

## 學生生活簡則

### General Principles Governing Student Life

- (1) 每一位學生應秉承「敦仁博物」之校訓精神，格物致知，修身正心，以「君子自強不息」的毅力，己立立人，己達達人。

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) 保持良好的生活習慣與禮貌，在校內不抽煙、不飲酒、不賭博、不瀏覽淫褻及不雅網頁、書籍，並應時常注意言談舉止衣著儀態，使能充分表現出一個具有良好教養的模範青年。

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.

- (3) 尊敬師長，愛護同學，發揮人性中最崇高的友愛精神。

Students should respect teachers and staff, and be considerate towards fellow students to promote love and fraternity, the noblest spirit of humanity.

- (4) 愛惜公物，保持清潔。

Students should take good care of public properties and maintain general hygiene.

- (5) 勇於負責，樂於助人，熱心公益。

Students should be responsible, helpful and charitable.

- (6) 保持自己之人格、良知與名譽，力求忠實誠懇。

Students should uphold their own integrity, conscience and reputation, and always be honest and sincere.

- (7) 明辨是非，追求真理，不盲從附和，不標奇立異，維持良好之秩序與風紀。

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.

- (8) 在求學時期應力求充實自己，在校內不可從事任何未得校方允許的政治性活動。

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.

- (9) 每一位學生應切實實行生活簡則，創造良好校風，以學業與人格來貢獻社會，促進人類文化與和平。

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.

- (10) 校外活動，亦應檢點，不得損及校譽與校風。

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.

(11)本簡則及其修訂，經學生紀律委員會通過，由校監或其指派人士核定公佈施行。

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.

## 學生獎懲規則

### Regulations Governing Rewards and Sanctions

本條例依據本校「學則」第十一章訂定之。

This set of rules is deliberated in accordance with Chapter 11 of the Hong Kong Shue Yan University Regulations.

一、 學生有下列情形之一，得獎勵之。

Students shall be rewarded if they exhibit one of the followings:

- (1) 品學兼優；  
Excellence in studies and conduct;
- (2) 熱心服務，維護公益；  
Enthusiasm in services and charity;
- (3) 行為優良，堪資楷模；  
Excellence in behaviour which can serve as a model for others;
- (4) 有增進校譽之行為；  
Behaviour which can elevate the University's reputation;
- (5) 見義勇為。  
Behaviour of bravery and righteousness.

二、 獎勵方式如下：

- (1) 書面嘉獎；  
Written commendation;
- (2) 頒給獎學金或服務獎。  
Scholarships or service awards.

三、 學生違犯本校任何規例，或犯有下列情事者，應予懲處。

Students shall be disciplined when they violate any of the University Regulations or commit any misconduct as set out below:

- (1) 對本校教職員工或同學誹謗、辱罵、人身攻擊、威脅或毆打，或抄襲、侵犯他人的知識產權；  
Defamation of, assault on, intimidation or battery against teaching / administrative staff or fellow students; plagiarism or infringement upon the intellectual property of others;
- (2) 故意損毀公物；  
Vandalizing public properties;
- (3) 盜竊、騙取、侵佔校方、教職員工或同學之任何財物；  
Obtaining any property of teaching / administrative staff or fellow students by theft, fraud or misappropriation;
- (4) 觸犯考試規則；  
Violating the Examination Regulations;

- (5) 偽造、損毀、竄改或冒用本校之任何文件，或同學的習作；  
Forging, damaging, altering or, fraudulently using any document(s) of the University or assignment(s) of fellow students;
- (6) 散播謠言或擾亂秩序，妨礙本校教學、學習或行政之推行；  
Spreading rumours or disturbing the order of the University so that teaching, learning or administration is disrupted;
- (7) 有損校譽或本校利益；  
Behaving detrimentally to the reputation and well-being of the University;
- (8) 違反公序良風或進行傷風敗德的行為；  
Infringing public order and morality;
- (9) 在上課時，因手提電話或其他電子器材所發出的聲響而有礙教學，經警告、記錄後再犯；  
Disrupting classes with noises from mobile phones or other electronic devices repeatedly, albeit having been warned and logged;
- (10) 參加不合法團體、集會或違反政府法令有據者；  
Joining illegal organizations or congregations, or committing evidenced offences under the Law;
- (11) 張貼或派發未經核准之圖文刊物等。  
Posting or distributing unauthorized images, texts or publications.

