

■ General Principles Governing Student Life

1. Students should take the University motto “cultivating virtues of benevolence; broadening horizon and knowledge” to heart, so that their studies and behaviour can advance. All students should work hard according to the Chinese proverb that “people of honour constantly excel and improve”, so as to attain their prominence through persistence, and help others to do the same.
2. Students should abide by the laws of Hong Kong Special Administrative Region and comply with the rules and regulations of the University.
3. Students should have good habits and manners. They shall not smoke, drink alcohol, gamble or browse obscene websites and pornography. They should always pay attention to their speech, behaviour, and attire, so as to present themselves as well-educated youth.
4. Students should respect teachers and staff, and be considerate towards fellow students to promote love and fraternity, the noblest spirit of humanity.
5. Students should take good care of public properties and maintain general hygiene.
6. Students should be responsible, helpful and charitable.
7. Students should uphold their own integrity, conscience and reputation, and always be honest and sincere.
8. Students should exercise their critical minds to pursue the truth; never comply or follow blindly, or project any grotesque idea. They should be self-disciplined at all times.
9. Students should, during their studies, endeavour to become knowledgeable and should not take part in any political activity on campus without prior permission from the University.
10. Students should comply with these rules so as to establish good ethos within the University, and contribute to the community through excellence in studies and personality with the aim of promoting peace and advancement of human civilization.
11. Students should behave properly while participating in any extra-curricular activity so as not in any way harm the reputation and ethos of the University.
12. This set of general principles and their revisions are passed through resolution of the Student Discipline Committee, and approved by the President or his appointee for announcement and implementation.

■ Regulations Governing Rewards and Sanctions

This set of rules is deliberated in accordance with *Chapter XI Commendation and Disciplinary Action* of Hong Kong Shue Yan University Academic Regulations.

1. Students shall be rewarded if they exhibit one of the following:
 - 1.1 Excellence in studies and conduct;
 - 1.2 Enthusiasm in services and charity;
 - 1.3 Excellence in behaviour which can serve as a model for others;
 - 1.4 Behaviour which can elevate the University's reputation;
 - 1.5 Behaviour of bravery and righteousness.
2. Rewards are as follows:
 - 2.1 Written commendation;
 - 2.2 Scholarships or service awards.
3. Students shall be disciplined when they violate any of the University Regulations or commit any misconduct as set out below:
 - 3.1 Defamation of, assault on, intimidation or battery against teaching/administrative staff or fellow students; plagiarism or infringement upon the intellectual property of others;
 - 3.2 Vandalizing public properties;
 - 3.3 Obtaining any property of teaching/administrative staff or fellow students by theft, fraud or misappropriation;
 - 3.4 Violating the Examination Regulations;
 - 3.5 Forging, damaging, altering or, fraudulently using any document(s) of the University or assignment(s) of fellow students;
 - 3.6 Spreading rumours or disturbing the order of the University so that teaching, learning or administration is disrupted;
 - 3.7 Behaving detrimentally to the reputation and well-being of the University;
 - 3.8 Infringing public order and morality;
 - 3.9 Disrupting classes with noises from mobile phones or other electronic devices repeatedly, albeit having been warned and logged;
 - 3.10 Joining illegal organizations or congregations, or committing evidenced offences under the Law;
 - 3.11 Posting or distributing unauthorized images, texts or publications.
4. Sanctions are as follows:
 - 4.1 Warnings;
 - 4.2 Demerits (three minor demerits are equivalent to one major demerit; a total of three major demerits may result in ordered withdrawal from studies at the University);
 - 4.3 Temporary suspension from classes;
 - 4.4 Ordered withdrawal from studies;
 - 4.5 Expulsion from the University;
 - 4.6 Others as decided by the Student Discipline Committee.

5. The aforementioned Rules of Rewards and Sanctions are passed, announced and implemented by the Student Discipline Committee.
6. Students who are ordered to withdraw or be expelled from the University can lodge an appeal in writing to the President or his appointee within seven days.
7. This set of rules and their revisions are passed through resolution of the Student Discipline Committee, and approved by the President or his appointee for announcement and implementation.

■ Regulations Governing Scholarships and Bursaries

This set of rules is drawn up for the purpose of encouraging students to advance in integrity and diligence, thus achieving excellence in virtues and studies; and supporting students with family financial difficulties to complete their studies at the University.

