



# 2012-2013 Full-Time Undergraduate Handbook For First Degree Students



THE UNIVERSITY  
OF HONG KONG

## ABOUT THE HANDBOOK

This *Undergraduate Handbook* provides basic information about The University of Hong Kong for those who are admitted to first-degree curricula in the academic year of 2012-2013.

This Handbook contains information known as of mid-May 2012. As changes may have taken place since then, readers are advised to check directly with the offices concerned regarding any information given.

This *Undergraduate Handbook* does not form part of a contract between the student and the University.

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THE UNIVERSITY OF HONG KONG

# Undergraduate Student Handbook

(FOR FULL-TIME FIRST-DEGREE STUDENTS)

2012-2013



# FOREWORD

## Welcome to the University!

The *Undergraduate Handbook* and other materials in the Registration Folder are provided to help you complete the student registration and to introduce various useful student facilities and services available to you in the University. The Handbook also contains some important regulations and procedures of the University which you may need to refer to during your studies.

We hope that your time at the University will be enriching and rewarding and will leave you with many joyful memories.

Academic Support and Admissions Section, The Registry  
May 2012

# CONTENTS

<b>THE UNIVERSITY OF HONG KONG: VISION AND MISSION</b>	6
The University's Vision	6
The University's Mission	6
<b>GENERAL INFORMATION ABOUT THE UNIVERSITY</b>	7
Past and Present	7
The Campus	7
Governance of the University	8
<b>DATES OF SEMESTERS FOR FULL-TIME FIRST-YEAR UNDERGRADUATES 2012-2013</b>	10
<b>ORIENTATION ACTIVITIES</b>	12
Orientation	12
Inauguration Ceremony for New Students	12
Hall Orientation Programmes	12
Health Orientation	13
Non-academic Induction Programme	17
Talk on Financing Your University Studies	17
Orientation for Non-local Students	17
Other Activities	18
<b>REGISTRATION</b>	19
Procedures	19
Photographs	19
Survey on Background of New Full-Time Undergraduate Students	20
Composition Fee	20
Payment of Fees	21
Student Registration Card	22
Electronic Communication	23
Change of Personal Particulars	24
Health Questionnaire	24
Compulsory Screening and Vaccination Programmes for High Occupational Risk Students	25
Schedule for the Compulsory Screening and Vaccination Programmes	26
Double Registration	27
Attendance and Absence	27
Withdrawal of Studies	28
<b>DIARY OF EVENTS FOR NEW STUDENTS</b>	29

# CONTENTS

<b>STUDENT SERVICES</b>	38
Dean of Student Affairs	38
Centre of Development and Resources for Students (CEDARS)	38
Health Services	42
Insurance Coverage	43
Student Accommodation Service	43
Keeping in Touch: Issues Related to the University, Local & Global Communities	44
Lockers	44
Campus Bus Services	45
Assistance to Students with a Disability	45
<b>NOTES FOR NON-LOCAL STUDENTS</b>	46
Accommodation	46
Banking Arrangements	46
Visa Requirement	47
Change of Visa Status During Study	47
Visa Extension	47
Hong Kong Identity Card	47
Information Guide	47
Orientation	48
<b>HALL MEMBERSHIP</b>	49
Residential Hall Membership	49
Non-residential Hall Membership	51
<b>AWARDS AND FINANCIAL ASSISTANCE</b>	53
Academic Awards	53
Government Grants and Loans	53
University Financial Assistance	54
Educational Funds	54
<b>FINANCE AND ENTERPRISES OFFICE</b>	56
<b>GENERAL EDUCATION PROGRAMMES</b>	57
<b>ACADEMIC/SUPPORT UNITS</b>	59
Academic Advising Office	59
Information Technology Services	60
Centre for Applied English Studies	64
Institute of Human Performance	66

# CONTENTS

Libraries	67
School of Modern Languages and Cultures	68
University Museum and Art Gallery	69
<b>EXAMINATIONS</b>	<b>70</b>
<b>ARRANGEMENTS DURING BAD WEATHER</b>	<b>71</b>
<b>IMPORTANT POLICIES</b>	<b>72</b>
Copyright and Plagiarism	72
Intellectual Property Rights Policy for Staff, Students and Visitors	76
Conscientious Objection Policy on the Use of Live Animals in Teaching and/or Practical Sessions	93
Policy on Equal Opportunity (and Equal Opportunity Unit)	94
University Safety Policy	97
Sustainability Goals and Policy	99
Personal Data (Privacy) Ordinance	100
Prevention of Bribery Ordinance	101
<b>FACULTY WEBSITES</b>	<b>102</b>
<b>ADDRESSES AND PHONE NUMBERS OF KEY OFFICES</b>	<b>103</b>
<b>FURTHER INFORMATION</b>	<b>104</b>
<b>APPENDICES</b>	<b>105</b>
A General Regulations	106
B Regulations for First Degree Curricula	131
C Regulations Governing University Libraries	146
D Regulations Governing Students' Academic Conduct Concerning Assessment	152
E Procedures for Checking of Assessment Results of Taught Courses	153
F Regulations Governing the Use of Central Computer Services	156
G Statement of Ethics on Computer Use	158
H Conditions on Computer Usage	161
I Harnet Acceptable Use Policy	162
J Powers of the Disciplinary Committee	164
K Procedures for the Resolution of the Grievances of Students	166
L Procedures for Handling Discrimination/Harassment Complaints	171
M Map of the Main Campus	181
N Map of the University	183

## **THE UNIVERSITY OF HONG KONG: VISION AND MISSION**

### **THE UNIVERSITY'S VISION**

The University of Hong Kong, as a leading international institution of higher learning in Asia, strives to attract and nurture outstanding scholars from around the world through excellence and innovation in teaching and learning, research and knowledge exchange, contributing to the advancement of society and the development of leaders through a global presence, regional significance and engagement with the rest of China.

### **THE UNIVERSITY'S MISSION**

The University of Hong Kong will endeavour:

- To advance constantly the bounds of scholarship, building upon its proud traditions and strengths
- To provide a comprehensive education, developing fully the intellectual and personal strengths of its students while developing and extending lifelong learning opportunities for the community
- To produce graduates of distinction committed to lifelong learning, integrity and professionalism, capable of being responsive leaders and communicators in their fields
- To develop a collegial, flexible, pluralistic and supportive intellectual environment that inspires and attracts, retains and nurtures scholars, students and staff of the highest calibre in a culture that fosters creativity, learning and freedom of thought, enquiry and expression
- To provide a safe, healthy and sustainable workplace to support and advance teaching, learning and research at the University
- To engage in innovative, high-impact and leading-edge research within and across disciplines
- To be fully accountable for the effective management of public and private resources bestowed upon the institution and act in partnership with the community over the generation, dissemination and application of knowledge
- To serve as a focal point of intellectual and academic endeavour in Hong Kong, China and Asia and act as a gateway and forum for scholarship with the rest of the world



# GENERAL INFORMATION ABOUT THE UNIVERSITY

## 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, engineering and arts. Since then, the University has grown substantially, and now embraces a very wide range of teaching and research programmes. In 2011-12, the student population of the University (including postgraduate students) was approximately 22,000 headcounts and the academic staff population was around 1,120 headcounts. There are ten faculties: Architecture, Arts, Business and Economics, Dentistry, Education, Engineering, Law, Medicine, Science and Social Sciences. Each faculty has a faculty office. Students needing advice on their studies and other academic matters should contact their home faculty office in the first instance.

## THE 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.

## **GOVERNANCE OF THE UNIVERSITY**

The University of Hong Kong is incorporated under the University of Hong Kong Ordinance (Chapter 1053 of 1964). The Ordinance defines the University's powers, duties, privileges and constitution. The Ordinance provides for the making of Statutes which set out important constitutional and procedural matters. It also empowers the University's Council and Senate to make regulations ordering the conduct of the University's day-to-day affairs.

The Ordinance and Statutes also define the responsibilities of the University's Court, Council, Senate and Boards of Faculties. All of these bodies may form committees and delegate their powers as they see fit.

The Court is the University's supreme advisory body, and comprises representatives of the University and other stakeholders. The Court offers a means whereby the wider interests served by the University can be associated with the University, and it provides a public forum where members of the Court can raise any matters about the University.

The Council is the supreme governing body and is responsible for the University's finances and investments, the management of estate and buildings, staff appointments and terms and conditions of service, and drafting of Statutes. The Council comprises University members (both staff and students) and lay members (i.e. persons who are not employees of the University), and the membership is specified in the Statutes by category of appointment. The Council has a lay majority and one of the lay members assumes the position of Chairman.

The Senate is the principal academic authority of the University. The Vice-Chancellor chairs the Senate which comprises mainly academic staff and students. Decisions of the Senate on academic matters which have financial or resource implications are subject to approval by the Council. Conversely, decisions by the Council which have academic implications are subject to consultation with the Senate, which is normally the initiating body in such matters.

The Boards of Faculties are responsible to the Senate for teaching and other work of the Faculties. There are currently ten Boards, supported by their own committees which exercise powers and perform duties delegated to them by the Boards.

## DATES OF SEMESTERS FOR FULL-TIME FIRST-YEAR UNDERGRADUATES 2012-2013

In 2012-13, apart from a few exceptions, the First Semester for undergraduate programmes starts on September 17, 2012 and the Second Semester, on January 21, 2013. The dates of teaching are as follows:

CURRICULUM	FIRST SEMESTER <sup>(1)</sup>		SECOND SEMESTER <sup>(2)</sup>		OPTIONAL SUMMER SEMESTER <sup>(4)</sup>
	Dates of Teaching	Reading Week	Dates of Teaching <sup>(3)</sup>	Reading Week	
<b>FACULTY OF ARCHITECTURE</b>					
BA(ArchStud), BA(CS), BA(LS), BA(US), BA(Surv)	17.09.12 – 08.12.12	29.10.12 – 03.11.12	21.01.13 – 04.05.13	11.03.13 – 16.03.13	
<b>FACULTY OF ARTS</b>					
BA, BA(Literary Studies)	17.09.12 – 08.12.12	29.10.12 – 03.11.12	21.01.13 – 04.05.13	11.03.13 – 16.03.13	
<b>FACULTY OF BUSINESS AND ECONOMICS</b>					
BBA, BBA(Acc&Fin), BBA(IBGM), BBA(IS), BBA(Law), BEcon, BEcon&Fin, BSc(QFin)	17.09.12 – 08.12.12	29.10.12 – 03.11.12	21.01.13 – 04.05.13	11.03.13 – 16.03.13	02.07.13 – 24.08.13
<b>FACULTY OF DENTISTRY</b>					
BDS	17.09.12 – 22.12.12	29.10.12 – 03.11.12 17.12.12 – 22.12.12	14.01.13 – 27.07.13	11.03.13 – 15.03.13 27.05.13 – 01.06.13	
<b>FACULTY OF EDUCATION</b>					
BA&BEEd(LangEd), BEEd(LangEd), BEEd&BSc, BEEd&BSocSc, BEd-LibSt, BSc(Exercise&Health), BSc(IM), BSc(Sp&HearSc)	17.09.12 – 08.12.12	29.10.12 – 03.11.12	21.01.13 – 04.05.13	11.03.13 – 16.03.13	

CURRICULUM	FIRST SEMESTER <sup>(1)</sup>		SECOND SEMESTER <sup>(2)</sup>		OPTIONAL SUMMER SEMESTER <sup>(4)</sup>
	Dates of Teaching	Reading Week	Dates of Teaching <sup>(3)</sup>	Reading Week	
<b>FACULTY OF ENGINEERING</b>					
BEng, BEng(EngSci)	17.09.12 – 08.12.12	29.10.12 – 03.11.12	21.01.13 – 04.05.13	11.03.13 – 16.03.13	
<b>FACULTY OF LAW</b>					
LLB	17.09.12 – 08.12.12	29.10.12 – 03.11.12	21.01.13 – 04.05.13	11.03.13 – 16.03.13	
<b>FACULTY OF MEDICINE</b>					
BBiomedSc, BChinMed	17.09.12 – 08.12.12	29.10.12 – 03.11.12	21.01.13 – 04.05.13	11.03.13 – 16.03.13	
BNurs	17.09.12 – 22.12.12		14.01.13 – 14.06.13		
BPharm	17.09.12 – 08.12.12	N/A	21.01.13 – 04.05.13	N/A	
MBBS	17.09.12 – 22.12.12		07.01.13 – 04.05.13		02.07.13 – 24.08.13
<b>FACULTY OF SCIENCE</b>					
BSc, BSc(ActuarSc)	17.09.12 – 08.12.12	29.10.12 – 03.11.12	21.01.13 – 04.05.13	11.03.13 – 16.03.13	
<b>FACULTY OF SOCIAL SCIENCES</b>					
BJ, BSocSc, BSocSc(Govt&Laws), BSW	17.09.12 – 08.12.12	29.10.12 – 03.11.12	21.01.13 – 04.05.13	11.03.13 – 16.03.13	

(1) Revision Period : 10.12.12 – 14.12.12 [Not Applicable to: BDS, BPharm and MBBS].  
Assessment Period : 15.12.12 – 22.12.12 (up to 05.01.2013 if necessary) [Not Applicable to: BDS (Assessment Period: 07.01.13 – 12.01.13)].

(2) Revision Period : 06.05.13 – 11.05.13 [Not Applicable to: BDS, BPharm and MBBS].  
Assessment Period : 13.05.13 – 01.06.13 [Not Applicable to: BDS (Assessment Period: 10.06.13 – 29.06.13)].

(3) Suspension Period for Chinese New Year: 09.02.13 – 15.02.13

(4) Optional Summer Semester is not applicable to: BA&BEd(LangEd), BDS, BEd(LangEd), BEd-LibSt, BEd&BSc, BEd&BSocSc, BPharm, BSc(Exercise&Health), BSc(IM) (Summer Semester: 03.06.13 – 03.08.13), BSc(Sp&HearSc) and MBBS.

## ORIENTATION ACTIVITIES

### ORIENTATION

Each year, orientation programmes are arranged by some University departments/units and by many student organizations (including the Students' Union, faculty societies and hall associations), normally just before the beginning of the first semester. Their purpose is to help new students adjust to university life and enable them to feel at home in the university community. You are strongly recommended to join these programmes, although you are not under obligation to do so. It often happens that two or more orientation activities are scheduled at the same time, in which case you must set your own priorities.

### INAUGURATION CEREMONY FOR NEW STUDENTS

The Inauguration Ceremony for New Students, organized by the Centre of Development and Resources for Students (CEDARS), will be held on Wednesday, September 12, 2012. This is the University's formal welcome to all first-year students at which new students will meet the principal officers and senior academics of the University including the Vice-Chancellor, the Deputy Vice-Chancellor, the Pro-Vice-Chancellors, the Registrar, the Librarian, the Deans of Faculties, the Dean of Graduate School and the Dean of Student Affairs. The representatives of Convocation, Hong Kong University Alumni Association, Hong Kong University Graduates Association and the President of the Students' Union will be present. A Guest of Honour will also be invited to deliver a speech. The Inauguration Ceremony also consists of a Robing Ceremony which signifies the official induction of the new students to University family. After the ceremony, there will be individual tea receptions for respective Faculties to enable new students and teachers to get to know each other. All new students are expected to attend. Please visit CEDARS website at <http://cedars.hku.hk> nearer the time for the programme details.

### HALL ORIENTATION PROGRAMMES

Hall associations of residential halls, in consultation with their wardens and tutors, organize orientation programmes for new residents before the start of the academic year. During the orientation, you will become acquainted with other

new residents and current 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 assist and to facilitate residents' transition into a new living and learning environment;
- (b) organizers of hall orientation programmes should recognize residents' rights to give priority to their academic programme and studies;
- (c) no penalty or pressure should be imposed on residents for incompleteness of 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 upon.

New residents who feel that any part of the orientation activities is in violation of the principles listed above can report their observation to the warden concerned, the Students' Union 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.

### Immunizations

All new students are advised to attend the Health Orientation Talks, followed by tetanus toxoid and diphtheria immunizations at **Theatre 2, G/F, Meng Wah Complex** from August 14 - September 13, 2012, according to the following timetable.

All new Bachelors of Chinese Medicine, Dental, Medical, Nursing, Speech & Hearing Sciences and Social Work students (i.e. High Occupational Risk Students) are compulsory to attend the Health Orientation Talks and specific vaccination arrangement. If you are out of Hong Kong on the scheduled date, please visit <http://www.uhs.hku.hk> for further arrangement.