四、 懲處之方式分下列六種：

- (1) 警告；  
Warnings;
- (2) 記過（記小過三次視等同記大過一次、記大過三次者得著令退學）；  
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);
- (3) 暫時停學；  
Temporary suspension from classes;
- (4) 著令退學；  
Ordered withdrawal from studies;
- (5) 開除學籍；  
Expulsion from the University;
- (6) 其他經學生紀律委員會議決的方法。  
Others as decided by the Student Discipline Committee.

五、 以上各項獎懲由學生紀律委員會議決公佈執行。

The afore-mentioned Rules of Rewards and Sanctions are passed, announced and implemented by the Student Discipline Committee.

六、 學生於接獲「著令退學」或「開除學籍」之通知後七日內，可用書面向校監或其

指派人士上訴。

Students who are ordered to withdraw or expelled from the University can lodge an appeal in writing to the President or his appointee within seven days.

七、本條例及其修訂，經學生紀律委員會通過，由校監或其指派人士核定公佈施行。

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.

## 獎助學金規則

### Regulations Governing Scholarships and Bursaries

為鼓勵學生敦品勵行，勤奮向學，成為品學兼優學生，並援助家庭經濟困難之學生得以完成其學業，特訂定本條例：

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.

#### 一、申請資格：

##### Application Criteria:

##### (一) 申請獎學金須符合下列資格：

Students applying for scholarships shall meet the following criteria:

- (1) 學年成績平均積點達三·〇或以上者，而服務獎學金申請者，學年成績平均積點須達二·五或以上。

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;

- (2) 沒有任何曠課紀錄者。

Have no record of truancy;

- (3) 熱心公益，勇於服務者。

Demonstrate enthusiasm and willingness in community service.

- (二) 申請助學金必須品性良好，成績尚可，即學年成績平均積點最少在二·〇或以上，而家境確有困難者。

Students applying for financial aid shall have good conduct, GPA 2.0 or above and genuine financial hardships in their own families.

- (三) 申請助宿金者，除了附合申請助學金條件外，更要附合以下條件：

Students applying for hostel subsidies, besides the criteria for financial aid, shall satisfy the following conditions:

- (1) 申請者必須在住宿期間為宿舍服務及對宿舍有所貢獻。

Serve the hostel community and contribute to hostel life during their entire period of residence;

- (2) 申請者必須成為全年住宿之宿生，即包括上學期及下學期，但不包括暑假住宿。

Reside on-campus for the entire academic year (i.e. including both the Fall and Spring semesters, but excluding the Summer semester)

#### 二、申請手續：

##### Application Procedures:

- (一) 自公佈接受申請開始之規定期間內於學生事務處網頁內下載申請表。

Download application documents from the website of OSA (Office of Student Affairs) during the announced application period.

- (二) 將詳細填妥之申請表一份連同下列文件於限期前交回。

Submit the duly filled application form and the documents stated below before the

deadline:

- (1) 推薦函，及  
Reference letter(s), and
  - (2) 本人自傳一份，詳述家庭情況、申請理由、學習心得及讀書計劃。  
Personal statement exemplifying family background, reasons for application, reflections on past learning experience and study plan;
  - (3) 獎項、服務紀錄、課外活動紀錄等證明文件副本。  
Copies of certificates for awards, voluntary services, extra-curricular activities, etc.;
  - (4) 申請助學金者除自傳外，須另具家庭經濟情況證明文件。  
Students applying for financial aid, besides the personal statement, should provide supporting evidence to prove their family's financial status;
- 三、 獎助學金申請時間，以學生事務處公佈為準。  
The time for applying for scholarships and financial aid will be announced by the Office of Student Affairs.
- 四、 本校獎助學金之審核，由學生財務委員會之獎助學金遴選委員負責。  
The selection panel of the Student Finance Committee is responsible for vetting applications for scholarships and bursaries at this University.
- 五、 本條例及其修訂，經學生財務委員會通過，由校監或其指派人士核定公佈施行。  
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.

## 學生組織團體規則

### Regulations Governing Organization of Student Bodies

為輔導學生團體，特訂定本條例。

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

- (一) 本校學生團體，一律由學生事務委員會輔導監察，及由學生事務處執行。

All student bodies are supervised and guided by the Student Affairs Committee (SAC) through the Office of Student Affairs (OSA).

- (二) 本校學生團體之活動，必須遵守本校規章及政府法令，並符合其會章規定之宗旨及範圍。

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.

- (三) 本校學生團體之組織，須最少二十人聯名發起，附同「章程草案」向學生事務委員會登記，經核准後，方得開始籌備。新的學生組織會先組成籌備委員會試行運作。成立後十個工作天內必須將會章、會員名冊、該年度活動計劃、財政預算等各一份，報交學生事務委員會核准。修訂程序亦同。

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.

