:
 - (i) the procedures to be followed in connection with its meetings;
 - (ii) the conduct of all persons at any meeting of the Committee; and
 - (iii) the procedure for conducting investigation, and shall not be bound by the rules of evidence.
38. The Committee may,
 - (i) where the respondent is a student, order the imposition of any of the following penalties:
 - (a) reprimand (and such reprimand shall form part of the student's official record for the remainder of his or her studies in the curriculum concerned);
 - (b) fine (maximum to be determined from time to time by the Council);
 - (c) withdrawal of any academic or other University privilege, benefit, right or facility other than the right to follow courses of instruction and present himself or herself for examinations;
 - (d) suspension;
 - (e) expulsion;
 - (f) and/or make appropriate recommendation to the Vice Chancellor.

- (ii) where the respondent is a staff member, make recommendations to the Vice-Chancellor to initiate appropriate proceedings as provided for in the University Ordinance and Statutes, Terms of Service and Staff Manual.

Procedures of the Discrimination Complaints Committee

39. The Committee shall notify the complainant and respondent of the proceedings of the Committee and provide both the complainant and the respondent with:
 - (i) a copy of the Policy on Equal Opportunity;
 - (ii) a copy of these Procedures;
 - (iii) membership of the Committee;
 - (iv) a copy of the complainant's written complaint;
 - (v) a copy of the report provided to the Committee following the preliminary inquiry conducted by the Equal Opportunity Officer; and
 - (vi) any other documents considered relevant by the Committee.
40. Either the complainant or the respondent may object to the composition of the Committee. The Registrar shall consider any objection made to the composition and shall, if there are reasonable grounds for the objection, appoint another member to the Committee to replace the person whose membership of the Committee has been objected to.
41. The Committee may take legal advice at any time and may invite the presence of a legal adviser at its meetings who however shall not be a member of the Committee.
42. The Committee may exercise all powers necessary for the performance of its functions, and shall carry out its inquiry in as expeditious a manner as is consistent with respect for the right of the parties to a fair hearing.
43. The Committee may require the complainant and the respondent to give evidence, orally or in writing.
44. The Committee shall give the complainant and the respondent not less than 7 days' notice of the date, time and place of the first meeting of the Committee, and of any meeting at which the complainant or respondent is required to be present, and shall give the complainant and respondent reasonable notice of other meetings of the Committee.
45. The complainant and the respondent shall inform the Committee in writing, no later than 2 weeks after the receipt of the notice of the proceedings of the Committee:
 - (i) whether he or she will appear in person (with or without a colleague or an adviser), or whether he or she will be legally represented;
 - (ii) whether he or she wishes to submit any evidence or other material to the Committee or to call any witnesses (and, if so, the names of those witnesses);
 - (iii) whether he or she wishes the Committee to call any witnesses on his or her behalf (and, if so, the name of those witnesses).
46. Where the Committee has given notice of a meeting to the complainant and the respondent in accordance with these procedures, but one of those parties is not present at the commencement of the meeting, the Committee may proceed with the meeting.
47. The complainant and the respondent shall be given an opportunity to respond to any information or evidence which is brought to the attention of the Committee by either party, or by any third party,