Date	Time a.m.	Faculty	Time p.m.	Faculty
Aug 14 (Tue)	9:00	Medicine - MBBS (5 years) <sup>+</sup>	1:30	Medicine - BNurs (4 years) <sup>+</sup> (Surnames M-Z) - BChinMed (5 years) <sup>+</sup>
	10:30	Medicine - BNurs (4 years) <sup>+</sup> (Surnames A-L)	2:45	Dentistry - BDS (5 years) <sup>+</sup> Education - BSc (Sp&HearSc) (4 years) <sup>+</sup>
Aug 21 (Tue)	9:00	Medicine - MBBS (5 years) <sup>+</sup>	1:30	Medicine - BNurs (4 years) <sup>+</sup> (Surnames M-Z) - BChinMed (5 years) <sup>+</sup>
	10:30	Medicine - BNurs (4 years) <sup>+</sup> (Surnames A-L)	2:45	Dentistry - BDS (5 years) <sup>+</sup> Education - BSc (Sp&HearSc) (4 years) <sup>+</sup>
Aug 23 (Thu)	10:30	Science - BSc (Surnames A-L) Arts - BA (Surnames A-L) - BA (Literary Studies)	1:45	Science - BSc (Surnames M-Z) Arts - BA (Surnames M-T)
			2:45	Science - BSc (ActuarSc) Medicine - BPharm - BBiomedSc Arts - BA (Surnames U-Z)
Aug 24 (Fri)	10:30	Engineering - BEng (Surnames A-L) - BEng (EngSci)	1:45	Engineering - BEng (Surnames M-Z)
			2:45	Business and Economics - BEcon/BEcon&Fin - BBA/BBA (Acc&Fin) - BBA (Law) - BBA (IBGM) - BBA (IS) - BSc (QFin)



Date	Time a.m.	Faculty	Time p.m.	Faculty
Aug 27 (Mon)	10:30	Social Sciences - BSW	1:45	Social Sciences - BSocSc (Govt&Laws) - BJ - BSocSc Architecture - BA (ArchStud) - BSc (Surv) - BA (LS) - BA (US) - BA (CS) Law - LLB
			2:45	Education - BEd (Chin) - BEd (Eng) - BEd (LibSt) - BSc (Exercise&Health) - BSc (IM) - BA&BEd (LangEd)-Eng - BA&BEd (LangEd)-Chin - BEd&BSc - BEd&BSocSc
Aug 28 (Tue)	10:30	<b>Putonghua Session</b> All late comers Except High Occupational Risk Students*	1:45	All late comers Except High Occupational Risk Students*
			2:45	Risk Students*
Aug 29 (Wed)	10:30	All late comers Except High Occupational Risk Students*	1:45	<b>English Session</b> All late comers Except High Occupational Risk Students*
			2:45	All late comers Except High Occupational Risk Students*

Date	Time a.m.	Faculty	Time p.m.	Faculty
Sep 6 (Thu)	9:00	Medicine - MBBS (6 years) <sup>#</sup>	1:30	Medicine - BNurs (5 years) <sup>#</sup> (Surnames M-Z) - BChinMed (6 years) <sup>#</sup>
	10:30	Medicine - BNurs (5 years) <sup>#</sup> (Surnames A-L)	2:45	Dentistry - BDS (6 years) <sup>#</sup> Education - BSc (Sp&HearSc) (5 years) <sup>#</sup>
Sep 13 (Thu)	9:00	Medicine - MBBS (6 years) <sup>#</sup>	1:30	Medicine - BNurs (5 years) <sup>#</sup> (Surnames M-Z) - BChinMed (6 years) <sup>#</sup>
	10:30	Medicine - BNurs (5 years) <sup>#</sup> (Surnames A-L)	2:45	Dentistry - BDS (6 years) <sup>#</sup> Education - BSc (Sp&HearSc) (5 years) <sup>#</sup>

\* High Occupational Risk Students are Bachelor of Chinese Medicine, Dental, Medical, Nursing, Speech & Hearing Sciences and Social Work Students. They are compulsory to attend the specified sessions.

+ For students under the 3-year cohort

# For students under the 4-year cohort

## Health Education Classes/Workshops

A Health Orientation Talk, in Cantonese unless specified, will be given before immunizations. Interested parties can also enrol in a variety of Health Education Classes / Workshops on the following topics:

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

## **NON-ACADEMIC INDUCTION PROGRAMME**

The Non-academic Induction Programme 2012 organized by CEDARS will take place throughout the year. At the end of the programme, the new students will:

- (i) have a better understanding of the aims of university education,
- (ii) be encouraged to explore their character strengths and ideal university life,
- (iii) be better integrated into the HKU campus life,
- (iv) have a deeper appreciation of the relationship between HKU and the local community, and
- (v) a higher awareness of global issues and global responsibilities.

CEDARS organizes intellectually stimulating talks, group discussions, community visits, person enrichment sessions, and provides self-help resources to enable freshmen to achieve an effective integration into university life in a meaningful, challenging and enjoyable manner. For details, please go to <http://cedars.hku.hk>.

## **TALK ON FINANCING YOUR UNIVERSITY STUDIES**

Date: Thursday, September 13, 2012 (morning)

The talk covers the range of financial options available to support your studies. Prior registration is required. Registration and other details will be available at the CEDARS website <http://cedars.hku.hk>.

## **ORIENTATION FOR NON-LOCAL STUDENTS**

An orientation for Non-local Students will be held on September 14, 2012 at Loke Yew Hall. For details of the full programme, please visit the CEDARS website at <http://cedars.hku.hk/nonlocal/incoming/sl/orientation.html> nearer the time.

## **OTHER ACTIVITIES**

To obtain details of the orientation activities organized by the Information Technology Services, the University Libraries, individual Faculties and Departments, please refer to the section on “Diary of Events for New Students” in this Handbook. As you may be required to sign up for some of these activities, it is best to check in advance with the offices concerned.

Details of orientation activities organized for non-JUPAS students are available from CEDARS (<http://cedars.hku.hk>). For orientation activities organized by the Students’ Union and its sub-organizations, please refer to <http://www.hkusu.org>.

# REGISTRATION

## PROCEDURES

After having accepted the University's offer of admission and paid the required deposit, on first admission to a curriculum of study, a student is required to register with the University. A student should:

- (a) refer to the registration procedures as stated in <http://www.hku.hk/adqa>, present his/her HKID card or passport, and submit a photocopy of the HKID card or passport, a recent passport size colour photo (with plain background for the Student Registration Card) and in the case of non-JUPAS candidates, a copy of the Offer of Admission letter to the Academic Development and Quality Assurance Section of the Registry for collection of his/her HKU Portal account and registration documents;
- (b) use the login details for the HKU Portal to gain access to the online system and complete the online registration either at home or in one of the PC laboratories located at 1/F, Run Run Shaw Building or 1/F, Library Building (Old Wing) of the Information Technology Services; and
- (c) complete and return other registration documents within 5 days of receiving the registration folder and attending other registration procedures by the dates specified.

Students are strongly advised to complete the online registration procedures mentioned above as soon as possible so as to facilitate collection of the Student Registration Card and/or any application(s) for admission to residential halls or other study facilities.

## PHOTOGRAPHS

You should affix your passport-size photograph(s) on various forms distributed to you, e.g. the Faculty record form and the Health Questionnaire. In addition, you should submit the appropriate number of photographs required by your Faculty, with your name, University number and curriculum written at the back of the photographs:

Architecture	-	3
Dentistry	-	4
Engineering	-	3

## SURVEY ON BACKGROUND OF NEW FULL-TIME UNDERGRADUATE STUDENTS

The purpose of the survey is to collect information about new students which has been proven to be very useful to the University in the planning and development of facilities and services for students generally. All information obtained will be analyzed in aggregate form. No identifying information about individual students will be disclosed.

The online questionnaires at [http://apps.cedars.hku.hk/survey\\_ug](http://apps.cedars.hku.hk/survey_ug) should be submitted to the Centre of Development and Resources for Students.

## COMPOSITION FEE

The composition fees for first-year full-time Bachelor's degree students for 2012-2013 and the payment schedule are detailed below. Please note that the composition fee listed for local students is indicative. The actual fee, when announced, may vary from the indicative fee, and is subject to upward or downward adjustment in the second instalment.

(a) Fees

Composition Fee for 2012-2013	\$42,100 (for local students) / \$119,000 (for non-local students)
Students' Union Fees (Entrance \$100, Annual Subscription \$140)	\$240
Caution money	\$350
<b>Total payable</b>	<b>\$42,690 (for local students) / \$119,590 (for non-local students)</b>

(b) Payment Schedule

Item	Amount		Payment Schedule
	Local students*	Non-local students*	
Part of 1 <sup>st</sup> instalment of composition fee	<b>\$5,000</b> (for JUPAS applicants) or <b>\$10,000</b> (for Non-JUPAS applicants)	<b>\$10,000</b> (for Non-JUPAS applicants)	<b>July 26-27, 2012</b> (for 3-year cohort JUPAS applicants)  <b>August 17-18, 2012</b> (for 4-year cohort JUPAS applicants)  <b>Upon acceptance of admission offer</b> (for Non-JUPAS applicants)
Balance of 1 <sup>st</sup> instalment of composition fee	\$16,050/ \$11,050	\$49,500	Please refer to the due date on the student invoice. Tentatively, the due date is at the end of October 2012 for the balance of the first instalment and by late January 2013 for the second instalment of composition fee.
Students' Union Fees	\$240	\$240	
Caution money	\$350	\$350	
	<b>\$16,640/ \$11,640</b>	<b>\$50,090</b>	
2 <sup>nd</sup> instalment of composition fee	<b>\$21,050</b>	<b>\$59,500</b>	

\* Non-local students are defined as persons entering Hong Kong for the purpose of education with a student visa/entry permit issued by the Director of Immigration. All others are regarded as local students.

## PAYMENT OF FEES

All applicants are required to pay a deposit upon acceptance of the offer of admission.

JUPAS applicants are required to pay \$5,000 via the JUPAS website by July 26-27, 2012 (for 3-year cohort applicants) or August 17-18, 2012 (for 4-year cohort applicants), or within one week upon acceptance of the admission offer if the

applicants are admitted after the respective dates. Non-JUPAS applicants are required to pay \$10,000 by the deadline as specified in the offer letter.

All students will receive a soft copy of the student invoice in mid-October 2012 by way of an e-mail attachment to their @connect.hku.hk e-mail account from the Student Information System (SIS), which is the balance of the first instalment, and pay the sum specified on or before the invoice due date. Students who have provided their mobile phone numbers in the SIS will receive a SMS message in parallel. The soft copy of the student invoice is also available for download through the SIS system.

You must take note of the following important points:

- (a) You must ensure that you input the correct “Bill Account No.” as specified in the student invoice when making payment.
- (b) 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.
- (c) A student is liable to pay the annual composition fee even though he/she withdraws from studies later in the academic year.
- (d) University fees, once paid, cannot be refunded.
- (e) If, for any reason, you are unable to pay fees by the due date, you must contact the Centre of Development and Resources for Students (CEDARS) before the due date to apply for permission to defer payment.
- (f) A student who has not paid his/her fees within 30 days after the due date shall be de-registered and shall be prohibited from using University facilities and services. To subsequently re-instate student status, the student will 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.

## STUDENT REGISTRATION CARD

The Student Registration Card is issued free-of-charge to new students on their completion of the registration procedure. The card serves as evidence of your status as a registered student of this University and is used for access



to the Libraries, the Information Technology Services, the Institute of Human Performance, the University Health Service, and other facilities.

## **Regulations for Student Registration Card**

The Student Registration Card is a student's personal identification document and is required to access the University's premises and its facilities. It will be invalidated 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 at 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](http://hku.hk)) and check your emails in the @connect.hku.hk account regularly via the “MyEmail” tab of HKU Portal.

## CHANGE OF PERSONAL PARTICULARS

As a student, you bear full responsibility to inform the University of any changes 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 Particulars Form’ which can be downloaded from [www.hku.hk/adqa/](http://www.hku.hk/adqa/) and submit it to Academic Services Office at 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.

## HEALTH QUESTIONNAIRE

Students are required to complete an Electronic Health Questionnaire (EHQ) before attending the Student Health Orientation Programme prior to the start of the 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 confidentially 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 for medical consultations. This will not affect students’ 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. Students may also make appointments at the UHS at any time to discuss their medical and health problems.

## COMPULSORY SCREENING AND VACCINATION PROGRAMMES FOR HIGH OCCUPATIONAL RISK STUDENTS

The following programmes are provided to ensure that students receive adequate protection before their practicum / clinical years.

### Compulsory Tuberculin Skin Test/BCG Vaccination Screening

All new Bachelor of Chinese Medicine, Dental, Medical, Nursing, Speech & Hearing Sciences and Social Work students are required to bring along the completed **Tuberculin Skin Test and BCG Vaccination Questionnaire** to the Test/Screening Session. Those with negative or unknown past history of BCG Vaccination will have Tuberculin Skin Test accordingly. After the Skin Test, you need to come back for the result 3 days later. Those with negative response will be given BCG vaccination.

### Hepatitis B Vaccination

All new Bachelor of Chinese Medicine, Dental, Medical, Nursing and Speech & Hearing Sciences undergraduate students are strongly recommended to protect themselves against Hepatitis B. You are required to bring along the completed **Hepatitis B Questionnaire** and should come for the Hepatitis B blood test on **August 14, 2012 (for students under the 3-year cohort) or September 6, 2012 (for students under the 4-year cohort)**. You must also come back for the Hepatitis B result on **August 21, 2012 (for students under the 3-year cohort) or September 13, 2012 (for students under the 4-year cohort)**. Those with negative response will be given Hepatitis B vaccination. Arrangement will also be made for those who had Hepatitis B vaccination before.

### Chickenpox Vaccination

All new Bachelor of Chinese Medicine, Medical and Nursing students are required to bring along the completed **Chickenpox Questionnaires**. Those with negative or unknown past history of chickenpox will have blood test for chickenpox immunity on **August 14, 2012 (for students under the 3-year cohort) or September 6, 2012 (for students under the 4-year cohort)**. Arrangement will be made for those who are negative for chickenpox antibody to receive 2 doses of vaccination.

## SCHEDULE FOR THE COMPULSORY SCREENING AND VACCINATION PROGRAMMES

You are required to attend the Health Orientation Talks at Theatre 2, G/F, Meng Wah Complex, according to the following timetable. Please bring along the completed Tuberculin Skin Test Questionnaire, Hepatitis B Questionnaire and Chickenpox Questionnaire if applicable.

Date	Time a.m.	Faculty	Time p.m.	Faculty
Aug 14 (Tue)	9:00	Medicine - MBBS (5 years) <sup>+</sup>	1:30	Medicine - BNurs (4 years) <sup>+</sup> (Surnames M-Z) - BChinMed (5 years) <sup>+</sup>
	10:30	Medicine - BNurs (4 years) <sup>+</sup> (Surnames A-L)	2:45	Dentistry - BDS (5 years) <sup>+</sup> Education - BSc (Sp&HearSc) (4 years) <sup>+</sup>
Aug 21 (Tue)	9:00	Medicine - MBBS (5 years) <sup>+</sup>	1:30	Medicine - BNurs (4 years) <sup>+</sup> (Surnames M-Z) - BChinMed (5 years) <sup>+</sup>
	10:30	Medicine - BNurs (4 years) <sup>+</sup> (Surnames A-L)	2:45	Dentistry - BDS (5 years) <sup>+</sup> Education - BSc (Sp&HearSc) (4 years) <sup>+</sup>
Aug 27 (Mon)	10:30	Social Sciences - BSW	-	-
Sep 6 (Thu)	9:00	Medicine - MBBS (6 years) <sup>#</sup>	1:30	Medicine - BNurs (5 years) <sup>#</sup> (Surnames M-Z) - BChinMed (6 years) <sup>#</sup>
	10:30	Medicine - BNurs (5 years) <sup>#</sup> (Surnames A-L)	2:45	Dentistry - BDS (6 years) <sup>#</sup> Education - BSc (Sp&HearSc) (5 years) <sup>#</sup>

Date	Time a.m.	Faculty	Time p.m.	Faculty
Sep 13 (Thu)	9:00	Medicine - MBBS (6 years) <sup>#</sup>	1:30	Medicine - BNurs (5 years) <sup>#</sup> (Surnames M-Z) - BChinMed (6 years) <sup>#</sup>
	10:30	Medicine - BNurs (5 years) <sup>#</sup> (Surnames A-L)	2:45	Dentistry - BDS (6 years) <sup>#</sup> Education - BSc (Sp&HearSc) (5 years) <sup>#</sup>

+ For students under the 3-year cohort

# For students under the 4-year cohort

## DOUBLE REGISTRATION

Students registered to read for a degree, diploma or any other qualifications at this University must not register simultaneously to read for another qualification at this University, or for a post-secondary qualification at another institution, except with the special approval of the Senate given in advance. A breach of this regulation may result in the student concerned being required to discontinue studies at this University.