1. Application Criteria:
 - 1.1 Students applying for scholarships shall meet the following criteria:
 - 1.1.1 Achieve 3.0 or above in GPA (Grade-point Average) in the current academic year OR 2.5 or above in GPA for service awards;
 - 1.1.2 Have no record of truancy;
 - 1.1.3 Demonstrate enthusiasm and willingness in community service.
 - 1.2 Students applying for financial aid shall have good conduct, GPA 2.0 or above and genuine financial hardships in their own families.
 - 1.3 Students applying for hostel subsidies, besides the criteria for financial aid, shall satisfy the following conditions:
 - 1.3.1 Serve the hostel community and contribute to hostel life during their entire period of residence;
 - 1.3.2 Reside on-campus for the entire academic year (i.e. including both the Fall and Spring semesters, but excluding the Summer semester)
2. Application Procedures:
 - 2.1 Download application documents from the website of OSA (Office of Student Affairs) during the announced application period.
 - 2.2 Submit the duly filled application form and the documents stated below before the deadline:
 - 2.2.1 Reference letter(s), and
 - 2.2.2 Personal statement exemplifying family background, reasons for application, reflections on past learning experience and study plan;
 - 2.2.3 Copies of certificates for awards, voluntary services, extra-curricular activities, etc.;
 - 2.2.4 Students applying for financial aid, besides the personal statement, should provide supporting evidence to prove their family's financial status.
3. The time for applying for scholarships and financial aid will be announced by the Office of Student Affairs.
4. The selection panel of the Student Finance Committee is responsible for vetting applications for scholarships and bursaries at this University.
5. This set of rules and their revisions are passed through resolution of the Student Finance Committee, and approved by the President or his appointee for announcement and implementation.

■ Regulations Governing Organization of Student Bodies

The rules are set forth to provide guidance to student bodies.

1. All student bodies are supervised and guided by the Student Affairs Committee (SAC) through the Office of Student Affairs (OSA).
2. All activities held by student bodies shall comply with the University Regulations and the Laws of the Hong Kong Special Administrative Region, and be within the aims and scope as laid down in the constitutions of such bodies.
3. Any student body at this University shall be initiated by at least 20 members, register at the SAC with a "Draft Constitution," and start to prepare for establishment only after getting approval. A preparation committee shall be formed for trial operations, while the finalized constitution, list of committee and general members, the activity plan and budget of that academic year shall be submitted to the SAC for approval within 10 working days after the establishment. The same shall apply to any future revisions.
4. Any student body shall hold the annual general meeting (AGM) pursuant to its constitution. The annual activity plan and financial budget shall be submitted to the OSA for approval 14 working days prior to the AGM, and shall be approved at the AGM prior to implementation. Any activity proposal not passed at the AGM shall be submitted to the OSA for approval 1 month in advance of its implementation. Records and financial reports of all activities shall reach the OSA 14 working days prior to the holding of the next AGM.
5. Any student body not registered at the University shall not hold any activity on and off campus in the name of the University or as a student body of the University.
6. Any student body intending to use venues, facilities or any other equipment of the University shall file an application to the OSA at least 6 working days in advance. If the activity involves external guests, participants or organizations, such application shall be submitted 12 working days in advance, together with the activity proposal, for approval.
7. Any student body intending to receive financial support from external organizations or individuals shall seek written approval from the University beforehand, and hand in financial reports afterwards.
8. All drafts of notices, flyers and public statements to be issued by student bodies shall be submitted to and scrutinized by the OSA 3 working days beforehand. All documents, notices, comics and photos shall be stamped by the OSA 3 working days before being posted at specified spots on campus.
9. Financial reports of student bodies shall be submitted to the OSA for auditing 14 working days before the end of service of relevant executive committees every year. The financial positions of student bodies shall be monitored by the Student Affairs Committee constantly.
10. Student bodies holding fund-raising or donation-soliciting activities inside or outside the University shall submit the proposal to the SAC one month beforehand, while financial reports shall be submitted for auditing purposes within 14 working days after completion of such activities.

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11. Executive committee members of the student bodies shall achieve Grade C or above on average in their academic results.
12. Any student body registered at the University shall only be voluntarily dissolved by application to the OSA in writing with reason(s) clearly stated and approval of the SAC granted.
13. Student bodies guilty of infringing public good, the reputation of the University and others' privacy, submitting forged or altered documents (including financial statements), or violating any rules stated above, shall be punished, according to the seriousness of the situation, in the following ways:
 - 13.1 issuance of warnings;
 - 13.2 order for restructuring of the relevant student body or re-election of its committee members;
 - 13.3 order for termination of activities of that student body or its dissolution;
 - 13.4 disciplinary action against committee member(s) of such bodies.
14. The above rules and their revisions are passed through resolution of the Student Affairs Committee and approved by the President or his appointee for announcement and implementation.