- during the course of the investigation, and which appears to call for response, clarification and confirmation. The complainant and the respondent shall be entitled:
- (i) to be present at all meetings of the Committee at which evidence or submissions are presented on behalf of one of the parties;
 - (ii) to appear before the Committee in person and to be accompanied by a colleague or an adviser, who may speak on his or her behalf, or to be legally represented before the Committee;
 - (iii) to present evidence to the Committee;
 - (iv) to call witnesses or to request the Committee to do so on his or her behalf.
48. The rights set out above apply both to hearings of the Committee at which the issue of whether the respondent has engaged in discrimination/harassment is being examined and to hearings at which the Committee is considering the steps that should be taken following a determination that the respondent has engaged in discrimination/harassment.
49. In the conduct of its inquiry, the Committee may adopt such measures as it considers necessary to protect the complainant from intimidation or humiliation in the presentation of evidence or during examination or cross-examination.
50. For the purposes of its investigation, the Committee shall have access to such University documents as it sees fit.
51. The Committee may decline to inquire into a complaint or may suspend or discontinue its inquiry into a complaint if:
- (i) it considers that the complaint does not allege facts which, if proved, would amount to discrimination;
 - (ii) the substance of the complaint of discrimination has been examined or is being examined under another University procedure or by any public body which has responsibility for receiving complaints of discrimination, or by a court or tribunal;
 - (iii) the complainant and the respondent have agreed to resolve the matter and the Committee considers that the terms of the agreement are consistent with respect for the principles of equal opportunity.
52. At the conclusion of the investigation, the Committee shall make a finding on facts and determine whether the complaint (or one or more of the complaints, as the case may be) is substantiated and whether the respondent has engaged in discrimination. The Committee shall dismiss the complaint if it concludes that the complaint is not substantiated, the respondent has not engaged in discrimination, or the alleged act constitutes an exception under paragraph 15 of this Procedure. The Committee may, whether it finds a complaint substantiated or not, make any specific recommendation in relation to the complaint and any general recommendation for better enhancing or upholding the University's policy relating to equal opportunity.
53. Where the Committee concludes that the respondent has engaged in discrimination and
- (i) where the respondent is a student, it shall exercise its powers provided in paragraph 38(i). A right of appeal against the finding of and penalty imposed by the Committee shall lie within 14 days to the Council. The decision of the Council shall be final;
 - (ii) where the respondent is a staff member, the Committee shall submit a report to the Vice-Chancellor setting out its findings and recommendations for action consistent with University Statutes and Regulations, and terms and conditions of employment. The Vice-Chancellor, upon receipt of the report, shall decide what appropriate sanction or proceedings shall be taken in light of the recommendation of the Committee.

54. Subject to the right of appeal under paragraphs 52 and 53 which shall be pursued if available, any person who is aggrieved by a decision of the Discrimination Complaints Committee under paragraph 52 or 53 or by a decision of the Vice-Chancellor under Paragraph 26 or 53(ii) may seek redress through the University's formal grievance procedure.

Report of the Committee

55. In all cases, the Committee shall provide both the complainant and the respondent with a copy of the final report at the same time the Committee submits it to the Vice-Chancellor.

Confidentiality

56. All records of proceedings and documents produced for use in relation to a complaint made under these Procedures are confidential and shall be dealt with by all parties concerned in strict confidence and in accordance with applicable laws on the protection of personal information. Unauthorised disclosure of any information may result in appropriate action by the Council.

Vice-Chancellor

57. Notwithstanding any provision in these procedures, the Vice-Chancellor may at any time take any necessary administrative decision as he or she thinks appropriate to facilitate consideration of a complaint and/or introduce such temporary measures as may be necessary to protect any member, employee or student of the University or the proper functioning of the University.
58. If a complaint is made against the Vice-Chancellor under these Procedures, the powers of the Vice-Chancellor shall be exercised by the Chairman of the Council.

Review

59. The Discrimination Complaints Committee shall review this statement of policy and procedures periodically, and at any other times as necessary and recommend necessary changes to the policy statement and the procedures.