If you are in doubt with your own situation, please seek advice from your Faculty Secretary.

## ATTENDANCE AND ABSENCE

Students should attend lectures and such laboratory classes, tutorials, seminars and fieldwork, as are prescribed for individual curricula. If you cannot attend for between three to seven days inclusive because of illness, you should inform your Faculty Office in writing at the earliest opportunity. When longer absence is necessary, you should submit in writing an application for leave of absence to your Faculty Office together with a certificate signed by a registered medical practitioner. If, due to non-medical reasons, you are not able to attend for more than two consecutive days, you should also apply in writing at the earliest opportunity, stating the reasons for the leave of absence.

## 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/](http://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).

## DIARY OF EVENTS FOR NEW STUDENTS

Date	Students	Event	Venue/Details
Jul 27 (Fri)	For 3-year cohort JUPAS applicants	Last day for payment of the deposit for the 1 <sup>st</sup> instalment of the composition fee	
Aug 2 - 8 (Thu - Wed)	Hall applicants - new students who are admitted on/before August 7, 2012	Hall Application (Round II, Stage 1): Submission of online application for residential hall membership (system closing at 11:59 p.m. on August 8)	Online Application via HKU Portal
Aug 3 (Fri)	Science For 3-year cohort - BSc - BSc(ActuarSc)	Induction Day Information Session	Please refer to <a href="http://www.scifac.hku.hk/ug">http://www.scifac.hku.hk/ug</a>
Aug 14 (Tue)	For 3-year cohort  Medicine - MBBS (5-years)  Medicine - BNurs (4 years) (Surnames A-L)  Medicine - BNurs (4 years) (Surnames M-Z) - BChinMed (5 years)  Dentistry - BDS (5 years) Education - BSc(Sp&HearSc) (4 years)	Immunizations, Compulsory Tuberculin Skin Test/BCG Vaccination Screening, Hepatitis B and Chickenpox Immunity Test (if applicable); and Compulsory Health Orientation Talks  9:00 a.m.  10:30 a.m.  1:30 p.m.  2:45 p.m.	Theatre 2, G/F Meng Wah Complex

Date	Students	Event	Venue/Details
Aug 18 (Sat)	For 4-year cohort JUPAS applicants	Last day for payment of the deposit for the 1 <sup>st</sup> instalment of the composition fee	
Aug 21 (Tue)	<p>For 3-year cohort</p> <p>Medicine - MBBS (5 years)</p> <p>Medicine - BNurs (4 years) (Surnames A-L)</p> <p>Medicine - BNurs (4 years) (Surnames M-Z) - BChinMed (5 years)</p> <p>Dentistry - BDS (5 years) Education - BSc(Sp&amp;HearSc) (4 years)</p>	<p>Immunizations, Compulsory Tuberculin Skin Test/BCG Vaccination Screening, Hepatitis B and Chickenpox Immunity Test (if applicable); and Compulsory Health Orientation Talks</p> <p>9:00 a.m.</p> <p>10:30 a.m.</p> <p>1:30 p.m.</p> <p>2:45 p.m.</p>	Theatre 2, G/F Meng Wah Complex



Date	Students	Event	Venue/Details
Aug 23 (Thu)	<p>Science - BSc(Surnames A-L) Arts - BA(Surnames A-L) - BA(Literary Studies)</p> <p>Science - BSc(Surnames M-Z) Arts - BA(Surnames M-T)</p> <p>Science - BSc(ActuarSc) Medicine - BPharm - BBiomedSc Arts - BA(Surnames U-Z)</p>	<p>Immunizations</p> <p>10:30 a.m.</p> <p>1:45 p.m.</p> <p>2:45 p.m.</p>	Theatre 2, G/F Meng Wah Complex
Aug 24 - 29 (Fri - Wed)	Hall applicants - new students who are admitted after August 7, 2012	Hall Application (Round II, Stage 2): Submission of online application for residential hall membership (system closing at 11:59 p.m. on August 29)	Online Application via HKU Portal
Aug 24 (Fri)	<p>Engineering - BEng(Surnames A-L) - BEng(BEngSci)</p> <p>Engineering - BEng(Surnames M-Z)</p> <p>Business and Economics - BEcon/BEcon&amp;Fin - BBA/BBA(Acc&amp;Fin) - BBA(Law) - BBA(IBGM) - BBA(IS) - BSc(QFin)</p>	<p>Immunizations</p> <p>10:30 a.m.</p> <p>1:45 p.m.</p> <p>2:45 p.m.</p>	Theatre 2, G/F Meng Wah Complex

Date	Students	Event	Venue/Details
Aug 24 (Fri)	Science For 4-year cohort - BSc - BSc(ActuarSc)	Induction Day Information Session	Please refer to <a href="http://www.scifac.hku.hk/ug">http://www.scifac.hku.hk/ug</a>
Aug 27 (Mon)	Social Sciences - BSW	Immunizations, Compulsory Tuberculin Skin Test/BCG Vaccination Screening; and Compulsory Health Orientation Talks  10:30 a.m.	Theatre 2, G/F Meng Wah Complex
	Social Sciences - BSocSc(Govt&Laws) - BJ - BSocSc Architecture - BA(ArchStud) - BSc(Surv) - BA(LS) - BA(US) - BA(CS) LAW - LLB  Education - BEd(Chin) - BEd(Eng) - BEd(LibSt) - BSc(Exercise&Health) - BSc(IM) - BA&BEd(LangEd)-Eng - BA&BEd(LangEd)-Chin - BEd&BSc - BEd&BSocSc	Immunizations  1:45 p.m.          2:45 p.m.	Theatre 2, G/F Meng Wah Complex

Date	Students	Event	Venue/Details
Aug 28 (Tue)	All late comers Except High Occupational Risk Students*	Immunizations - 10:30 a.m. (Putonghua Session) - 1:45 p.m. - 2:45 p.m.	Theatre 2, G/F Meng Wah Complex
Aug 29 (Wed)	All late comers Except High Occupational Risk Students*	Immunizations - 10:30 a.m. - 1:45 p.m. (English Session) - 2:45 p.m.	Theatre 2, G/F Meng Wah Complex
Aug 30 (Thu)	All Faculties	Library Orientation <sup>^</sup> 2:30 p.m. - 4:30 p.m.	Room G-02, eLearning Lab, G/F, Main Library
Aug 31 (Fri)	All Faculties	Library Orientation <sup>^</sup> 10:00 a.m. - 12:00 noon	Room G-02, eLearning Lab, G/F, Main Library
Sep	All those interested	Introductory Course on Information Technology Services	Please refer to the Information Technology Services web page at <a href="http://www.its.hku.hk/services/new-students.htm">http:// www.its.hku.hk/ services/new- students.htm</a> for the course details
	Medicine	Orientation	Students will be informed by Faculty staff for further details. Enquiries:  2819 9346 (for MBBS and BBiomedSc students)  2589 0437 (for BChinMed students)  2819 2600 (for BNurs students)  2819 9460 (for BPharm students)

Date	Students	Event	Venue/Details
Sep 4 (Tue)	New hall applicants	Residential hall admissions list on official noticeboards and CEDARS website by 3:00 p.m.	Noticeboards outside the covered area of the Main Library; Students' Union Office; Faculty Office of Dentistry; Faculty Office of Medicine; Respective Hall Offices
Sep 5 (Wed)	All successful hall applicants	Final day for acceptance of offer of residential hall membership (before 5:00 p.m.)	Respective Hall Offices
Sep 6 (Thu)	For 4-year cohort  Medicine - MBBS (6 years)  Medicine - BNurs (5 years) (Surnames A-L)  Medicine - BNurs (5 years) (Surnames M-Z) - BChinMed (6 years)  Dentistry - BDS (6 years) Education - BSc(Sp&HearSc) (5 years)	Immunizations, Compulsory Tuberculin Skin Test/BCG Vaccination Screening, Hepatitis B and Chickenpox Immunity Test (if applicable); and Compulsory Health Orientation Talks  9:00 a.m.  10:30 a.m.  1:30 p.m.  2:45 p.m.	Theatre 2, G/F Meng Wah Complex
	Social Sciences	Library Orientation <sup>^</sup> 10:00 a.m. – 12:00 noon	Multi-purpose Zone, Level 3, Main Library
	Arts	Library Orientation <sup>^</sup> 2:30 p.m. – 4:30 p.m.	Multi-purpose Zone, Level 3, Main Library

Date	Students	Event	Venue/Details
Sep 7 (Fri)	Engineering & Science	Library Orientation^ 10:00 a.m. – 12:00 noon	Multi-purpose Zone, Level 3, Main Library
	Business & Economics	Library Orientation^ 2:30 p.m. – 4:30 p.m.	Multi-purpose Zone, Level 3, Main Library
Sep 10 - 14 (Mon - Fri)	Dentistry - BDS	BDS First Year Orientation and Induction	The Prince Philip Dental Hospital
Sep 10 (Mon)	Social Sciences	Library Orientation^ 10:00 a.m. – 12:00 noon	Multi-purpose Zone, Level 3, Main Library
	Arts	Library Orientation^ 2:30 p.m. – 4:30 p.m.	Multi-purpose Zone, Level 3, Main Library
Sep 11 (Tue)	Business & Economics	Library Orientation^ 10:00 a.m. – 12:00 noon	Multi-purpose Zone, Level 3, Main Library
	Engineering & Science	Library Orientation^ 2:30 p.m. – 4:30 p.m.	Multi-purpose Zone, Level 3, Main Library
Sep 12 (Wed)	<b>All</b>	<b>Inauguration Ceremony for New Students</b> <b>10:00 a.m. (for 3-year cohort)</b> <b>3:00 p.m. (for 4-year cohort)</b>	<b>Loke Yew Hall</b>
	Arts - BA - BA&BEd(LangEd) - BA (Literary Studies)	Welcoming Reception	Room 218, Main Building
	Business and Economics	Faculty Orientation	Please refer to Faculty website <a href="http://www.fbe.hku.hk">www.fbe.hku.hk</a>
	Social Sciences	Welcoming Reception	Please refer to website at <a href="http://www.hku.hk/socsc/">www.hku.hk/socsc/</a> or <a href="http://cedars.hku.hk">http://cedars.hku.hk</a> for details
	Arts	Library Orientation^ 10:00 a.m. – 12:00 noon	Multi-purpose Zone, Level 3, Main Library
	Architecture	Library Orientation^ 2:30 p.m. – 4:30 p.m.	Multi-purpose Zone, Level 3, Main Library

Date	Students	Event	Venue/Details
Sep 13 (Thu)	All those interested	Talk on Financing Your University Studies 10:00 a.m.	Hui Pun Hing Lecture Hall (LE1)
	For 4-year cohort	Immunizations, Compulsory Tuberculin Skin Test/BCG Vaccination Screening, Hepatitis B and Chickenpox Immunity Test (if applicable); and Compulsory Health Orientation Talks	Theatre 2, G/F Meng Wah Complex
	Medicine - MBBS (6 years)	9:00 a.m.	
	Medicine - BNurs (5 years) (Surnames A-L)	10:30 a.m.	
	Medicine - BNurs (5 years) (Surnames M-Z) - BChinMed (6 years)	1:30 p.m.	
	Dentistry - BDS (6 years) Education - BSc(Sp&HearSc) (5 years)	2:45 p.m.	
	Engineering & Science	Library Orientation^ 10:00 a.m. – 12:00 noon	Multi-purpose Zone, Level 3, Main Library
Social Sciences	Library Orientation^ 2:30 p.m. – 4:30 p.m.	Multi-purpose Zone, Level 3, Main Library	
Sep 14 (Fri)	Non-local students	Orientation for Non-local Students 10:00 a.m. - 1:00 p.m.	Loke Yew Hall
	Law - LLB	Opening Ceremony 10:00 a.m. - 12:00 noon  Departmental Orientation 2:00 p.m. - 6:00 p.m.	To be confirmed

Date	Students	Event	Venue/Details
Sep 14 (Fri)	Architecture	Library Orientation <sup>^</sup> 10:00 a.m. – 12:00 noon	Multi-purpose Zone, Level 3, Main Library
	Business & Economics	Library Orientation <sup>^</sup> 2:30 p.m. – 4:30 p.m.	Multi-purpose Zone, Level 3, Main Library
Sep 17 (Mon)	<b>All Faculties</b>	<b>Start of First Semester</b>	
	Medicine - BBiomedSc - BChinMed - BNurs - BPharm - MBBS	Faculty Orientation	Cheung Kung Hai Conference Centre, G/F, William M.W. Mong Block
Oct 3 (Wed)	All those interested	Last day for application (in paper form) for non- residential membership of Hornell Hall and Lee Chi Hung Hall (no closing date for non-residential membership of other halls)	Academic Services Office, G04, Run Run Shaw Building

<sup>^</sup> Interested students should register online at <http://lib.hku.hk/general/instruction>. Then, click on <HKU Freshmen> under “Library Orientation”. Freshmen are encouraged to attend the session under their Faculty. Those who are not able to attend the assigned session can join other sessions in the schedule. Enquiries should be directed to the Information Services Division at 2859 2203 or [hkulref@hku.hk](mailto:hkulref@hku.hk)

\* High Occupational Risk Students are Bachelor of Chinese Medicine, Dental, Medical, Nursing, Speech & Hearing Sciences and Social Work Students. They are compulsory to attend the specified sessions. If students are out of Hong Kong on scheduled dates, please visit <<http://www.uhs.hku.hk>> for further arrangement.

Note: Students may refer to the CEDARS website at <http://cedars.hku.hk> for updates on orientation activities.

## STUDENT SERVICES

The University of Hong Kong fosters a whole-person approach to education. We believe that your learning about life is just as important as your academic learning. Accordingly we provide a number of specialist services to support each dimension of your wellness: physical, emotional, social, intellectual, spiritual, environmental and occupational.

### 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.

If you want to raise a question with the Dean, you can contact him through the web page of the Centre of Development and Resources for Students (CEDARS) or by writing to [dosa@hku.hk](mailto:dosa@hku.hk). He can also be contacted by phone at 2859 2306.

38

### CENTRE OF DEVELOPMENT AND RESOURCES FOR STUDENTS (CEDARS)

#### Campus Life

The Campus Life Section of CEDARS provides high quality support services to enhance your overall educational experience. Specifically, we provide guidance and assistance in financial matters, accommodation, disability issues, visas, student activities and any general concern you have on campus life. We work with other support units to promote your physical, social, emotional and environmental wellness.

If you want to know more about our work, you are welcome to:

- visit the CEDARS website at <http://cedars.hku.hk>
- call us at 2859 2305
- e-mail us at [cedars@hku.hk](mailto:cedars@hku.hk)
- visit us at 3/F, Meng Wah Complex



## Careers and Placement

The Careers and Placement Section of CEDARS is committed to:

- facilitate students' entry into personally rewarding careers;
- support the community's need for graduate resources; and
- help HKU build its brand as the source of socially responsible young leaders with clear career objectives and plans.

Our experience indicates that students should start planning their career early, preferably in their first year of study. They could start with identifying a tentative career objective which could be done with the help of Prospects Planner at the Careers and Placement Section of CEDARS website <http://cedars.hku.hk>.

The Placement Help Desk of CEDARS in Room 304, Meng Wah Complex, has a stock of biographies and career talk video tapes for students to gain insight into careers. The CEDARS website contains a lot of useful information on career planning and preparation. Live career talks and graduate sharing sessions are organized from time to time and are announced through e-mail messages and posting on our website to all students.

After identifying career objective, the next step is to prepare oneself for a profession. Professional Preparation Programmes and internship positions are organized from time to time and are also announced through e-mail messages. Part-time and summer jobs are useful opportunities for students to prepare themselves for the world of work. These opportunities are posted on our website.

Besides responding to open advertisements, students may wish to post their particulars on NETmatch, CEDARS database of job seekers. Some employers prefer to dip into the database and approach specific students rather than post job notices openly. Students, however, must check their e-mail and respond to employers promptly when they are approached.

Final year students who are interested in the post of graduate trainees should watch out for CEDARS e-mail messages and website on recruitment talks and check the Joint Institution Job Information System (JIIS) and NETjobs frequently for vacancies. Both JIIS and NETjobs are available from the Careers and Placement Section of CEDARS website, under the title "Checkout Vacancy and Job Board".

