

## Hong Kong Shue Yan University Academic Regulations –

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## **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 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. Students should respect teachers and staff, and be considerate towards fellow students to promote love and fraternity, the noblest spirit of humanity.
4. Students should take good care of public properties and maintain general hygiene.
5. Students should be responsible, helpful and charitable.
6. Students should uphold their own integrity, conscience and reputation, and always be honest and sincere.
7. 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. 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. 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. 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. 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 11 of the Hong Kong Shue Yan University Regulations.

- 1 Students shall be rewarded if they exhibit one of the followings:
  - 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 afore-mentioned Rules of Rewards and Sanctions are passed, announced and implemented by the Student Discipline Committee.
  - 6 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.
  - 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.
- 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.