APPENDIX N

LOCATION OF OFFICES

	Location	Tel No.	Fax No.
Academic Services Office	G-04, Run Run Shaw Building	2859 2432 2859 2433	2540 1405
Centre on Behavioral Health	2/F, The Hong Kong Jockey Club Building For Interdisciplinary Research, 5 Sassoon Road, Hong Kong	2831 5158	2816 6710
Centre of Buddhist Studies	Room 415, Social Sciences Building, Centennial Campus	2859 2847	2549 3040
Centre for Civil Society and Governance	9/F, Faculty of Social Sciences, Centennial Campus	3917 2393	2858 3550
Centre for Criminology	9/F, Faculty of Social Sciences, Centennial Campus	3917 2059	2559 8044
Centre of Development and Resources for Students			
- Campus Life	3/F Meng Wah Complex	2859 2305	2546 0184
- Careers Placement	3/F Meng Wah Complex	2859 2314	2559 5238
- Counselling and Person Enrichment	4/F Meng Wah Complex	2857 8388	2517 6394
- Student Development	4/F Meng Wah Complex	2857 8387	2857 1089
Faculty of Architecture	4/F, Knowles Building	2859 2149	2857 2852
Faculty of Arts	4/F, Arts Building, Centennial Campus	2219 4199	2548 5231
Faculty of Business & Economics	Rm 733, Meng Wah Complex	2241 5343	2549 3735
Faculty of Dentistry	6/F, Prince Philip Dental Hospital, 34 Hospital Road, Sai Ying Pun	2859 0347	25170544
Faculty of Education	G/F, Hui Oi Chow Science Building Room 219, Runme Shaw Building	2859 2357 2859 1951	2517 0075 2858 5649
Faculty of Engineering	5/F, Haking Wong Building	2859 2803	2546 9142
Programme Office, MSc in Electronic Commerce and Internet Computing	P3-02, Graduate House	2249 1870	2547 4442

Faculty of Law	10/F, Faculty of Law Centennial Campus	3917 2953	2559 5690
Li Ka Shing Faculty of Medicine	Faculty Office, 6/F William M.W. Mong Block, 21 Sassoon Road, Hong Kong	2819 9175	2818 4913
Faculty of Science	G12, Chong Yuet Ming Physics Building	2859 2683	2858 4620
Faculty of Social Sciences	11/F, Faculty of Social Sciences, Centennial Campus	3917 1220	2517 0806
Finance and Enterprises Office	1/F, Knowles Building	2859 2344 2859 2337	2858 8566
Flora Ho Sports Centre	111-113 Pokfulam Road	2817 2411	2855 0344
Graduate School	P403, Graduate House	2857 3470	2857 3543
HKU Family Institute	2/F, The Hong Kong Jockey Club Building for Interdisciplinary Research, 5 Sassoon Road, Hong Kong	2831 5181	2964 9475
HKU School of Professional & Continuing Education	3/F, T.T. Tsui Building	2975 5680	2559 7528
Journalism and Media Studies Centre	G24, Eliot Hall	2859 1155	2858 8736
Sau Po Centre on Ageing	2/F, The Hong Kong Jockey Club Building for Interdisciplinary Research, 5 Sassoon Road, Hong Kong	2241 5524	2540 1244
Social Sciences Research Centre	8/F Faculty of Social Sciences, Centennial Campus	3921 2600	2858 4327
The Hong Kong Jockey Club Centre for Suicide Research and Prevention	2/F, The Hong Kong Jockey Club Building for Interdisciplinary Research, 5 Sassoon Road, Hong Kong	2831 5232	2549 7161
University Health Service	2/F, Meng Wah Complex	2859 2501 2859 2502	2548 1430