In addition to the services listed above, the Careers and Placement Section also runs workshops, resumé reviews, mock interviews and one-to-one consultations. Again, watch out for our e-mail messages, call our Help Desk at 2859 2314, or come over in person to Room 304, Meng Wah Complex.

We welcome suggestions and questions and can be reached readily through e-mail to [careers@hku.hk](mailto:careers@hku.hk).

The Careers and Placement Section looks forward to working with you.

## Counselling and Person Enrichment

The Counselling and Person Enrichment Section of CEDARS (CEDARS-CoPE) is committed to empowering students to build up their character strengths, live a satisfying and psychologically healthy life, and develop positive attitudes and life skills for their personal success so that they are able to contribute to their communities by demonstrating leadership and sensitivity.

To help students live a successful and well-balanced university life, we offer the following services and programmes:

- **“Psychometer”**: Go to this link: [psyax.cedars.hku.hk](http://psyax.cedars.hku.hk). Take the psychological tests on university adjustment, learning styles, social life and mental health to gain a better self-understanding and identify ways to achieve university success. Immediate feedback, recommendation and enrichment tips are available.
- **Professional Counselling Service**: Seek early consultation on any personal issues (e.g. adjustment, study-related matters, relationships, mental health, life goals) from a professional counsellor and take steps to overcome your personal blocks. The service is free and confidential. For appointments, please call 2857 8388. Drop-in Service for urgent consultations is available from Monday to Friday, 2 pm to 5 pm.
- **Person Enrichment Programmes**: Each semester we offer a great variety of small group interactive workshops on effective learning, self-management, time-management, social skills and emotional competence. Also watch out for the annual campaign to promote mental health and successful university life.
- **Accessibility Support Service for Students with Disabilities and Special Education Needs**: Students with physical disabilities, mental illnesses, specific learning disabilities such as dyslexia, autism spectrum disorders etc. 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:** (1) Join “Peer English Tutoring”, a peer support initiative for one-to-one conversational English practice, jointly managed by CAES and CEDARS. (2) Attend Buddy programmes for students with disabilities. (3) Check our website for other new initiatives.
- **Inclusion Funds for Learning Activities and Projects:** Apply for “First-in-the-Family Fund” (for local students only), “HKU 81 Inclusion Fund and Henry Chan Inclusive Education Fund” and “HKU Class of ‘84 Social Inclusion Fund” to expand your horizons. Details are available at <http://cedars.hku.hk/edufund>.

## Student Development

HKU adopts a whole-person education approach that combines learning in and outside the classroom. The educational aims of HKU include fostering students’ ability in intercultural understanding, commitment to global citizenship, and preparing them to be leaders and advocates for improvement of the human condition.

CEDARS is committed to enhancing students’ learning experience and providing co-curricular programmes to help achieve the HKU educational aims. The Student Development Section of CEDARS nurtures students to become contributing members of the community through a variety of educational programmes and activities, covering:

- 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

## 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/servicenetork>.

## 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, medical checkup and 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.

**All non-local students are advised 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.uhs.hku.hk>.

## INSURANCE COVERAGE

All students who pay a composition fee are allowed to use the services available in 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.

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

However, for field work conducted outside of Hong Kong where the facilities of the University Health Service are not available, the University has arranged a general insurance coverage for overseas medical expenses incurred by students up to the limit of \$25,000 under the Group Personal Accident Insurance Policy and \$400,000 under the Corporate Business Travel Insurance Policy. Where appropriate, a separate Group Travel Insurance Policy will be arranged by the University. For reimbursement purpose, a student who sustains injury has to 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 the Head of Department concerned that the student 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.

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

## STUDENT 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 website of CEDARS at <http://cedars.hku.hk> and is posted on noticeboards of all the amenities centres, the office of the Faculty of Dentistry, as well as those at the CEDARS. Students who

wish to look for rooms and flats in the University vicinity are invited to enquire at CEDARS. In view of the increasing demand for on-campus student housing, the University has rented a number of private flats nearby to house new non-local undergraduates and needy local students. Please visit the CEDARS website <http://cedars.hku.hk> or call 2859 2305 for details.

## **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://cedars.hku.hk> to open an account.

## **LOCKERS**

Each full-time student can be allocated a locker, subject to availability, on application to the Secretary of the home Faculty.

Once a locker is allocated, you are responsible for the security of items stored in it, and also for the proper maintenance of the locker and key.

Lockers are allocated free of charge, but a fine will be imposed for the replacement of keys or if the key is not returned to the Faculty Office at the end of your studies at the University.

## **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 and the fare is \$2. Octopus cards may be used. Alternatively, tickets are obtainable at the Finance and Enterprises Office. The bus time-tables are publicised periodically on the University website by the Estates Office. University bus services are also provided for field trips related to curriculum studies organized by individual departments.

## **ASSISTANCE TO STUDENTS WITH A DISABILITY**

The University welcomes students with a disability and will work with you to achieve a happy and successful university life. If you encounter any difficulties relating to your studies or your participation in campus life, we will be happy to help you overcome them. If you have any needs regarding accessibility, please contact the Senior Student Advisor (Accessibility Support) of CEDARS to discuss ways and means by which the University may assist you, including the purchase of special equipment, application for special examination arrangements. For details of other services available to students with a disability, please visit the CEDARS website <http://cedars.hku.hk> under "Accessibility Support".

## NOTES FOR NON-LOCAL STUDENTS

### ACCOMMODATION

There are currently 13 halls of residence with a number of hall places reserved especially for you. Online hall application form is accessible from the website of the Centre of Development and Resources for Students (CEDARS), which coordinates all hall applications from newly enrolled students from outside Hong Kong. Due to keen competition and the limited number of hall places available, the University cannot guarantee hall accommodation for all students – but we will do our best for you.

Apart from the halls of residence, there are 2 non-hall student residences primarily for full-time newly arrived non-local students. For details on accommodation for non-local students, please see <http://beta.cedars.hku.hk/sections/accommodation.php>.

CEDARS also keeps a register of private flats and rooms in the vicinity. Check the CEDARS website at <http://beta.cedars.hku.hk/sections/accommodation.php> or visit CEDARS to look through the file. Please note that private accommodation is extremely expensive. You are strongly advised to finalize arrangements before you arrive. A list of hostels managed by non-profit-making organizations is also available at the CEDARS website. You may make arrangements directly with these hostels for short-term accommodation.

### BANKING ARRANGEMENTS

You are advised to open a bank account in Hong Kong. You will need to transfer money for immediate use when you arrive here. This can be done:

- (a) by instructing an overseas bank to send money in your name to a bank in Hong Kong; or
- (b) by depositing travellers cheques or a bank draft in a local account (personal cheques can also be deposited but may take as long as three weeks to be cleared).



## VISA REQUIREMENT

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 who will enrol in a full-time course in the University. Students may seek advice from CEDARS on visa matters at <http://cedars.hku.hk/nonlocal/visamattersFAQ>.

## 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. Currently, for undergraduates and 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.

## 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 you settle in easily. An online copy of the Guide is available from the CEDARS website at <http://cedars.hku.hk> under "Publications". You can also register with CEDARS to keep posted about ongoing events for international

students. Noticeboards across campus will also keep you in touch with what is going on.

## **ORIENTATION**

An Orientation for Non-local Students will be held on September 14, 2012 at Loke Yew Hall. For details of the full programme, please visit the CEDARS website at <http://cedars.hku.hk/nonlocal/incoming/sl/orientation.html> nearer the time.

## HALL MEMBERSHIP

There are 13 residential halls of which 11 are administered by the University: Lady Ho Tung Hall, Lee Hysan Hall, Lee Shau Kee Hall, Morrison Hall, R.C. Lee Hall, Simon K.Y. Lee Hall, Starr Hall, Suen Chi Sun Hall, Swire Hall, University Hall and Wei Lun Hall. The other two are run by outside religious bodies: Ricci Hall and St. John's College. In addition, there are 2 non-residential halls: Hornell Hall and Lee Chi Hung Hall.

The University will be opening four Residential Colleges on Lung Wah Street, Kennedy Town for 1800 students, with at least 900 places will be assigned to undergraduates. 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>) in early May.

Hall membership, whether residential or non-residential, is entirely voluntary. The fees for both types of membership of University-administered halls are payable in advance, in two instalments in the case of residential members, by October 2012 and January 2013. Subject to the approval of the University Council, the fees for 2012-2013 are as follows:

Residential	Lodging for 2012-2013 residential year of 271 days for University-administered halls	\$10,840 p.a.
Non-residential		\$200 p.a.

Residents of University Hall are additionally required to pay a board charge, the rate of which will be announced in due course. The board charge in 2011-2012 is \$8,000.

**Students should note that the lodging fee does not cover electricity consumption for air-conditioning in the study-bedroom which should be paid separately by students using a stored-value card.**

## RESIDENTIAL HALL MEMBERSHIP

Applications for admission to residential halls or students flats should be submitted via HKU Portal, the University's online information system. Once you

have completed your online registration, you can access HKU Portal. Once you are logged in, please read the General Information and Instructions carefully (<http://www.asa.hku.hk/halls.htm>) before proceeding to fill in the application form. Applicants for new students will be administered in two stages this year. New students who are admitted on/before August 7, 2012 shall apply in Stage 1. The online system starts to accept applications from **10:00 a.m. on August 2, 2012** and closes at **11:59 p.m. on August 8, 2012**. New students who are admitted after August 7, 2012 shall apply in Stage 2. The online system starts to accept applications from **10:00 a.m. on August 24, 2012** and closes at **11:59 p.m. on August 29, 2012**. Students are strongly advised to apply and submit their applications as early as possible during the application period concerned in order to avoid a major system overload near the application deadlines which may lead to delay or even rejection of the application.

Stage 1 interviews will be conducted during the period **August 13 and 17, 2012**. The interview lists will be posted by **12:30 p.m. on August 13, 2012** on notice boards outside the covered area of the Main Library. Stage 2 interviews will be conducted during the period **August 31 and September 3, 2012**. The interview lists will be posted by **3:30 p.m. on August 31, 2012** on notice boards outside the covered area of the Main Library.

You should personally note these details and present yourself for interview if required at the time and place specified. No further notice will be given. It is your responsibility to follow the application procedures and to note the important dates of the admission exercise. Students who are admitted to the University after **August 29, 2012** can make their applications online from **August 30 - September 14, 2012** via the HKU Portal.

The results of applications will be posted on the following official noticeboards as well as the hall noticeboards on **September 4, 2012** after **3:00 p.m.**:

- Noticeboards outside the covered area of the Main Library
- Students' Union Office
- Faculty Office, Faculty of Dentistry
- Faculty Office, Faculty of Medicine

It is important for you to check the results on that date and, if your application is successful, proceed directly to the appropriate hall office where the formal admission letter will be available for immediate collection. You should bring along two recent passport-size photographs to facilitate completion of various procedures.

If you are successful in your application, you are strongly advised to sign the acceptance of offer and to return it immediately to the appropriate hall office

staff on duty there. If this is not possible, make sure that the signed acceptance is returned to the hall office/warden by not later than the deadline specified in the offer letter. If it is not received by then, the offer will be regarded as having been declined and therefore withdrawn with immediate effect.

If you are unable to collect the admission letter in person, you may authorize another person in writing to collect it and to sign the acceptance on your behalf. The person so authorized must show to the hall staff concerned a written authorization duly signed by you.

Information on hall admission, including the admission results, is also available on the Centre of Development and Resources for Students (CEDARS) website at <http://cedars.hku.hk>. Applicants to residential halls are encouraged to visit the website for up-to-date hall admission information.

## NON-RESIDENTIAL HALL MEMBERSHIP

Students can choose to join non-residential halls: Hornell Hall (for men), and Lee Chi Hung Hall (for men and women). Alternatively, they can choose to join a residential hall as non-residential members.

The application form for non-residential hall membership can be downloaded from <http://www.asa.hku.hk/halls.htm>. The completed form should be returned to the Academic Services Office at G04, Run Run Shaw Building together with the ATM transaction advice OR a copy of the bank payment confirmation showing payment of the application fee of \$200:

- (a) on or before **October 3, 2012** for membership of Hornell Hall and Lee Chi Hung Hall; and
- (b) at any time for non-residential membership of residential halls.

Applications submitted after October 3, 2012 for membership of Hornell Hall and Lee Chi Hung Hall may be accepted for consideration by the respective Hall Warden.

The application fee of \$200 will be used in payment of the non-residential hall fee if a student's application is accepted, or returned (by crediting the sum to the student's account with the University) if the application is unsuccessful.

Applications for transfer from one hall to another are permitted up to October 3, 2012. Transfers will not normally be allowed after this date unless both Wardens

concerned agree that there are exceptional circumstances justifying a late transfer. Withdrawal of an application for membership after October 3, 2012 will entail forfeiture of the application fee.

Students who have already applied for residential membership of a Hall cannot apply for non-residential hall membership unless their application for the former is unsuccessful.

# AWARDS AND FINANCIAL ASSISTANCE

## ACADEMIC AWARDS

The University administers a multitude of scholarships and prizes which are awarded on the basis of academic merit. Undergraduates can apply directly for scholarships which are advertised on the Faculty notice-boards and on the Student Intranet. For those scholarships which are not publicized, 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 on how to apply for the various scholarships during the year.

## GOVERNMENT GRANTS AND LOANS

The largest amount of financial assistance is provided by the Government Tertiary Student Finance Scheme for Publicly-funded Programme (TSFS) which is a means-tested grant and loan scheme administered by the Student Financial Assistance Agency (SFAA). If you need financial assistance for your studies at the University, you are strongly encouraged to apply for TSFS.

A non-means-tested loan scheme (NLS) is also available for application by students who do not want to rely on family support or who have difficulty in applying for the means-tested TSFS Scheme.

The relevant application forms can be downloaded from the SFAA website at <http://www.sfaa.gov.hk>. CEDARS has also prepared for you an information sheet on TSFS which is enclosed in your registration folder. The deadline for application for TSFS for HKU students is tentatively set on **September 26, 2012**. Please check with CEDARS nearer the time.

CEDARS also provides to all first time TSFS applicants a form vetting service to facilitate their form submission. For details, please contact CEDARS at 2859 2305 nearer the time.

## UNIVERSITY FINANCIAL ASSISTANCE

A number of University means-tested loans and grants are available to needy LOCAL students on application. In general, these funds are used to supplement the Government Tertiary Student Finance Scheme for Publicly-funded Programme (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 Government support.

Further details can be found on CEDARS website at <http://cedars.hku.hk/cedars/finances.aspx>.

The deadline for online application for the University Financial Assistance (Main Exercise) is tentatively set on **October 3, 2012 (noon)**.

CEDARS will also organize a talk on "Financing Your University Studies" on September 13, 2012. Please register online at [http://cedars.hku.hk/finance/gl/1213/talk\\_register.html](http://cedars.hku.hk/finance/gl/1213/talk_register.html).

## EDUCATIONAL FUNDS

CEDARS administers the following funds:

The First-in-the-Family Education Fund (FIFE Fund) supports full-degree first year undergraduate students who are the first generation of university students from low income families and admitted to HKU after 2008 to take part in different learning activities outside the classroom. Please visit <http://www.fife.hku.hk> for details.

HKU 81 Inclusion Fund and Henry Chan Inclusive Education Fund provide funding for projects which promotes social inclusion and understanding of people with a disability.

Moreover, five Henry Chan Awards for Excellence are given to students with a disability who have excellent academic and extra-curricular performances, whereas Henry Chan Inclusive Education Grants supports ethnic minority students and students with a disability or special learning needs to procure learning aids, equipment and services to facilitate their learning.



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.

## FINANCE AND ENTERPRISES OFFICE

The Student Unit of the Finance and Enterprises Office (FEO), located on 1/F, Knowles Building, is available to offer assistance on financial dealings in relation to fees and charges and payment of scholarship, bursary, and loan awards. Fees and charges are available to individual students for viewing through the Student Information System (SIS). Payment must be made by the due date. For details of the payment methods available, please visit the website at [http://www.hku.hk/local/finance/student/payment\\_instructions.pdf](http://www.hku.hk/local/finance/student/payment_instructions.pdf).

A student who has not paid his/her fees within 30 days after the due date shall be de-registered and shall be prohibited from using University facilities and services. To subsequently re-instate student status, the student will 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.