- (四) 本校學生團體須按會章規定舉辦周年會員大會，並於會員大會舉行的十四個工作天前，把全年活動計劃及財政預算交予學生事務處審批，並通過會員大會方可落實執行。如有活動未有於周年會員大會通過，須於活動舉行的一個月前遞交活動計劃予學生事務處，審批後方可進行。任何已舉辦的活動，必須於下年周年會員大會舉行的十四個工作天前，向學生事務處遞交相關活動及財政報告。

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.

- (五) 凡未經向本校註冊之學生團體，不得以本校或本校學生團體名義在校內外從事任何活動。

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.

- (六) 本校學生團體如欲向學校借用場地、設備或其他用品，須於最少六個工作天前遞交申請表格；如活動參加者或出席嘉賓涉及校外人士或團體，此申請須於借用場地十二個工作天前，連同活動建議書一併遞交，經批准方可進行。

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.

- (七) 本校學生團體如欲接受校外團體或個人之財政支持者，必須事先取得校方書面同意，及事後呈交財政報告。

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.

- (八) 本校學生團體之通告、傳單、公開聲明，其稿件須於三個工作天前送學生事務處審核。於校內張貼之文件通告、漫畫照片等，亦須於三個工作天前送學生事務處加蓋印章，及在指定位置內張貼。

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.

- (九) 本校學生團體之財政報告，須於每年度幹事會完結前十四個工作天內送交學生事務處審核。而學生事務委員會則將定期審查本校學生團體之財政情況。

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.

- (十) 本校學生團體在校內或校外進行籌款或募捐活動時，須於一個月前將計劃書呈報學生事務委員會，並須於完成後十四個工作天內提交一份財政報告備查。

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.

- (十一) 擔任學生團體之幹事，必須學業平均成績達C級或以上。

Executive committee members of the student bodies shall achieve Grade C or above on average in their academic results.

- (十二) 已向本校註冊之學生團體，如欲自行解散，須事先以書面向學生事務處陳述理由申請及經學生事務委員會核准。

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.

- (十三) 本校學生團體如有妨害公益、損害校譽、揭人隱私、提交任何偽造或塗改之文件

賬目等，或違反本條例之任何一項者，得視情節輕重，分別予以下列之懲處

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:

- (1) 警告；  
issuance of warnings;
- (2) 指令該團體改組或改選負責人員；  
order for restructuring of the relevant student body or re-election of its committee members;
- (3) 停止其活動或解散該團體；  
order for termination of activities of that student body or its dissolution;
- (4) 予該團體之負責人員以紀律處分。  
disciplinary action against committee member(s) of such bodies.

(十四) 本條例及其修訂，經學生事務委員會通過，由校監或其指派人士核定公佈施行

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.

## 學生出版刊物規則

### Regulations Governing Student Publications

為輔導學生在辦理校內刊物中，能達到言論正確及切實負起言論責任，特訂定本條例。

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

(一)本校學生團體辦理之刊物，一律由學生事務委員會輔導。

Issuance of any publications by student bodies of this University shall be guided by the Student Affairs Committee (SAC).

(二)本校學生團體創辦校內刊物（包括定期或不定期）應事先將發起人名冊、刊物名稱、性質及宗旨送學生事務委員會辦理登記，經核准後始得出版。

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.

(三)不同發起人或主辦人不得出版同名稱之刊物。

No publication bearing the same title shall be issued by different founders or organizers.

(四)本校學生團體所辦刊物稿件，須先行諮詢學生事務委員會。如因報導錯誤或失實所引起之責任，由該刊物出版人及作者自負。

Drafts of the publications issued by student bodies shall be submitted to the SAC for advice. The publisher and the author shall be held for responsible in case of inaccuracy or misrepresentation.

(五)本校學生團體或個人，如在校內派發課外刊物、書籍、小冊子或傳單，必須事先將該等書刊送交學生事務委員會審查，經核准後始得派發。

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.

(六)學生校內刊物、通訊及壁報之內容，不得有害公序良風、有損校譽、造謠生事、揭人隱私或作人身攻擊等。

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.

(七)本校學生團體出版之刊物，如有違反本條例第一至第六任何一項者，得酌予下列處分：

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:

(1) 暫停發行。

Suspension of issuance

(2) 撤消登記，停止刊行。

Cancellation of registration and termination of publication

(3) 予該刊物之負責人員以紀律處分。

Disciplinary sanction for those responsible for the publication(s).

(八) 本條例及其修訂，經學生事務委員會通過，由校監或其指派人士核定公佈施行。

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.