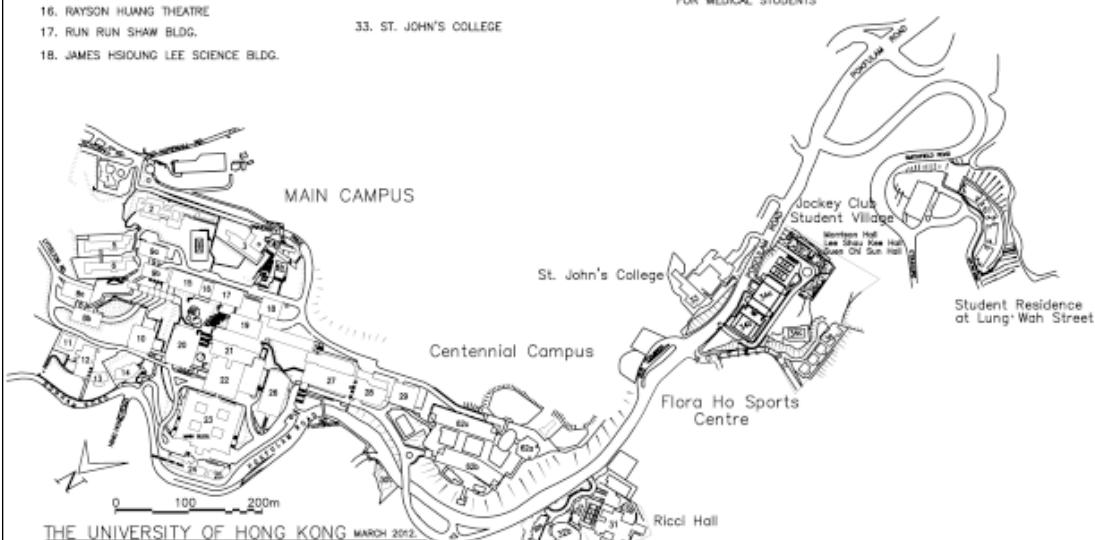
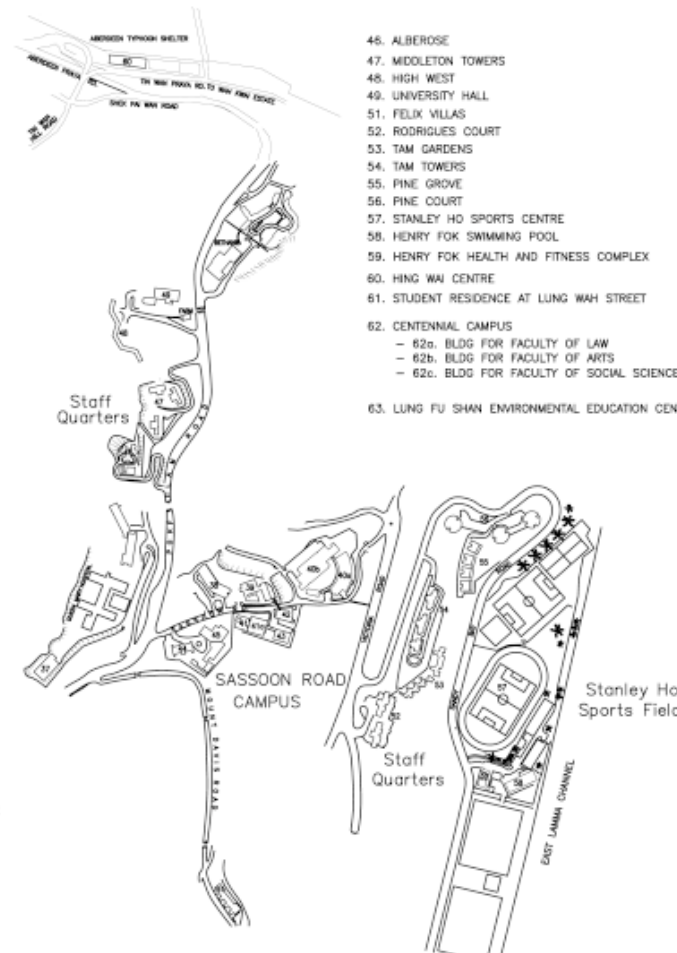
APPENDIX O MAP OF THE UNIVERSITY OF HONG KONG