Payment of scholarships, bursaries and loans and any refunds to a student is normally made directly to a student's bank account, accompanied by a notification posted to the student directly. You are therefore requested to open a savings or current account with a bank of your choice in Hong Kong and enter your bank account details during the online registration process. You can subsequently amend or update your bank account details through the SIS. For more details, please contact SIS Project Office by e-mail at [asksis@hku.hk](mailto:asksis@hku.hk) or by phone at 2819 0777.

For more information about the FEO, please visit their website at <http://www.hku.hk/finance>.

# 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 organizes programmes for all students<sup>1</sup> 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 organize various outside classroom learning activities.

In each academic year, the GEU organizes 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 workshops that are experiential in nature.

During each summer, we organize a few intensive projects which emphasize on learning through interaction with peers and the community. We also organize summer general education programme(s) for secondary school students. These

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

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.

A brochure on general education programmes will be distributed to students in September and January. Please visit our office on G/F, May Hall, 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](mailto:gened@hku.hk).

# ACADEMIC/SUPPORT UNITS

## ACADEMIC ADVISING OFFICE (AAO)

Academic advising is a developmental process in which a student is empowered to think critically, explore available academic options, and take personal responsibility for goal-setting and decision-making with the guidance of teachers and academic advisers.

### Mission

The mission of the Academic Advising Office (AAO) is to provide quality and accessible advisory services to support and enhance the academic success and development of undergraduate students. AAO is staffed with seasoned academic advisers and experienced administrators who are committed to helping students, especially in the first year, to make a smooth transition and develop appropriate study plans. Students are welcome to schedule individual appointment with an AAO academic adviser in person, by email ([aaoffice@hku.hk](mailto:aaoffice@hku.hk)) or online booking (<http://booking.aao.hku.hk>).

### What we do

- Provide quality and accessible advisory services to support and enhance academic success.
- Help first-year students make a smooth transition to the University and develop an appropriate study plan.
- Provide continuing students academic support and help them understand the resources available to achieve their goals.
- Conduct group workshops on general academic topics throughout the academic term and open to all students.
- Work closely with Faculties, CEDARS and halls of residence to co-ordinate and implement university-wide academic advising initiatives and to share best practices.

### Contact Us

Address : Room 07, Upper Ground Floor, Knowles Building, The University of Hong Kong  
Website : <http://aao.hku.hk>  
Email : [aaoffice@hku.hk](mailto:aaoffice@hku.hk)  
Telephone: 2219 4686

## 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](mailto: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 F-I 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>.

64

#### 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.

### CENTRE FOR APPLIED ENGLISH STUDIES (CAES)

The Centre for Applied English Studies is responsible for English enhancement programmes throughout the University.

For 3-year curriculum student:

You are required to take English enhancement courses to enhance your academic or professional writing and speaking skills. These courses are tailored to the needs of specific groups of students. Most students will have completed

two three-credit English enhancement courses by the end of their second year of studies.

For 4-year curriculum student:

You will normally take the Core University English (CUE) course and one English-in-the-Discipline (ED) course. CUE serves as a bridging course to prepare you for your academic studies. The ED course you will take is closely integrated with your disciplinary studies to further develop your academic literacy skills. Both are six-credit courses.

In addition to undergraduate teaching, the CAES also offers advanced writing and speaking courses to postgraduates, a Postgraduate Diploma in English Studies, a highly regarded MA in Applied Linguistics, and has a research postgraduate programme.

## **Methods**

All enhancement programmes depend for their success on two fundamental preconditions:

- (a) close contact between teachers and students;
- (b) a high degree of learner independence and initiative.

The former is ensured by limited class size, and in some cases, by a system of additional tutorials in which groups of up to five students can receive even more individual attention. Learner independence is encouraged by the provision of self-access facilities, accompanied by guidance and support for users, both within the Centre and in the University Libraries. These facilities include video and audio libraries, and AV equipment and computer-assisted language-learning terminals for self-instruction. Classroom-based instruction and self-access learning are also supported by web-based instructional programmes and by the use of multimedia learning centres.

## **Assessment**

Your performance will be assessed continuously throughout the courses by means of assignments and tests. Some courses also include an examination. You must fulfill the English language requirements of your faculty in order to graduate.

## Research

Whilst primarily a teaching unit, the CAES also conducts research in Applied Linguistics relevant to the teaching and learning of language (particularly English). This enables us to make a more effective contribution to the improvement of students' academic and professional competence, and at the same time serves to interact with the scholarly community to continuously increase and share our expertise.

## INSTITUTE OF HUMAN PERFORMANCE

The Institute of Human Performance (IHP) offers academic programmes (a 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, the activities of the 24 sports clubs and University teams that are organized by the Sports Association of the Students' Union and supported by the IHP through the provision of coaching, facilities and subsidies. University teams compete in events organized 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 specialized 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 who are interested in exercise science and fitness.

## LIBRARIES

The University of Hong Kong Libraries is an important part of the educational facilities provided to you by the University. It consists of the Main Library and six specialist branch libraries, namely the Fung Ping Shan Library, Yu Chun Keung Medical Library, Dental Library, Education Library, Lui Che Woo Law Library and the Music Library. Besides offering a congenial environment for study and research, the Libraries also provide a wide range of information resources including a comprehensive collection of books, journals, audio-visual materials and a rapidly expanding collection of article databases, e-books, e-journals, e-news. Many of these electronic resources are available on the web by authenticated access.

Mastering the necessary research skills is crucial to your learning process. You are therefore strongly encouraged to join the Library Orientation specially organized for freshmen before the commencement of the academic year (see Diary of Events for details, or visit <http://lib.hku.hk/general/instruction>, then click on "HKU Freshmen" under "Library Orientation"). Through the orientation, you will be able to gain a general background as to the facilities and services provided to you. In addition, you may attend the library courses offered throughout the year through which you will know more about specific information resources.

If you encounter a research problem, you may ask a librarian in person at the Information Counter, by telephone at 2859 2203 or by e-mail at [hkulref@hkucc.hku.hk](mailto:hkulref@hkucc.hku.hk) or SMS at 5131 2209. Our staff will be happy to help you familiarize with the relevant resources and learn the necessary research skills. Please be reminded that your Student Registration Card (SRC) is important for you to

gain access to the Libraries and to borrow books. You must present your SRC to prove your identity at the entrance of the Libraries and when you charge out materials from the Libraries: lending your SRC to another person for this purpose is not permitted. Anyone who does not comply with this may be subject to exclusion from the Libraries. In case of loss of the SRC you should report the loss to the Academic Services Office and the Libraries as soon as possible to prevent unlawful use of your card. You have to fill in an “Application form for replacement” and present it to the Registration Counter of the Main Library where library staff will immediately suspend the borrowing privilege of the lost card. Once a replacement card is issued to you by the Registry, you may resume the use of library services by completing the registration of the new card at the Registration Counter of the Main Library.

You should not solely rely on email or SMS message notifications on due dates. Make sure that you will check your circulation record at [http://lib.hku.hk/dragon/cir\\_rec.html](http://lib.hku.hk/dragon/cir_rec.html) often for the most updated due date because the due date of a “re-call” book may be shortened. The e-mail account supplied by the Information Technology Services will be the communication channel used. You are advised to check this account frequently. Failure to return a book by the due date may result in you having to pay library fines.

If your home/correspondence address is changed, please update the information via your HKU Portal.

For more information about the Libraries, please visit its website at <http://lib.hku.hk>. The contact phone numbers of the Libraries are as follows:

Main Library (Lending Services)	2859 2202
Main Library (Information Services)	2859 2203
Dental Library	2859 0402
Education Library	2859 2205
Fung Ping Shan Library	2859 2203
Lui Che Woo Law Library	2859 2914
Music Library	2859 2218
Yu Chun Keung Medical Library	2819 9215

## SCHOOL OF MODERN LANGUAGES AND CULTURES

The School of Modern Languages and Cultures offers four area studies programmes, American Studies, European Studies, Japanese Studies, and Modern China Studies, and degree and certificate language courses in Arabic, French, German, Modern Greek, Italian, Japanese, Korean, Portuguese, Spanish,

Swedish and Thai. It has special 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>).

## UNIVERSITY MUSEUM AND ART GALLERY

Formerly known as the Fung Ping Shan Museum, the University Museum and Art Gallery (UMAG) 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 exhibitions on 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 director and curators of the UMAG 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 of the School of Humanities. The Museum also organizes a wide range of exhibition-related activities and lecture series throughout the year that are open to the public.

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

Admission is free. The Museum's opening hours are from 9:30 a.m. to 6:00 p.m., Monday through Saturday, and from 1:00 p.m. to 6:00 p.m. on Sundays. The galleries are closed on public and University holidays.

## EXAMINATIONS

Degree examinations for most undergraduate 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” system. The timetables will normally be posted on the web four weeks before the examinations are due to be held.

Students’ examination results are determined by the relevant Board of Examiners of each Faculty. Students are however entitled to make representations through the Faculty Secretary to the Faculty Review Committee if there exists circumstances which may have affected their performance at 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.



## ARRANGEMENTS DURING BAD WEATHER

When Tropical Storm Warning Signal No. 8 (or a higher number) or the Black Rainstorm Warning Signal is hoisted, the following arrangements will apply:

### (a) For classes and examinations not yet started

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

### (b) For classes and examinations already started

When Tropical Storm Warning Signal No. 8 or above is hoisted	<ul style="list-style-type: none"><li>- All classes will be suspended immediately.</li><li>- All examinations will continue until the end of that examination session.</li></ul>
When Black Rainstorm Warning Signal is hoisted	<ul style="list-style-type: none"><li>- All classes and examinations, except those held outdoors, will continue.</li><li>- 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.</li></ul>

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.

## IMPORTANT POLICIES

### COPYRIGHT AND PLAGIARISM

#### Facts You Should Know About The Copyright Ordinance

##### *Lectures*

You are warned that notes taken in lectures, and course materials supplied to you by departments, are to be used by you 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 and/or the University. 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:

- (a) copying more than one article from a periodical or newspaper;
- (b) copying more than one chapter from a book; OR

(c) 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.

On September 30, 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 October 2, 2002 and can be viewed at [http://www.info.gov.hk/ipd/eng/iplaws/guide\\_photocopy/guide\\_photo.pdf](http://www.info.gov.hk/ipd/eng/iplaws/guide_photocopy/guide_photo.pdf).

### ***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 licence or permission, 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 the 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.

### ***Dissertations***

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

- (a) Quotations from other copyright material may be freely made in dissertations, provided that there is no intention to publish them and provided that 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 dissertation 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/regions which are not signatory to the Universal Copyright Convention, provided that the dissertation is not intended for publication in these countries/regions. 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 may 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 dissertation has the status of an unpublished manuscript. The author is the copyright holder, and deposit of a copy of the dissertation in the University Library or another department of the University does not transfer copyright to the University or any part of it. The Library seeks the consent of the author at the time when a dissertation is submitted to the making of microfilm or other copies for limited use, i.e. for purposes of private study and research only. The author retains his/her general copyright, which prevents others from publishing materials from the dissertation without the author's written permission.

### **Warning against Plagiarism**

The ordinary meaning of plagiarism as given 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 you as a student, plagiarism is defined in the University’s Regulations Governing Conduct at Examinations as:

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

The University has published a booklet entitled “What is Plagiarism?” which is enclosed in the Student Registration Folder distributed to you on admission to this University. A booklet entitled “Plagiarism and How to Avoid It” by David Gardner is also available from the Main Library.

In simple terms, the booklet explains that plagiarism is copying the work of another person without proper acknowledgement. There are two parts in the definition: *copying* and *the absence of proper acknowledgement*. As a result, it gives an impression to an ordinary reader that the work is the original work of the author when in fact it was copied from some others’ work. Copying does not necessarily only mean copying word for word. Closely paraphrasing or substantial copying with minor modifications (such as changing grammar, adding a few words or reversing active/passive voices) is still copying for this purpose. It does not matter what the nature of the source is: it may be a book, an article, lecture notes or simply an assignment of another student, or in electronic form such as a website, an audio-visual production or other non-textual material, to name but a few. It does not matter whether the source has been published or not. Plagiarism covers any form of work submitted for assessment, including theses, dissertations, take-home examinations, assignments, projects and other forms of coursework.

**The University does not allow or tolerate plagiarism.** This is a grave academic offence. Any student who commits plagiarism is liable to disciplinary action which can result in serious consequences - including expulsion from the University.

You are strongly advised to read the booklets “What is Plagiarism” (<http://www.hku.hk/plagiarism/>) and “Plagiarism and How to Avoid It” (<http://ec.hku.hk/plagiarism/>) and to consult your teachers if you have any questions about how to avoid plagiarism.

## 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, Students 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 evaluating 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 Copyright, 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 commercialisation (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 commercialisation 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); and

- (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](http://www.hku.hk), [www.hku.edu.hk](http://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 summarised 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 University resources assigned to 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 organisation 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](http://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.

6.6.4 Staff and Students should refer to the website of the University's Technology Transfer Office for more information regarding Patents, Patent searches and Patent applications.

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.

## CONSCIENTIOUS OBJECTION POLICY ON THE USE OF LIVE ANIMALS IN TEACHING AND/OR PRACTICAL SESSIONS

The University is concerned about animal welfare and humanity and is committed to ensuring that teaching practicals involving the use of live animals are well-justified and students are prepared appropriately for the experience. Below please find information on the use of live animals in teaching and/or practical sessions:

- (1) The teacher/course co-ordinator concerned should stipulate clearly in the course description if live animals are to be used in the course.
- (2) The conduct of animal experimentations at HKU requires prior approval of the Committee on the Use of Live Animals in Teaching and Research (CULATR).
- (3) In accordance with the Animals (Control of Experiments) Ordinance Cap 340 of the HKSAR Government which provides for the control of experiments on living vertebrate animals, a 'Bloc License' for conduct of animal experimentations will be obtained from the Department of Health by the teacher/course co-ordinator concerned on behalf of students attending teaching practicals.
- (4) Students who object to animal experimentation should discuss with the teacher/course co-ordinator concerned before enrolling for the course to opt for training and assessment by using audiovisual and computer models as alternative methods/materials for the study. In situations when such alternatives are not available, students should be allowed to opt out of teaching practicals/experiments within the course without detriment to his/her grade.
- (5) Any concerns regarding the use of live animals should be addressed to the teacher/course co-ordinator concerned in the first instance, and then to the CULATR as necessary.

Further information on this policy is available at [http://www.hku.hk/facmed/04research\\_animal.htm](http://www.hku.hk/facmed/04research_animal.htm).

## POLICY ON EQUAL OPPORTUNITY

(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 organized 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; e-mail: [eounit@hku.hk](mailto: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; e-mail: [cedars-cope@hku.hk](mailto:cedars-cope@hku.hk)).

- (iii) Students/staff may also contact the responsible bodies such as Halls and Departments, if it is appropriate.

## **EQUAL OPPORTUNITY UNIT**

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.”

### ***Mission***

- (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; e-mail: [eounit@hku.hk](mailto:eounit@hku.hk); office: Room 749, Knowles Building).

Please refer to the “Procedures for Handling Discrimination/Harassment Complaints” (Appendix L). For more information, please visit the EOU website at <http://www.eounit.hku.hk>.

## 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 fulfil 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 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 and 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.

Please feel free to call the Safety Office (2859 2400) at any time to ask for safety assistance or advice. If they cannot answer your query immediately, they will try their best to do so in as short a time as possible.

### 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 and 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 the 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.*)

# SUSTAINABILITY GOALS AND POLICY

## Sustainability Goals

To promote the development of a sustainable campus and through our teaching, research and engagement with relevant stakeholders to promote sustainable development, locally and internationally. In pursuit of these goals, The University of Hong Kong is committed to developing and managing its activities in a manner that, in so far as possible, protects the environment, reduces its ecological footprint and supports the transition to sustainable development.

## Sustainability Policy

The University is committed to:

- Encouraging awareness of all aspects of conservation within the University and wider community.
- Ensuring that, in so far as possible, its activities minimize environmental degradation and contribute to a sustainable future through the conservation of natural resources.
- Minimizing avoidable waste and pollution in all its forms.
- Reducing the use of non-renewable energy sources through energy conservation measures and through the increased use of renewable energy sources.
- Basing the development, design and construction of buildings and the surrounding landscape on sound environmentally conscious principles.
- Selecting and using substances, articles and processes which cause least damage to the environment.
- Expanding and further developing waste management and recycling systems and using, wherever possible, only goods and services from sustainable and recycled sources.
- Developing an environmentally sound transport policy.
- Protecting natural habitats and local wildlife and preserving biological diversity.
- Promoting environmental awareness and conservation amongst members of the University through curricula, research and staff training.
- Fostering awareness of the University's economic and social contributions as well as its obligations as a responsible institution.