■ Regulations Governing Student Publications

This set of rules is intended to guide students, while preparing any in-house publications at the University, to be accurate and responsible.

1. Issuance of any publications by student bodies of this University shall be guided by the Student Affairs Committee (SAC).
2. Before issuing any publication, whether regular or occasional, student bodies shall register at the SAC, with the list of founders, title, nature and objectives of the publication. No publication by student bodies shall be issued without the authorization of the SAC.
3. No publication bearing the same title shall be issued by different founders or organizers.
4. Drafts of the publications issued by student bodies shall be submitted to the SAC for advice. The publisher and the author shall be held responsible in case of inaccuracy or misrepresentation.
5. All extra-curricular publications, books, leaflets or flyers must be submitted to the SAC for scrutiny, approval and authorization before distribution on campus by student bodies or individuals.
6. All publications, newsletters and notice board items in the University shall not disrupt public order and ethos, damage the reputation of the University, fabricate rumours for malicious purposes, infringe on others' privacy, or commit personal attacks.
7. In case any publication issued by student bodies violates any one of the six rules above, the following disciplinary actions shall be administered as deemed fit:
 - 7.1 Suspension of issuance;
 - 7.2 Cancellation of registration and termination of publication;
 - 7.3 Disciplinary sanction for those responsible for the publication(s).
8. The rules and their revisions are passed through resolution of the Student Affairs Committee and approved by the President or his appointee for announcement and implementation.

■ Examination Regulations

1. Students should take their seats according to pre-assigned seat numbers at the examination venue and are not allowed to change seats on their own.
2. Student cards should be brought to the examination venue and placed on the top left corner of desks for identification purposes.
3. Other than the student card, writing instruments/stationery, and items that are designated by course instructors, all personal belongings such as wallets, mobile phones, books, notes, pencil boxes/cases, etc. should be put inside a bag that can be properly closed with a zip/buckle and placed under the student's seat or other places as indicated by the invigilators (except in open-book examinations). Mobile phones and their beeping devices should be switched off during an examination.
4. Students should not bring in any cheat sheets, circulate messages, peek at references, notes, or others' answer scripts, or talk to others during an examination.
5. In an open-book examination, students must only bring permitted materials (such as books and notes specified by the course instructors) with them into the examination venue. Once the examination has commenced, students are not allowed to leave the venue to retrieve any such items.
6. No computing or Information Communication Technology (ICT) device should be used in any examination unless it is conducted in the computer laboratory.
7. Students should not ask others to stand in for them in examinations or sit for an examination on behalf of another person.
8. Students should not draft on a separate sheet and must keep the script in its entirety.
9. Students should not hand in their scripts late or take away any examination materials without permission.
10. Students who are late for 30 minutes or more are not allowed to take the examination.
11. Students are not allowed to leave the examination venue or hand in their answer scripts during the first 30 minutes and the last 15 minutes of an examination.
12. During the examination, students are not allowed to leave the examination room unless they have permission from the invigilator to use the washroom or if they are unwell and accompanied by a staff member. If students need to visit the washroom, they must hand their answer scripts and question papers to the invigilators for retention and ensure that no unauthorized items, such as mobile phones or papers, are brought with them.
13. When examination time is up, students should wait for the invigilators to collect all scripts and grant permission to leave.
14. Question papers should be sandwiched between pages of answer books and returned to the invigilators at the end of an examination.
15. Before handing in their scripts, students are not allowed to leave the examination venue without permission. They are also not allowed to remain at the venue after being dismissed.
16. Students should fill in all the personal particulars and course information in the appropriate spaces provided on the cover of their answer books. Any omission of such information

should be reported to the invigilators and rectified immediately. Otherwise, the student will be deemed to be absent from the examination.

17. Students who refuse to observe reasonable instructions from invigilators, invigilators are vested with the authority to disqualify them from the examination concerned and submit the case to the deliberations by the Student Discipline Committee.
18. Violation of any (one or more) of the above regulations, with due consideration of the actual circumstances, will result in a zero mark being given for the course concerned, as well as a demerit, an order for discontinuation of studies or expulsion from the University.
19. The regulations above are subject to revision by the Registry and are announced for implementation with the endorsement by the President or his designate.