1. UNIVERSITY LODGE
2. ROBERT BLACK COLLEGE
3. UNIVERSITY DRIVE NO.2
4. GRADUATE HOUSE
 - 4a. THE JOCKEY CLUB BLDG.
 - 4b. AMENITIES CENTRE INCL- CONFERENCE CENTRE & WANG GUNGWU LECTURE HALL
5. MAY HALL
6. ELJOT HALL
7. CHONG YUET MING AMENITIES CENTRE
8. CHONG YUET MING SCIENCE BLDG.
 - 8a. CHONG YUET MING CHEMISTRY BLDG.
 - 8b. CHONG YUET MING PHYSICS BLDG.
9. MENG WAH COMPLEX
 - 9a. WONG CHUE MENG BLDG.
 - 9b. WONG CHUANG LAI WAH BLDG.
10. K. K. LEUNG BLDG.
11. TANG CHI NGONG BLDG.
12. SWIRE BLDG.
 - FONG SHU CHUEN AMENITIES CENTRE & SWIRE HALL
13. T. T. TSUI BLDG.
14. FUNG PING SHAN BLDG.
15. RUNME SHAW BLDG.
16. RAYSON HUANG THEATRE
17. RUN RUN SHAW BLDG.
18. JAMES HSIUNG LEE SCIENCE BLDG.

19. HUI QI CHOW SCIENCE BLDG.
20. KNOWLES BLDG.
 - Kwan Fong Lecture Theatre
21. LIBRARY BLDG. (OLD WING)
22. LIBRARY BLDG. (NEW WING)
 - HUI FUN HING LECTURE HALL
23. MAIN BLDG.
24. HUNG HING YING BLDG.
25. PAO SIU LOONG BLDG.
26. KADOOBE BIOLOGICAL SCIENCES BLDG.
27. HAKING WONG BLDG.
28. COMPOSITE BUILDING
 - SIMON K.Y. LEE HALL
29. CHOW YEI CHING BLDG.
30. YAM PAK BLDG.
31. RICCI HALL
32. JOCKEY CLUB STUDENT VILLAGE I
 - 32a. LADY HO TUNG HALL
 - 32b. HO TIM HALL
 - 32c. STARR HALL
33. ST. JOHN'S COLLEGE

- 34a. FLORA HO SPORTS CENTRE
- 34b. LINDSAY RIDE SPORTS CENTRE
- 34c. STANLEY SMITH SWIMMING POOL
35. JOCKEY CLUB STUDENT VILLAGE II
 - 35a. MORRISON HALL
 - 35b. LEE SHAU KEE HALL
 - 35c. SUEN CHI SUN HALL
36. POKFIELD ROAD RESIDENCES
37. PATHOLOGY BLDG.
38. THE HONG KONG JOCKEY CLUB BUILDING FOR INTERDISCIPLINARY RESEARCH
39. PATRICK MANSON BLDG.
- 40a. WILLIAM M.W. MONG BLOCK
- 40b. LABORATORY BLOCK
41. DEXTER H. C. MAN BLDG.
- 41a. LABORATORY ANIMAL UNIT
42. PAULINE CHAN BLDG.
43. ESTATES BLDG.
44. WEI LUN HALL
45. R. C. LEE HALL & LEE HYSAN HALL & MADAM S. H. HO RESIDENCE FOR MEDICAL STUDENTS

46. ALBEROSE
47. MIDDLETON TOWERS
48. HIGH WEST
49. UNIVERSITY HALL
51. FELIX VILLAS
52. RODRIGUES COURT
53. TAM GARDENS
54. TAM TOWERS
55. PINE GROVE
56. PINE COURT
57. STANLEY HO SPORTS CENTRE
58. HENRY FOK SWIMMING POOL
59. HENRY FOK HEALTH AND FITNESS COMPLEX
60. HING WAH CENTRE
61. STUDENT RESIDENCE AT LUNG WAH STREET
62. CENTENNIAL CAMPUS
 - 62a. BLDG FOR FACULTY OF LAW
 - 62b. BLDG FOR FACULTY OF ARTS
 - 62c. BLDG FOR FACULTY OF SOCIAL SCIENCES
63. LUNG FU SHAN ENVIRONMENTAL EDUCATION CENTRE



Jockey Club Student Village I
 Lady Ho Tung Hall
 Ho Tim Hall
 Starr Hall