## 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 Request 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.

100 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 e-mail to [privacy@reg.hku.hk](mailto:privacy@reg.hku.hk).

## PREVENTION OF BRIBERY ORDINANCE

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

You should make yourself thoroughly acquainted with this Ordinance, and study its implications on you personally. Your 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”.

## FACULTY WEBSITES

Students are invited to visit the website of their home Faculty for information related to their academic programme, such as curriculum regulations and syllabus, course timetables, examinations, etc.

Faculty of Architecture	<a href="http://fac.arch.hku.hk/">http://fac.arch.hku.hk/</a>
Faculty of Arts	<a href="http://arts.hku.hk/">http://arts.hku.hk/</a>
Faculty of Business and Economics	<a href="http://www.fbe.hku.hk/">http://www.fbe.hku.hk/</a>
Faculty of Dentistry	<a href="http://facdent.hku.hk">http://facdent.hku.hk</a>
Faculty of Education	<a href="http://web.edu.hku.hk/">http://web.edu.hku.hk/</a>
Faculty of Engineering	<a href="http://www.engineering.hku.hk">http://www.engineering.hku.hk</a>
Faculty of Law	<a href="http://www.hku.hk/law/">http://www.hku.hk/law/</a>
Li Ka Shing Faculty of Medicine	<a href="http://www.hku.hk/facmed/index.html">http://www.hku.hk/facmed/index.html</a>
Faculty of Science	<a href="http://www.scifac.hku.hk/ug/current">http://www.scifac.hku.hk/ug/current</a>
Faculty of Social Sciences	<a href="http://www.hku.hk/socsc/">http://www.hku.hk/socsc/</a>



## ADDRESSES AND PHONE NUMBERS OF KEY OFFICES

Academic Services Office	Room G04, G/F, Run Run Shaw Building	2859 2433
Academic Advising Office	Room 07, Upper Ground Floor, Knowles Building	2219 4686
Information Technology Services	Room 223, Run Run Shaw Building	2859 2491
Centre of Development and Resources for Students		
Campus Life	3/F, Meng Wah Complex	2859 2305
Careers and Placement	3/F, Meng Wah Complex	2859 2314
Counselling and Person Enrichment	4/F, Meng Wah Complex	2857 8388
Student Development	4/F, Meng Wah Complex	2857 8387
Centre for Applied English Studies	Room B0660, 6/F, Arts Building, Centennial Campus	3917 2004
Equal Opportunity Unit	Room 749, Knowles Building	2241 5115
Faculty of Architecture	4/F, Knowles Building	2859 2149
Faculty of Arts	Room B0405, 4/F, Arts Building, Centennial Campus	3917 7324
Faculty of Business and Economics	Room 733, Meng Wah Complex	2241 5343
Faculty of Dentistry	6/F, Prince Philip Dental Hospital, 34 Hospital Road	2859 0347
Faculty of Education	G/F, Hui Oi Chow Science Building	2241 5413
		2859 2357
	Room 219, Runme Shaw Building	2859 8971
		2859 2280
Faculty of Engineering	Room 529, 5/F, Haking Wong Building	2859 2803
Faculty of Law	10/F, Cheng Yu Tung Tower	3917 2953
Li Ka Shing Faculty of Medicine	2/F, William M.W. Mong Block, Faculty of Medicine Building, 21 Sassoon Road	2819 9346
Faculty of Science	G12, G/F, Chong Yuet Ming Physics Building	2859 2683
Faculty of Social Sciences	11/F, Faculty of Social Sciences, Centennial Campus	3917 1210
Finance and Enterprises Office	1/F, Knowles Building	2859 2344
		2859 2337
Institute of Human Performance	Recreation and Sport programmes	2817 4046
	Academic Office	2817 9576
	Flora Ho Sports Centre, 111-113 Pokfulam Road	
School of Modern Languages and Cultures	Room B0501, 5/F, Arts Building, Centennial Campus	3917 2000
Safety Office	Room 103, Chong Yuet Ming Physics Building	2859 2400
Students' Union	General Office, Union Building	2546 8414
		2546 8455
University Health Service	2/F, Meng Wah Complex	2859 2501

## FURTHER INFORMATION

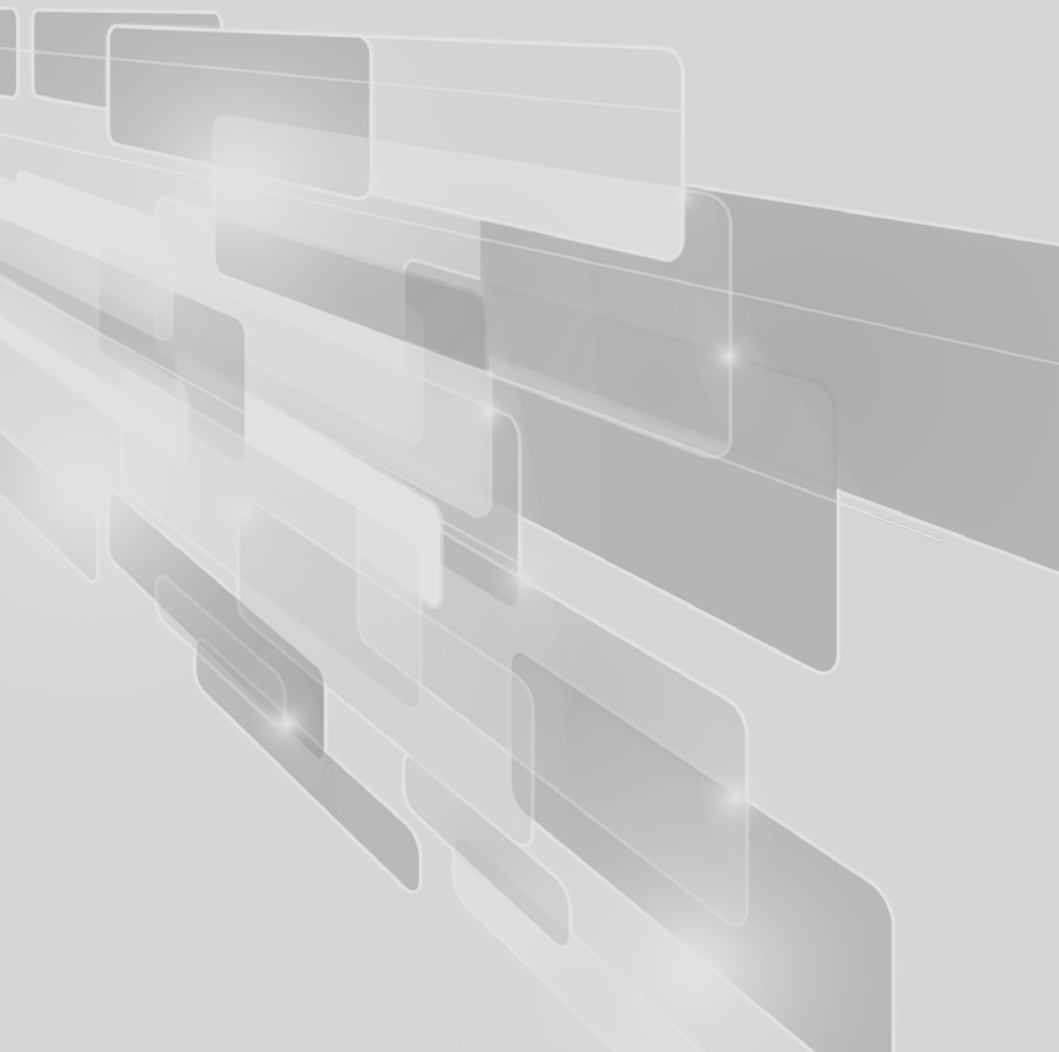
Regulations and procedures in the Appendices of this Handbook are:

- A General Regulations
- B Regulations for First Degree Curricula
- C Regulations Governing University Libraries
- D Regulations Governing Students' Academic Conduct Concerning Assessment
- E Procedures for Checking of Assessment Results of Taught Courses
- F Regulations Governing the Use of Central Computer Services
- G Statement of Ethics on Computer Use
- H Conditions on Computer Usage
- I Harnet Acceptable Use Policy
- J Powers of the Disciplinary Committee
- K Procedures for the Resolution of the Grievances of Students
- L Procedures for Handling Discrimination/Harassment Complaints
- M Map of the Main Campus
- N Map of the University

The *Calendar*, which contains the University Ordinance, Statutes, Regulations and Schedule of fees, etc., can be downloaded from the University website at <http://www.hku.hk/pubunit/calendar/>.

If you require additional information or are in doubt about any matters affecting you as a student of the University, you should consult your Faculty Secretary or write to the Registrar for advice.

# Appendices



## 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 TOEFL<sup>1</sup>; or
  - (ii) a minimum overall band of 6 with no subtest lower than 5.5 in the International English Language Testing System (IELTS)<sup>2</sup>; 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

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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.

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.

### G 3 University entrance requirements<sup>1</sup>:

- (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 Language<sup>2</sup>;
    - (B) Level 2 or above in Chinese Language<sup>3</sup>; 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 subjects<sup>4</sup>;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<sup>5, 6</sup>; 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:

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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).

- (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.

#### **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<sup>1, 2</sup>

##### ***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.

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 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.

## ***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 Economics<sup>1</sup>. Students without these subjects may be considered individually.

## ***Bachelor of Science (Quantitative Finance)***

Grade E or above in AL Pure Mathematics.

<sup>1</sup> 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<sup>1, 2</sup>

### ***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.

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1 'Attained with Distinction' 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 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.

***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 language<sup>1</sup>.

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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) There shall be no appeal against the results of examinations and all other forms of assessment.

### **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.

### **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.

**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 Council<sup>1</sup>. 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 required to pay a surcharge

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<sup>1</sup> For current fees, see page 20.

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's<sup>1</sup> 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 degree<sup>2</sup>;

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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.

- (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.
- (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 *old gold*; DLitt *royal blue*; MD *red*; DSc *white*; DSocSc *dark green*; PsyD *dark green*; EdD *light blue*).
- 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.

### ***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(ECom&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.
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(ApplMedSc)	- Deep blue with red silk edge lining, 3.5 cm wide.
BSc(BiolInf)	- 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.

### **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.

**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 made<sup>1</sup>.

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<sup>1</sup> For schedule of current charges, see page 49.

## APPENDIX B

# REGULATIONS FOR FIRST DEGREE CURRICULA<sup>1</sup>

(See also *General Regulations*, pp. 106 to 130)

### UG 1 Definitions:

For the purpose of regulations and syllabuses for all first degree curricula unless otherwise defined —

An 'academic year' comprises two semesters, the first semester to commence in September and end in December, and the second semester to commence in January and end in May/June, on dates as prescribed by the Senate. It includes, normally at the end of each semester, a period during which candidates are assessed. For some curricula, a 'summer semester' may be organized in addition to the normal two semesters. Clinical curricula have extended semesters.

A 'summer semester' normally comprises seven to eight weeks of intensive timetabled teaching and assessment to commence four weeks after the end of the second semester assessment period, and to conclude about one week before the start of the next academic year.

The 'maximum period of registration' is equivalent to a period which is 150% of the curriculum's normative period of study as specified in the degree regulations, provided that where this results in a residual fraction of an academic year, the fractional period shall be extended to one full academic year.

'Degree curriculum' means the entire study requirements for the award of an undergraduate degree.

'Major programme' means the study requirements for a single major area of disciplinary, interdisciplinary or multidisciplinary study, accumulating not fewer than 60 credits nor more than 96 credits, as prescribed in the syllabuses for a degree curriculum.

'Minor programme' means the study requirements for a single minor area of disciplinary, interdisciplinary or multidisciplinary study, accumulating not fewer than 36 credits nor more than 48 credits, as prescribed in the syllabuses for a degree curriculum.

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<sup>1</sup> These regulations are applicable to candidates admitted under the 3-year '2010 curriculum' to the first year of first degree curricula in 2012-13. Reference in these regulations to the powers of the Boards of Faculties shall be applicable to Senate Boards of Studies which administer first degree curricula.

'Course' means a course of study, with a credit value expressed as a number of credit-units as specified in the syllabuses for a degree curriculum.

'Disciplinary elective course' or 'Disciplinary Elective' means any course offered in the same major programme or discipline which can be taken by candidates to fulfill the curriculum requirements as specified in the syllabuses of the degree curriculum.

'Elective course' or 'Elective' means any course offered within the same or another curriculum, other than compulsory courses in the candidate's degree curriculum, that can be taken by the candidate in order to complete the credit requirements of the degree.

'Syllabus' means courses taught by departments, centres, and schools, offered under a degree curriculum.

'Prerequisite' means a course or a group of courses which candidates must have completed successfully or a requirement which candidates must have fulfilled before being permitted to take the course in question.

'Corequisite' means a course which candidates must take in conjunction with the course in question.

'Credits' or 'credit-units' means the value assigned to each course to indicate its study load relative to the total study load under a degree curriculum. The study load refers to the hours of student learning activities and experiences, both within and outside the classroom, and includes contact hours and time spent on assessment tasks and examinations. Candidates who satisfactorily complete courses with a credit value earn the credits assigned to these courses.

'Grade Points' are standardized measurements of candidates' academic achievement in courses taken to satisfy the requirements of the degree curriculum and are expressed as a scale prescribed in these regulations.

'Grade Point Average' is a numerical measure of a candidate's academic achievement over a specified period of time. Each course attempted (including each failed course) is assigned a numerical value, with all courses carrying equal weighting. This numerical value is the product of grade points earned for the course and the credit value of that course. The 'Grade Point Average' is the sum of these numerical values divided by the total number of credits attempted:

$$GPA = \frac{\sum_i \text{Course Grade Point} \times \text{Course Credit Value}}{\sum_i \text{Course Credit Value}}$$

(where 'i' is the number of all passed and failed courses taken by the student over a specified period)

'Semester Grade Point Average' or 'Semester GPA' is the GPA in respect of courses attempted by a candidate (including failed courses) during a given semester.

'Year Grade Point Average' or 'Year GPA' is the GPA in respect of courses attempted by a candidate (including failed courses) during a given academic year.

'Cumulative Grade Point Average' or 'Cumulative GPA' is the GPA in respect of courses attempted by a candidate (including failed courses) at the time of calculation.

'Assessment' refers to judgment about the quality and extent to which a student has achieved the stated learning objectives or learning outcomes. It includes all types of assessment activities which allow for such a judgment to be made. For the purpose of interpreting the relevant provisions of the Ordinance and the Statutes and where appropriate, reference to 'examination' or 'examinations' in the Ordinance and the Statutes shall include and cover all forms of 'assessment' and its related processes.

A 'transcript' is a transcript of the record of study of a candidate, issued by the Registry of the University.

## **UG 2 Advanced standing:**

Advanced standing may be granted to candidates in recognition of studies completed successfully elsewhere before admission to the University. Candidates who are awarded Advanced Standing will not be granted any further credit transfer for those studies for which Advanced Standing has been granted. The amount of credits to be granted for advanced standing shall be determined by the Board of the Faculty, in accordance with the following principles:

- (a) at least half the number of credits of the degree curriculum normally required for award of the degree shall be accumulated through study at this University or from transfer of credits for courses completed at other institutions in accordance with Regulation UG 4(d); and
- (b) in accordance with Statute III.5 and notwithstanding the granting of advanced and/or transfer credits, a minimum of two semesters of study at this University shall be required before a candidate is considered for the award of a first degree, other than a degree in medicine or surgery, and a minimum of four semesters of study at this University shall be required before a candidate is considered for a first degree in medicine or surgery.

Credits granted for advanced standing shall not normally be included in the calculation of the GPA unless permitted by the Board of the Faculty but will be recorded on the transcript of the candidate.

**UG 3 Period of study:**

The period of study of the curriculum shall be specified in the regulations governing the degree. To be eligible for award of the degree, a candidate shall fulfill all curriculum requirements within the maximum period of registration, unless otherwise permitted or required by the Board of the Faculty.