■ Library Regulations

Admission to and use of the University Library (the Library) is conditional upon the observance of the Library regulations (the regulations) made by or with the authority of the Library Management and Development Committee. All members of the Library staff are empowered to enforce the regulations. Anyone who is believed to have violated the regulations, disturbed readers or damaged Library materials may be excluded from the Library and all privileges of using Library services may be suspended. All Library users are required to know the regulations before using the Library services and facilities. If users breach the regulations, serious cases may be referred to the relevant University Authority. In case of any discrepancy or inconsistency between the Chinese and English versions of the regulations, the Chinese version shall prevail.

1. Admission

- 1.1 All users must present valid University Identity Cards or any valid Library cards when entering the Library.
- 1.2 Loss of University Identity Cards or any valid Library cards must be reported to the Registry and the Library respectively without delay.

2. Conduct of Library Users

- 2.1 No food may be taken into the Library from 2/F to 6/F. Beverages (non-alcoholic) in spill-proof containers are allowed on all Library floors.
- 2.2 Smoking is prohibited in the Library.
- 2.3 Games for non-academic purpose are not allowed in the Library.
- 2.4 No wet umbrellas or raincoats may be brought into the Library.
- 2.5 Notices must not be displayed or distributed in the Library.
- 2.6 Keep quiet in the Library except for the designated areas. Any user causing disturbance to others and ignoring the verbal warning of the University Librarian or his/her designated representative will be liable to disciplinary action and may be excluded from the Library.
- 2.7 Mobile devices must be set to silent mode except for designated areas. The use of headphones is allowed but the volume should be turned down to avoid sound leakage.
- 2.8 Users are not permitted to reserve seats in the Library. Any personal belongings or library books left unattended on Library desks may be considered "seat reservations," and any such seats may be taken up by other users. In case of dispute, the University Librarian or his/her designated representative has absolute discretion to allocate seats or study places to users concerned. Any unattended belongings should be reported to library staff at Library Counter.
- 2.9 Unattended belongings may be removed by Library staff without prior notice to the owner. The Library will not be responsible for any loss or damage of personal

property. Lockers are available in the Library to store personal belongings.

- 2.10 Books and other items which are the property of the Library must not be mutilated or defaced. The full replacement cost will be charged for any damage caused by users.
- 2.11 Tables and chairs should not be misused or moved to new positions except as permitted by Library staff.
- 2.12 Prior permission must be sought for photo-taking or video shooting in the Library.
- 2.13 In case of a fire alarm, users must follow the instructions of library staff to leave the building (Escape route information is posted at each emergency exit).
- 2.14 For the purpose of security, CCTV monitoring is in use in the Library.
- 2.15 Rules of Special Collection Room should be observed.
- 2.16 External reader card for admission to another local library is governed by the regulations of that card-issuing library. Misuse of the card may lead to the cancellation of permission to access that university library. Serious offenses will be referred to either the University Authority or the Student Disciplinary Committee for further action.

3. Borrowing Regulations

- 3.1 Borrowers shall be held responsible for any loss, mutilation, damage or defacement of library materials by writing or other marks and shall be required to pay the full cost of replacing or repairing such materials.
- 3.2 The Librarian may, at his discretion, restrict the borrowing of certain categories of library materials.
- 3.3 Users must produce Student or Staff Identity Cards or any valid library card when borrowing library materials.
- 3.4 No library materials may be removed from the Library until their issue has been properly recorded at the appropriate counter or self-check machine. The Library will submit a report to the Student Discipline Committee for necessary action in cases of student violations, or to the University in cases of staff violations.
- 3.5 All loaned library items should be returned upon graduation, withdrawal or cessation of employment from the University.
- 3.6 Loan items should be returned on time. The loan period will be shortened when another user makes a request and the borrower will be informed (Loan privilege information is posted at G/F Circulation Counter).
- 3.7 Access to electronic resources is governed by license agreements. Under these agreements, access to the resources is restricted to members of Hong Kong Shue Yan University. The resources are for education and research purposes only. Commercial use, systematic/excessive downloading and redistribution of electronic information outside the university are prohibited. Violation of the license terms may result in the loss of access to that resource for the entire university community. The Library will submit a report to the Student Discipline Committee for necessary action in cases of student violations, or to the University in cases of staff violations.

4. Copyright

- 4.1 Reproduction or duplication of audio-visual materials or computer software without permission from the copyright owner is strictly prohibited.
- 4.2 Photocopying of library materials should be made in accordance with the Copyright Ordinance (Cap. 528) of Hong Kong. Users are fully responsible for any legal consequences arising from infringement of applicable copyright laws. Information on copyright restrictions is posted next to the photocopiers in the Library.