

Hong Kong Shue Yan University Access and Equal Opportunities Policy

Preamble

Hong Kong Shue Yan University (HKSJU) is committed to maintaining an environment for staff and students which provides equality of opportunity, and is free from discrimination and harassment.

The Policy

The University's access and equal opportunity policy is designed to achieve an educational environment that reflects the mission of the University and the cultural diversity of Hong Kong. To accomplish this, HKSJU is committed to implement practices in relation to staff and student recruitment, academic programme delivery and student support services that:

1. Eliminate any practice found to establish or perpetuate discrimination on the grounds of gender, age, sexual preference, country of origin, disability or ethnicity;
2. Provide an environment on campus that is free from harassment of any kind;
3. Promote the retention and academic achievement of students with special educational needs through the provision of special services as required.

Policy Implementation

The University will provide aid and support to students with special education needs (SEN) as far as possible.

The Counselling Section of OSA is responsible for monitoring and coordinating the special learning support for students with special educational needs/disabilities. Students' needs will be assessed individually and specific adjustments will be determined with reference to recommendations from relevant professionals, special arrangements offered in public examinations and other special learning accommodations received from secondary schools/educational institutions in the past.

Students with special educational needs/disabilities are advised to contact OSA via email (counsel@hksyu.edu) to discuss their needs so that individualized services can be arranged as far as possible. The student counsellors of OSA will initiate a meeting with self-declared SEN students who are willing to meet them in order to assess their special needs relating to study and campus life. Then the counsellors will contact Department Heads and administrative staff from different units regarding the students' special needs and recommended arrangements.

A study room equipped with desktop computers and devices for visually impaired students has been established in the Research Complex.

The University strives to provide an accessible campus for all members of the HKSJU community. All new buildings and facilities on campus have been built in compliance with relevant statutory accessibility requirements. In commissioning renovation and upgrading works to existing buildings, the Facilities Management Office seeks to improve overall campus accessibility.

The University promotes equal opportunity awareness in the University community through hosting seminars, talks and events on campus.

Complaints procedure

The University encourages early settlement of complaints regarding the implementation of this policy. The University will protect the privacy of the individuals involved and ensure the fairness of the process of resolving the complaints.

Students should address their questions or complaints to the Office of Student Affairs (OSA) in the first instance. If the complaint cannot be resolved by OSA, it will be referred to the Administrative Vice President for further consideration.

Academic Staff should address their complaint to the Head of Department in the first instance, or, if the Head of Department is the subject of the complaint, to the Academic Vice President.

Administrative staff should address their complaint to the Head of Unit in the first instance, or, if the Head of Unit is the subject of the complaint, to the Administrative Vice President.

All appeals against the decisions of the Vice Presidents in the case of complaints regarding the implementation of this policy should be addressed to the Deputy President, who may, at his discretion, appoint an independent Review Panel to consider the case. Disciplinary action may be taken against the perpetrator if discrimination or harassment is proven

Sexual Harassment

Sexual harassment is unlawful. The University has established a comprehensive policy and procedures for handling complaints relating to sexual harassment. Details of the policy and procedures for handling such complaints can be found in both the Student Handbook and the Staff Handbook. The University Panel against Sexual Harassment is responsible for handling all formal complaints received from staff and students. The complainants have the right to lodge a complaint directly with the Equal Opportunities Commission (EOC).

[Approved by the Academic Board at its First Meeting (2018-19) held on 12 October 2018.]