**UG 4 Progression in curriculum:**

- (a) Candidates shall normally be required to take not fewer than 24 credits nor more than 30 credits in any one semester (except the summer semester) unless otherwise permitted or required by the Board of the Faculty, or except in the last semester of study when the number of outstanding credits required to complete the curriculum requirements is fewer than 24 credits.
- (b) Candidates may, of their own volition, take additional credits not exceeding 6 credits in each semester, and/or further credits during the summer semester, accumulating up to a maximum of 72 credits in one academic year. With the special permission of the Board of the Faculty, candidates may exceed the annual study load of 72 credits in a given academic year provided that the total number of credits taken does not exceed the maximum curriculum study load for the normative period of study specified in the curriculum regulations, save as provided for under UG4(c).
- (c) Where candidates are required to make up for failed credits, the Board of the Faculty may give permission for candidates to exceed the annual study load of 72 credits provided that the total number of credits taken does not exceed the maximum curriculum study load for the maximum period of registration specified in the curriculum regulations.
- (d) Candidates may, with the approval of the Board of the Faculty, transfer credits for courses completed at other institutions at any time during their candidature. The number of transferred credits may be recorded in the transcript of the candidate, but the results of courses completed at other institutions shall not be included in the calculation of the GPA. The number of credits to be transferred shall not exceed half of the total credits normally required under the degree curricula of the candidates during their candidature at the University.
- (e) Unless otherwise permitted by the Board of the Faculty, candidates shall be recommended for discontinuation of their studies if they have:
  - (i) failed to complete successfully 36 or more credits in two consecutive semesters (not including the summer semester), except where they are not required to take such a number of credits in the two given semesters, or
  - (ii) failed to achieve an average Semester GPA of 1.0 or higher for two consecutive semesters (not including the summer semester), or
  - (iii) exceeded the maximum period of registration specified in the regulations of the degree.



## UG 5 Requirements for graduation:

To be eligible for admission to the degree, candidates shall fulfill the following requirements in addition to the requirements prescribed in the regulations and syllabuses governing the degree curriculum within the maximum period of registration:

- (a) successful completion of 6 credits in English language enhancement;
- (b) successful completion of 3 credits in Chinese language enhancement<sup>1</sup>; and
- (c) successful completion of 12 credits of courses in the Common Core Curriculum, selecting no more than one course from each Area of Inquiry.

## UG 6 Exemption:

Candidates may be exempted, with or without special conditions attached, from any of the requirements in UG 5 by the Senate in exceptional circumstances. Candidates who are so exempted must replace the number of exempted credits with courses of the same credit value.

## UG 7 Assessment:

- (a) Candidates shall be assessed for each of the courses for which they have registered, and assessment may be conducted in any combination of continuous assessment of coursework, written examinations and/or any other assessable activities. Only satisfactorily completed courses will earn credits.
- (b) Candidates who are unable, because of illness, to be present at the written examination of any course may apply for permission to present themselves at a supplementary examination of the same course to be held before the beginning of the First Semester of the following academic year. Any such application shall be made on the form prescribed within two weeks of the first day of the candidate's absence from any examination. Any supplementary examination shall be part of that academic year's examinations, and the provisions made in the regulations for failure at the first attempt shall apply accordingly.
- (c) Candidates shall not be permitted to repeat a course for which they have received a D grade or above for the purpose of upgrading.
- (d) Candidates are required to make up for failed courses in the following manner as prescribed in the curriculum regulations:
  - (i) undergoing re-assessment/re-examination in the failed course to be held no later than the end of the following semester (not including the summer semester); or

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1 Candidates who have not studied Chinese language during their secondary education may be exempted from this requirement and should take an elective course in lieu, see *Regulation UC 6*.

- (ii) re-submitting failed coursework, without having to repeat the same course of instruction; or
- (iii) repeating the failed course by undergoing instruction and satisfying the assessments; or
- (iv) for elective courses, taking another course *in lieu* and satisfying the assessment requirements.

**UG 8 Grading system:**

- (a) The grades, their standards and the grade points for assessment shall be as follows<sup>1</sup>:

<i>Grade</i>	<i>Standard</i>	<i>Grade Point</i>	
A+ } A } A- }	Excellent	4.3 4.0 3.7	
B+ } B } B- }		Good	3.3 3.0 2.7
C+ } C } C- }			Satisfactory
D+ } D }	Pass		
F		Fail	

- (b) Special permission may be given by Senate for courses in individual curricula to be graded as 'Pass', 'Fail' or 'Distinction'. Such courses will not be included in the calculation of the GPA.

**UG 9 Honours classifications:**

- (a) Honours classifications shall be awarded in five divisions<sup>2</sup>: First Class Honours, Second Class Honours Division One, Second Class Honours Division Two, Third Class Honours, and Pass. The classification of honours shall be determined by the Board of Examiners for the degree in accordance with the following Cumulative GPA scores, with all courses taken (including failed courses) carrying equal weighting:

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1 UG 8 is not applicable to the BDS and MBBS curricula.  
 2 UG 9 is not applicable to the BChinMed, BDS and MBBS.

<u>Class of honours</u>	<u>CGPA range</u>
First Class Honours	3.60 – 4.30
Second Class Honours	(2.40 – 3.59)
Division One	3.00 – 3.59
Division Two	2.40 – 2.99
Third Class Honours	1.70 – 2.39
Pass	1.00 – 1.69

- (b) Honours classification may not be determined solely on the basis of a candidate's Cumulative GPA and the Board of Examiners for the degree may, at its absolute discretion and with justification, award a higher class of honours to a candidate deemed to have demonstrated meritorious academic achievement but whose Cumulative GPA falls below the range stipulated in UG9(a) of the higher classification by not more than 0.05 Grade Point.
- (c) A list of candidates who have successfully completed all degree requirements shall be posted on Faculty noticeboards.

## REGULATIONS FOR FIRST DEGREE CURRICULA<sup>1</sup>

*These regulations are applicable to candidates admitted under the 4-year '2012 curriculum' to the first year of first degree curricula in 2012-13 and thereafter.*

*See also General Regulations, pp. 106 to 130.*

### UG 1 Definitions:

For the purpose of regulations and syllabuses for all first degree curricula unless otherwise defined —

An 'academic year' comprises two semesters, the first semester to commence in September and end in December, and the second semester to commence in January and end in May/June, on dates as prescribed by the Senate. It includes, normally at the end of each semester, a period during which candidates are assessed. For some curricula, a 'summer semester' may be organized in addition to the normal two semesters. Clinical curricula have extended semesters.

A 'summer semester' normally comprises seven to eight weeks of intensive timetabled teaching and assessment to commence four weeks after the end of the second semester assessment period, and to conclude about one week before the start of the next academic year.

The 'maximum period of registration' is equivalent to a period which is 150% of the curriculum's normative period of study as specified in the degree regulations, provided that where this results in a residual fraction of an academic year, the fractional period shall be extended to one full academic year.

'Degree curriculum' means the entire study requirements for the award of an undergraduate degree.

'Major programme' means the study requirements, including a capstone experience, for a single major area of disciplinary, interdisciplinary or multidisciplinary study, accumulating not fewer than 72 credits nor more than 96 credits, as prescribed in the syllabuses for a degree curriculum.

'Minor programme' means the study requirements for a single minor area of disciplinary, interdisciplinary or multidisciplinary study, accumulating not fewer

<sup>1</sup> These regulations are applicable to candidates admitted under the 4-year '2012 curriculum' (the 2-year curriculum in respect of the BSc(IM), the 5-year curriculum in respect of the BA&BEd(LangEd), BEd&BSc, BEd&BSocSc, BSc(Sp&HearSc), and BNurs, and the 6-year curriculum in respect of the BChinMed, BDS and MBBS) to the first year of first degree curricula in 2012-13 and thereafter. Reference in these regulations to the powers of the Boards of Faculties shall be applicable to Senate Boards of Studies which administer first degree curricula.

(Please refer to the Calendar for 2011-12 for the Regulations for First Degree Curricula applicable to cohorts admitted in 2010-11 and 2011-12 under the 3-year '2010 curriculum'.)

than 36 credits nor more than 48 credits, as prescribed in the syllabuses for a degree curriculum.

'Professional core' refers to the study requirements, including a capstone experience, prescribed in the regulations and syllabuses for disciplinary studies in degree curricula which are not structured as major/minor programmes for reasons relating to professional qualification and/or accreditation.

'Course' means a course of study, with a credit value expressed as a number of credit-units as specified in the syllabuses for a degree curriculum.

'Disciplinary elective course' or 'Disciplinary Elective' means any course offered in the same major or minor programme or the professional core which can be taken by candidates to fulfill the curriculum requirements as specified in the syllabuses of the degree curriculum.

'Elective course' or 'Elective' means any course offered within the same or another curriculum, other than compulsory courses in the candidate's degree curriculum, that can be taken by the candidate in order to complete the credit requirements of the degree curriculum.

'Capstone experience' refers to one or more courses within the major programme or professional core which are approved by the Board of the Faculty for the purpose of integrating knowledge and skills acquired, and which are prescribed in the syllabuses of the degree curriculum.

'Syllabus' means courses taught by departments, centres, and schools, offered under a degree curriculum.

'Prerequisite' means a course or a group of courses which candidates must have completed successfully or a requirement which candidates must have fulfilled before being permitted to take the course in question.

'Corequisite' means a course which candidates must take in conjunction with the course in question.

'Credits' or 'credit-units' means the value assigned to each course to indicate its study load relative to the total study load under a degree curriculum. The study load refers to the hours of student learning activities and experiences, both within and outside the classroom, and includes contact hours and time spent on assessment tasks and examinations. Candidates who satisfactorily complete courses with a credit value earn the credits assigned to these courses.

'Grade Points' are standardized measurements of candidates' academic achievement in courses taken to satisfy the requirements of the degree curriculum and are expressed as a scale prescribed in these regulations.

'Grade Point Average' is a numerical measure of a candidate's academic achievement over a specified period of time. Each course attempted (including each failed course) is assigned a numerical value, with all courses carrying equal weighting. This numerical value is the product of grade points earned for the course and the credit value of that course. The 'Grade Point Average' is the sum of these numerical values divided by the total number of credits attempted:

$$GPA = \frac{\sum_i \text{Course Grade Point} \times \text{Course Credit Value}}{\sum_i \text{Course Credit Value}}$$

(where 'i' stands for all passed and failed courses taken by the student over a specified period)

'Semester Grade Point Average' or 'Semester GPA' is the GPA in respect of courses attempted by a candidate (including failed courses) during a given semester.

'Year Grade Point Average' or 'Year GPA' is the GPA in respect of courses attempted by a candidate (including failed courses) during a given academic year.

'Cumulative Grade Point Average' or 'Cumulative GPA' is the GPA in respect of courses attempted by a candidate (including failed courses) at the time of calculation.

'Assessment' refers to judgment about the quality and extent to which a student has achieved the stated learning objectives or learning outcomes. It includes all types of assessment activities which allow for such a judgment to be made. For the purpose of interpreting the relevant provisions of the Ordinance and the Statutes and where appropriate, reference to 'examination' or 'examinations' in the Ordinance and the Statutes shall include and cover all forms of 'assessment' and its related processes.

A 'transcript' refers to a transcript of the record of study of a candidate, issued by the Registry of the University.

## UG 2 Advanced standing:

Advanced standing may be granted to candidates in recognition of studies completed successfully elsewhere before admission to the University. Candidates who are awarded Advanced Standing will not be granted any further credit transfer for those studies for which Advanced Standing has been granted. The amount of credits to be granted for advanced standing shall be determined by the Board of the Faculty, in accordance with the following principles:

- (a) at least half the number of credits of the degree curriculum normally required for award of the degree shall be accumulated through study at this University or from transfer of credits for courses completed at other institutions in accordance with Regulation UG 4(d); and

- (b) in accordance with Statute III.5 and notwithstanding the granting of advanced and/or transfer credits, a minimum of two semesters of study at this University shall be required before a candidate is considered for the award of a first degree, other than a degree in medicine or surgery, and a minimum of four semesters of study at this University shall be required before a candidate is considered for a first degree in medicine or surgery.

Credits granted for advanced standing shall not normally be included in the calculation of the GPA unless permitted by the Board of the Faculty but will be recorded on the transcript of the candidate.

### **UG 3 Period of study:**

The period of study of the curriculum shall be specified in the regulations governing the degree. To be eligible for award of the degree, a candidate shall fulfill all curriculum requirements within the maximum period of registration, unless otherwise permitted or required by the Board of the Faculty.

### **UG 4 Progression in curriculum:**

- (a) Candidates shall normally be required to take not fewer than 24 credits nor more than 30 credits in any one semester (except the summer semester) unless otherwise permitted or required by the Board of the Faculty, or except in the last semester of study when the number of outstanding credits required to complete the curriculum requirements is fewer than 24 credits.
- (b) Candidates may, of their own volition, take additional credits not exceeding 6 credits in each semester, and/or further credits during the summer semester, accumulating up to a maximum of 72 credits in one academic year. With the special permission of the Board of the Faculty, candidates may exceed the annual study load of 72 credits in a given academic year provided that the total number of credits taken does not exceed the maximum curriculum study load for the normative period of study specified in the curriculum regulations, save as provided for under UG4(c).
- (c) Where candidates are required to make up for failed credits, the Board of the Faculty may give permission for candidates to exceed the annual study load of 72 credits provided that the total number of credits taken does not exceed the maximum curriculum study load for the maximum period of registration specified in the curriculum regulations.
- (d) Candidates may, with the approval of the Board of the Faculty, transfer credits for courses completed at other institutions at any time during their candidature. The number of transferred credits may be recorded in the transcript of the candidate, but the results of courses completed at other institutions shall not be included in the calculation of the GPA. The number of credits to be transferred shall not exceed half of the total credits normally required under the degree curricula of the candidates during their candidature at the University.

- (e) Unless otherwise permitted by the Board of the Faculty, candidates shall be recommended for discontinuation of their studies if they have:
  - (i) failed to complete successfully 36 or more credits in two consecutive semesters (not including the summer semester), except where they are not required to take such a number of credits in the two given semesters, or
  - (ii) failed to achieve an average Semester GPA of 1.0 or higher for two consecutive semesters (not including the summer semester), or
  - (iii) exceeded the maximum period of registration specified in the regulations of the degree.

### UG 5 Requirements for graduation:

To be eligible for admission to the degree, candidates shall fulfill the following requirements in addition to the requirements prescribed in the regulations and syllabuses governing the degree curriculum within the maximum period of registration:

- (a) successful completion of 12 credits in English language enhancement, including 6 credits in Core University English<sup>1</sup> and 6 credits in an English in the Discipline course<sup>2</sup>;
- (b) successful completion of 6 credits in Chinese language enhancement<sup>3</sup>;
- (c) successful completion of 36 credits of courses in the Common Core Curriculum, selecting not more than one course from the same Area of Inquiry within one academic year and at least one and not more than two courses from each Area of Inquiry<sup>4</sup> during the whole period of study; and
- (d) successful completion of a capstone experience as specified in the syllabuses of the degree curriculum.

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1 Candidates who have achieved Level 5\*\* in English Language in the Hong Kong Diploma of Secondary Education Examination, or equivalent, may at the discretion of the Faculty be exempted from this requirement and should take an elective course in lieu, see *Regulation UG 6*.

2 (a) To satisfy the English in the Discipline (ED) requirement, candidates who have passed the ED course for a Major but subsequently change that Major are required to pass the ED course for the new Major, or either of the double Majors finally declared upon graduation irrespective of whether the second Major is offered within or outside of the candidates' home Faculty.

(b) Candidates declaring double Majors can, if they fail in the ED course for one of the Majors, either (i) re-take and successfully complete that failed ED course, or (ii) successfully complete the ED course for the other Major, irrespective of whether the Major is offered within or outside of the candidates' home Faculty.

(c) Candidates who undertake studies in double Majors or double degrees are not required to take a second ED course but may be advised by the Faculty to do so.

3 Candidates who have not studied Chinese language during their secondary education may be exempted from this requirement and should take an elective course in lieu, see *Regulation UG 6*.

4 Candidates registered for double degree studies are required to successfully complete 24 credits of courses in the Common Core Curriculum, selecting one course from each Area of Inquiry, within the curriculum of the first degree, as appropriate.



## UG 6 Exemption:

Candidates may be exempted, with or without special conditions attached, from any of the requirements in UG 5 by the Senate in exceptional circumstances. Candidates who are so exempted must replace the number of exempted credits with courses of the same credit value.

## UG 7 Assessment:

- (a) Candidates shall be assessed for each of the courses for which they have registered, and assessment may be conducted in any combination of continuous assessment of coursework, written examinations and/or any other assessable activities. Only passed courses will earn credits.
- (b) Candidates who are unable, because of illness, to be present at the written examination of any course may apply for permission to present themselves at a supplementary examination of the same course to be held before the beginning of the First Semester of the following academic year. Any such application shall be made on the form prescribed within two weeks of the first day of the candidate's absence from any examination. Any supplementary examination shall be part of that academic year's examinations, and the provisions made in the regulations for failure at the first attempt shall apply accordingly.
- (c) Candidates shall not be permitted to repeat a course for which they have received a D grade or above for the purpose of upgrading.
- (d) Candidates are required to make up for failed courses in the following manner as prescribed in the curriculum regulations:
  - (i) undergoing re-assessment/re-examination in the failed course to be held no later than the end of the following semester (not including the summer semester); or
  - (ii) re-submitting failed coursework, without having to repeat the same course of instruction; or
  - (iii) repeating the failed course by undergoing instruction and satisfying the assessments; or
  - (iv) for elective courses, taking another course *in lieu* and satisfying the assessment requirements.
- (e) There shall be no appeal against the results of examinations and all other forms of assessment.

**UG 8 Grading system:**

(a) The grades, their standards and the grade points for assessment shall be as follows<sup>1</sup>:

<i>Grade</i>	<i>Standard</i>	<i>Grade Point</i>
A+ } A } A- }	Excellent	4.3
		4.0
		3.7
B+ } B } B- }	Good	3.3
		3.0
		2.7
C+ } C } C- }	Satisfactory	2.3
		2.0
		1.7
D+ } D }	Pass	1.3
		1.0
F	Fail	0

(b) Special permission may be given by Senate for courses in individual curricula to be graded as 'Pass', 'Fail' or 'Distinction'. Such courses will not be included in the calculation of the GPA.

**UG 9 Honours classifications:**

(a) Honours classifications shall be awarded in five divisions<sup>2</sup>: First Class Honours, Second Class Honours Division One, Second Class Honours Division Two, Third Class Honours, and Pass. The classification of honours shall be determined by the Board of Examiners for the degree in accordance with the following Cumulative GPA scores, with all courses taken (including failed courses) carrying equal weighting:

1 UG 8 is not applicable to the BDS and MBBS curricula.

2 UG 9 is not applicable to the BChinMed, BDS and MBBS.

<u>Class of honours</u>	<u>CGPA range</u>
First Class Honours	3.60 – 4.30
Second Class Honours	(2.40 – 3.59)
Division One	3.00 – 3.59
Division Two	2.40 – 2.99
Third Class Honours	1.70 – 2.39
Pass	1.00 – 1.69

- (b) Honours classification may not be determined solely on the basis of a candidate's Cumulative GPA and the Board of Examiners for the degree may, at its absolute discretion and with justification, award a higher class of honours to a candidate deemed to have demonstrated meritorious academic achievement but whose Cumulative GPA falls below the range stipulated in UG9(a) of the higher classification by not more than 0.05 Grade Point.
- (c) A list of candidates who have successfully completed all degree requirements shall be posted on Faculty noticeboards.

## APPENDIX C

### REGULATIONS GOVERNING UNIVERSITY LIBRARIES

#### L 1 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.

#### L 2 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.

#### L 3 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.

#### **L 4 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.

## **L 7 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.

## **L 8 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.

## **L 9 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.

## **L 10 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.

## **L 11 General**

- (a) The Librarian may make special regulations regarding admission to and use of particular areas of the Libraries.
- (b) Defined food and drink 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.

## **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.

## **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/departmental/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), 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"> <li>1) Locate an ATM with 'Bill Payment' function</li> <li>2) Select "Bill Payment" → "Education" → "The University of Hong Kong" <i>(Please do not use the account transfer function for payment)</i></li> <li>3) Enter Bill Type: "06" Other Fees</li> <li>4) Enter Bill Account Number: "Your University Number (10 digits)" + 4201 (If you have forgotten your University Number, please use "2099999983" in lieu)</li> <li>5) Enter the <i>appropriate</i> amount payable</li> </ol>	Original ATM customer advice

Payment method	Procedures	Receipt to be attached to the application form
Internet banking	<ol style="list-style-type: none"> <li>1) Logon to any of the following websites:            HSBC &lt;<a href="http://www.hsbc.com.hk">http://www.hsbc.com.hk</a>&gt;            Hang Seng Bank &lt;<a href="http://www.hangseng.com">http://www.hangseng.com</a>&gt;            JETCO &lt;<a href="http://www.jetpayment.com.hk">http://www.jetpayment.com.hk</a>&gt;            BEA &lt;<a href="http://www.hkbea.com">http://www.hkbea.com</a>&gt;</li> <li>2) Make bill payment by choosing the following function: (<b><i>Please do not use the account transfer function for payment</i></b>)            HSBC: View and Pay Bills            Hang Seng Bank: View and Pay Bills            JETCO: JET Payment            BEA: Bill Payment / CyberPayment / JET Payment</li> <li>3) Select “The University of Hong Kong” as the merchant for payment</li> <li>4) Enter Bill Type: “06” Other Fees</li> <li>5) Enter Bill Account Number: “Your University Number (10 digits)” + 4201            (If you have forgotten your University Number, please use “209999983” in lieu)</li> <li>6) Enter the <i>appropriate</i> amount payable</li> </ol>	A printed copy of the bank’s acknowledgement statement which contains the payment reference number
HSBC’s CQM (Cheque Deposit Machine)	<ol style="list-style-type: none"> <li>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 (<b><i>Post-dated cheque is not acceptable</i></b>)</li> <li>2) Deposit the cheque at any HSBC’s CQM by           <ol style="list-style-type: none"> <li>a) entering The University of Hong Kong’s bank account number 002-222834-002 and the cheque amount; and</li> <li>b) selecting “Reference” and entering the reference number: “Your University Number (10 digits)” + 4201            (If you have forgotten your University Number, please use “209999983” in lieu)</li> </ol> </li> <li>3) Insert the cheque into the cheque insertion slot  <i>[For details, please refer to the instructions listed on the machine]</i></li> </ol>	Original CQM transaction advice

## 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 computer facilities and PC laboratories 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 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 AUTHORIZED***

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.

159

### ***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 authorized*

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

### POWERS OF THE DISCIPLINARY COMMITTEE

In accordance with Statue XXXI, the Disciplinary Committee of the University is empowered to 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 therefore 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;
- (m) refusal or failure to comply with any reasonable order of the warden of a hall relating to regulations governing residence made by the Senate or individual hall rules made in pursuance of such regulations;
- (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 -
  - (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.

Enquiries about the Disciplinary Committee should be addressed to the Registrar.

## APPENDIX K

### 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 Student Affairs.
- (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 Student Affairs 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

- (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.

- (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
  - (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(b) 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:
- (a) of the membership of the Committee;
  - (b) 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);
  - (c) 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;
  - (d) 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);
  - (e) of the fact that he will receive a confidential report from the Committee of Enquiry on the completion of its investigation; and
  - (f) 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.
- (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.
- (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.
- (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.

# APPENDIX L

## 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***

175

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 Adviser 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;
  - (vi) 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.

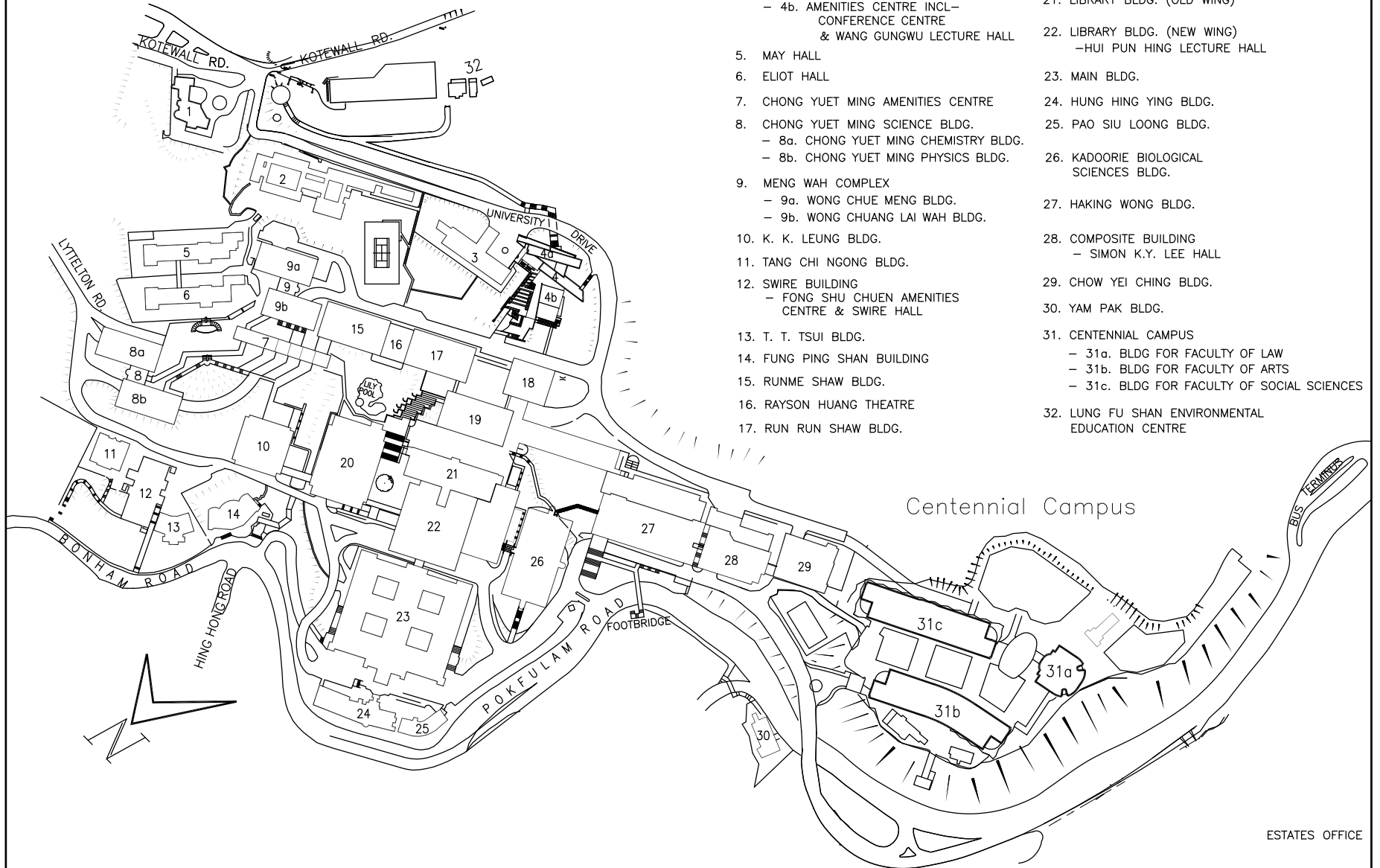
### ***Review***

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 M

## MAP OF THE MAIN CAMPUS



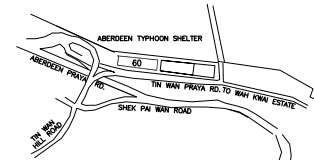
- |   |  |
|---|--|
| 1. UNIVERSITY LODGE   | 18. JAMES HSIOUNG LEE SCIENCE BLDG.  |
| 2. ROBERT BLACK COLLEGE   | 19. HUI OI CHOW SCIENCE BLDG.  |
| 3. UNIVERSITY DRIVE NO.2  | 20. KNOWLES BLDG.<br>-KWAN FONG LECTURE THEATRE  |
| 4. GRADUATE HOUSE<br>- 4a. THE JOCKEY CLUB BLDG.<br>- 4b. AMENITIES CENTRE INCL-<br>CONFERENCE CENTRE<br>& WANG GUNGWU LECTURE HALL | 21. LIBRARY BLDG. (OLD WING)   |
| 5. MAY HALL   | 22. LIBRARY BLDG. (NEW WING)<br>-HUI PUN HING LECTURE HALL   |
| 6. ELIOT HALL   | 23. MAIN BLDG.   |
| 7. CHONG YUET MING AMENITIES CENTRE   | 24. HUNG HING YING BLDG.   |
| 8. CHONG YUET MING SCIENCE BLDG.<br>- 8a. CHONG YUET MING CHEMISTRY BLDG.<br>- 8b. CHONG YUET MING PHYSICS BLDG.                    | 25. PAO SIU LOONG BLDG.  |
| 9. MENG WAH COMPLEX<br>- 9a. WONG CHUE MENG BLDG.<br>- 9b. WONG CHUANG LAI WAH BLDG.  | 26. KADOORIE BIOLOGICAL<br>SCIENCES BLDG.  |
| 10. K. K. LEUNG BLDG.   | 27. HAKING WONG BLDG.  |
| 11. TANG CHI NGONG BLDG.  | 28. COMPOSITE BUILDING<br>- SIMON K.Y. LEE HALL  |
| 12. SWIRE BUILDING<br>- FONG SHU CHUEN AMENITIES<br>CENTRE & SWIRE HALL   | 29. CHOW YEI CHING BLDG.   |
| 13. T. T. TSUI BLDG.  | 30. YAM PAK BLDG.  |
| 14. FUNG PING SHAN BUILDING   | 31. CENTENNIAL CAMPUS<br>- 31a. BLDG FOR FACULTY OF LAW<br>- 31b. BLDG FOR FACULTY OF ARTS<br>- 31c. BLDG FOR FACULTY OF SOCIAL SCIENCES |
| 15. RUNME SHAW BLDG.  | 32. LUNG FU SHAN ENVIRONMENTAL<br>EDUCATION CENTRE   |
| 16. RAYSON HUANG THEATRE  |  |
| 17. RUN RUN SHAW BLDG.  |  |

# APPENDIX N

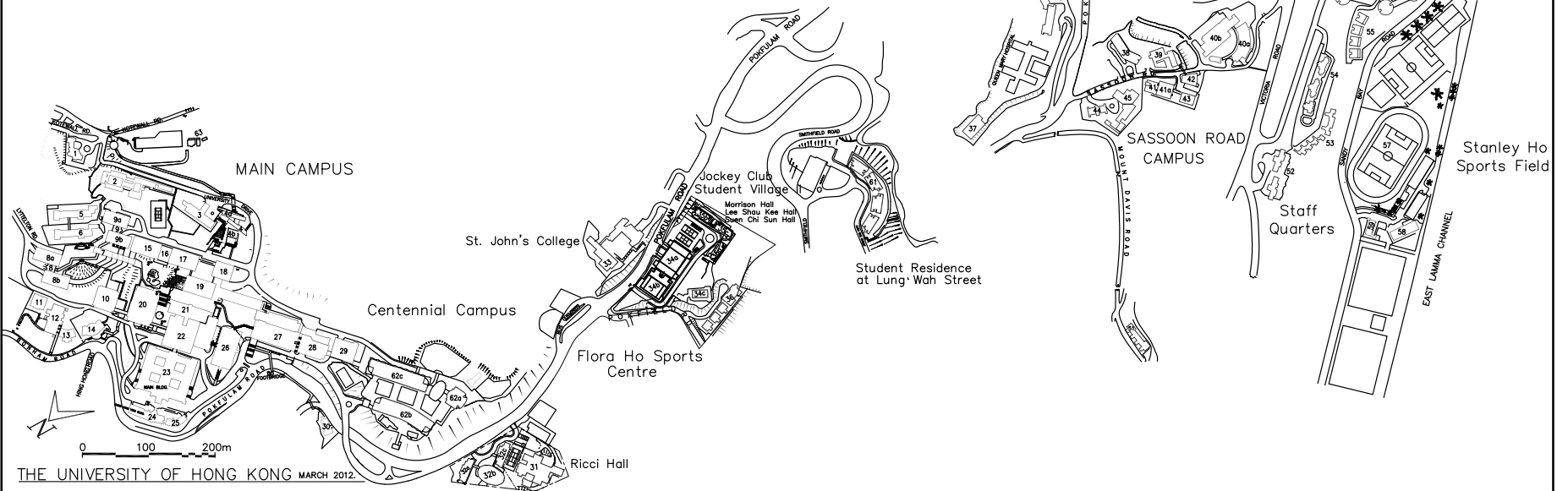
## MAP OF THE UNIVERSITY

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. ELIOT 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 HSIOUNG LEE SCIENCE BLDG.
19. HUI OI CHOW SCIENCE BLDG.
20. KNOWLES BLDG.
  - Kwan Fong Lecture Theatre
21. LIBRARY BLDG. (OLD WING)
22. LIBRARY BLDG. (NEW WING)
  - HUI PUN HING LECTURE HALL
23. MAIN BLDG.
24. HUNG HING YING BLDG.
25. PAO SIU LOONG BLDG.
26. KADOORIE 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 WAI 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



THE UNIVERSITY OF HONG KONG MARCH 2012.

Jockey Club Student Village I  
 Lady Ho Tung Hall  
 Ho Tim Hall  
 Starr Hall



The University of Hong Kong  
Pokfulam Road, Hong Kong



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